

**STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE  
UNDER CONTROL**

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

Sl. No.	Document	Category
1.	Each Paper received in the Department is recorded in the Distribution Register and categorised activity-wise	<ol style="list-style-type: none"> <li>1. Service Matters</li> <li>2. Court Cases</li> <li>3. Public Importance</li> <li>4. MFP and AP Business Activity</li> <li>5. DRs Business Activity</li> <li>6. Agro-Credit Activity</li> <li>7. Finance</li> <li>8. Engineering</li> <li>9. Motor Vehicles</li> <li>10. Other Miscellaneous</li> </ol>
2.	Each and every employee, soon after his joining, is assigned a Code Number and a Service Register is opened and maintained for him till his retirement wherein all important events pertaining to the earned leave and other types of leave availed, transfers, promotions, punishments are recorded.	Service Matters
3.	All Receipts and Expenditure are recorded in Cash Books	Finance
4.	The Stock Inventory is maintained in separate Stock Registers	<ol style="list-style-type: none"> <li>1. MFP and AP Business Activity</li> <li>2. DRs Activity</li> </ol>
5.	The members enrolled in the GPCM Societies are assigned General Number in the Admission Register	GPCM Societies
6.	The land holdings of the member are recorded in a separate register called the Land Register	GPCM Societies

7.	The member-wise loan taken, repayment made and the overdues are recorded in Loan Ledgers in the GPCM Societies.	Agro-credit Activity
8.	The details of the overdue loans together with the break up of Principal and Interest member-wise are recorded in Loans Demand List	Agro-credit Activity

**LIST OF DOCUMENTS THAT ARE MAINTAINED IN HEAD OFFICE AND DIVISIONAL OFFICES**

1. Attendance Register
2. Run on Note File
3. Service Register
4. Casual Leave Register
5. Turn Duty Register
6. Retirement Register
7. Distribution Register
8. Incoming Tappals Register
9. Fair Copying Register
10. Incoming and Outgoing Telegrams Register
11. Telephone Calls Register
12. Despatch Register
13. Postage Register
14. Personal Register
15. Paybill Register
16. Stock Files
17. Undisbursed Pay Register
18. Cash Book / Cash Scroll
19. Voucher Files
20. Due To Register
21. Due By Register
22. Sundry Debtors Register
23. Sundry Creditors Register
24. Bank Reconciliation Register
25. General Ledgers
26. MFP/AP Stock Register
27. Register of Empty Gunnies, Drums and Tins
28. Receipt Books
29. Sale Bill Books
30. Record Room Register
31. Record Issue Register
32. Furniture Register
33. Register of Assets
34. Register of Misappropriation Cases
35. Audit Defects Rectification Register
36. Log Books
37. Register of Plants & Machinery
38. Register of Bank Remittances
39. Invoice Books
40. Indent Books
41. Rule of Reservation Register

## LIST OF RECORDS MAINTAINED IN GPCM SOCIETIES

1. Attendance Register
2. Service Register
3. Casual Leave Register
4. Turn Duty Register
5. Retirement Register
6. Distribution Register
7. Incoming Tappals Register
8. Fair Copying Register
9. Telegrams Register
10. Telephone Register
11. Despatch Register
12. Postage Register
13. Personal Register
14. Paybill Register
15. Rule of Reservation Register
16. Stock Files
17. Record Room Register
18. Record Issue Register
19. Furniture Register
20. Register of Assets
21. Misappropriation Register
22. Undisbursed Pay Register
23. Cash Book
24. Voucher Files
25. Due To Register
26. Due By Register
27. Sundry Debtors Register
28. Sundry Creditors Register
29. Bank Reconciliation Register
30. General Ledgers
31. Receipt Books
32. DR Depot Liability Register
33. Consolidated Purchase Register
34. Consolidated Sale Register
35. Register of Deficit Recovery Watch
36. Audit Defects Rectification Register
37. Sale Bill Books
38. Purchase Bill Books
39. Shandy Check Memos
40. Log Books
41. Register of Bank Remittances
42. Invoice Books
43. Indent Books
44. Loan Ledgers
45. Loans DCB Register
46. Register of Overdues
47. Admission Register
48. Register of Bonds
49. Minutes Book of the Board Meetings
50. Fertilizers Stock Register
51. DRs Stock Register
52. MFP/AP Stock Register
53. Stock Register of Empty Gunnies, Drums and Tins
54. Register showing Purchase Prices of MFP/AP Commodities

## **LIST OF RECORDS MAINTAINED IN DR DEPOTS**

1. Essential Commodities Stock Register
2. Essential Commodities Acquittance Register
3. Other DRs Stock Register
4. Stock Register of Empty Gunnies, Drums and Tins
5. DRs Sale Bill Books
6. Daily Sales Abstract
7. Invoice Books
8. Register of Bank Remittances
9. Indents / Invoices / Bank Slips Voucher File
10. Furniture Register
11. Cash Book
12. Liability Registers
13. Minutes Books of the Depot Advisory Committee
14. Purchase Bill Books
15. Shandy Check Memos
16. Loans Demand List
17. Visitors Note Book