

**Categories of Documents, Custodian of documents/ categories held or under Control of the Institute**

<b>Broad Classification of Documents</b>	<b>Name of the Document and its Introduction</b>	<b>Category of Document</b>	<b>Procedure to Obtain the Documents</b>	<b>Held/under Control of</b>
Service-related documents	Allocation of work among officials/staff and filling up of posts	Official	By making a written request	Assistant Registrar Administration
	Personal files of all officials/ staff			
	Service books of all officials/staff			
	APAR of officials/ staffs			
	Orders, circulars, OMs, and Notifications relating to Service Matters			
Purchase and Tenders related documents	Procurement of furniture, computer & peripherals, stationery, etc.	Official	By making a written request	Assistant Registrar Stores & Purchase
	Annual contracts of waste management, vehicle hiring			
	Stock registers of fixed assets, stationeries and consumable items			
Academic related documents	Admission of students	Official	By making a written request	Assistant Registrar Academics
	Annual Examination			
	Bonafide certificates			
	Monthly stipend to students			
	Scholarships			
Accounts-related documents	Salaries to regular staff	Official	By making a written request	Joint Registrar Finance & Accounts
	Emoluments to contractual staff			
	Wages to outsourced staff			
	Loans and advances			
	Travelling expenditure			
	Medical reimbursements			
	Children Education Allowance			
	PFMS			