

## **Manual 6**

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

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

### A Statement of the categories of documents held

<b>S. No.</b>	<b>Nature of record</b>	<b>Details of information available</b>	<b>Unit/section where available</b>	<b>Retention period, where available</b>
1.	Pay Bill Register	All details registers of Payment of Salaries, Bonus, OTA, TA, Medical, Income Tax GPF, Group Insurance, Recovery of Advances etc.	Accounts Section	Permanent
2.	Bill Register	Reg. sr. no. of bills	- do -	- do -
3.	Advance Register	Record of advances	- do -	- do -
4.	Remittance Files	Record Reg. Remittances	- do -	- do -
5.	Misc. Matters File	Misc. records which are not covered under s.no.4.	- do -	- do -
6.	Audit files	Processing and replies of Audit Para's.	- do -	- do -
7.	EPF remittance & withdrawal files	Remittance & withdrawal of EPF.	- do -	- do -
8.	Income Tax files	Calculation & Filing of Income Tax Returns record	-do-	- do -
9.	EPF Register	Issuance of EPF Nos. to the subscribers.	- do -	- do -
10.	Issuance of Pay Certificate file	Record Reg. of Issuance of Pay Certificates to the Employees.	- do -	- do -
11.	Issuance of LPC file	Record Reg. Issuance of LPC	- do -	- do -
12.	TA/TOUR files	Record Reg. TA/Tours	-do-	-do-
13.	Cash Book	Record of Cash/Bank Transactions	-do- & Marketing Exhibitions	-do-
14.	Recovery Register /Bank Statements/ Cheque Book	Details of recovery received and deposited in the bank.	- do-	-do-

<b>S. No.</b>	<b>Nature of record</b>	<b>Details of information available</b>	<b>Unit/section where available</b>	<b>Retention period, where available</b>
15.	Loan Disbursement Register	Details of loan disbursed	- do -	- do-
16.	Recovery Cash Book	Details of recovery made	- do -	-do-
17.	Challans file	Record of challans received from the Cashier	- do -	- do-
18.	File Movement Register	Record of files moved in A/c s Branch.	-do-	- do -
19.	Dak Register	Record of Dak received in the Accounts Branch	- do -	- do -
20.	Recovery Files	Record of amount recovered & outstanding overdue etc..	Recovery Branch	After release of loan till the recovery of final installment
21.	Loan Applications	Loan proposals submitted by the individual entrepreneurs	Dev. Branch	After their receive in the Board
22.	Personal Files & Service Books	Service record of employers	Establishment Branch	From initial stage/ appointment
23.	Parliamentary Questions	Questions raised about the working/policies of Board in the constitutional bodies & their respective replies.	Admn. Branch	02 years
24.	Policy Decision Files	The text of policies & various decision taken by the Board from time to time	Admn. Branch	From initial stage
25.	Agenda and Minutes of Meetings of Loan Sub-Committee	The details of issues/proposals placed before the Committee for its consideration & decision.	Dev. Branch	Three Years
26.	Agenda/Minutes of Meeting of Board	The details of issues/proposals placed before the Board for consideration & decision of Board thereon.	Admn. Branch	From initial stage