

Categories of documents

Accounts

- Files relating to Pay to Staff
- Files relating to GPF advances /withdrawals
- Files relating to Salary Certificate
- Files relating to Income Tax
- Files relating to Medical Reimbursement / Advance
- Files relating to Expenditure Statement
- Files relating to Audit Para
- Files relating to Loans and Advances
- Files relating to BE & RE
- Files relating to re-appropriation

Administration

- Personal File
- Service Books
- Files relating to Appointing Promotion Transfers & ACP r/o Gazetted Non Gazetted Staff
- Files relating to Seniority Lists r/o Gazetted Non Gazetted Staff
- Files relating to Tour orders r/o Gazetted Non Gazetted Staff
- Files relating to Trainings r/o Gazetted Non Gazetted Staff
- Files relating to Pensions r/o Gazetted Non Gazetted Staff
- Files relating to Admissions nomination to GPF r/o Gazetted Non Gazetted Staff
- Files relating to Pay Fixation r/o Gazetted Non Gazetted Staff
- Files relating to Statements { monthly quarterly half yearly & yearly }

Cash Section

- Cash Book
- Bank Book
- General Ledger
- Files relating LOC / DDO Change / Court Recovery / Non Govt Recovery /
- Receipt Account / Imprest Account
- Receipt Book Register
- Valuable register [Fixed Deposit]
- Postage Stamp Register

Sr No	File No	Particulars
1.	PAN 14 [2] 08-09 AC	General Provident Fund
2.	PAN21[1-A] 08-09 AC	Income Tax
3.	PAN 7 [2] 08-09 AC	Pay To Staff
4.	PAN 7 [2] 08-09 AC	Salary Certificate
5.	PAN 12 [4] 08-09 AC	Pension Contribution
6.	PAN 8 [2] 08-09 AC	Medical Reimbursement
7.	PAN 15 [2] 08-09 AC	Advances
8.	PAN 16 [2] 08-09 AC	Festival Advances
9.	PAN 23 [4] 08-09 AC	Internal Audit
10.	PAN 23 [2] 08-09 AC	A. G. office Audit
11.	PAN 26 [2] 08-09 AC	Monthly Expenditure
12.	PAN 1 [2] 08-09 AC	Budget Proposal
13.	PAN 5 [3] 08-09 AC	Reconciliation Dept Figures
14.	PAN 8 [2] 08-09 AC	Correspondence TA/LTC
15.	PAN 6 [3] 08-09 AC	Fixed Assets
16.	PAN 1 [2] 08-09 AC	Budget [AIR Oras]
17.	PAN 1 [1] 2009 - S	Instruct & Orders Apptt & Promotions, Duties Termination etc from Dte
18.	PAN 1 [2] 2009 - S	Corres. Reg. appoints/ Posting/Transfer etc of G.O.
19.	PAN 1 [3] 2009 - S	Corres. Reg. app./Posting/transt etc of Trex. Announcer/NRCT/Instrumentalist
20.	PAN 1 [4] 2009 - S	Corres res app/posting/transfer etc to Engineer
21.	PAN 1 [5] 2009 - S	Corres reg app/Posting/Transfer etc of Ministerial Staff & other Class III & ACP
22.	PAN 1 [6] 2009 - S	Corre reg app / posing / transfer etc of Group "D"
23.	PAN 18 [4] 2009 - S	Quarterly Statement
24.	PAN 23 [3] 2009 - S	Officer Order
25.	PAN 22 [2] 2009 - S	Corre reg. Parliament Question
26.	PAN 18 [1] 2009 - S	Training
27.	PAN 18 [1-A] 2009 - S	Training of Engineering Staff
28.	PAN 1 [7] 2009 - S	Seniority list of all staff
29.	PAN 12 [2] 2009 - S	Corres reg Admission to GPF/CPF
30.	PAN 21 [2] 2009 - S	Annual Report
31.	PAN 22 [28] 2009 - S	Special Return(Qtrly) FROMER - I to Emp Exchange
32.	PAN 22 [33-2] 2009 - S	Central Govt Employees Co-Ordination Comm
33.	PAN 9 [2] 2009 - S	Corre reg confirmation & Probation in r/o Group "C" & "D"
34.	PAN Misc/Bank/ 2009 - S	Bank Loan matter
35.	PAN 13 [2] 2009 - S	Pension / DGRC in r/o AIR Staff
36.	PAN 10 [1] 2009 - S	General Order / Special Pay / TA/ Con Allowance
37.	PAN 7 [2] 2009 - S	Increment
38.	PAN 14 [2] 2009 - S	Court Cases
39.	PAN 14 [5] 2009 - S	Permission etc for purchase/sale in r/o Loans Gifts
40.	PAN 18 [5] 2009 - S	Sanctioned strength /
41.	PAN 10 [2] 2009 - S	Gen standing order & reg. VltH pay commission
42.	PAN 24 [2] 2009 - S	S.B. in r/o Gazetted / Non-Gazetted Staff
43.	PAN 16 [2] 2009 - S	Gen orders / Directives reg. Reservation policy/ Roster
44.	PAN 23 [1] 2009 - S	Tour Orders
45.	PAN 2 [1] 09 -P-6(Pt-V)	RTI Matters