

CHAPTER – 6

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

| Sr. No. | Category of the Document | Name of the Document and its intro inactions in one line | Procedure to obtain the document | Held by Under/or under control of |
|---------|--------------------------|--|--|-----------------------------------|
| 1 | Medical | Medical Certificate, Injury Certificate, Age Certificate LIC forms | 1.Application on Plan paper 2.Payment of prescribed fees. | M.R.T. |
| 2 | Office record | Refund of Fees/Receipts | Issue of document at prescribed time. | Head Clerk |