

MANUAL-6
Categories of Documents Under Control
[Section-4 (1) (b) (vi)]

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and *it* may be got tabulated, indexed and catalogued.(An illustrative list *is* given below)

A statement of the categories of documents held

Sl.No	Nature of Record	Details of Information available	Unit / Section where available	Retention period, where available
1	All Govt orders relating to service matters	1, Service particulars of the Staff Secretarial Esst	O.E,	-
		2.Staff/ Strength	O.E	-
		3 .Register regarding Roster paint	O.E/FE	-
		4. Sanction of leave Annual increment EB / Sanction of medical Advance	O.E	-
		5,.Pay bill, GPF Advance bill, HB Advance, Leave Sanction bill etc.	Accounts Section	-
		6,Stationary articles , stock Registers, vehicles spare parts Register	O.E	-