

1.6. Categories of documents held by the authority under its control [Section 4(1) (b) (vi)]

1.6	Categories of documents held by the authority under its control (Section 4(1) (b) (vi))	1.6.1 Categories of documents	<p>i) Project Deptt. Related: Files containing the proposals received from the various SCAs, AAP, Sanctions, Disbursement and fund utilizations, pending proposals, as the case may be</p> <p>ii) Skill Development Training Programe Deptt. related: Files containing the proposals received from SSCs and Training Instt., sanctions, disbursement and completion of training etc.</p> <p>iii) Finance Deptt. Related : Books of Accounts of the Company and related documents documents maintained in accordance with the various Acts, viz. Companies Act, 1956 and Income Tax Act.</p> <p>iv) Corporate & Vigilance: Compliance of Companies Act, Corporate Governance related matters.</p> <p>v) Personnel & Admn: All the service records related to its employees, Rules and Regulations framed for regulating the services of its employees, Administrative Matters and procurement of files, tenders etc.</p> <p>vi) Planning, Evaluation, Recovery, CSR and publicity related files</p> <p>vii) Rajabhasha Vibhag: Coordinate and cooperate to the Parliamentary committee Members on Official Language for inspection, Quarterly and annual report, celebration of Hindi Pakhwara, Training to officials for Rajbhasha related files/correspondence</p>
		1.6.2. Custodian of documents/categories	Divisional Heads and/or Attached officers/staff