

CHAPTER – 6 (Manual 5)

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

- 6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for eg. At Secretariate level, Directorate level, others (Please mention the level in place of writing others)

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
01	ACR of Officers and Staff	✓	✓	Inspector of Schools, Nongpoh
02	Personal files of Officers and staff, etc.	✓	✓	- do -
03	Cash Book and related documents	✓	✓	- do -