

MANUAL -6

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

[Section 4(1)(b)(vi)]

S.No.	Nature of Record	Details of information available	Unit/Section where available	Retention period where available
A				
Related to work studies				
1)	Work Study files.		I.T Department.	May be sought from AR Deptt., GNCTD
2)	Work load data collected for work studies.		I.T Department..	- Do -
3)	Old work study reports		I.T Department.	- Do -
4)	Snap studies reports		I.T Department..	- Do -
B				
DRTI Act, 2001 Records				
5)	Applications		I.T Department.	- Do -
6)	Complaints		I.T Department.	- Do -
7)	Appeal Cases		I.T Department.	- Do -
8)	Non-compliance of orders		I.T Department.	- Do -
9)	Disciplinary action		I.T Department.	- Do -
10)	Notification of Competent Authority		I.T Department.	- Do -
11)	State Council Meeting		I.T Department.	- Do -
12)	Committee constituted to look into various amendments		I.T Department.	- Do -
13)	Application Register		I.T Department.	- Do -
C				
RTI Act, 2005				
14)	Application		I.T Department.	- Do -
15)	Complaints		I.T Department.	- Do -
16)	Appeal Cases		I.T Department.	- Do -

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17)	Clarification/Misc. Correspondence		I.T Department.	- Do -
18)	Files of correspondence regarding instructions issued to PIOs/APIOs/AAs		I.T Department.	- Do -
19)	Designation of PIOs/AAs		I.T Department.	- Do -
20)	Application Registers		I.T Department.	- Do -
21)	Correspondence relating to transfer of applications to other Departments		I.T Department.	- Do -
D	Pending Pension cases of other Departments			
22)	Correspondence with PAOs and concerned Departments		I.T Department.	- Do -
E	Complaints/Public Grievances			
23)	Correspondence files relating to Public Grievance		I.T Department.	- Do -