

<b>S.No.</b>	<b>The categories of documents held or under control under Rule Sec.4(b)(vi)</b>
1	Advance Payment Register
2	Asset Register
3	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 (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
38	Visitors Register