

Manual 6

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

S.No.	Name of record	Details of information available	Unit/section where available	Retention period, where available
1.	Unit file of the allotment of all parking lots	Original record of the parking lot including Account position and violations, if any	Indoor section	As per manual on retention of records issued by Govt of NCT of Delhi.
2.	Unit files of the parking lots of ex allottees.	Details of the amount of outstanding and recovery action	Indoor section	-do-
3.	Policy file on allotment of parking lots	The decision taken from time to time regarding parking lots	-do-	-do-
4.	Unit files of PCO booths to Educated physically handicapped persons	Original allotment record account position and violations,if any.	-do-	-do-
5.	Policy file on allotment of PCO booth to physically handicapped persons.	Decision taken by the competent authority on the mode of allotment and determination of licence fee.	-do-	-do-
6.	Unit files of the PCO booths allotted other than against physically handicapped personals.	Original allotment record account position and violation, if any	-do-	-do-
7.	Unit file of the allotment of Tel./Taxi booths.	Original allotment record account position and violations, if any	-do-	-do-
8.	Unit files of erstwhile allottees of Tel./Taxi booths.	Original allotment record account position and violation, if any	-do-	-do-
9.	Policy file on telephone taxi booths.	Decisions of the Committee/Council on revised tehbzari/licence fee.	-do-	-do-
10.	Court cases instituted by the occupants of telephone booths	Suit/CWP, Counter and Rejoinders.	-do-	3 years after final judgment under the normal course of law.
11	Units file of old tehbazari holders.	Allotment record, account position and violations, if any.	-do-	As per the guidelines of Govt. of NCT Delhi in retention of official record.
12	Unit files of allotment of tehbazari to the Thareja verified squatters	Allotment record, account position and violations, if any	-do-	-do-
13	Unit files of Ex old tehbazari holders.	-do-	-do-	-do-
14	Unit files of Ex Thareja verified squatters.	-do-	-do-	-do-
15	Court case files of old tehbazari holders	-do-	-do-	-do-
16	Court case files of Thareja verified squatters.	-do-	-do-	-do-
17	Unit files on allotment of pole kiosk prior to 2001	Original allotment record and recovery of dues from Hindustan Publicity Pvt.Ltd.	-do-	-do-
18	Unit files on allotment of pole kiosk under Zone-I	Original allotment record	-do-	-do-
19	Unit files on allotment of pole kiosk under Zone-II	Original allotment record	-do-	-do-
20	Unit files on allotment of pole kiosk under Zone-III	Original allotment record	-do-	-do-
21	Unit files on allotment of advertisement towers	Original allotment record position and violations, if any	-do-	-do-
22	Court case files of the allottees of pole kiosks.	Suit/CWP Counter, rejoinder and final order including interim orders.	-do-	-do-

23	Unit files of demand and collection of advertisers.	Original record of demand notice, penalty and account position.	-do-	-do-
24	Court cases against the demand of advertisement tax.	Suit/CWP, counter, rejoinder and final order including interim orders.	-do-	-do-
25	D&C register (parking lots)	Account position of each allottee.	-do-	-do-
26	Security deposit register(parking lots)	Details of the amounts deposited as security.	-do-	-do-
27	D&C register (Old tehbazari), pre 1989	Account position of each allottee.	-do-	-do-
28	D&C register (Thareja verified)	-do-	-do-	-do-
29	D&C register telephone/ Taxi booths.	-do-	-do-	-do-
30	D&C register (Advertisement tax)	-do-	-do-	-do-