

## Manual 6

### A statement of the categories of documents that are held by it or under its control

[Section 4(1) (b) (vi)]

Sr. No.	Nature of Record	Details of information available	Unit/Section where available	Retention period, where available
1.	<b>Administration</b>	<p><b><u>Register:-</u></b></p> <ol style="list-style-type: none"> <li>1. Master Rolls every unit.</li> <li>2. Inward register</li> <li>3. Outward Register</li> <li>4. Service Postage Stamp Accounts Register.</li> <li>5. Dead Stock Register.</li> <li>6. Consumable items Register.</li> <li>7. Service Book Records of Staff.</li> <li>8. Casual/Earned leave/ Commuted leave/ Register.</li> <li>9. 100 pt. Roster System Register for SC/ST/ OBC/PD.</li> <li>10. Register of Electricity, Telephone &amp; Water</li> <li>11. Data base Compassionate Ground Register</li> <li>12. Register for Maintenance of Vehicles.</li> </ol> <p><b><u>Files:-</u></b></p> <ol style="list-style-type: none"> <li>1. Record Book of documents</li> <li>2. Movement of files Register of every unit.</li> <li>3. Files/records for promotion/recruitment/ creation of new posts.</li> <li>4. Records of Confidential Reports (CRs).</li> <li>5. Office Order Files.</li> <li>6. Miscellaneous File</li> <li>7. Personal files.</li> <li>8. Purchase of Vehicles/Condemnation</li> </ol>	<p>Administration</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>Administration</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>	From 1 year to 20 years as the case may be as per manual of office procedure
2	<b>Accounts</b>	<p><b><u>Registers</u></b></p> <ol style="list-style-type: none"> <li>1. GFR-9</li> <li>2. BCR(Non-Plan)</li> <li>3. BCR (Plan)</li> <li>4. Token Register</li> <li>5. Bill Register</li> <li>6. Pay Bill</li> <li>7. File Register</li> <li>8. Cash Book</li> <li>9. Impress Final Petty cash Book.</li> <li>10. Cheque Register.</li> <li>11. EMD Register</li> <li>12. Third Party Cheque Register.</li> <li>13. AC Bill Register.</li> <li>14. Challan Register\</li> <li>15. Sale of Tenders form Register.</li> </ol>	<p>Accounts</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>	From 1 year to 20 years as the case may be as per manual of office procedure

