(4) (1) (b) (V)

RULSE, REGULATIONS, INSTRUCTIONS,MANUALS AND RECORDS HELD OR USED BY EMPLOYEES FOR DISCHARGING THEIR FUNCTIONS

The Commissioner of Police and the staff working under him are bound by the rules, regulations, orders and circulars issued time to time by the Home Department, Govt. of Maharashtra and Maharashtra Civil Services Rules.

As required by Maharashtra Police Manual Vol. 1, 2 and 3, Treasury Rules, Contingency Expenditure Rules, Budget Manual, Maharashtra Civil Services Rules the following Registers are maintained.

1. Government References Register,
2. Dead Stock Registers,
3. Register of Cheques,
4. Register of Supplier,
5. Register of Service Sheets of Men,
6. Register of Service Sheets of Ministerial Staff,
7. Register of Pension Cases of Officers and Men,
8. Registers of Government Resolutions
9. Registers of Departmental Enquires
10. Register of Pensioners,
11. Register of Sanads,

12. Register of Stationary
13. Progressive Register of expenditure on account of grant sanctioned by Government for carrying out Minor Original works,
14. Register showing the particular of quarters located in each division,
15. Register showing dates of discharge, dismissal, invalidation, etc. of Officers and Men.
16. Register showing the particulars of Police Chowkies,
17. Gradation List of Officers,
18. Index Register of Officers,
19. Distribution list of Police Officers,
20. Register of Departmental proceedings,
21. Register of Officers under suspension,
22. Register or Men under suspension,
23. Register of dates reinstatement in pay and rank,
24. Register of minor punishments,
25. Register of distribution of Departmental enquiries among the Deputy Commissioner or Police,
26. Increment Register-(a) Officer (b) Ministerial staff (c) Men and (d) Class 4 Govt. servants,
27. Register of Special Disability leave and Injury pension,
28. Register of all Special leave,
29. Seniority Register of Constabulary, rank wise,
30. Seniority Register or Ministerial Staff,
31. Seniority Register of Class 4 Govt. servants,

32. Register showing the sanctioned strength of Ministerial Staff,
33. Register showing the sanctioned strength of constabulary,
34. Vacancy Register of Constabulary,
35. Casualty Register of Constabulary,
36. Distribution Register of Ministerial Staff,
37. Distribution Register of clerk-Typists and P.C. Typists,
38. Distribution Register of Police Jamadars (Armed and Unarmed),
39. Distribution Register of H.C Writers,
40. Distribution Register of P.C. Writers,
41. Distribution Register of Class 4 Govt. servants,
42. Register of Temporary Establishment,
43. Register of legislative Assembly and Lok Sabha Questions,
44. Pension Register,
45. Daily Stamp account Register,
46. General Pay Cash Book,
47. General Pay Voucher Book,
48. K.O. Register,
49. Leave Noting Register,
50. Cash Book
51. Bill Register,
52. License Fee Register,
53. P.P. Bhatta Cash Book,
54. T.A. Cash Book,
55. P.A.T.A. Cash Book,

56. Miscellaneour A/c Register,
57. Reward Register,
58. Extra Duties Charges Register,
59. Permanent Advance Cash Book,
60. Register of Contingent Charges,
61. Refreshment Allowance Cash Book,
62. Medical Expenses Reimbursement Cash Book,
63. Telephone Charges Register,
64. Water Charges Register,
65. Petty Bill Register,
66. Premises Licenses Register,
67. Ticket Selling License Register (yearly)
68. Ticket Selling License Register (Temporarily)
69. Performance License Register.
70. Register of Exemption from Payment of Entertainment Duty.
71. Cinema License Register.
72. Ticket Selling License Register for Cinema Theatres.
73. Poison License Register.
74. Fire work License Register
75. Blasting License Register.
76. Dangerous Petroleum License Register.
77. Miscellaneour A/c Register,
78. Reward Register,
79. Extra Duties Charges Register,

80. Permanent Advance Cash Book,
81. Register of Contingent Charges,
82. Refreshment Allowance Cash Book,
83. Medical Expenses Reimbursement Cash Book,
84. Telephone Charges Register,
85. Water Charges Register,
86. Petty Bill Register,
87. Premises Licenses Register,
88. Ticket Selling License Register (yearly)
89. Ticket Selling License Register (Temporarily)
90. Performance License Register.
91. Register of Exemption from Payment of Entertainment Duty.
92. Cinema License Register.
93. Ticket Selling License Register for Cinema Theatres.
94. Poison License Register.
95. Fire work License Register
96. Blasting License Register.
97. Dangerous Petroleum License Register
98. Non Dangerous Petroleum License Register.
99. Arms License Register
100. Journey License Register.
101. Confiscated and Detained Property under the Arms Act Register.
102. Arms and Ammunition Dealers License Register
103. Arms Repairs License Register

104. Transport of Arms and Ammunition License Register
105. Import of Arms and Ammunition License Register.
106. Summons Register
107. Warrant Register
108. Distress Warrant Register
109. City serial Register for Registration of Foreigners
110. Local Act Register
111. Accident Register of Police Vehicles,
112. Police Motor Driving Permit Register,
113. Hack Victoria Drivers Register,
114. Labor Cart Driver Register,
115. Hand Cart Drivers Register,
116. Hack Victoria owners Register,
117. Labor Court owners Register,
118. Inward Register.
119. Outward Register.