

**Manual VI**

**REGISTERS TO BE MAINTAINED IN CID**

(Extract from Appendix XIII – PRB Volume II)

(The list does not include the registers, etc., prescribed for office routine.)

Serial No.	Name of Register or file.	Regulation under which kept.	Period for which to be preserved.
01	File of Police Gazette(Parts I to V)	74 ..	Five years.
02	File of Government Orders(Part VI, Police Gazette)	74 ..	Permanently.
03	File of Police Orders(Part VI, Police Gazette)	74 ..	Ditto.
04	File of Criminal Intelligence Gazette (Part s I-X)	74 ..	Ditto.
05	File of Criminal Intelligence Gazette (Part XI)	74 ..	Ditto.
06	Files of special and illustrated and other supplements to the Criminal Intelligence Gazette.	74 ..	Ditto.
07	Used books of railway and steamer warrants. (Bengal Forms Nos. 360B and 360C)	94 and Appendix III.	Two years.
08	Used books of omnibus warrants. (Bengal Form No.359).	94 and Appendix III.	Ditto.
09	File of personal diaries.(B.P.Form No.136)	623	One year.
10	File of special reports .. ..	..	See remarks against serial No.66 of the list of registers, etc., kept in the Superintendent's office.
11	Records of enquiries and Investigations in which the Criminal Investigation Department takes part by control or assistance.	629 ..	To be preserved permanently or destroyed after three years according to the importance of each case.
12	Detective warrant register.(Form A).	631 Appendix XXXI.	Three years.
13	Detective warrant register.(Form B).	Ditto ..	Ditto.
14	File of detective warrant certificates. (Forms C and D).	Ditto.	One year.
15	List of local photographers ..	637 ..	Three years.
16	File of mufassil diaries of experts of the Finger Print Bureau.	655 ..	Ditto.
17	Crime Index Register. (B.P.O. Form No.29, new).	..	Permanently.
18	Statement of daily work in Finger Print Bureau. (B.P.O. Form No.14, new).	..	Five years.
19	Register of Criminal Investigation Department references received from police-stations and other sources. (B.P.O.Form No.15, new).	..	Three years.

20	Register of traced cases. (B.P.O. Form No.16, new).	..	Three years.
21	File of allotment statements of force	659 ..	Until fresh lists are issued.
22	Gradation lists of Inspectors and sergeants (Provisional list).	..	Until a fresh list is issued. (The list is printed periodically).
23	Gradation list of Sub-Inspectors in the Criminal Investigation Department.	..	Ditto.
24	Gradation list of Assistant Sub-Inspectors and head constables.	..	Ditto.
25	Gradation list of constables ..	..	Ditto.
26	Approved list of Inspectors fit for promotion to the rank of Deputy Superintendent.	735 and Appendix XLII	Until a fresh list is issued.
27	Gradation list of clerical establishment	..	Ditto.
28	List of officers of the Criminal Investigation Department and Intelligence Branch fit for promotion to the rank of Inspector.	738 and appendix XLIII.	Until a fresh list is issued.
29	Provincial approved list of officers fit for promotion to the rank of Inspector.	738 and Appendix XLIII.	Ditto.
30	Approved list of constables fit for promotion to the rank of Assistant Sub-Inspector.	743 ..	Ditto.
31	Register of revolver practice ..	797 ..	One year after completion.
32	Register of casual leave. (Bengal Form No.107).	819 ..	Two years after completion.
33	Register of casual leave and brass-numbers.(B.P. Form No.159).	819 ..	Ditto.
34	File of proceedings. (B.P. Form No. 164).	861 ..	See entry against serial 35 in the list of registers, etc., kept in the Reserve office.
35	File of command certificates. (B.P. Form No.10).	909 ..	Two years.
36	Order book .. ..	911 ..	Thirty-eight years.
37	Register of punishments. (B.P. Form No.175).	915 ..	Three years.
38	Register of receipt and issue of clothing. (B.P. Form No.176).	916 ..	Two years.
39	Leave Register (B.P. Form No.177).	917 ..	Two years on completion.
40	Service books and rolls .. ..	920 ..	For disposal of service books and rolls (see Regulation 922).
41	Committee report book on clothing. (B.P. Form No.184).	973 ..	Two years.
42	Clothing Hand Book. (B.P. form No. 221).	976 ..	Until a new book is issued
43	File of issue forms of clothing. (B.P. Form No.186).	980 ..	Two years.
44	Register of securities and deposits.	1145 ..	Until rewritten.

	(B.P. Form No.221).		
45	Stock Book. (Bengal Form No.1148)	1280 ..	Permanently.
46	Register of receipt and issue of form Bengal Form No.108).	1284 ..	Two years.
47	Register of receipt and issue of stationary. (Bengal Form No.402).	1288 ..	Three years.