

(MANUAL- 6)

Categories of Documents held by the Authority
or which are under its Control

Under Section 4(1)(b)(vi)

Manual-VI: Categories of documents held by the Authority or which are under its control

Title of the document
Category of document
Custodian of the document

Name of the Document	Procedure to obtain the Document	Held by/Under control of
<ol style="list-style-type: none">1. List of officers/officials on deputation2. Stamp account and dispatch register3. Store and Stock register4. Log books of vehicles and their repair Registers5. Telephone register6. Stationery register7. Fixed asset register8. Bill register9. EPF records of employees10. GIS records11. Record of advances12. Pay bills, TA bills, medical bills, LTC bills, Arrear bills13. Leave register14. Receipt book15. Annual report16. Service books and personal files of employees.17. Records relating to various projects of Govt. agencies/funding agencies.	Approach Admin wing or PIO except personal information	Administration & Accounts Branches
