

# MANUAL 6

A Statement of the categories of documents that are held by it or under its control  
[Section 4(1)(b)(vi)]

A statement of the categories of documents held

Sl. No.	Nature of Record	Details of information available	Unit / section where available	Retention period, where available
<b>A</b>	<b>Related to work studies</b>			
1	Work Study files		AR Deptt.	5 years
2	Work load data collected for work studies		AR Deptt.	1 year
3	Old work study reports		AR Deptt.	5 years
4	Snap studies reports		AR Deptt.	5 years
<b>B</b>	<b>DRTI Act 2001 Records</b>			
1	Applications		AR Deptt.	2 years
2	Complaints		AR Deptt.	2 years
3	Appeal cases		AR Deptt.	2 years
4	Non compliance of orders		AR Deptt.	2 years
5	Disciplinary action		AR Deptt.	5 years
6	Notification of Competent Authority		AR Deptt.	Permanent
7	State Council Meeting		AR Deptt.	3 years
8	Committee constituted by State Council to look into various amendments		AR Deptt.	3 years
9	Application Register		AR Deptt.	2 years
10	Clarification / Misc. Correspondence		AR Deptt.	2 years
11	Reports and Returns		AR Deptt.	2 years
<b>C</b>	<b>RTI Act, 2005</b>			
1	Application		AR Deptt.	2 years
2	Complaints		AR Deptt.	2 years
3	Appeal Cases		AR Deptt.	2 years
4	Clarification / Misc. Correspondence		AR Deptt.	2 years
5	Files of correspondence regarding instructions issued to PIOs/APIOs/AAs		AR Deptt.	5 years
6	Designation f PIOs/AAs		AR Deptt.	Permanent
7	Application Registers		AR Deptt.	2 years
8	Correspondence relating to transfer of applications to other Departments		AR Deptt.	3 years
<b>D</b>	<b>Pending pension cases of other Departments</b>			
1	Correspondence with PAOs and concerned Departments		AR Deptt.	3 years
<b>E</b>	<b>Complaints / Public Grievances</b>			
1	Correspondence files relating to Public Grievances		AR Deptt.	3 years

<b>F</b>	<b>MOP Test</b>			
1	Applications		AR Deptt.	1year after declaration of results
2	Answer Sheets		AR Deptt.	1year after declaration of results
3	Unused papers		AR Deptt.	1year after declaration of results
4	Results		AR Deptt.	1year after declaration of results
5	Prize Distribution Record		AR Deptt.	3 years
<b>G</b>	<b>Punctuality Drive</b>			
1	Correspondence relating to vigilance awareness week		AR Deptt.	2 years
2	Punctuality Checking Record received from various Departments		AR Deptt.	1 year
<b>H</b>	<b>Other Miscellaneous Substantive Records</b>			
1	Annual Inspection Records		AR Deptt.	2 years
2	Weeding out reports received from various Departments under special drive		AR Deptt.	2 years
3	General correspondence (having no policy effect)		AR Deptt.	2 years
4	Model NIT		AR Deptt.	Permanent
5	Miscellaneous correspondence relating to Model NIT		AR Deptt.	2 years
6	Old Circulars / Orders		AR Deptt.	2 years
7	Bhagidari meeting minutes received from various Districts of the Divisional Commissioner		AR Deptt.	1 year
8	Annual Report of Lokayukta		AR Deptt.	5 years
9	Annual Report of PGC			5 years
10	Correspondence related to 5 year Plan/Annual Plan		AR Deptt.	2 years after completion of 5 Year Plan
11	Personal Files of Officers and Staff	---	AR Deptt.	5 years after retirement
12	Service Book of Officers and Staff	---	AR Deptt.	5 years after retirement