

## Manual 6

### documents that are held by it for under its control [Section 4(1)b(vi)]

Detail of the records available maybe made in a statement form, wing wise, unit wise, branch wise and it maybe 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.	Assessment list	Sh. B.S. Tony Sh. Azad Singh Sh. Jai Dev	Room No.9006 Room No.9006 Room No.9001-C	
2.	Assessment record of each property	Concerned Inspector	Room no. 9006	
3.	Recovery folder of each property	AO(Tax)	Room No.1818	
4.	D&CR year wise	AO(Tax)	Room No.1818	