

CHAPTER 6

A statement of the categories of documents that are held by it or under its control

RECORD BRANCH 4TH MLP BN SHILLONG.

Sl	Category of documents	Name of documents and its introduction in one line	procedure to obtain documents	Held by/under control of
		REGISTERS.		
	RECORD BRANCH	Reserve Register : Biodata of force personnel	THROUGH THE COMMANDANT	RESERVE INSPECTOR.
1	DO	Increment Register : Annual increment of salary	DO	Reserve Inspector.
2	DO	Disposition Register:Detailed information of force personnel	DO	Reserve Inspector.
3	DO	Battalion Order Book : To enter Commandant's Orders	DO	Reserve Inspector.
4	DO	Despatch Register : For despatching all letters	DO	Reserve Inspector.
5	DO	Receive Register:To Record receipt of of all correspondence	DO	Reserve Inspector.
6	DO	Dak Register : Record of despatch and delivery of letters	DO	Reserve Inspector.
7	DO	Leave Register : To maintain leave record of personnel	DO	Reserve Inspector.
8	DO	Sick Register : To maintain sick record of personnel	DO	Reserve Inspector.
9	DO	Training Register : To maintain record of various trainings	DO	Reserve Inspector.
10	DO	Reward Register : To maintain record of rewards.	DO	Reserve Inspector.
11	DO	Punishment Register : To maintain record of punihsmnts	DO	Reserve Inspector.
12	DO	Arms/ammunition Register : To maintain record of arms/amn	DO	Reserve Inspector.
13	DO	FILES.	DO	Reserve Inspector.
14	DO	Government notification file	DO	Reserve Inspector.
15	DO	DGP/IGP Standing orders files	DO	Reserve Inspector.
16	DO	Transfer/posting files	DO	Reserve Inspector.
17	DO	Basic Training file	DO	Reserve Inspector.
18	DO	Law and order file	DO	Reserve Inspector.
19	DO	Medical treatment outside the State file	DO	Reserve Inspector.
20	DO	Commandant order file	DO	Reserve Inspector.
21	DO	Senior Cadre course file	DO	Reserve Inspector.
22	DO	SP/CO Conference file	DO	Reserve Inspector.
23	DO	Modernisation of state police under modernisation scheme file	DO	Reserve Inspector.
24	DO	Various training courses files	DO	Reserve Inspector.
25	DO	Monthly force Return file	DO	Reserve Inspector.
26	DO	Departmental proceedings files	DO	Reserve Inspector.
27	DO	Force Movement order file	DO	Reserve Inspector.
28	DO	Assembly/Budget file	DO	Reserve Inspector.
29	DO	NEC Meeting file	DO	Reserve Inspector.
30	DO	Bright student scholarship file	DO	Reserve Inspector.
31	DO	Monthly Administrative file	DO	Reserve Inspector.
32	DO	Supreme court/High court order	DO	Reserve Inspector.

		file		
33	DO	President/Prime Minister/Police Medal file	DO	Reserve Inspector.
34	DO	Dorbar file	DO	Reserve Inspector.
35	DO	Right to Information Act file	DO	Reserve Inspector.
36	<u>Service Sheet Branch</u>	Service Books : To maintain service records of all personnel	DO	Head Assistant.
37	<u>Service Sheet Branch</u>	Service Sheets : To maintain service records of all personnel	DO	I/C Service Sheet
38		Pension file : To maintain record of all pension cases	DO	
	<u>Motor Transport Branch</u>	Registration of vehicles record of all vehicles of this unit	DO	MTO
39	DO	POL/DOL/Spare parts/Bills records of all vehicles on		
40	DO	consumption, maintenance and expenditure		
41	DO	Commandant Order file	DO	MTO
42	DO	WT Message file	DO	MTO
43	DO	Supply of MV spare parts record of purchases made	DO	MTO
44	DO	Monthly POL/DOL Return record of consumption vehicles	DO	MTO
45	DO	Condemned M.V spare parts of unserviceable parts	DO	MTO
46	DO	Allotment of vehicles to officers and other duties	DO	MTO
47	DO	Record of condemned batteries and Tyres and	DO	MTO
48	DO	correspondence with PHQ for approval for condemnation	DO	MTO
49	DO	Tender Notice of MV spare parts called from Govt approved	DO	MTO
50		Firms		
	<u>QM Branch</u>	Clothing file recording purchase and approval of clothing	DO	QM Inspector
51		items		
	DO	Record pertaining to fatigue implements file	DO	QM Inspector
52	DO	Record of Games and Sports items files	DO	QM Inspector
53	DO	Ration file pertaining to record of approval for supply	DO	QM Inspector
54	DO	of ration : dry and fresh	DO	QM Inspector
55	DO	Ration file pertaining to purchase of building materials	DO	QM Inspector
56	DO	Record receipt of of stitched uniforms and issue	DO	QM Inspector
57	DO	Tender Notice File	DO	QM Inspector
58	DO	CO order file	DO	QM Inspector
59	DO	Utensil Bills records	DO	QM Inspector
60	DO	Record of purchase of hardware items	DO	QM Inspector
61	DO	Record of purchase of furniture items	DO	QM Inspector
62	DO	Record of purchase of office	DO	QM Inspector

		equipment		
63				QM Inspector
	DO	Record of indent of ration group A,B,C and D.	DO	QM Inspector
64	DO	Record of repair of barracks/accomodation	DO	QM Inspector
65	DO	Record of approval for purchase of fire woods	DO	QM Inspector
66				
	<u>SM BRANCH</u>	Commandant order file	DO	SM
67	DO	Morning Report record of attendance of personnel	DO	SM
68	DO	Duty detailment register	DO	SM
69	DO	Absent report file	DO	SM
70	DO	Record of joining of personnel from leave on transfer	DO	SM
71	DO	Record of overstay of leave by personnel	DO	SM
72	DO	Record of weekly Inspection held	DO	SM
73				Held by/under control of
	<u>ESTT BRANCH</u>	Land Acquisition file	DO	Head Assistant
74	DO	Government Property Register	DO	Head Assistant
75	DO	Leave of Gazetted Officers	DO	Head Assistant
76	DO	Handing and taking over charge file	DO	Head Assistant
77	DO	Government Standing Orders file	DO	Head Assistant
78	DO	Sanctioned posts/Retention of posts file	DO	Head Assistant
79	DO	Appointment of ministerial staff file	DO	Head Assistant
80	DO	Declaration of D.D.O file	DO	Head Assistant
81	DO	Compilation of Civil List file	DO	Head Assistant
82	DO	Training of Gazetted Officers file	DO	Head Assistant
83	DO	Procurement of stationery items file	DO	Head Assistant
84	DO	Indent of stationery articles from Govt Press	DO	Head Assistant
85	DO	Indent of stationery articles from Govt approved Firms file	DO	Head Assistant
86	DO	Stock Register of stationery articles	DO	Head Assistant
87	DO	Cash Book register	DO	Head Assistant
88	DO	Confidentila file	DO	Commandant
89	DO	ACR File	DO	Commandant
90				
	<u>ACCOUNT BRANCH</u>	Bill Register. To enter before presenting Bills to T.O	DO	Accountant
91	DO	Bill copy book. To enter every bill with date of bills	DO	Accountant
92	DO	GPF Register Vol no I, II and III	DO	Accountant
93	DO	Monthly expenditure Register	DO	Accountant
94	DO	Monthly T.E expenditure Register	DO	Accountant
95				

	ACCOUNT BRANCH	Monthly POL Register	DO	Accountant
96	DO	Monthly Ration Register	DO	Accountant
97	DO	Monthly M.V Register	DO	Accountant
98	DO	Monthly O.E. Register	DO	Accountant
99	DO	Monthly O.C Register	DO	Accountant
100	DO	Monthly Wages Register	DO	Accountant
101	DO	Children Education Register	DO	Accountant
102	DO	Scooter Advance Register	DO	Accountant
103	DO	Festival Advance Register	DO	Accountant
104	DO	Contingency Register	DO	Accountant
105	DO	Transit Register	DO	Accountant
106	DO	Clothing and Tentage Register	DO	Accountant
107	DO	L.W.P Register	DO	Accountant
108	DO	Dak Register for delivery of bills/letters	DO	Accountant
109	DO	Allotment of fund File	DO	Accountant
110	DO	Sanction order file	DO	Accountant
111	DO	Money Receipt file	DO	Accountant
112	DO	Actual and anticipated expenditure file	DO	Accountant
113	DO	Monthly B statement file	DO	Accountant
114	DO	Pay disbursment file	DO	Accountant
115	DO	D.A Order file	DO	Accountant
116	DO	POL/DOL Expenditure file	DO	Accountant
117	DO	MV Bill expenditure on maintenance of vehicles	DO	Accountant
118	DO	Office Expenses file	DO	Accountant
119	DO	Clothing and Tentage expenditure file	DO	Accountant
120	DO	Wages bills file	DO	Accountant
121	DO	News papers Bill on advertisement file	DO	Accountant
122	DO	Ration Bills file	DO	Accountant
123	DO	Oo.c Bills file	DO	Accountant
124	DO	Security Related Expenditure related file	DO	Accountant
125	DO	LPC Receive File	DO	Accountant
126	DO	LPC issue file	DO	Accountant
127	DO	LPC of dead/retired personnel file	DO	Accountant
128	DO	GPF (withdrawal of refundable non refundable file	DO	Accountant
129	DO	House Rent order file	DO	Accountant
130				
	ACCOUNT BRANCH	Children Education Advance file	DO	Accountant
131	DO	Pay fixation file	DO	Accountant
132	DO	GPF opening file	DO	Accountant
133	DO	Commandant order file	DO	Accountant
134	DO	Advance T.A file	DO	Accountant
135	DO	Bank draft file	DO	Accountant
136	DO	Medical Treatment file	DO	Accountant
137	DO	Release order file	DO	Accountant
138	DO	Festival Advance file	DO	Accountant
139	DO	Holiday foregone file	DO	Accountant
140	DO	W.T message file	DO	Accountant

141	DO	Recovery of Bank loan file	DO	Accountant
142	DO	House Building Advance file	DO	Accountant
143	DO	Death Cum Retirement Gratuity file	DO	Accountant
144	DO	Leave Salary file	DO	Accountant
145	DO	L.T.C file	DO	Accountant
146	DO	L.W.P file	DO	Accountant
147	DO	Undisbursed money file	DO	Accountant