

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD DFSS AND ITS UNITS OR UNDER ITS CONTROL

| S.No. | Description of Record |
|--------------|---|
| 1 | Section Diary |
| 2 | Issue Diary |
| 3 | Dispatch Register |
| 4 | Messenger book |
| 5 | File register |
| 6 | File Movement Register |
| 7 | Attendance Register |
| 8 | Casual Leave Register |
| 9 | Log Book of Government Vehicles |
| 10 | Register of Advance |
| 11 | Register of books received in library |
| 12 | Register of books issued |
| 13 | Pay Bill Register |
| 14 | Travelling Allowance Register |
| 15 | LTC Record/register |
| 16 | Cash book |
| 17 | Contingent Register |
| 18 | Acquaintance Rolls |
| 19 | Expenditure Control Register |
| 20 | Cheque Register |
| 21 | Un-disbursement Register |
| 22 | Bill Register |
| 23 | Service Postage Stamps account register |
| 24 | Court Case Register |

