

S.No.	The categories of documents held or under control under Rule Sec.4(b)(vi)
1	Acquaintance Rolls
2	ACR Register
3	Advance Payment Register
4	Assessment Report Register
5	Asset Register
6	Asset Register (Library Book/ Magazines)
7	Attendance Register
8	Bill Register
9	Cash book
10	Casual Leave Register
11	CGHS Register
12	Check card of News Papers, Magazines, periodicals etc.
13	Cheque Register
14	Complaint Register (O&M)
15	Computer Usage Register
16	Contingent Register
17	CPWD Advance Register
18	Dead Stock Register (separately for perishable consumer articles and non-perishable articles)
19	Dispatch Register
20	Earnest Money Register
21	Electricity/ Water charges register of Students
22	Expenditure Control Register
23	Fellowship Register
24	Festival Advance Register
25	File Movement Register
26	File register
27	Govt.Vehicle Maintenance/ Expenditure Register
28	GPF Advance Register
29	GPF Bill Register
30	GPF Ledger
31	GSLIS Register
32	Issue Diary
33	Land Dossier Register
34	Leave Encashment Register (LTC)
35	Library Card Issuing Register
36	License Fee Register
37	Log Book of Government Vehicles
38	LTC Register
39	Medical Advance Register
40	Messenger book
41	Opening & Closing Register of NASM
42	Overtime Allowance of Drivers Register
43	Pay Bill Register
44	Payment of Electricity Register
45	Payment of Govt.Vehicle Insurance Premium Register
46	Payment of Road Tax Register (Govt.Vehicle)
47	Payment of Water Charges Register
48	Pension P.P.O.Register
49	Petrol/ Diesel/ CNG etc.Register
50	P-Loan Bill Register
51	P-Loan Register
52	Quarter Allotment Register

53	Register of Advance
54	Register of books issued
55	Register of books received in library
56	Register of daily abstract of stamps used
57	Register of valuable
58	Roster Register
59	Section Diary
60	Stamps account register
61	Stock Register
62	Store Index Register
63	Telephone Register
64	Training Register
65	Travelling Allowance Register
66	Un-disbursement Register
67	Visitor Book
68	Visitors Register
69	Visitors Register of N.A.S. Museum (Exempted from Entry Fee)
70	Works Register