

CHAPTER VI (MANUAL - V)

**A STATEMENT OF THE CATEGORIES OF
DOCUMENTS THAT ARE HELD BY IT OR UNDER
ITS CONTROL.**

ESTABLISHMENT

Class - A

1. Authority issued to executive staff - Duplicates of.
2. Confidential History Sheets.
3. Delegation of powers.
4. Duty list of the staff.
5. Establishment Schedule (Printed)
6. Grades of pay - Revision of - Correspondence re :
7. Pension Final Claim Papers.
8. Personal Files of employees.
9. Provident Fund, Pension Claim Register.
10. Provident Fund Advances Non-refundable.
11. Qualification prescribed for different posts.
12. Seniority List.
13. Service Books or sheets (To be kept with final Provident Fund or Pension Claim papers of the respective employee as the case may be after the employee ceases to be in service)

Class - B

1. Allowances to employees.
2. Appointments, transfers, promotions, confirmations.
3. Establishment proposals (including additional staff, creation of new posts etc.
4. Municipal Servants List.
5. Orders - Appointments, transfers, promotions, reversions, confirmations etc. (If individual to be kept in Personal File of the employee)
6. Pay-sheets, General, S.P.S. (Original)
7. Provident Fund Final Claim papers.
8. Security Deposits.

Class - C

1. Casual Leave and Optional Holiday Register.
2. Censure, fines, suspensions etc. - Correspondence of (Final Order to be kept in Personal File)
3. Correspondence - Misc. - Important Establishment matters.
4. Employment Exchange - Periodical Returns of.
5. Muster Rule.
6. Municipal Servant's Act - Action under the.
7. Overtime statements and papers (Original).
8. Overtime - Register of.
9. Pay-sheets, General, S.P.S. (Duplicates) (To be destroyed on receipt of original from C.A.'s office)
10. Servant's list.

Class - C-1

1. Departmental Enquirers.
2. Dismissals - Register of.
3. Fixation of pay due to revision of grades etc.
4. Income Tax Returns and other correspondence.
5. Income Tax - Register of.
6. Increment Certificates -Individual - to be kept in Personal File of the employee) Collective
7. Muster Book.
8. Provident Fund Advance Register.
9. Provident Fund Advance papers.
10. Unclaimed wages Refund Register.

Sd/-

Chief Personnel Officer