

CHAPTER 6 (MANUAL-5)

6.1 A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.

Beside files on various subjects the D.H.O has in its possession various reports like Annual Report, Audit Report and Progress Report. Annual Confidential Report dossier of Officers and Staff, Book of Accounts and Register are also held in D.H.O.'s Office.