

## STATEMENT OF THE CATEGORIES OF DOCUMENTS HELD BY IT OR UNDER ITS CONTROL

As per the Rule 268 of RPF Rules 1987, the records and registers to be maintained in the office of Superior Officers, Posts, Companies Out-posts detachments and other units and the proforma therefore shall be such as may be specified by the Director General from time to time. The following registers are maintained by the Security Department.

Sl. No.	Name of the register	Who/where to be maintained
<b><u>ARMS &amp; AMMUNITIONS</u></b>		
1	Arms Stock Book	Reserve lines and Training Centres
2	Arsenal Distinguishing Nos. on Arms	-do-
3	Ammunition Stock Book	-do-
4	Daily Arms and Ammunition Issue & Return Register	Posts, Outposts, Reserve lines, Training Centres
<b><u>CRIME</u></b>		
5	Deficiency Message Register	Post
6	Complaint Form	-do-
7	Crime register for booked consignments	Post, circle and ASC's Office
8	Crime Register (Theft of fittings from rolling stock)	-do-
9	Crime Register for Railway materials (Except fittings from rolling stock)	-do-
10	Crime Register (Pertaining to arrests in trespass & non-specific cases)	-do-
11	Register of Special Reports	ASCs, SO & CSC's Office
12	Case property register	Post
13	Register of cases arising out of thefts pilferages and losses handed over for departmental action	CSC, SO & ASC's Office
14	Continuation Report	Post & Circle
15	Register of Railway Criminals (Confidential)	ASC, IPF, SIPP in charge of post
16	Final report on theft/pilferage of booked consignments	Posts and Circle
17	Final report on theft/loss of Railway property	Posts & Circle

18	Seal Memo Book	Post & Out Post
19	Seal/Rivet/Lock Checking certificate	-do-
20	Defective wagon checking register	-do-
21	Register for shortages from seal intact wagons (Inward)	Post
22	Register of shortages from seal intact wagons (Outward)	Post
<b>ESTABLISHMENT</b>		
23	Muster Roll	Posts, Outposts, Circle, Offices of ASC's, SO & CSC's Offices, Reserve lines and training centre.
24	Duty Roster	Post and Outpost
25	Enrolment Register	ASC's Office, Reserve Lines
26	Nominal Roll	ASC, SO & CSC Offices
27	Posting Register	-do-
28	C.L.Register	Post, Circle, ASC, SO & CSC Offices
29	Leave Register other than casual leave	ASC, SO & CSC Offices
30	Leave application form	Out-post, Post, Circle, ASC, SO & CSCs Offices
31	Leave Certificate	-do-
32	Calendar of Increment	ASC, SO & CSCs Offices
33	Reward Roll	Posts, Reserve Lines, Training Centres.
34	Rewards Register	ASC, SO, CSCs Offices
35	Calendar of Retirement.	ASC, SO, CSCs Offices
36	Divisional/Regional Order Book	ASC, SOs & CSCs Offices
37	Movement Order	Post, Circle, Reserve Lines and Training Centres.
38	Index of Departmental Proceedings	ASC, SO & CSCs Offices
39	Index of T.A. Claims	ASC's Office, Post Reserve Lines, Training Centres.
40	Suspension Order	ASC, SO & CSC Offices
41	Order or Revocation (Rule 40(5))	ASC, SO & CSC Offices
42	Charge Sheet (Major Penalties)	-do-
43	Order of Refusal (Rule 44 (3))	-do-
44	Order for Appointment of Enquiry Officer/Board of Enquiry (Rule 44 (4))	-do-
45	Show Cause Notice	ASC,s O & CSC Offices
46	Charge Sheet (Minor Penalties)	-do-

47	Orderly Room Register	-do-
48	Character & Service Roll	ASC, SO, CSCs Offices
<b>GENERAL</b>		
49	Present State of Staff	Posts, Reserve Lines, Training Centres, ASC, SO, CSC.
50	Daily Diary (Roznamacha)	Outpost, Post, Reserve Lines, Training Centres.
51	Inward Receipt & Disposal Register	Post, Circle, Reserve Lines.
52	Confidential Register	Post, Circle & ASC's Office
53	Fire Drill Register	Post, Circle
54	Inspection Register	Outposts & Posts, ASC, Circle, Reserve Lines, Training Centres.
55	Defaulters Register	Post, Reserve Lines, Training Centres.
56	Register of Quarters in occupation of RPF staff	Post, Reserve Lines, Training Centres, ASC's Office
57	Inspectors Weekly Diary	ASC's Office, Inspector Office.
58	Visitors Register for Stores & Workshops	Post (at the stores) or work shops.
<b>STORES</b>		
59	Clothing and Equipment Stock Book	Divisional Stores, Reserve Lines & Training Centres.
60	Individual Uniform Detailed Register	Divisional Stores, Reserve Lines & Training Centres.
61	Kit Book	Every Class IV/III Member of the staff, Outposts, Reserve lines, Training Centres.
62	Memorandum of Kit Inspection	ASC, Inspector
63	Memo of deductions	ASC's Office.

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