

MANUAL-6

A Statement of the Categories of documents that are held by it for under its control.

[Section 4(1) (b) (VI)]

A statement of the categories of documents held.

Sl.No	Nature of record	Details of information available	Unit/ section where available	Retention period, where available
1	Service Book	Details information of employee	Section clerk	Maintained in every half year
2	Log Book	Detailed of letter received and despatch.	Section clerk	Higher letter within three days, lower by seven days.
3	Bill Book, Cash Book, Acquaintance Registers.	Details of financial transaction.	Accounts Section	Everyday all the transaction is recorded.
4.	Stock & Store Registers	All the assets of the office	Section	Used and Damaged of articles and recorded in time.
5	Vehicle log Book	Details of vehicle as per proforma	Driver	Every day of used of vehicle.
6	Issue register	Record of letter Issued including D.O.	Section Clerk	Every day
7	Received register	Record of letter Received	Section Clerk	Every day
8	Peon Book	Record for letters delivered locally	Section Clerk	Every day
9	Telephone Log Book	Record for every out going call		
10	Roster register	Record on appointment and promotion in respect of S.C /S.T as per roster point	Estt. Section	As and when appointment and promotion is made.
11	Register of Assembly questions	Record of A.Q No. and Name of questioner.	In Statistics section	In the same day.

Inspector of Schools,
Sundargarh