

**Manual - 6**  
**A Statement of the categories of documents held**  
**(Unit-wise, wing-wise, branch-wise)**  
**[Section 4(1) (b) (vi)]**

Sl.No.	Nature of Record	Details of information available	Unit/Section where available	Retention period, where available
1.	All personal files of Staff correspondence on establishment matters and report return relating to establishment matters. All Service Books /Service Roll (both Headquarter & Subordinate offices)	Establishment Section -I&II		
2.	All account matters bill register, acquaintance Roll, all correspondence on Cash Matters , Maintenance of Cash Books, FVC Bills etc.	Account Section		
3.	Issue & Typing and Stamps Account Registers	Issue and Despatch Section		
4.	Old records, Files, Register and all other records	Record Room		
5.	All correspondence & register relating to purchases	Procurement Cell		
6.	Stack Resister & Issue Resister of library Books.	Library		
7.	All Dairy Registers	Diary Section		
8.	Stationary Indent & Consumption Resister all correspondence on Stock and Store, Maintenance of Stock and Store Registers, Physical Verification of Stock and Store & vehicle log book etc.	Stationary Section		
9.	All budget allotment file	Budget Section		
10.	All ITI/ITCs Inspection file, affiliation file,	C.T Section		
11.	All Diploma & Degree Colleges Inspection file, affiliation file,	T.T. Section		
12.	All App. correspondents file	App. Section		
13.	All cases file	Legal Cell		