

## CHAPTER – 6 (Manual - 5)

### 6.1 A statement of the categories of documents that are held by it or under its control :

| Sl. 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)     | (2)                      | (3)                                                                                                                                                                                               | (4)                              | (5)                      |
| 1.      | Academic                 | 1. Files<br>2. Transfer Certificate Register<br>3. Marks Register<br>4. Admission Register<br>5. Railway Concession Certificate Register<br>6. Fees Register<br>7. Internship Completion Register |                                  |                          |
| 2.      | Accounts                 | 1. Pay Bill Register<br>2. Bill Check Register<br>3. Other Related Accounts Registers                                                                                                             | As per rules / Regulations       | MGPPI                    |
| 3.      | Establishment            | 1. Files<br>2. Service Books<br>3. Increment Register<br>4. Motor cycle Advance / Personal Computer Advance Register<br>5. Personal files                                                         |                                  |                          |