

## **Manual – 6**

### **A statement of the categories of documents that are held by it or under its control**

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

Details of the records available may be made in a statement

A statement of the categories of documents

<b><u>Sl.No</u></b>	<b><u>Name of the Record</u></b>	<b><u>Details of information available</u></b>
1.	Files	Information is available subject wise
2.	File Register	File numbers, subjects and movement
3.	Log Book	Diary No., File number, Date of submission, Date of disposal.
4.	C.L. Register	Details of C.L. availed by the employees During the year
5.	Issue Register	Details of the letters dispatched
6.	Diary Register	Details of letter received by office
7.	Maps & Database	Data available in soft copies and hard copies