

## VI

### **6th Manual: Categories of documents held by the Authority or which are under its control**

- 6.1 Title of the document
- 6.2 Category of document
- 6.3 Custodian of the document

Sr.No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/ under control of
1	Personal file	The personal file contains noting and correspondence in respect of the official/officer	No provision to give the document.	Head of Office
2	Service Book	The service book contains posting records in respect of the official/officer	Duplicate copy of the service book can be given on request.	D.D.O.
3	Annual Confidential Reports	Annual Confidential Reports contain performance of the official/officer	Annual Confidential Report of concerned can be given on request	Head of the department
4	Ledgers containing GPF accounts of every officer/official.	These documents contain monthly subscription account of every official/officer towards provident fund	Annual Statement containing balance at the end of financial year is given to every officer/official	D.D.O.
5	Cash book	Cash book contains receipts/ disbursement of the office	No provision to give the document.	D.D.O.
6	Stock register	Stock register contains inventory of articles	No provision to give the document.	D.D.O.
7	Policy files	Policy files contain important letters and circulars issued by different authorities.	Policy instructions are circulated for the information of all.	Head of Office
8	Roster registers	Roster registers contain information regarding reservation made on the basis of policies instruction of the Govt.	No provision to give the document.	Appointing authority