

6th Manual: Categories of documents held by the Authority or which are under its control

Title of the document
Category of document
Custodian of the document

Name of the Document	Procedure to obtain the Document	Held by/Under control of
Personal file of every officer/officials	Approach Public Information Officer	HOD (H.R)
Service Book of every officer/official	-Do-	HOD
Payment/Receipt/Adjustment Vouchers	-Do-	HOD
Salary Register	-Do-	HOD
Cash Book containing receipt/payments.	-Do-	
Stock Register	-Do-	
Policy Files	-Do-	
Roster Registers	-Do-	
Property Register	-Do-	
Allotment Files	-Do-	
Land Acquisition Register (LA-7 & LA-9)	-Do-	