

## **Section 4(1)(b)(vi): The categories of documents held or under control**

The various Sections of the institute have the files, documents /records relating to their Sections along with the references and the correspondence

**Scientific, Technical and Supporting Staff:** Details of Service records in respect of Scientific staff, Technical staff, Supporting Staff, their computerized data and details of court cases pertaining to CITH and also Register for sending quarterly/annual returns are maintained in Admin section.

The Finance Wing of the Institute is maintaining different type of Documents/records such as cash book, Cheque book, and objection books records pertaining to Pension work, Broadsheet of HBA, Car, Computer, Monthly Account, Annual Account of Institute and GPF A/cs. & other documents as prescribed in the ICAR Audit manual.

### **Administrative Staff:**

1. Personal files of all the admn. category staff members
2. Recruitment files of all admn. category posts
3. Files regarding nomination of Drawing & Disbursement Officers at different Divisions/Regional Stations/ Dte. of Institute
4. Posting / Transfer files of all admn. category staff except senior administrative category officers posted by the Council.
5. Seniority List files of all admn. category staff members
6. Reservation Rosters for all the administrative category posts except for Group 'A' officers posted by the Council
7. Different information files sought by the Council and other Govt. Agencies.
8. Files related to RTI Cases
9. Files related to admn. category staff sanctioned in different Projects, National Fellow Schemes,
10. Files for granting ACP to admn category staff except for Group 'A' staff posted by the Council
11. Files related to cases of clearance of Probation Period / Confirmation of admn. category staff
12. File related to Delegation of Powers among senior officers
13. File regarding allocation of duties among senior officers
14. File related to issue of No Dues Certificate in r/o admn. category staff posted at Date.
15. Files related to grant of Advance Increment to Stenographers
16. Files related to Inter-Institutional Transfer of admn. category staff
17. File regarding Extension of revised Pay Scale to Assistants and PA
18. File regarding Retirement of Admn. Category Staff
19. File regarding Audit Objections
20. File regarding scheme of KVK, Baramulla

21. File regarding correspondance related to IJSC/IGC items
22. Files regarding Pay Fixation /Anamolies cases /Periodical Increment / Leave Applications
23. Miscelleneous Files / Guard Files
24. Different reference books to consult rule position
25. Dak Diary Register / Despatch Register / File Movement Register/Increment Register/ Service Book Register / RTI cases diary register / leave application diary register
26. Old Records