Advance Payment Register  Asset Register (Library Book/ Magazines)  Asset Register (Library Book/ Magazines)  Attendance Register  Bill Register  Cash book  Cheque Register  Contingent Register  CPWD Advance Register  Dispatch Register  Earnest Money Register  Electricity/ Water charges register  Electricity/ Water charges register  File register  GPF Advance Register  GPF Advance Register  GPF Bill Register  GPF Bill Register  GPF Ledger  SSLIS Register  Leave Encashment Register (LTC)  Library Card Issuing Register  Log Book of Government Vehicles  LTC Register  Messenger book  Pay Bill Register  Messenger book  Pay Bill Register  Payment of Electricity Register  Register Of Pay Bill Register  Payment of Electricity Register  Register Of Messenger book  Pay Bill Register  Register Of Pay Bill Register  Telephone Register  Telephone Register  Travelling Allowance Register  Visitor Book  Visitor Book  Visitor Book  Visitor Book  Visitor Book	S.No.	The categories of documents held or under control under Rule Sec.4(b)(vi)
Asset Register (Library Book/ Magazines)  4 Attendance Register  5 Bill Register  6 Cash book  7 Cheque Register  8 Contingent Register  9 CPWD Advance Register  10 Dispatch Register  11 Earnest Money Register  12 Electricity/ Water charges register  13 File Movement Register  14 File register  15 GPF Advance Register  16 GPF Bill Register  17 GPF Ledger  18 GSLIS Register  19 Issue Diary  20 Land Dossier Register  21 Leave Encashment Register  22 Library Card Issuing Register  23 Log Book of Government Vehicles  24 LTC Register  25 Medical Register  26 Messenger book  27 Pay Bill Register  28 Payment of Electricity Register  29 Petrol/ Diesel etc. Register  30 P-Loan Bill Register  31 Register ovaluable  32 Roster Register  33 Service books  34 Stock Register  35 Telephone Register  36 Travelling Allowance Register  37 Visitor Book	1	Advance Payment Register
4 Attendance Register 5 Bill Register 6 Cash book 7 Cheque Register 8 Contingent Register 9 CPWD Advance Register 10 Dispatch Register 11 Earnest Money Register 12 Electricity/ Water charges register 13 File Movement Register 14 File register 15 GPF Advance Register 16 GPF Bill Register 17 GPF Ledger 18 GSLIS Register 19 Issue Diary 20 Land Dossier Register 21 Leave Encashment Register 22 Library Card Issuing Register 23 Log Book of Government Vehicles 24 LTC Register 25 Medical Register 26 Messenger book 27 Pay Bill Register 28 Payment of Electricity Register 29 Petrol/ Diesel etc. Register 30 P-Loan Bill Register 31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 36 Travelling Allowance Register 37 Visitor Book	2	Asset Register
5 Bill Register 6 Cash book 7 Cheque Register 8 Contingent Register 9 CPWD Advance Register 10 Dispatch Register 11 Earnest Money Register 12 Electricity/ Water charges register 13 File Movement Register 14 File register 15 GPF Advance Register 16 GPF Bill Register 17 GPF Ledger 18 GSLIS Register 19 Issue Diary 20 Land Dossier Register 21 Leave Encashment Register (LTC) 22 Library Card Issuing Register 23 Log Book of Government Vehicles 24 LTC Register 25 Medical Register 26 Messenger book 27 Pay Bill Register 29 Petrol/ Diesel etc. Register 20 P-Loan Bill Register 31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 36 Travelling Allowance Register 37 Visitor Book	3	Asset Register (Library Book/ Magazines)
6 Cash book 7 Cheque Register 8 Contingent Register 9 CPWD Advance Register 10 Dispatch Register 11 Earnest Money Register 12 Electricity/ Water charges register 13 File Movement Register 14 File register 15 GPF Advance Register 16 GPF Bill Register 17 GPF Ledger 18 GSLIS Register 19 Issue Diary 20 Land Dossier Register 21 Leave Encashment Register (LTC) 22 Library Card Issuing Register 23 Log Book of Government Vehicles 24 LTC Register 25 Medical Register 26 Messenger book 27 Pay Bill Register 28 Payment of Electricity Register 29 Petrol/ Diesel etc.Register 30 P-Loan Bill Register 31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book	4	
Cheque Register Contingent Register CPWD Advance Register Dispatch Register Electricity/ Water charges register File Movement Register File register File register GPF Advance Register GPF Advance Register File GPF Bill Register File GPF Bill Register File GPF Ledger Salls Register File GPF Ledger Land Dossier Register Land Dossier Register Leave Encashment Register (LTC) Library Card Issuing Register Leave Encashment Vehicles LTC Register Medical Register Medical Register File GPF Ledger Register Register File register	5	Bill Register
8 Contingent Register 9 CPWD Advance Register 10 Dispatch Register 11 Earnest Money Register 12 Electricity/ Water charges register 13 File Movement Register 14 File register 15 GPF Advance Register 16 GPF Bill Register 17 GPF Ledger 18 GSLIS Register 19 Issue Diary 20 Land Dossier Register 21 Leave Encashment Register (LTC) 22 Library Card Issuing Register 23 Log Book of Government Vehicles 24 LTC Register 25 Medical Register 26 Messenger book 27 Pay Bill Register 28 Payment of Electricity Register 29 Petrol/ Diesel etc.Register 30 P-Loan Bill Register 31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book	6	Cash book
9 CPWD Advance Register 10 Dispatch Register 11 Earnest Money Register 12 Electricity/ Water charges register 13 File Movement Register 14 File register 15 GPF Advance Register 16 GPF Bill Register 17 GPF Ledger 18 GSLIS Register 19 Issue Diary 20 Land Dossier Register 21 Leave Encashment Register (LTC) 22 Library Card Issuing Register 23 Log Book of Government Vehicles 24 LTC Register 25 Medical Register 26 Messenger book 27 Pay Bill Register 28 Payment of Electricity Register 29 Petrol/ Diesel etc.Register 30 P-Loan Bill Register 31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book	7	Cheque Register
9 CPWD Advance Register 10 Dispatch Register 11 Earnest Money Register 12 Electricity/ Water charges register 13 File Movement Register 14 File register 15 GPF Advance Register 16 GPF Bill Register 17 GPF Ledger 18 GSLIS Register 19 Issue Diary 20 Land Dossier Register 21 Leave Encashment Register (LTC) 22 Library Card Issuing Register 23 Log Book of Government Vehicles 24 LTC Register 25 Medical Register 26 Messenger book 27 Pay Bill Register 28 Payment of Electricity Register 29 Petrol/ Diesel etc.Register 30 P-Loan Bill Register 31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book	8	
10 Dispatch Register 11 Earnest Money Register 12 Electricity/ Water charges register 13 File Movement Register 14 File register 15 GPF Advance Register 16 GPF Bill Register 17 GPF Ledger 18 GSLIS Register 19 Issue Diary 20 Land Dossier Register 21 Leave Encashment Register (LTC) 22 Library Card Issuing Register 23 Log Book of Government Vehicles 24 LTC Register 25 Medical Register 26 Messenger book 27 Pay Bill Register 28 Payment of Electricity Register 29 Petrol/ Diesel etc.Register 30 P-Loan Bill Register 31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book	9	
11 Earnest Money Register 12 Electricity/ Water charges register 13 File Movement Register 14 File register 15 GPF Advance Register 16 GPF Bill Register 17 GPF Ledger 18 GSLIS Register 19 Issue Diary 20 Land Dossier Register 21 Leave Encashment Register (LTC) 22 Library Card Issuing Register 23 Log Book of Government Vehicles 24 LTC Register 25 Medical Register 26 Messenger book 27 Pay Bill Register 28 Payment of Electricity Register 29 Petrol/ Diesel etc.Register 30 P-Loan Bill Register 31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book	10	
12 Electricity/Water charges register 13 File Movement Register 14 File register 15 GPF Advance Register 16 GPF Bill Register 17 GPF Ledger 18 GSLIS Register 19 Issue Diary 20 Land Dossier Register 21 Leave Encashment Register (LTC) 22 Library Card Issuing Register 23 Log Book of Government Vehicles 24 LTC Register 25 Medical Register 26 Messenger book 27 Pay Bill Register 28 Payment of Electricity Register 29 Petrol/ Diesel etc.Register 30 P-Loan Bill Register 31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book	11	
13File Movement Register14File register15GPF Advance Register16GPF Bill Register17GPF Ledger18GSLIS Register19Issue Diary20Land Dossier Register21Leave Encashment Register (LTC)22Library Card Issuing Register23Log Book of Government Vehicles24LTC Register25Medical Register26Messenger book27Pay Bill Register28Payment of Electricity Register29Petrol/ Diesel etc.Register30P-Loan Bill Register31Register of valuable32Roster Register33Service books34Stock Register35Telephone Register36Travelling Allowance Register37Visitor Book	12	
14File register15GPF Advance Register16GPF Bill Register17GPF Ledger18GSLIS Register19Issue Diary20Land Dossier Register21Leave Encashment Register (LTC)22Library Card Issuing Register23Log Book of Government Vehicles24LTC Register25Medical Register26Messenger book27Pay Bill Register28Payment of Electricity Register29Petrol/ Diesel etc.Register30P-Loan Bill Register31Register of valuable32Roster Register33Service books34Stock Register35Telephone Register36Travelling Allowance Register37Visitor Book	13	
15 GPF Advance Register 16 GPF Bill Register 17 GPF Ledger 18 GSLIS Register 19 Issue Diary 20 Land Dossier Register 21 Leave Encashment Register (LTC) 22 Library Card Issuing Register 23 Log Book of Government Vehicles 24 LTC Register 25 Medical Register 26 Messenger book 27 Pay Bill Register 28 Payment of Electricity Register 29 Petrol/ Diesel etc.Register 30 P-Loan Bill Register 31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book	14	
16 GPF Bill Register 17 GPF Ledger 18 GSLIS Register 19 Issue Diary 20 Land Dossier Register 21 Leave Encashment Register (LTC) 22 Library Card Issuing Register 23 Log Book of Government Vehicles 24 LTC Register 25 Medical Register 26 Messenger book 27 Pay Bill Register 28 Payment of Electricity Register 29 Petrol/ Diesel etc.Register 30 P-Loan Bill Register 31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book	15	•
17 GPF Ledger 18 GSLIS Register 19 Issue Diary 20 Land Dossier Register 21 Leave Encashment Register (LTC) 22 Library Card Issuing Register 23 Log Book of Government Vehicles 24 LTC Register 25 Medical Register 26 Messenger book 27 Pay Bill Register 28 Payment of Electricity Register 29 Petrol/ Diesel etc.Register 30 P-Loan Bill Register 31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book	16	
18 GSLIS Register 19 Issue Diary 20 Land Dossier Register 21 Leave Encashment Register (LTC) 22 Library Card Issuing Register 23 Log Book of Government Vehicles 24 LTC Register 25 Medical Register 26 Messenger book 27 Pay Bill Register 28 Payment of Electricity Register 29 Petrol/ Diesel etc.Register 30 P-Loan Bill Register 31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book	17	č
19 Issue Diary 20 Land Dossier Register 21 Leave Encashment Register (LTC) 22 Library Card Issuing Register 23 Log Book of Government Vehicles 24 LTC Register 25 Medical Register 26 Messenger book 27 Pay Bill Register 28 Payment of Electricity Register 29 Petrol/ Diesel etc.Register 30 P-Loan Bill Register 31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book	18	•
20 Land Dossier Register 21 Leave Encashment Register (LTC) 22 Library Card Issuing Register 23 Log Book of Government Vehicles 24 LTC Register 25 Medical Register 26 Messenger book 27 Pay Bill Register 28 Payment of Electricity Register 29 Petrol/ Diesel etc.Register 30 P-Loan Bill Register 31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book		<u> </u>
21 Leave Encashment Register (LTC) 22 Library Card Issuing Register 23 Log Book of Government Vehicles 24 LTC Register 25 Medical Register 26 Messenger book 27 Pay Bill Register 28 Payment of Electricity Register 29 Petrol/ Diesel etc.Register 30 P-Loan Bill Register 31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book	20	
22 Library Card Issuing Register 23 Log Book of Government Vehicles 24 LTC Register 25 Medical Register 26 Messenger book 27 Pay Bill Register 28 Payment of Electricity Register 29 Petrol/ Diesel etc.Register 30 P-Loan Bill Register 31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book	21	
Log Book of Government Vehicles  LTC Register  Medical Register  Messenger book  Pay Bill Register  Payment of Electricity Register  Petrol/ Diesel etc.Register  P-Loan Bill Register  Register of valuable  Roster Register  Reservice books  Service books  Telephone Register  Travelling Allowance Register  Visitor Book	22	
24 LTC Register 25 Medical Register 26 Messenger book 27 Pay Bill Register 28 Payment of Electricity Register 29 Petrol/ Diesel etc.Register 30 P-Loan Bill Register 31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book	23	
25 Medical Register 26 Messenger book 27 Pay Bill Register 28 Payment of Electricity Register 29 Petrol/ Diesel etc.Register 30 P-Loan Bill Register 31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book	24	
26 Messenger book 27 Pay Bill Register 28 Payment of Electricity Register 29 Petrol/ Diesel etc.Register 30 P-Loan Bill Register 31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book	25	ž – – – – – – – – – – – – – – – – – – –
27 Pay Bill Register 28 Payment of Electricity Register 29 Petrol/ Diesel etc.Register 30 P-Loan Bill Register 31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book	26	
Payment of Electricity Register Petrol/ Diesel etc.Register P-Loan Bill Register Register of valuable Roster Register Service books Stock Register Telephone Register Travelling Allowance Register Visitor Book	27	
29 Petrol/ Diesel etc.Register 30 P-Loan Bill Register 31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book	28	
30 P-Loan Bill Register 31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book	29	
31 Register of valuable 32 Roster Register 33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book		*
32 Roster Register 33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book		
33 Service books 34 Stock Register 35 Telephone Register 36 Travelling Allowance Register 37 Visitor Book		
<ul> <li>34 Stock Register</li> <li>35 Telephone Register</li> <li>36 Travelling Allowance Register</li> <li>37 Visitor Book</li> </ul>		
<ul> <li>Telephone Register</li> <li>Travelling Allowance Register</li> <li>Visitor Book</li> </ul>		
<ul><li>36 Travelling Allowance Register</li><li>37 Visitor Book</li></ul>		· ·
37 Visitor Book		1 0
38 Visitors Register	38	