

Manual – 6

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

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

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued. (An illustrative list is given below)

A statement of the categories of documents held

S. No	Nature of Record	Details of information available	Unit/ section where available	Retention period, where available
1.	Index Card for issuance of Identity Card in respect of NDMC employees.	Employee Code, Name of Employee, Fathers Name, Designation, Department, Residential Address, Telephone Number etc.	Security Department.	5 years from the date of expiry of said card.
2.	Index Card for issuance of Identity Card in respect of retired NDMC employees.	Name of Employee, Father's Name, Present Address, Date of Birth/ Superannuation, Post Held on Retirement/Pay Scale, Blood Group etc.	Security Department.	5 years from the date of expiry of said card.
3.	Tender files & Agreements.	Name of the contractors participated in the tenders, Name of the firm to whom the work awarded, Group for which work awarded, Amount and Period of contract.	Security Department.	Till the finalization of audit and its Para Court Case/Arbitration Case if any.
4.	Payment vouchers in respect of security personnel deployed through NDMC and Private security Contractor.	Amount, Rate and period of payment release to security personnel and various security agencies.	Security Department	35 years or till the finalization of audit and its audit paras/court case/Arbitration case if any.

CHIEF SECURITY OFFICER