

VI) A statement of the categories of documents that are held by it or under its control.

S. N.	Department	Work
<i>1</i>	<i>Establishment section</i>	<i>Muster rolls, service books, personal files , G.R. files, leave records, Roasters, Seniority List Records and other related records</i>
<i>2</i>	<i>Accounts section</i>	<i>Budget files, pay bills/register, audit files, G.R. files, allotment register, files monthly reports, dead stock register, Gpf balance sheet, stamp record. Inspection report, Reconciliation report.</i>
<i>3</i>	<i>Cash section</i>	<i>Cash books, Bank pass books PLA books, Scholarship records Aquittance Rolls, Challan register cheque book other related record PLA.</i>
<i>4</i>	<i>Confidential section</i>	<i>Personal files, Confidential records , Inward outward section, Institutional records ,Enquiry cases General files</i>
<i>5</i>	<i>Inward outward</i>	<i>Dispatch register, Stamp register and other related records</i>
<i>6</i>	<i>Educational section</i>	<i>Institute wise files, Scholarships record Inspection reports, Merit list of institutes, Proposal for new institutes/courses/intake variation.</i>