

CHAPTER-06 1.6

Categories of documents held by the authority under its control[Section 4(1)(b) (vi)] 1.6.1 Categories of documents

Rules books

Service Books of the Govt. Servants

Periodical increment Register

Pay bill register/Bills Drawn Register

Travelling allowance Register

M.R. Claim Register

L.T.C. Register

Contingent Audit Register

Budget Cheque Register

Receipt Books

Cash Book/Cheque Register/BTR/Acquittances etc.

Challan Register

Register of Permanent Advance

Stamp Accounts Register

Stock Registers

Receipt/Despatch Registers

Correspondence Files

Registers for receipt of RTI applications

1.6.2 Custodian of documents/categories The Director, Directorate of Economics and Statistics, Puducherry is the custodian of all the documents.