

MANUAL-6

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

Details of the record available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued.

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.	Application Form for issue of Ration Card & amendments	-----	Circle office	Six months after renewal
2.	DR 4 & 5 Register	It shows the card/stock position in respect of FPS & KODs	Circle office	
3.	Copy of Licence	It shows various details relating to the License of PDS outlets	Circle office	
4.	Cash Book, PBR, Contingency register, LTC, Medical Bill Register, GPF Register	These deals with the payment of Salary, LTC, Medical reimbursement, payment of GPF etc.	DDO office	Permanent
5.	Diary & Dispatch Register	All the letters/ communications received and transmitted are entered in this register	Circle office, AC Office, Head Quarter	Permanent
6.	Guard File, order file	Misc. Letters/Orders are kept in file.	Circle office, AC Office, Head Quarter	Permanent
7.	Court Case Register	All the court case of branch are entered in this register	Circle office, AC Office, Head Quarter	Permanent
8.	PDS outlets allotment files/ penalty suspension files	These files relates to allotment of PDS outlets and complete record of any violation committed by them or penalty imposed upon them	AC office	Till refund of security
9.	Sanction files	These files relates to sanction granted in respect of Misc. office expenses	Circle office, AC Office, Head Quarter	Permanent
10.	VIP references, Assembly or Parliament question related file	These files relates to various references like VIP Assembly question, Parliament question and the replies against them	Circle office, AC Office, Head Quarter	Permanent
11.	Allocation file	These file relates to allocation of SFA's / SKO's to PDS outlet	Circle office, AC Office, Head Quarter	
12.	RTI register	This contains the ID number and action initiated/ the details received in the various applications filed by the applicant and replies given to them	Circle office, AC Office, PIO Head Quarter	Permanent
13.	Service Book	These books relates the various details regarding employees at the time of appointment and thereafter	AC office Head Quarter	Till the post retirements dues are settled