

## Manual 6

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

[Section 4(1)(b)(vi)]

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued. (An illustrative list is given below)

### A statement of the categories of documents held

S.No.	Nature of Record	Details of information available	Unit / Section where available	Retention period, where available
1	Personal file containing the service records of employees	Service record of employee	All Schools and head office	All Schools except N.S.E.S. Head Office employees
2.	Panel files	Seniority list, roster and record of DPCs	Deputy Director	Head Office until it become obsolete
3	Parliament questions, assembly questions, various monthly quarterly half yearly reports, court cases etc. related to the society.	Reports and replies	Deputy Director	Head Office. 3 years after final disposal of the matter.