

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