

Manual 6
A Statement of the categories of documents that are held by it or under its control
 [Section 4 (1) (b) (vi)]
A statement of the categories of documents held

Sl.No	Nature of Record/ File Collection Number & Year	Details of information available	Unit / Section where available	Retention period, where available
1	Arm Register	The name & address of all licenses , license no and weapon no	Judicial section.	From 1.4.93 to till date.
2	Explosive register.	Name & address of the license holder.	-Do-	-Do-
3.	Cinema / Video Register	Name & address of the owner & proprietor.	-Do-	-Do-
4.	Suit Register.	Details of case such as OJC , WPC, Civil suit, Title suit etc.	-Do-	-Do-
5.	Marriage Certificate Register	Details of the parties with their address etc.	-Do-	-Do-