

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.	Account		L.A. (Gen.) Section i.e. within section	
02.	Audit		-do-	
03.	Meeting		-do-	
04.	Correspondence on LA cases		-do-	
05.	Tour Diary		-do-	
06.	Periodical Report & Returns		-do-	
07.	Misc. Correspondence		-do-	
08.	Assembly & Parliament Questions		-do-	
09.	L.A. Case Register	Yes	-do-	
10.	i. Award Register ii. Yadas Register. iii. Family geneology Register.	Yes	-do-	
11.	Cash Book & subsidiary registers year wise	Yes	L.A. Section	