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A statement of the categories of documents that are held by it or under its control

Following documents are kept by the office under its control:-

- 1. Personal file of every officer/official.**
- 2. Service Book of every officer/official.**
- 3. Annual confidential reports.**
- 4. Ledgers containing GPF accounts of every officer/official.**
- 5. Cash Book containing receipt/payments.**
- 6. Stock register containing inventory of articles.**
- 7. Policy files of different subjects.**
- 8. Roster registers containing information regarding reservation.**