

1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	
1.6.1	Categories of documents	Administrative Files/ Documents Financial Files/ Documents Store & Procurement Files/ Documents Academics Files/ Documents Examinations Files/ Documents Recruitment Files/ Documents Confidential Files/ Documents Other Departmental Files/ Documents
1.6.2	Custodian of documents/categories	Administrative Files/ Documents – Administrative Officer. Financial Files/ Documents – Finance and Accounts Officer. Store & Procurement Files/ Documents – Store Incharge/Storekeeper Academics Files/ Documents – Dean Academics. Examinations Files/ Documents – Controller of Examinations. Recruitment Files/ Documents – Registrar Office. Confidential Files/ Documents – Director Office. Other Departmental Files/ Documents – Concerned Head of Dept.