

## Chapter 6

### Categories of Documents held by the Public Authority or under its Control

[Section 4(1) (b) v (i)]

Information about the official documents held by the public authority or under its control.

#### ADMINISTRATIVE WING

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|----------------------------------|-----------------------------------------------|
| 1) Aquittance Rolls .            | 11) Cases Registers.                          |
| 2) Cash Book.                    | 12) Dispatch Register.                        |
| 3) Imprest Amount Register.      | 13) Local Delivery Register.                  |
| 4) DC Bill Register.             | 14) Attendance Register                       |
| 5) Budget Estimate.              | 15) Casual Leave Register                     |
| 6) Bills Register.               | 16) Personal Files Register                   |
| 7) Service Register.             | 17) Remittance Register.                      |
| 8) Monthly Expenditure Statement | 18) Stock Register of Furniture Register etc. |
| 9) Service Stamp Register        | 19) Library Register                          |
| 10) General Receipt Register.    | 20) Movement Register                         |

#### LAW WING

- 1) Complaint Cases Registers
- 2) Stages of Complaint (Cases) Registers
- 3) Movement Register

#### INVESTIGATION WING

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|--------------------------------------------------------|--------------------------------------------------------------------------|
| 1) HRC Cases Register.                                 | 7) Despatch Register.                                                    |
| 2) HRC Cases Enquiry dates Register.                   | 8) Local Delivery Register.                                              |
| 3) Extension of time Register                          | 9) Attendance Register.                                                  |
| 4) HRC Cases Investigation report submission Register. | 10) Casual Leave Register.                                               |
| 5) Movement Register.                                  | 11) HRC cases allotted for Investigation and report to Dy.SP-1 & Dy.SP-2 |
| 6) General Receipt Register.                           |                                                                          |