

**CHAPTER – 6 (Manual – 5)****A statement of the categories of documents that are held by it or under its control**

<b>Sl. No.</b>	<b>Category of the document</b>	<b>Name of the document and its introduction in on line</b>	<b>Procedure to obtain the document</b>	<b>Held by/under control of</b>
1	Women Development Section	Beneficiaries Registers for the following schemes	By applying in Form A	Deputy Director (Women Development)
		Grant Of Marriage Allowances To The Widow's Daughter		
		Incentive To Widow's Remarriage		
		Grant of financial assistance for performance of marriage of Poor Brides		
		Grant Of Incentive To The Family Having One Girl And Parents Who Have Undergone Family Planning		
		Hostel For Working Women		
		Grant Of Financial Assistance To The Poor Parents Having Only One Girl Child Who Is Studying 8 <sup>th</sup> To 10 <sup>th</sup> Std		
2	Social Defence	Register of sanction of Pension to Old Age Persons & Destitute	All are maintained digitally.	Deputy Director (Social Defence)
		Register of Payment of Pension to Old Age Persons & Destitutes		
		Register of Undisbursed Pension to Old Age Persons & Destitutes		
		Register of Payment of Funeral Expenses of the Pensioner under Grant of Old Age Persons & Destitutes Pension		
3	ICDS CELL	Central BCR District level MPR CSS BCR	By applying in Form A (See Rule 3)	Programme Officer

4	Establishment Records	Receipt Register Despatch Register Local Despatch Register Postal Register Incumbent Register Increment Register Periodical Register Probation & Confirmation Register Service Book Movement Register Personal Register Service Books of Employees	"	Superintendent (Estt.)
5	Motor Vehicles	Log Books Fuel Indent Book		
6	Account Records	Pay Bills Last Pay Certificate Contingent Bills with register T.A. & L.T.C. Bills Tour Advance Register Budget Check Register Bill Drawn Register M.R. Bill	"	
7	Cash Record	Cash Register Receipts Books and Stock Register of Receipt Books Register of Undisbursed Pay Permanent Advance Register Remittance Chalang Register of Duplicate Keys Register of Security Deposit Subsidiary Cash Book Register of Valuables	"	Drawing & Disbursing Officer
8	Stores Records	Stationery Stock Register Furniture Stock Register Electrical Stock Register ICDS Cell Stock Register Free supply of cloth materials Stock Register Periodical Stock Register Misc. & Consumable Stock Register	"	Stores Superintendent