

MANUAL – 6

**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR
UNDER ITS CONTROL
[SECTION 4(1)(B)(VI)]**

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogue. (An illustrative list is given below).

A STATEMENT OF THE CATEGORIES OF DOCUMENTS HELD

<i>Sl. No.</i>	<i>Nature of Record</i>	<i>Details of information available</i>	<i>Unit/ Section where available</i>	<i>Retention period where available.</i>
01	Cash Book	In shape of S.B A/C 12,35,189.00	-	-
02	Forms and Stationary register	Maintained (all materials has already been issued)		