

## **CHAPTER – 6 (Manual – 5)**

Sl. No.	Category of the document and its instruction in one line.	Name of the document and its instruction in one line	Procedures to obtain the documents	Held by under control of
1	Attendance Register	Office Staff	As per Official Norm	D.I. of Schools
2.	Personal file	Individually	- do -	- do -
3.	Pay & allowance	- do -	As per Govt. rule	- do -
4.	Retirement cases	- do -	- do -	- do -
5.	Pension cases	- do -	- do -	- do -
6.	Service Book	- do -	As per Official Norm	- do -