

MANUAL - 6**[Section 4(1)(b)(vi)]**
Statement of Categories

A statement of the categories of documents are as under:

Documents /file may be categories as

- Recruitment rule
- Programm files
- Minutes of Meeting
- Policies, committees
- RTI related & Documents
- Statutory Audit file
- Court Cases Files
- Misc. files and documents
- Misc. Complaints/ Grievances a statement of the categories of documents held

Sr. No.	Nature of Record	Details of Information available	Unit/Section where available	Retention period, where available
01	Personal files	File Head Register	Administration	Permanent
02	Diary Dispatch Register	Receipt of DAK	-do-	-do-
03	File Movement Register	File Movement Register	-do-	-do-