

ANNEXURE – 6
PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4(1) (b) (vi) OF THE RIGHT TO
INFORMATION ACT, 2005

(Statement of the categories of documents that are held or under control)

Name of the department: Police Department, UT Chandigarh.

Sr. No.	Units & Category of documents.	
1.	Police Stations	Daily Diary, FIR Register, duty rosters, Case Diaries record, Different registers as per provision under PPR, Malkhana Register, Arms and Ammunition Record, All circulars and orders received from time to time, daily/weekly/monthly diaries/reports, dak receipt/dispatch register, Register No.16
2.	CID	Passport verification record, service verification record, information about foreigners, Daily Summary of Intelligence, daily events record (dharnas, strikes, agitations, processions, rallies etc.), permissions for use of loudspeakers, application for registration of marriages, processions etc., all circulars and orders received from time to time, weekly/monthly diaries /reports, dak receipt/dispatch register, register No.16
3.	Security	Record about visit of VVIPs/VIPs, public functions, security provided to VVIPs/VIPs/PPS, VIP guards, Vital installations etc., all circulars and orders received from time to time, dak receipt/dispatch register, register No.16
4.	Traffic	Record about all traffic challans, permissions for plying of trucks in prohibited areas, challans compounded in computerized branch, challans sent to court, vehicles impounded, daily diary registers, duty rosters, all circulars and orders received from time to time, daily/weekly/monthly diaries /reports, dak receipt/dispatch register, register No.16
5.	PCR	Daily diary, duty roster, register about receipt of calls at phone No.100, action taken on receipt of such calls, daily/weekly/monthly diaries/reports, all circulars and orders received from time to time, dak receipt/dispatch register, register No.16
6.	EOW	Daily diary, register about receipt of complaints and marking it for enquiry to NGOs, dak receipt/dispatch register, daily/weekly/monthly diaries, all circulars and orders received from time to time, register No.16
7.	Woman & Child Support Unit	Daily diary, register about receipt of complaints and marking it for enquiry to NGOs, dak receipt/dispatch register, daily/weekly/monthly diaries, all circulars and orders received From time to time.

8.	Operations Cell	Daily diary, register about receipt of complaints and marking it for enquiry to NGOs, dak receipt/dispatch register, daily/weekly/monthly diaries, all circulars and orders received from time to time, register No.16
9.	Police Lines	Daily diary, duty roster, record about detailing duty for escort of prisoners, record about police personnel under suspension, record about detailing duties of Tear Gas Squad, Band Staff, QRT, Riot Control Team, Ambulance, Players, Mounted Staff, Dog Squad etc., cash Receipt /disbursement register, all circulars and orders received from time to time, weekly /monthly diaries etc., register No.16
10.	Crime Branch	Daily diary, duty roster, register with details of cases marked for investigation, register about receipt of complaints and marking it for enquiry to NGOs/HCs, dak receipt/dispatch register, all circulars and orders received from time to time, register No.16
11.	Home Guards	Duty roster, record about details of HGVs detailed for duty in different units, service record, salary receipt & disbursement record, dak receipt/dispatch register, all circulars and orders received from time to time.
12.	Administrative Officer	Service record of all police personnel including class IV employees, complete record about budget/ sanctions / withdrawals/ disbursement of cash, complete record about receipt of all complaints for enquiries and their disposal, complete record about all types of correspondence with the Govt./other departments/within department etc., different circulars /orders issued from time to time, complete record about various proposals/plans, dak receipt /dispatch registers, all types of misc. correspondence etc
13.	Wireless Section	Duty roster, stock register, register No.16, record about distribution of wireless sets, record about service/maintenance of wireless sets, all circulars and orders received from time to time etc.
14.	M.T. Section	Daily diary, stock register, duty roster, register No.16, record about purchase and allotment of vehicles, purchase and utilization of motor parts/other equipment, record about maintenance /service of vehicles, receipt/issue of POL, record about disposal of condemned vehicles, all circulars and orders received from time to time, dak receipt/ dispatch register, all types of miscellaneous correspondence etc.