

Manual 6

A Statement of the categories of documents that are held by it for under its control

[Section 4(1)(b)(vi)]

Sr. No.	Nature of record	Details of Information available	Unit/Section Where available	Retention period where available.
1	Service Record of Employee	Service book	Establishment section	As per Administrative reform rules
2	Personal file maintenance/ Establishment record	1 Personal Files maintenance 2 Miscellaneous record	-- --	-- --
3	Account Record	1. PBR 2. GPF Ledger of class IV 3. Board Sheet 4. Bill Register 5. Expenditure control Register 6. Contingency register 7. LTC advance & adjustment Register 8. TA advance & adjustment Register 9. Cash book 10. Bills 11. Valuable register 12. Festival advance & adjustment register 13. HBA advance & adjustment register 14. Conveyance register	Account Department	-- --
4	Store Record regarding Non- Consummate	Stock registers Dead Stock Receipt / Issue Register	Store Department	-- --
5	Sectional Exam Record	Sectional Exam papers with marks.	Sectional Exam cell	-- --
6	BTE Exam Record	BTE Exam Attendance Record of student	BTE Exam cell of BPIBS	-- --
7	Attendance Record	Semester Attendance of student	Academic cell	-- --

