

## CHAPTER-6

### Categories of Documents, Custodian of documents/ categories held or under Control of the Institute

Broad classification of Documents	Name of the Document and its Introduction	Category of Document	Procedure to Obtain the Documents	Held/under Control of
Establishment and Service matter documents	Allocation of works among officials/ staffs and filling up of posts	Official	By making written request	Administrative-cum-Accounts Officer
	Personal files of all officials/ staff			
	Service books of all officials/ staffs			
	APAR & PBAS of officials/ staffs			
	Orders, circulars, OMs, Notifications relating to Establishment and Service Matters			
General Administration matter documents	Procurement of furniture, computer & peripherals, stationeries etc.	Official	By making written request	Administrative-cum-Accounts Officer
	Annual contracts of waste management, vehicle hiring			
	Stock registers of fixed assets, stationeries and consumable items			
Academic related matter documents	Admission of students	Official	By making written request	Administrative-cum-Accounts Officer
	Annual Examination			
	Transfer/ Bonafide certificates			
	Monthly stipend to students			
Accounts related matter documents	Scholarships	Official	By making written request	Administrative-cum-Accounts Officer
	Salaries to regular staff			
	Emoluments to contractual staff			
	Wages to outsourced staff			
	Loans and advances			
	Travelling expenditure			
Medical Re-				

	imbursements			
	Children Education Allowance			
	Appointment of chartered accountant	Official	By making written request	Administrative-cum-Accounts Officer
	PFMS (TSA)			
Library related matter documents	File for Accession and Issue of books	Official	By making written request	Librarian
	Procurement of Monthly newspapers and journals			