

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 |