

Categories of Documents held by the Public Authority under its Control

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

7.1 Provide information about the official documents held by the public authority or under its control.

Sl.No.	Category of Document	Title of the document	Designation and address of the custodian (held by/under the control of whom)
1	Administrative matters	Personal Files, Appointment of Personnel, Records of Leave & Attendance of School Teachers and Staff, School Administration issues, Maintenance of Government Assets, New Proposals etc.	Various sections and Central Record Room
2	Financial Matters	Salaries, Records of Expenditure, Budget Requirement, Budget allocation etc.	Accounts Section
3	Planning Matters	Annual Plans, Requirements of various sections, Requirement of Funds, Allocation of Funds, New Proposals etc.	Planning Section
4	Engineering Matters	Construction/Repair of school and college buildings, Civil Engineering Works of the Department	Engineering Section