

CHAPTER 6

STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

<i>Sl. No.</i>	<i>Category of the document</i>	<i>Name of document and its introduction in one line</i>	<i>Procedure to obtain the document</i>	<i>Held by/ Under control of</i>
1.	General	District order Book :- Entries of all orders etc made by the Superintendent of Police.	By an application to the Public Information Officer, Office of the Superintendent of Police, Ri Bhoi District, Nongpoh	The Superintendent of Police, Ri Bhoi District, Nongpoh.
2.	General	Reserve Register :- Entries of particulars of all personnel from Inspector to Constables		
3.	Confidential	Service Sheets :- Entries of Service Record of all personnel from Inspector to Constable individually		
4.	General	Land Building Register :- Entries of land allotted to the Deptt. and all Buildings of the Deptt. in the whole District.		
5.	General	Cash Book, Bill Registers : Entries of all cash receipts and disbursed and entries of all Bill prepared by the office.		
6.	General	File Index Register :- Entries of all files maintained in the office of the Superintendent of Police.		
7.	General	Files related to proposal sent to the Police Head Quarters for Creation of Post, Construction of Building for PS/ OP and Building for Quarters; Acquisition of land for various PS/OP allotment of fund, Retention of Posts, Transfer/ Posting file. Requisition of Vehicles.		