

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>
1.	Cash Book, Subsidiary register, Advance register, Contingent register Stock and Sore register.	Detail cash position of Collector: In shape of advance- Rs.15,75403-00, In shape of cash- Rs. 23,949-00, in shape of Pass Book and F.D.R. -Rs. 01,47,07,735-00 Total ;- Rs.01,63,07,087-00 <hr/> SR-I:- Rs.29,030.65 SR-V:-Rs.27,076-00 S.R.-VI:- Rs.8,50,000-00 SR-VII:-Rs.64,78,431-00 SR-X:- Rs. 3,56,784-55 SR-XI:- Rs.85,65,764-80 <hr/> Total :- Rs.01,63,07,087-00		