

Section 4(1)(b)(vi)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY ITO RUNDER ITS CONTROL :

Sl.No.	Category of the document	Procedure to obtain the documents
1	2	3
1	Bank Pass Books	The Documents can be obtained from concerned officer In-charges
2	Service Book	
3	Personal files	
4	Diary and Dispatch Registers	
5	Bill Register	
6	D.C.R.	
7	Cash-Books	
8	Admission registers	
9	Placement Record	
10	Trainees Result	
11	RTI Register	
12	Vidhan Sabha File	
13	Files related to budget, correspondence	
14	Files related o Procurement/Tender/Stock Register such as permanent stock register, raw material register, sub-stock register, indent book, work order, store return book	