

CHAPTER – 7

A statement of the categories of documents that are held by or kept under the control of the Corporation.

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

A statement of the categories of documents that are kept and/or held by the Corporation is given below –

Sl. No.	Category of documents	Nature of documents	Held by or under the control of
1	Office Files	* Files on various subjects * personal files	In the Head Office and Depots/Sub-depots
2	Registers	* Receipt and Issue Registers * File Registers * Stock Registers	In the Head Office and/or in Depots and Sub-depots
3	Books of Accounts	* Cash Book * Ledger * Bill Register * Revenue Register * Cheque issue Register * Budget * Balance Sheet * Profit and loss Account	In the Head office of the Corporation.
4	Store Accounts	* Stock Books * Receipt/issue statements * Bin Cards * Fuel issue Register	In the Central Store of the Corporation
5	Vehicle documents	* Registration Certificates of vehicles * Fitness Certificate of vehicle * Vehicle log books * Time Sheets * Vehicle history sheets	In the Head Office of the Corporation
6	Reports and Returns	* Statistical returns * Daily Operation Reports * Fuel consumption reports * Cash Abstract Returns * Store Returns	In the Head office of the Corporation