

## **Categories of documents held by the authority under its control.**

### **(i) Categories of documents**

Records are kept for the period based on the record retention schedule

1. Records pertaining to Departmental Promotions / Selection Committees
2. Records pertaining to recruitment related matters.
3. Tenders and procurement files
4. Records related to Minor/ Maintenance /HLS Work
5. Records related to Major Civil Works
6. Service related records of all the employees such as ACR/Service Book etc.
7. Supplier payment related documents.
8. Records related to medical facilities.
9. Records related to Research and development
10. Records related to General Administration of the organisation.
11. Pay bills, contractor's bills, suppliers bills etc.
12. Records related to Reimbursement of medical bills, LTC bills, TA Bills Etc.
13. Records relating to Annual property returns of the employees, movable/immovable properties.
14. Files related to court cases/disciplinary cases.
15. Documents related to payment of various advances via HBA, Computer Advance, festival Advance etc.
16. File relating to RTI
17. Attendance details of employees
18. Documents related to disposal of scrap/unserviceable/disposable items.
19. Details of receipt of materials in stores, its preservation and issuance to various user divisions and outside agencies for fabrication.
20. Various registers maintained in administration, accounts and purchase

In addition to the above documents there are certain Classified Documents (Top Secret, Secret) which are not listed above.