

Manual 6 : STATEMENT OF CATEGORIES OF DOCUMENTS HELD BY IT  
OR UNDER ITS CONTROL.

The following categories of documents are preserved in the Department:

- Administrative Orders relating to transfer and posting.
- Personal files of employees, increment register, declaration of assets, pension paper records, gradation list of different categories of employees including Officers, ACR of Officers belonging to WBSS, APR & OPR of other categories of employees.
- ◆ Financial allotment.
- ◆ Budget Allotment.
- ◆ Documents relating to State Planning Board.
- Documents relating to Annual Plan / **Five-Year Plans.**
- ◆ Question and replies sent to Standing Committee of Parliament/Assembly.-
- ◆ Observation given by the Committee, Governor's speech.
- ◆ Budget speech of the Minister.
- ◆ Budget/demand of grants for the year.
- Annual Action Plan of the Department.
- ◆ Annual Administrative Report.
- ◆ Periodical Monitoring Report.
- ◆ Economic Review.