

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

**RULES, 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. I, II and III, Treasury Rules, Contingency Expenditure Rules, Budget Manual, Maharashtra Civil Services Rules the following Registers are maintained.

- 1) Government References Register,
- 2) Dead Stock Register,
- 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) Register of Government Resolution
- 9) Register 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 of Men under suspension,
- 23) Register of dates of reinstatement in pay and rank,
- 24) Register of minor punishments,
- 25) Register of distribution of Departmental enquiries among the

Dy. Commissioner of Police,

- 26) Increment Register-(a) Officer (b) Ministerial staff (c) Men and (d) Class IV 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 of Ministerial Staff,
- 31) Seniority Register of class IV 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 IV 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) Bill Register,
- 51) License Fee Register,
- 52) Reward Register,
- 53) Extra Duties Charges Register,.
- 54) Permanent Advance Cash Book,
- 55) Register of Contingent Charges,
- 56) Telephone Charges Register,
- 57) Water Charges Register,
- 58) Petty Bill Register,
- 59) Premises Licenses Register,
- 60) Performance License Register.
- 61) Register of Exemption from Payment of Entertainment Duty.
- 62) Cinema License Register.
- 63) Fire work License Register
- 64) Blasting License Register
- 65) Petroleum License Register
- 66) Arms License Register
- 67) Journey License Register
- 68) Arms and Ammunition Dealers License Register
- 69) Transport of Arms and Ammunition License Register
- 70) Summons Register
- 71) Warrant Register
- 72) Distress Warrant Register,

- 73] City serial Register for Registration of Foreigners
- 74] Local Act Register
- 75] Accident Register of Police Vehicles,
- 76] Police Motor Driving Permit Register,
- 77] Hack Victoria Drivers Register,
- 78] Labour Cart Driver Register
- 79] Hand Cart Drivers Register,
- 80] Hack Victoria owners Register,
- 81] Band cash book
- 82] Monthly pay cash book
- 83] Polich Welfere fund cash book