

Manual 6

A statement of the categories of documents that are held by it for under its control [Section 4(1)(b)(vi)]

A statement of the categories of documents held

S.N.	Nature of Record	Details of information available	Unit/section where available	Retention period, where available
1	Unit Files	All information regarding the quarter allotment.	Concerned dealing Asstt.	--
2.	Policy Files	Details of decisions taken by the Council from time to time.	Concerned dealing Asstt.	--
4.	Allotment file	Details of allotment	Concerned dealing Asstt.	--
5.	D&C Register/ Damage Register	Accounts of all Units	Concerned dealing Asstt. (Recovery)	--
7.	General Registers	Detail of general application & RTI matters.	Concerned dealing Asstt.	--