

Establishment Section

<i>Sl.No.</i>	<i>Category of the document</i>	<i>Name of the document and its introduction in one line</i>	<i>Procedure to obtain the documents</i>	<i>Held by /under control of</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
1	Log Book	Diarized letters maintained	Month & Year wise	Head of Deptt/Head of Office.
2	File Register	Collection wise maintained	Do	Do
3	Index Register	Indexing collection wise	Do	Do
4	Transit Register	Issue of office order register	Do	Do
5	Plain paper movement book	Upward & down word movement of file maintained	Do	Do
6	Increment Register	Annual Increment of staff	Do	Do
7	GIS Register	Pass Book regarding GIS of employees.	Do	Do
8	Office order Guard File	Guard file maintained regarding office order	Do	Do
9	Govt. Circular	Circular received from the Govt.	Do	Do

Natural Calamity Section

<i>Sl.No.</i>	<i>Category of the document</i>	<i>Name of the document and its introduction in one line</i>	<i>Procedure to obtain the documents</i>	<i>Held by /under control of</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
1	Log Book	Diarized letters maintained	Month & Year wise	Head of Deptt/Head of Office.
2	File Register	Collection wise maintained	Do	Do
3	Index Register	Indexing collection wise	Do	Do
4	Transit Register	Issue of office order register	Do	Do
5	Plain paper movement book	Upward & downward file movement maintained	Do	Do
6	Office order Guard File	Guard file maintained regarding office order	Do	Do
7	Govt. Circular	Circular received from Govt.	Do	Do

Budget Section

<i>Sl.No.</i>	<i>Category of the document</i>	<i>Name of the document and its introduction in one line</i>	<i>Procedure to obtain the documents</i>	<i>Held by /under control of</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
1	Log Book	Diarized letters maintained	Month & Year wise	Head of Deptt/Head of Office.
2	File Register	Collection wise maintained	Do	Do
3	Index Register	Indexing collection wise	Do	Do
4	Transit Register	Issue of office order register	Do	Do
5	Plain paper movement book	Upward & down word movement of file maintained	Do	Do
6	Office order Guard File	Guard file maintained regarding office order	Do	Do
7	Govt. Circular	Circulars received from Govt.	Do	Do