

**MANUAL-6**  
**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR UNDER**  
**ITS CONTROL**  
**[Section 4 (1) (b)(vi)]**

S.No	CATEGORIES OF DOCUMENTS	UNIT/ SECTION WHERE AVAILABLE	CUSTODIAN OF RECORDS
1	Service Book & Personal file of staff	Administration Branch	Administrative Officer/ Office Superintendent
2	Pay Bill Register & All accounts related records	Accounts Branch	DDO/AAO
3	Purchase files	Store/Purchase section	Purchase/Store Officer
4	Personal file of students	Academic cell	Student Clerk