

Manual 6**A Statement of the categories of documents that are held by it or under its control**

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

A statement of the categories of documents held

Sl.No	Nature of Record/ File Collection Number & Year	Details of information available	Unit / Section where available	Retention period, where available
1	D.P. Case Register	Establishment Section	Total no of Draft charges framed / finalized against Govt. servant	From 1.4.93 till date
2	Suspension Register	-do-	No of Govt. servants placed under suspension, yearwise.	-do-
3.	Pension Register	-do-	Details of Govt. servant getting pension yearwise.	-do-
4.	OAT Register	-do-	Total no of OAT/WPC cases along with submission of PWC and counter files	-do-
5.	R.A. Register	-do-	Not maintained	-do-
6.	C.L. Register	-do-	Maintenance of CL Register of Non Gazetted staff	-do-
7.	Allotment Register	-do-	Details of allotment of Funds yearwise	-do-
8.	Increment Register	-do-	Yearwise increment of employees of Dist. Office	-do-
9.	CCR Register	-do-	Yearwise CCR of all staff	
10.	ORV Register	-do-	Roster point	-do-
11.	DPC files	-do-	Proceeding of all DPC meeting	-do-
12.	Issue & Dairy Register	-do-	Details of letters issued & received	-do-
13.	Index Register	-do-	File collection No/	-do-

			Year & subject	
14.	Return Register	-do-	Total no of MPR/QPR/HR/AR	-do-
15.	Staff position Register	-do-	No of staff of the District	-do-
16.	Expenditure Register	-do-	Year wise expenditure of Dist. Estt.	-do-
17.	Log Book	-do-	Details of letters	-do-