## Manual 6

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

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

Sr.	Nature of	Details of information available	Unit/Section	Retention period,
No.	Record		where available	where available
1.	Administration	Register:-	Administration	From 1 year to 20 years
		1. Master Rolls every unit.	-do-	as the case may be as
		2. Inward register	-do-	per manual of office
		3. Outward Register	-do-	procedure
		4. Service Postage Stamp		
		Accounts Register.	-do-	
		5. Dead Stock Register.	-do-	
		6. Consumable items Register.	-do-	
		7. Service Book Records of Staff.		
		8. Casual/Earned leave/ Commuted leave/ Register.	-do-	
		9. 100 pt. Roster System Register for SC/ST/ OBC/PD.	-do-	
		10. Register of Electricity, Telephone & Water	-do-	
		11. Data base Compassionate Ground Register	-do-	
		12. Register for Maintenance of Vehicles.	-do-	
		Files:-		
		1. Record Book of documents		
		2. Movement of files Register of every unit.	Administration	
		3. Files/records for promotion/recruitment/	-do-	
		creation of new posts. 4. Records of Confidential Reports (CRs). 5. Office Order Files.	-do-	
		6. Miscellaneous File	-do-	
		7. Personal files.	-do-	
		8. Purchase of Vehicles/Condemnation	-do-	
2	Accounts	Registers	Accounts	From 1 year to 20 years
L				as the case may be as
		1. GFR-9	-do-	per manual of office
		2. BCR(Non-Plan)	-do-	procedure
		3. BCR (Plan)	-do-	procedure
		4. Token Register 5. Bill Register	-do-	
		6. Pay Bill	-do-	
		7. File Register	-do-	
		8. Cash Book	-do-	
		9. Impress Final Petty cash Book.	-do-	
		10. Cheque Register.	-do-	
		11. EMD Register		
		12. Third Party Cheque Register.	-do-	
		13. AC Bill Register.	-do-	
		14. Challan Register\	-do-	
		15. Sale of Tenders form Register.	-do-	

3	Technical	Registers:-	Technical	From 1 year to 20 years
		1. Appropriation Registers for New Piggery	-do-	as the case may be as
		Scheme	-do-	per manual of office
		2. Fodder Minikits Register	-do-	
		3. Supply of Pigglings		procedure
		4. Advertisement bill register	Technical	
		5. Modern Dairy Register	-do-	
		6. Fodder Register	-do-	
		Files:-	-do-	
		1. Purchase and supply of Veterinary Medicines/	-do-	
		Vaccines/Instruments	-do-	
		2. Deputation of candidates for BVSc & AH	-do-	
		Degree Course	-do-	
		3. Goa Animal Preservation Act 1995	-do-	
		4. Public Grievances Files	-do-	
		5. Poultry Scheme Files	-do-	
		6. RTI files	-do-	
		7. Special Calf Rearing Scheme	-do-	
		8. Stray Cattle	-do-	
		9. Incentives to milk producers	-do-	
		10. Modern Dairy Scheme	-do-	
		11. Kamdhenu Scheme	-do-	
		12. Animal Preservation Act Implementation.	-do-	
		13. Cess and other revenue collection.	-do-	
		8. Key Village Scheme	-do-	
		9. Lead Bank/NABARD	-do-	
		10. Piggery Scheme Files	-do-	
		11. Disaster Management	-do-	
		12. Women Empowerment	-do-	
		13. Fodder Development	-do-	
		14. Purchase of Pig Feed	-do-	
		15. Supply of store materials	-do-	
		16. Registration of poultry farmers under feed	üü	
		subsidy	-do-	
		17. Purchase of Cattle Feed	-do-	
		18. Supply of chicks to Govt. Poultry Farm	-do-	
		19. National Watershed	-do-	
		20. Purchase and Supply of Frozen Semen and	-do-	
		Liquid Nitrogen.	-do-	
		21. North & South Nodal Agency.	-do-	
		22. Files of every Establishment of the Dept.	-do-	
		23. Supply of Stores to Key Village	-do-	
		24. Purchase/Repairs of Cryogenic Containers	-do-	
		25. Liquid Nitrogen Tanker	-do- -do-	
		26. Opening of Key Village Sub Centres	-uo- -do-	
		27. Block Advisory Committee Meetings	-do-	
		21. Diver Autiony Commutee Meetings	-u <b>u-</b>	