

**Manual 6 - A statement of the categories of documents that are held by it or under is control**

**7.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing "others")**

S. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/ under control of
1.	Licensing a. Register b. Files	Index Register, Licensing files, Online Portal	Requisition/request by the concerned person	At Directorate level
2.	Enforcement a. Register b. Files	Index Register, Licensing files,	-do-	-do-
3.	Establishment a. Books b. Files	Index Register	-do-	-do-
4.	Accounts a. Register b. Files c. Voucher/bills	Pay bill register Financial files.	-do-	-do-

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