

~~CONFIDENTIAL~~

OFFICE OF THE INSPECTOR-GENERAL OF POLICE.

( C.I.D. Special Branch )

Rajasthan.

S131 Secty VIII - 80/56

STANDING ORDER NO. 11. Jaipur, dated the 25th August, 56.

287

Sub :- Confidential Records to be maintained by Range, D.I.S.G.P., the I.G., C.I.D., District Superintendents of Police (including S.P. G.R.P.) and C.Os.

In order to introduce a uniform system of maintenance of confidential records in the above Police Offices, the following orders are issued : -

2. Confidential records should be divided into three categories viz. 'A' (permanent), 'B' (ephemeral) and 'C' (local). In certain circumstances, an 'A' record may become 'B' etc., in which case orders for this change will be issued by this office. Some of the 'C' files may be of a permanent nature and some of an ephemeral nature.
3. Appendix I shows the files to be maintained by the D.I.S.G.P., and S.S.P. Appendix II relates to the records of the C.Os.
4. The numbers assigned to files in this circular should on no account be changed. If a file of a particular number can not be maintained in any particular office, that number should be left blank. Also no files in the categories 'A' & 'B' other than those mentioned in this circular should be maintained by any officer without the I.G's permission. If an officer wishes to maintain a local file, he is at liberty to do so. Such files will be classified as 'C' and given number C/6 and onward.
5. All files 'A', 'B' & 'C' must be properly indexed and cross references given in the 'Remarks' column in the indices which should be prepared for almost all files.
6. It is desirable that Supdts. of Police should employ officers on their C.Os to keep their (S.P.'s) confidential records upto date as it will give them (C.Os) an insight into the manner in which confidential records are kept.
7. It should be noted that files, which are to contain specific orders or resolutions, should contain no extraneous or miscellaneous correspondence or reports or information relating to them.
8. The number, the contents and instructions for maintaining the files mentioned in Appendix I are given below for guidance.
9. Range D.I.S.G.P. will inspect all these files during their annual inspections of Districts and Circle offices and issue separate inspection notes marked 'confidential'.

1. RECORDS.

1/1. Confidential Government resolutions ( of a permanent nature ). They may conveniently be filed in volumes containing resolutions for five years from 1948 onwards.

1/2. I.G's confidential circulars ( of a permanent

nature). They should be kept in one file.

A/3. Security Schemes of all types as under :-

B/8

- (i) Internal Security Scheme (State of Rajasthan)
- (ii) Railway Security Scheme (Police).
- (iii) Railway Strike Scheme.
- (iv) Local Riot, Rallies posts Scheme etc.

B/9

B/10

A/4. The State Cipher system and Distribution List.

A/5-1. All C.I.D. Circulars of a permanent nature marking A/5-1 other than those pertaining to Foreigners.

B/11 &  
B/12.

A/5-II All C.I.D. Circulars regarding Foreigners.  
A/5-III Record of convictions awarded by Court Martial of undesirable personnel dismissed or discharged from the Defence Services.

B/13

B/14.

A/6. Proscribed publications.

A/7. "Hot spots" for the State.

10 C/I

A/8. Combined list of political and quasi-political societies, Sabhas and Anjumans for the whole State.

A/9 Orders regarding protection of the President of India.

(a)

A/10. Orders regarding the protection of the Prime Minister of India and other Ministers.

(b)

A/11. Orders for the protection of H.M., the Raj Pramuk or Governor.

(c)

A/12. Orders for the protection of the Chief Minister, Home Minister and other ministers of Rajasthan State.

(d)

A/13-I Orders for the protection of the persons of Ministers of Pakistan Government and the Governors and Ministers of the Pakistan Provinces when visiting India or passing through India.

(e)

(Note : It is repeated again that these files should contain orders of a permanent nature only. Executive orders etc. issued from time to time by officers as a result of the instructions contained in these circulars should not be filed here).

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A/13-II Protection of the person of distinguished foreign and Commonwealth Nationals visiting or passing through India.

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A/14-I Orders of a permanent nature pertaining to war other than those relating to A.R.P. or Home Defence.

A/14-II Orders of a permanent nature of A.R.P. or Home Defence.

A/15. Copies of S.P.'s own confidential standing orders and circulars issued to subordinate officers.

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"B" RECORDS.

The titles of files B/1 to B/7 are self-explanatory and need no comment. The period laid down for retention should be carefully followed. For instance, in File B/1, the file of the year 1953 should be destroyed by 31st December 1956. Three files for 1954, 1955 and 1956 will then only remain. The file for 1957 should be

should be arranged in alphabetical order according to surnames. The dossier in the case of each individual should contain the following information : -

- (i) His full name beginning with the surname.
- (ii) Age (with the year of birth).
- (iii) Caste.
- (iv) Education.
- (v) Profession.
- (vi) Social standing.

The body of the note should contain a brief note on his career bringing out his characteristics, showing whether he is a person from whom help could be relied upon or otherwise or whether he is a person in dealing with whom care should be exercised etc.

C/3. Lists of political associations and quasi-political associations, "Dals" etc. in the District should be kept here.

C/4. Inspection Notes of the I.G., A.I.G., on the confidential records and the replies of the S.P.

C/5. Self-explanatory.

APPENDIX II.

11. Files C/1 and C/2 of Appendix II should contain circulars issued by the S.P. of a permanent nature either on his own initiative or on a directive from a higher authority. When a directive is received from a higher authority and has to be passed on to subordinate officers, S.P. should use his discretion as to how much they should divulge from the original directive to his subordinates.

12. C/1, C/2 and C/3 files of Appendix II should be written up exactly as in the case of similar documents pertaining to the District, with the only difference that entries should refer only to the circle concerned.

13. S.P.s. should take care to keep their records of the records of their C.O.s upto date. It is necessary to scrutinise the circulars issued by them at least once a year and those circulars which are definitely no longer current should be ordered to be destroyed. This annual review should take place in respect of circulars issued by them and maintained in their offices and in the offices of their C.O.s.

Sd/- V.G.K. KULKAR

Inspector General of Police,  
Rajasthan State.

To

D.I.G.I.

All Superintendents of Police (including S.P. G.R.P.)

(JASWANT SINGH)

Deputy Inspector General of Police  
CID, Rajasthan.

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- B/8 Receptions and acknowledgements of various confidential documents received in the office from Government, Military etc.
- B/9 Copies of censored documents received in the office.
- B/10 All miscellaneous correspondence of an ephemeral nature except correspondence with the D.I.G.P., C.I.D.
- B/11 Self-explanatory.
- B/12 C.I.D. circulars of an ephemeral nature.
- B/13 All miscellaneous correspondence from and to the D.I.G. C.I.D.'s office.

#### "C" RECORDS.

- 10 C/I This file should be maintained on the loose leaf system and will be divided into the following sub-headings : -
- (a) Organisation of the District ( Under this head a full description with the strength and disposition of the District Police Force should be given ).
- (b) Recruiting, its sources and difficulties.
- (c) Instances of serious communal trouble or factions in the District.
- (d) Description of special forms of crime and criminal elements operating in the District, with notes on methods adopted for prevention, investigation and control.
- (e) Subversive or revolutionary movements of any kind in the District.
- (f) Strikes and labour unrest in the District.
- (g) Other matters of interest in the District, such as traffic problems, amenities to Policemen, Prohibition, etc.

The object of the file is to supply a concise and up-to-date record of important events in the District. A Superintendent owes it to his successor to see that the file is regularly and intelligently written up so as to be of considerable help to the latter. It is equally important to record notes at the time of an occurrence or very soon after, while the facts and details are fresh in one's mind. At the same time, it should be borne in mind that premature entries are apt to be very misleading and should not be made. Generally it would be better to wait for some time during which the problems mentioned above are studied and then put down one's opinion regarding them. The writing up of this file would be an indication of the officer's capacity to appreciate the situation and the interest he has taken in the happenings in his charge.

- C/2. This file is a companion volume to the Notes on the District. It too should be maintained on the loose-leaf form. It should contain particulars of all important personalities in the District and should not be confined to political leaders only. Each individual should have at least a full page and the names

B/4	President's Police and Fire Services Medal. (One file only. Recommendations to be destroyed after 5 years).	5 years.	
B/5	Police Medals (as above)	5 years.	/1
B/6	Recommendations of Inspectors fit for Dy. Ss.P. (as above).	5 years.	/2
B/7	Recommendations of S.Is. fit for Inspectors (as above).	5 years.	
B/8	Secret Documents file	5 years.	B/1
B/9	Censorship File	2 years.	B/2
B/10	Miscellaneous Correspondence File.	2 years (3 files at any time).	B/3
B/11	Outward Register	5 years (one file only)	B/4
B/12	Secret Service Accounts	2 years (one file only b entries should be destroyed after 2 years).	B/5
B/13	C.I.D. 'B' Circulars (one file).		C/1
B/14	Miscellaneous correspondence from the C.I.D. (one file).	2 years.	C/2
B/15	I.G.P.'s fortnightly letters to I.G.P.s & S.P.s. (one file).	3 years.	C/3
	<u>CONFIDENTIAL RECORDS.</u>		

\*C/1 Confidential Notes on the Permanent District.

\*C/2 Who's "I" in the District

\*C/3 Lists of political, quasi-political associations, "Dals" etc. in the District.

C/4 Inspection Notes (on confidential records) of the I.G., D.I.G. and replies of the S.P.

C/5 Confidential sheets of Dy. Ss.P., Inspectors, S.Is., P.Is., P.S.Is., H.Cs. clerks etc.

Note : 1) Those files marked \* need not be maintained by the E.I.Gs.

2) The following files should be kept with the Dy.S.P. H.C. who will see that they are maintained upto date.

A/1, A/5-II, A/5-III, A/6, A/7, A/8, B/1, B/3, B/3 B/8.

(3) File marked \*\* will be maintained by

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APPENDIX - I.

"A" RECORDS

surname.

- \*1/1 Confidential Government Resolutions.  
\*1/2 I.C.S. Confidential Circulars.  
\*1/3 Security Schemes.  
\*1/4 State Cipher File.  
1/5-I C.I.D. Circulars.  
1/5-II Foreigners.  
1/5-III Record of convictions awarded by Court Martial to undesirable personnel discharged/dismissed from the Armed Forces.  
1/6 Prescribed Publications.  
1/7 " note" Roll for the State.  
1/8 Combined list of political and quasi-political societies, Sabras and Majumans for the state.  
1/9 Orders for the protection of the President of India.  
1/10 (1) Orders for the protection of the Prime Minister of India when on tour and in travel and other Ministers when in residence in Delhi and on tour.  
(2) Orders for the courtesies to be shown during official visits of the Speaker and Dy. Speaker of the House of the People and Chairman and the Dy. Chairman of the Council of State and security arrangements etc.  
1/11 Orders for the protection of H.H. the Raj Pramukh or Governor.  
1/12 Orders for the protection of the Chief Minister, Home Minister and other Ministers of Rajasthan.  
1/13-I Orders for the protection of the persons of Ministers of the Pakistan Government and the Governors and Ministers of the Pakistan provinces when visiting India or passing through India.  
1/13-II Protection of the person of distinguished foreigners and Commonwealth nationals visiting or passing through India.  
1/14-I War File.  
1/14-II A.R.P. and Home Defence.

- 1/15 S.P.'s confidential standing orders and circulars issued to subordinate officers.

- 1/16 List of Political Suspects of other states.

"B" RECORDS

S.P. G.R.P.)

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General of Pol  
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- B/1 C.I.D. Secret Abstract Period of retention.  
2 years (i.e. 3 files at any one time).  
B/2 Weekly Confidential Reports of S.P.s. 1 year (i.e. 2 files at any one time).  
\*B/3 Weekly Confidential Reports from C.Os., Inspectors & S.I.s. 1 year (i.e. 2 files at any one time).

APPENDIX II.

Records of the C.O.

"A" Records.

A/1 S.P.'s circulars of a permanent nature.

A/2 Orders of a permanent nature regarding the protection of V.I.P.s.

"B" Records.

Period of retention.

B/1 Weekly Confidential Diaries of C.O. 1 year.

B/2 Weekly Confidential Reports from P.I.s. and S.I.s. 1 year.

3 files at any one time  
one file only 2 years.

one file only but should be destroyed after 5 years).

B/3 Miscellaneous orders from S.P. such as lock-out notices etc. 2 years.

B/4 Miscellaneous correspondence 2 years.

B/5 Outward Register 5 years.

"C" Records.

C/1 Confidential Notes on the Circle Permanent.

C/2 Who's Who in the Sub-Division "

C/3 List of political quasi-political association, "Dals" etc. in the Sub-Division.

C/4 Inspection Notes (on confidential records) of the D.I.G. & replies of the C.O.

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