

1.6 Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]

1. Personal files of all the staff members
2. Recruitment files
3. Seniority List files of all staff members
4. Reservation Rosters for all the posts except for Group 'A' officers posted by the Council
5. Different information files sought by the Council and other Govt. Agencies.
6. Files related to Compassionate Appointment Cases
7. Files related to RTI Cases
8. Files related to staff sanctioned in different Projects and schemes
9. Service Books of all staff
10. Files for granting MACP to admin category staff except for Group 'A' staff posted by the Council
11. Files related to cases of clearance of Probation Period / Confirmation of staff
12. File related to Delegation of Powers among senior officers
13. File regarding allocation of duties for staff
14. File regarding Extension of revised Pay Scales & to all staff
15. File regarding grant of pension on superannuation / VRS
16. Files regarding Audit Paras
17. Files regarding Pay Fixation /Periodical Increment
18. Miscellaneous Files
19. Different reference books refer rule position
20. Dak Diary Register / Despatch Register / Personal file Index Register / RTI cases diary register

Custodian of documents/categories

1. AAO Establishment Section: Details of Service records in respect of Scientific staff, Technical staff, Supporting Staff, their computerized data and details of court cases pertaining to NRRI and also Register for sending quarterly/annual returns are maintained in Establishment Section
2. The Finance Wing of the Institute – Sr. FAO: Maintains different type of Documents/records such as cash book, Cheque book, and objection books records pertaining to Pension work, Car, Computer, Monthly Account, Annual Account of Institute and GPF A/cs. & other documents as prescribed in the ICAR Audit manual.
3. AAO Stores & Inventory – Stores& Inventory Management files
4. AAO Bills & Cash – Bills & Cash Section files
5. AAO (T&S)- files related to Technical & Services
6. Pension Files & Documents – Sr. FAO
7. AAO (LRRE)- files related to Legal, Reporting, Rajbhasha& eGovernance–
8. AAO (Procurement) : files related to purchase and procurement of goods and services
9. AAO (CMGA)- Contract management and general administration files