

## Management of Police Station Records for Moharer Police Station

Day/Date	Period-I 10.00 to 10.45 AM	Period-II 10.45 to 11.30 AM	11.30 to 11.45 AM	Period-III 11.45 to 12.30 PM	Period-IV 12.30 to 1.15 PM	Period V 1.15 to 2.00 PM	02.00 to 03.00 PM	Period VI 3.00 to 3.45 PM	Period VII 3.45 to 4.30 PM
Day 1	Registration	Inauguration & Management of Police Station- An introduction	Tea	Duties of MHC reg. custody of money, property & prisoners in Police Station (PPR 22.17,22.18, 22.43)	Maintenance of record of Police Station	Lunch	Duties of MHC as a Moharer malkhana	Disposal of case property including Narcotics/Excise/Vehicle theft cases.	
Day 2	Police Station Register 1 to 9			Police Station Register 10 to 18			Police Station Register 19 to 25		
Day 3	Custody & maintenance of History Sheet & personal files	Duties of MHC as a station clerk -PPR- 22.4,22.5,22.6,22.7,22.15,22.16 and 22.17		Preparation & Use of CCIS Forms	Special report from police station and record of case diaries (PPR- 24.12,24.13,25.54,25.55)		Feed Back & Valediction		