

MANUAL 6

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

Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
<p>Establishment</p> <p>Record Section</p> <p>Staff Quarters Section</p> <p>Service Record</p> <p>Registration Section</p> <p>Enquiry</p>	<p>Establishment –</p> <ol style="list-style-type: none"> 1. Booklets of Revision of grades 2. Monthly Paysheets, Musters, P.F. / Pension claims of the employees retired from this office, 3. P.F. Advance registers, 4. Yearly Budget Book, 5. Audit Note Register, 6. B.R. Register 7. Income Tax Register, 8. Seniority List, 9. Office order book, 10. Duty list of employee, 11. Postage Register 12. Register regarding allotment of Quarters to employees 13. Service records of employees alongwith personal files, leave papers, increment papers, nomination etc. Superannuation register, pay fixations of the employee. 14. OPD Register 15. IPD Register 16. Yearly Budget Books 17. Poor Box Charity Fund 18. Dead Stock Registers, 19. B.R. Registers 20. Liability Register 21. Stationery Registers 22. Audit Note Register, 	<p>Apply to Chief Medical Officer</p>	<p>Executive Health Officer,</p> <p>Dy. Executive Health Officer (H.Q.)</p>

Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
Section	23. Scrap Registers, 24. Poor Box Registers 25. Imprest Registers		

Sd/-

Executive Health Officer
Public Health Department