

CHAPTER-VII

CATEGORIES OF DOCUMENTS UNDER ITS POSSESSION

ACCOUNTS:

- ⊖ Files relating to Pay to staff
- ⊖ Files relating to GPF advances / withdrawals
- ⊖ Files relating to Salary Certificate
- ⊖ Files relating to income tax
- ⊖ Files relating to Medical reimbursement / advance
- ⊖ Files relating to Expenditure Statement
- ⊖ Files relating to Audit Para
- ⊖ Files relating to Loans and advances
- ⊖ Files relating to BE & RE
- ⊖ Files relating to re-appropriation
- ⊖ Files relating to admissions nominations to GPF/CPF

ADMINISTRATION

- ⊖ Personal Files
- ⊖ Service Books
- ⊖ Files relating to appointment, promotion, transfer and MACP
- ⊖ Files relating to seniority lists – r/o Gazetted & Non Gazetted staff
- ⊖ Files relating to tour orders – r/o Gazetted & Non Gazetted staff
- ⊖ Files relating to Pensions – r/o Gazetted & Non Gazetted staff
- ⊖ Files relating to Statements, monthly, quarterly, half yearly, yearly.

CASH SECTION:

- ⊖ Cash Book
- ⊖ Bank Book

- ⌘ General Ledger
- ⌘ Files relating to DDO Change / Court Recovery / Non Govt Recovery
- ⌘ Receipt Account / Imprest Account
- ⌘ Receipt Book Register
- ⌘ Valuable register
- ⌘ Postage Stamp Register

PROGRAMME SECTION:

- ⌘ Programme Proposal Register
- ⌘ Recording Register
- ⌘ Log Book (Transmission of Programmes from the Kendra)

ENGINEERING SECTION:

- ⌘ Files relating to Procurement of Engineering Store
- ⌘ Files relating to Minor Works
- ⌘ Files relating to Machinery & Equipment