

Manual 6

Statement of the categories of documents that are held by it for under its control

[Section 4(10)(b)(vi)]

A Statement of the categories of documents held.

Sl. No.	Nature of Record	Details of information available	Unit/Section where available	Retention period where available
1	Register No.311	Register for issue of Certified copies	District Record Room	From 01.04.1993 to till date
2	Court fees register	To assess court fees	-do-	-do-