

CHAPTER – 6 (Manual - 5)

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

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
(1)	(2)	(3)	(4)	(5)
1.	Academic	1. Files 2. Transfer Certificate Register 3. Marks Register 4. Admission Register 5. Railway Concession Certificate Register 6. Fees Register 7. Internship Completion Register		
2.	Accounts	1. Pay Bill Register 2. Bill Check Register 3. Other Related Accounts Registers	As per rules / Regulations	MGPPI
3.	Establishment	1. Files 2. Service Books 3. Increment Register 4. Motor cycle Advance / Personal Computer Advance Register 5. Personal files		