CHAPTER 6
A statement of the categories of documents that are held by it or under its control

A STATEMENT OF CATEGORIES DOCUMENTS UNDER POLICE TRAINING SCHOOL, SHILLONG

(Manual - 5)

SI	Category of the Document	Name document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1	2	3	4	5
1	**Confidential Branch**	**(1)** Correspondence on ACRs **(2)** Charge Report of Principal P.T.S, Shillong **(3)** Charge Report of Asstt. Principal, PTS, Shillong **(4)** Posting/Transfer & Deputtation of Gos **(5)** Leave of Gazetted officers **(6)** Deputation of Gos for training Course **(7)** Appointment/Transfer/Posting of Ministerial Staff **(8)** Standing Order for State , Exam/Selection Board **(9)** Miscellaneous File ## Registers **1)** Stock Register	**Apply through PIO**	PIO
2	**General Branch**	**1)** Second Meghalaya Pay Commission **2)** Pension etc. **3)** Scooter/Motor Cycle Addvance **4)**House Building Advance **5)** FR/SR/TR etc. and Deligation of financial power **6)** 3rd Meghalaya Pay Comission **7)** Govt. & Headquarters Circulars **8)** Office stationery(Local purchase & from Govt. stores) **9)** Proposal file **10)** Creation of posts/sanctioned posts **11)** Sanctioned/Actual strength of posts **12)** Lok Sabha/Assembly Question **13)** Correspondence with Me.-S.E.B Reg. Service connection	**Apply through PIO**	PIO

			Apply through PIO	PIO
		14) Telephone correspondence **15)** Modernisation Scheme **16)** Medical correspondence **17)** Purchase of Medicine for- M.I. Room **18)** Fixation of Pay and service increments of Ministerial Staff **19)** Rendition of employment information **20)** Grant of scholarship out of Police Memorial Fund **21)** Meeting of SP/CO Confer- ence **22)** Audit accounts by internal auditors **23)** Correspondence with repairs work of SP Level Flates, Polo **24)** Govt. approved rates **25)** Annual administrative report **26)** Correspondence on Govt. Quarter for **27)** Correspondence on Law- Instructors & Guest Lecturer **28)** MPSSS-Subscription thereof **29)** Life Insurance Corp. of India **30)** Allotment of Fund **31)** Pay & allowance **32)** Training Institution Allowance **33)** T.A Advance **34)** Budget Estimate **35)** Monthly Expenditure "B" Statement **36)** Festival Advance **36)** General Provident Fund **37)** Wages **38)** Medical reimbursement		
3	**QM Branch**	**1)** PTS Bill Register Vol-VIII **2)** PTS Bill Register Vol-II **3)** PTS Bill Despatch Register Vol-III **4)** PTS Clothing Stock Register Vol-II **5)** PTS Clothing Stock Register Vol-I **6)** PTS Clothing Stock Register Vol-V		
4	**Reserve Branch**	**1)** Earned Leave of PTS Staff **2)** Matters relating to Service Ser- vice Increment of PTS staff **3)** Overstaying of Leave Orders etc. **4)** Handling/Taking over file, Res- erve Branch, PTS, Shillong **5)** Discharge of R/Cs from Traini- ng matters relating **6)** Promotion/ Cadre Course **7)** Recruitment into the Police For- ce matters relating to Recruits	**Apply through PIO**	**PIO**

		Constable Basic Training Course			

Constable Basic Training Course
8) Transfer Posting of PTS staff
9) Deputation of officers to and from PTS
10) Monthly Force Return -PTS, Shillong
11) Monthly discharge/dismissed return file
12) Release Order of Trainees
13) Allotment of Govt. Quarter of PTS Staff
14) Gradation- Matters regarding
15) Service sheets matters regarding
16) Various Training Courses matters relating to
17) Quarterly Return of D/Ps and Suspension cases
18) Monthly return regarding Expedition settlement of pension cases etc.
19) Crossing Efficiency Bar-Matter relating to
20) Reward file & monthly reward return of PTS, Shillong
21) Movement Order File
22) Indisplinary conduct Report against Trainees.
23) Absent Report of PTS Staff
24) Holding of various kinds of weapons and Ammunition & explosive etc.
25) Allotment of arms &ammunition
26) Police Training School, Shillong (Verification Roll
27) Refresher Course
28) Representation of Schedule Caste /Tribes/Minority, etc.
29) Computerisation of Personal Records
30) Sanction of Addl. Force-Ministers Regarding
31) Cadre Course of Constable for promotion to the rank of Head Constable Basic Training Course
32) Departmental Examination for promotion to the rank of SI/Inspector
33) Monthly return of D.P. & Suspen-
34) Departmental Proceeding drawn up against the State Govt. employee
35) Monthly of D.P drawn up
36) Monthly return of pending D.P & Suspension cases
37) Principal, Order

		38) Circular etc. of DG & IG of Police **39)** Scholarship to bright students of Police personnel **40)** Standing order of DGP.IGP(HQ) Shillong **41)** Monthly punishment return of PTS Shillong **42)** Provisional Pension (PTS-staff) DCRG **43)** Resignation file **44)** Senior Cadre Course of Lnk/Nk for promotion to the rank of Havildar **45)**Departmental of Literate ABCs Lnk/Nks for promotion to the rank of Havildar/Clerk **46)** Correspondence relating to the issue of Photo Identity Cards **47)** Order by the Governor-Notification **48)** Relation to the Compensation for Holidays Foregone in respect of - PTS, Staff **49)** Reg. Monthly Return of Pension Cases in the Supreme Court/High Court **50)** Recruitment Rally for AB/Driver Constable, Women Constables - Followers etc. ## REGISTERS **1)** S.O. Book **2)** Increment Register **3)** Reserve Register **4)** E.L. Register **5)** Disposition Register
5	**LIBRARY**	**1)** Sl.No.File No.PTS/Liby/2/2000(Vol-V) 2004-05 Sub:-Correspondence Relat-ing to supply of Book to Liby **2)** File No.PTS/Liby/Misc./2003-04-05/ Miscellaneous file **List of Register of PTS, Liby** **1)** Book issue Register of PTS, Liby **2)** Liby. Register of Books **3)** Issue Register of Bills/Guest lecture bill **4)** Receipt Issue Register of News paper & magazine **5)** Bill Register of Guest lecturer **6)** Issue Register of Articles Pertaining to Training material
6	**Indoor**	**1)** Basic Training Course for UB/RC, MPRO, RFS **2)** Senior Cadre Course for UBC to HC

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		3) Refresher Course for PIS/PSIs **4)** Induction Course for newly promoted SIs (UB) **5)** Cadre Course for promotion of SI to Inspection **6)** Refresher Course -1 for UB Constable 7) Refresher Course -II for Head Constable **8)** Refresher Course-III for SI/Inspector **9)** Departmental Proceeding for Inspector to Addl. SP **10)** Community Policing for UBC to Ins- pector **11)** Traffic Course for UBC **12)** Human Rights-I for UBC **13)** Human Rights -II forUBC **14)** L/C Course for UB/AB Constables **15)** Accounts/Audit and office Proce- dures for LDA/UDA **16)** Course on NSA/MPDA for Outdoor Instructor **17)** Refresher Course for Outdoor Ins- tructor **18)** Computer Appreciation for Constab- le to Inspectors **19)** Gender Sensitisation and atrocities on SC/ST for Constable/Head Constable **20)** Gender Sensitisation and atrocities on SC/ST for Constable/Inspector **Registers** **1)** Attendance Register for UB/MPRO/ FS RCs **2)** Attendance Register for Refresher Courses		
7	**Outdoor**	**1)** Morning Report Registers **2)** Instructors Attendance Registers **3)** Refresher Course Attendance Registers **4)** SIs Attendance Registers **5)** R/Cs Attendance Registers **6)** Patrolling Duty Registers **7)** Telephone Duty Registers **8)** Gate Duty Registers **9)** L/M Duty Register **10)** P.D. Registers **11)** Firing Registers **12)** Morning Report File **13)** SIs Parade Programme File **14**) Refresher Course Parade Programme file **15)** R/Cs Parade Programme File **16)** Firing Correspondence File **17)** Outdoor Exam File	**Apply through PIO**	**PIO**

| 8 | M.T. Branch | 1) New Vehicle Register
2) Condemnation of Tyres, Tubes and - Battery of vehicle
3) Bill file
4) Proposal for Condemnation of vehicle
5) Allotment of New Vehicle
6)Regarding repairing/maintenance
Registers
1) Log Book
2) Car Diary | | | |