

## **6. Statement of Categories of document held or under its control:**

Broadly, following Categories of document are kept under control:-

1. LOI Sanctions
2. Subsidy Sanctions
3. MIS including updating website on computer
4. Internal Audit Reports
5. Staff Rules and Regulations
6. Accounts Matters
7. Court Cases
8. Proceeding of BOD, MC,PAC,IC and SLC Meetings
9. Disciplinary Proceedings Reports
10. Personnel matters & Service record of the staff
11. Tender Notice

