

**Annexure 05: List of Forms, Registers and Reports Specific to UP**

**State Registers in UP**

| S. No. | Level | Name of the Register                          |
|--------|-------|-----------------------------------------------|
| 1      | PS    | List of Registers                             |
| 2      | PS    | FIR                                           |
| 3      | PS    | General Diary / Rojnamcha Aam                 |
| 4      | PS    | Crime Register                                |
| 5      | PS    | Maal Masruka Register                         |
| 6      | PS    | Maal khana Register                           |
| 7      | PS    | History Sheet Register                        |
| 8      | PS    | Village Crime Register                        |
| 9      | PS    | Absconding Register                           |
| 10     | PS    | Hawalaat Register                             |
| 11     | PS    | Remand Register                               |
| 12     | PS    | Case Diary                                    |
| 13     | PS    | NCR (Non cognizable Offence Register) by name |
| 14     | PS    | NCR (Non cognizable Offence Register) by FIR  |
| 15     | PS    | Government Property Register                  |
| 16     | PS    | Final Report                                  |
| 17     | PS    | Charge sheet Register                         |
| 18     | PS    | Political Information Register                |
| 19     | PS    | Communal Information Register                 |
| 20     | PS    | Convicted Criminals Register                  |
| 21     | PS    | Bail Register                                 |
| 22     | PS    | Finger Print Register                         |
| 23     | PS    | Panchayatnama Register                        |
| 24     | PS    | Arms License Register                         |
| 25     | PS    | SC/ST crime register                          |
| 26     | PS    | Order Book Register                           |

| S. No. | Level | Name of the Register                 |
|--------|-------|--------------------------------------|
| 27     | PS    | Passport Register                    |
| 28     | PS    | Active List                          |
| 29     | PS    | Gang Register/Gang Chart             |
| 30     | PS    | Special Crime Register               |
| 31     | PS    | Goonda Register                      |
| 32     | PS    | Women Protection Register            |
| 33     | PS    | Enquiry Slip A and B Register        |
| 34     | PS    | Beat Notebook                        |
| 35     | PS    | Wanted Criminals Register            |
| 36     | PS    | Criminal History Register            |
| 37     | PS    | Murder and Riots Prevention Register |
| 38     | PS    | Enmity and Dispute Register          |
| 39     | PS    | Beat Information Register            |
| 40     | PS    | Case wise Cause List                 |
| 41     | PS    | Date wise Cause List                 |
| 42     | PS    | Festival Register                    |
| 43     | PS    | Land Dispute Register                |
| 44     | PS    | Thana Divas Register                 |
| 45     | CO    | Crime Register                       |
| 46     | CO    | Z Register                           |
| 47     | CO    | Complaint Register                   |
| 48     | CO    | Special Crime Register               |

### **Forms**

There are close to 60 Forms used by UP Police for various purposes. Out of which following forms are being used frequently.

| Sr. No. | Level | Form No.              | Purpose                                                         |
|---------|-------|-----------------------|-----------------------------------------------------------------|
| 1       | PS    | 217                   | General Diary Entry                                             |
| 2       | PS    | 341                   | FIR Registration                                                |
| 3       | PS    | 342                   | Case Diary                                                      |
| 4       | PS    | 347                   | Non Cognizable offence Register                                 |
| 5       | PS    | 170                   | Crime Register No. 4                                            |
| 6       | PS    | 14                    | Register No. 8                                                  |
| 7       | PS    | 339                   | Charge Sheet                                                    |
| 8       | PS    | 340                   | Final Report                                                    |
| 9       | PS    | Prepared by UP Police | Verification form for Servant                                   |
| 10      | PS    | Prepared by UP Police | Verification form for Tenant                                    |
| 11      | PS    | 173                   | Maal Magruta / Masruka register (Property theft, recovery, etc) |
| 12      | PS    | 5                     | Gang register                                                   |
| 13      | PS    | 8                     | Kurkee warrant (Property Seizure)                               |
| 14      | PS    |                       | Passport verification form                                      |
| 15      | PS    |                       | Arrest form / Court Surrender form                              |

|    |    |                         |                                |
|----|----|-------------------------|--------------------------------|
| 16 | PS |                         | Registration of Senior Citizen |
| 17 | PS | Proforma                | Details of History Sheeters    |
| 18 | CO | Harijan<br>Utpidan Form | Sent to Social Welfare Dept.   |

### **Reports**

A number of reports get generated at all the levels of PS, CO, District Office and Range Office. Most of the reports are generated at the PS level and it flows upwards the department through various offices. Some of the reports which are prepared on a frequent basis are as follows:

| <b>Sr. No.</b> | <b>Name of the Report</b>                    | <b>Prepared at</b>                                 | <b>Source Data</b> | <b>Recipient</b>                                        | <b>Frequency</b>      |
|----------------|----------------------------------------------|----------------------------------------------------|--------------------|---------------------------------------------------------|-----------------------|
| 1              | Fortnightly Crime Report (FCR)               | PS / CO / Range Office / District Office           | PS                 | DGP office / SCRB / Range Office / District Office / CO | Fortnightly           |
| 2              | Report related to Crime against SC/ST (FIRs) | PS / CO / Range Office / District Office           | PS                 | SCRB / PS / CO / Range Office / District Office / CO    | Monthly               |
| 3              | Report Crime against Women                   | PS / CO / PS / CO / Range Office / District Office | PS                 | SCRB / PS / CO / Range Office / District Office / CO    | Monthly               |
| 4              | Report on Narcotics related crime            | PS / CO / PS / CO / Range Office / District Office | PS                 | SCRB / PS / CO / Range Office / District Office / CO    | Daily / Monthly       |
| 5              | Motor Vehicles theft details                 | PS / CO / PS / CO / Range Office / District Office | PS                 | SCRB / PS / CO / Range Office / District Office / CO    | Monthly               |
| 6              | Details of Missing persons                   | PS / CO / PS / CO / Range Office / District Office | PS                 | SCRB / PS / CO / Range Office / District Office / CO    | Monthly               |
| 7              | Petitions (High Court related)               | Range Office                                       | Districts          | DGP Lucknow                                             | Monthly / Fortnightly |
| 8              | Enquiry related reports                      | Range Office                                       | Districts          | Government                                              | Monthly               |