

Manual 6

Statement of categories of documents that are held by it for under its control
{Section 4(1)(b)(vi)}

Main registers pertaining to Jail functions are as follows:-

S. No.	Nature of Record	Details of information	Unit/Section	Retention period
	Register No.1	Register of unconvicted criminal prisoners admitted	All Jails	12 years
	Register No.2	Register of convicted prisoners admitted	All Jails	Permanent
	Register No.3	Register of civil prisoners admitted	All Jails	12 years
	Register No.4	Register of release of convicted criminal and civil prisoners (Release Diary)	All Jails	Permanent
	Register No.5	Register of punishments inflicted on prisoners for prison offences	All Jails	12 years
	Register No.6	Register of remarks of visitors	All Jails	12 years
	Register No.7	Register for the entry of the names of all visitors	All Jails	2 years
	Register No.8	Medical Officer's journal	All Jails	3 years
	Register No.9	Superintendent's journal	All Jails	12 years
	Register No.11	Factory Manager's report book	Jail Factory	12 years
	Register No.13	Hospital register	All Jails	12 years
	Register No.14	Lock-up register of all classes of prisoners in the jail	All Jails	2 years
	Register No.16	Register of persons passed in or out of the jail	All Jails	2 years
	Register No.16A	Register of prisoners passed in or out of the jail	All Jails	2 years
	Register No.17	Register of articles passed in or out of the gate	All Jails	
	Register No.18	General Cash-book	All Jails	Permanent
	Register No.19	Cash ledger	All Jails	Permanent
	Register No.21	Diary of termination of punishments	All Jails	2 years
	Register No.22	Alphabetical register of convicted prisoners.	All Jails	Permanent
	Register No.25	General abstract of prisoners in the jail	All Jails	2 years
	Register No.26	Labour distribution register	All Jails	2 years
	Register No.27	Register of letters received.	All Jails	Permanent
	Register No.28	Register of letters dispatched.	All Jails	Permanent
	Register No.29	Warders service register	All Jails	Permanent
	Register	Warders clothing register	All Jails	12 years

	No.29A			
	Register No.30	Watchman's control register.	All Jails	2 years
	Register No.33	Daily register of patients dieted in hospital.	Hospital	2 years
	Register No.35	Register of charges for supplies and services	All Jails	Permanent
	Register No.35A	Register of Contingent charges	All Jails	Permanent
	Register No.39	Clothing godwon stock book	All Jails	3 years
	Register No.41	Acquaintance roll of establishment	Head quarters/All jails	Permanent
	Register No.42	Inventory of miscellaneous property	Headquarters/All Jails	Permanent
	Register No.43	Ammunition register	Central jail No.1	2 years
	Register No.44	Manufactory cashbook	Jail Factory	Permanent
	Register No.46	Register of receipt and issue of raw material	Jail Factory	12 years
	Register No.47	Stock registers of raw materials	Jail Factory	12 years
	Register No.48	Stock register of manufactured articles	Jail Factory	12 years
	Register No.48A	Stores and sell book of manufactured articles	Jail Factory	12 years
	Register No.50	Indexed bill book	Jail Factory	12 years
	Register No.51	Register showing outstanding balance	Jail Factory	12 years
	Register No.59	Purchase Order book	Jail Factory	12 years
	Register No.60	Register for daily receipts	Jail Factory	12 years
	Register No.60A	Register of daily issues	Jail Factory	
	Register No.64	Warders day duty register	All jails	2 years
	Register No.65	Warders Night Duty Register	All jails	2 years
	Register No.67	Nigh Report Book	All jails	2 years
	Register No.68	Register of convalescent prisoners.	All jail Dispensaries/Hospital	2 years
	Register No.70	Register of out patients	All jail Dispensaries	2 years

Note: There are no specific provisions under Delhi jail manual. However, retention schedule as mentioned in last coloum is as per Punjab Jail Manual