

MANUAL NO. 6

**A STATEMENT OF CATEGORIES OF DOCUMENT THAT ARE
HELD BY IT FOR UNDER ITS CONTROL [Section 4(1)(b)(vi)]**

S.No.	Nature of Records	Details of Inf. Avail	Unit/Sec. where available	Retention period
1.	Administrative	Service books, CL, EL, M.L. Records (commented) Institutional assets	Admin.	Since its inception in 1899
2.	Accounts	Balance sheets, cash book, Bank Book, Registers, Ledgers etc. salaries, PF A/c, Grants Recessive/NR	-	-do
3.	Library	Books in circulation, Reference Books, Reference materials, journals and Audio, Braille material	Library In- charge	-do
4.	Laboratories	Records of material consumable/non consumable, stock reports	Lab. In- charge	-do