

**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**

<b>S.N.</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	Unit Files	All information regarding the licenced Units	Concerned dealing Asstt.	--
2.	Policy Files	Details of decisions taken by the Council from time to time.	Concerned Head Asstt.	--
3.	Tender processing File	Detail of Tenders	Concerned Head Asstt.	--
4.	Allotment file	Details of allotment	Concerned Head Asstt.	--
5.	D&C Register/ Damage Register	Accounts of all Units	Concerned Accounts Asstt.	--
6.	Security Register	Details of Security Deposited	Concerned Accounts Asstt.	--
7.	General Allocation Registers	Detail of payment received.	Concerned Accounts Asstt.	--