

Categories of Documents

1. Minutes of meeting – Board of Governors, Finance Committee, Senate, BWC
2. Service Book of employees
3. Cash Accounts
4. Reservation Rosters
5. Record of inspection by statutory authorities
6. Log Books
7. Tender opening registers
8. Creation of post
9. Recruitment files
10. Verification of character and antecedents
11. Medical examination
12. Personal files
13. Leave files
14. Allowances
15. APAR
16. Increment
17. Probation/ confirmation
18. Promotion
19. Training/ scholarships/ fellowships
20. Delegation of powers
21. Resignation
22. Extension of service
23. No objection certificate
24. Co-operative societies
25. Central Secretariat Library
26. Central Civil Services (Classification, Control and Appeal) Rules
27. Disciplinary Action
28. Court cases
29. Movable/ immovable property
30. Vigilance files
31. Accommodation
32. Central Government Health Scheme
33. Stationary and forms
34. Photocopy machine
35. Telephone service files
36. Staff car
37. Printing and binding
38. Security
39. Progressive use of Hindi
40. Translation files
41. Meetings and conferences files
42. Pay
43. Honorarium
44. Pension/ gratuity
45. Expenditure statements
46. Reconciliation
47. Accounts and audit
48. Advances
49. Payments and recoveries
50. Administrative approval and technical sanction
51. Parliament matters
52. RTI First Appeal
53. RTI correspondence
54. Register of RTI Applications