

MANUAL 6

A Statement of the categories of documents that are held by it or under its control
[Section 4(1)(b)(vi)]

A statement of the categories of documents held

Sl. No.	Nature of Record	Unit / section where available	Retention period, where available
A	Advertisement Records		
1	Advertisement files	Advt. Branch	5 years
B	DRTI Act 2001 Records		
1	Applications	RTI Branch	2 years
2	Complaints	RTI Branch	2 years
3	Appeal cases	RTI Branch	2 years
C	RTI Act, 2005		
1	Application	RTI Branch	2 years
2	Complaints	RTI Branch	2 years
3	Appeal Cases	RTI Branch	2 years
D	Complaints / Public Grievances		
1	Correspondence files relating to Public Grievances	Vig. Branch	3 years
E	Service records		
1	Personal Files of Officers and Staff	Admn. Branch	5 years after retirement
2	Service Book of Officers and Staff	Admn. Branch	5 years after retirement
F	Press/Hospitality		
1	Records related to media persons	Press Branch	3 years