

Chapter.6(Manual-5)

A Statement of the categories of documents that are held it or under its control

SI. No.	Category of the document	Name of the documents and its introduction in one line	Procedure to obtain the documents	Held by/under control of
1	2	3	4	5
1	'A' Proceedings	Sufficiently important		Record Room
2	'B' Proceedings	Service matters/ Sanction of long term advances/ Disciplinary Proceedings against Employees/ All other sanctions etc.		Record Room
3	'C' Proceedings	Other matter which are not important in nature		Record Room
4	Other files for last 3 years	Matters relating o Branches		Concerned Branches