

I. DEV.HQ

Manual- 6

A Statement of the categories of documents that are held by it for under its control Section 4(1)(b)(vi)

Details of the records available may be made in a statement from, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued. (An illustrative list is given below)

A Statement of the categories of documents held

Sr. No.	Nature of Record	Details of information available	Unit/section which available	Retention period, where available
01.	Records pertaining to accounts, budget allocation, expenditure and records pertaining to Non-plan Scheme	All relevant information	Accounts Branch	Permanent
02.	Personal records of employees of S/Book, personal file etc.	All relevant information	Administration	Permanent

II. ANIMAL HUSBANDRY UNIT

Manual 6

Statement of the categories of documents held

S. No.	Nature of Record	Details of information available	Unit / Section where available	Retention period, where available
1	Records pertaining to accounts, budget allocation, expenditure and records pertaining to progress made in plan and non-plan schemes	All relevant information	Animal Husbandry HQs.	Permanent
2	Personal records of employees like S/Book, Personal File etc.	All relevant information	Animal Husbandry HQs.	Permanent
3	Stock Books of Medical Stores received and distributed	All relevant information like source of supply and its	Central Medicine Store, Moti Bagh	Permanent

		distribution		
4	OPD Registers, Daily Consumption Registers and Stock Books	All relevant information pertaining to number of animals treated, quantity of medicines received and its date-wise consumption	All Veterinary Hospitals and Dispensaries	Permanent

III. P.D.R.D.

MANUAL VI

A statement of the categories of documents that are held by it for under its control

The retention period of record/documents prescribed by the Delhi Government is also applicable to this department.

IV. **AGRICULTURE UNIT**

Manual 6

A statement of the categories of documents that are held by it for under its control

[Section 4(1)(b)(vi)]

Details of the records available may be made in a statement form, wing-wise, unit-wise, branch-wise and it may be got tabulated, indexed and catalogued. (An illustrative list is given below: -

A statement of the categories of documents held

S. No.	Nature of Record	Details of information available	Unit/Section where available	Retention period, where available
1.	Records pertaining Accounts, Budget Allocation, Expenditure and records pertaining to progress made	All relevant information	O/o the Jt. Director (Agri.)	Permanent or as per specified period

	in Plan and Non-Plan schemes			
2.	Personal records of employees like service book, personal file etc.	All relevant information	O/o the Jt. Director (Agri.)	Permanent or as per specified period
3.	Stock registers of unit store	All relevant information like source of supply and its distribution	O/o the Jt. Director (Agri).	Permanent or as per specified
4.	Records pertaining Accounts, Budget Allocation, Expenditure and records pertaining to progress made in Plan and Non-Plan schemes	All relevant information	O/o the Project Officer (IADP)	Permanent or as per specified period
5.	Personal records of employees like service book, personal file etc.	All relevant information	O/o the Project Officer (IADP)	Permanent or as per specified period
6.	Stock registers of unit store	All relevant information like source of	O/o the Project Officer	Permanent or as per specified

		supply and its distribution	(IADP)	
--	--	--------------------------------	--------	--

7.	Records pertaining Accounts, Budget Allocation, Expenditure and records pertaining to progress made in Plan and Non-Plan schemes	All relevant information	O/o the Chief Seed Certification Officer	Permanent or as per specified period
8.	Personal records of employees like service book, personal file etc.	All relevant information	O O/o the Chief Seed Certification Officer	Permanent or as per specified period
9.	Stock registers of unit store	All relevant information like source of supply and its distribution	O/o the Chief Seed Certification Officer	Permanent or as per specified

V. HORTICULTURE UNIT

MANUAL – 6

STATEMENT OF THE CATEGORIES OF DOCUMENTS HELD

Sl. NO.	Nature of record	Details of information available	Unit / Section where available	Retention period, where available
1	Records pertaining to accounts, budget allocation, expenditure and records pertaining to progress made in plan and non-plan schemes Personal records of employees like	All relevant information.	Horticulture unit, Head Quarter. Horticulture Unit,	Permanent

2.	stock book, personal file, etc Stock Register of inputs etc.	All relevant information.	Head Quarter Main Sale Centre, Khyber Pass, in case of inputs.	Permanent
3.	Plant / Seed Register, Daily Sale	All records available with the in-charge of Nurseries / Farms & Sale Centres. At site.	At site.	Permanent
4.	Production & Stock Register			Permanent

VI. ASSTT. SOIL CHEMIST

Manual 6

Statement of the categories of documents held

S.No.	Nature of the categories	Details of information available	Unit Section where available	Retention Period, Where available
1.	Records pertaining to accounts, budget allocation expenditure and records pertaining to progress made in plan and non-plan schemes	All relevant information	Asstt. Soil Chemist HQs	Retention as per norms.
2.	Personal records of employees like S/book, personal File etc.	All relevant information	Asstt. Soil Chemist HQs	Permanent

3.	Lab store	All relevant information	Asstt. Soil Chemist	Permanent
----	-----------	-----------------------------	------------------------	-----------

VII. PLANT PROTECTION UNIT

Manual - 6

Statement of the categories of documents held

S. No.	Nature of Record	Details of Information available	Unit/Section where available	Retention period, where available
1.	Records pertaining to accounts, budget allocation, expenditure and records pertaining to progress made in plan and non-plan schemes.	All relevant information	Asstt. Soil Chemist Head of Office Plant Protection, HQs	Permanent
2.	Personal records of employees of S/Book, personal file etc.	All relevant information	Plant Protection unit	Permanent
3.	Sale returns & stock position and supporting records at field	All relevant information	Unit Section available at	Permanent

	level.	like sources of supply and distribution	all the Block level	
--	--------	--------------------------------------------------	------------------------	--

Permanent or completion of audit para by AGCR whichever is earlier.

Note: Service record and allied pay records shall be kept for hundred years.

Manual 6**Statement of the categories of documents held**

S. No.	Nature of Record	Details of information available	Unit / Section where available	Retention period, where available
1	Records pertaining to accounts, budget allocation, expenditure .	All relevant information	Society Office.	Permanent
2	Personal records of employees like S/Book, Personal File etc.	All relevant information	Society Office.	Permanent
3	Stock Books of Medical and other Stores received and distributed	All relevant information like source of supply and its distribution	Society Office.	Permanent
4	OPD Registers, Daily Consumption Registers and Stock	All relevant information pertaining to	Society Office.	Permanent

	Books	number of animals treated, quantity of medicines received and its date-wise consumption		
--	-------	-----------------------------------------------------------------------------------------	--	--