## Manual 6

## A statement of the categories of documents that are held by $% \left[ A_{i}^{2}(x)\right] =A_{i}^{2}(x)$ under its control $\left[ A_{i}^{2}(x)\right] =A_{i}^{2}(x)$

## A statment of the categories of documents held

S.No.	Nature of Record	Details of Information available	Unit/ section where available	Retention period, where available
1.	Day Book	Daily Recipts & Payments	Stationery,IMFL/CL vends,FPS,Retail,Whole sale,	As per orders
2.	Computerised Cash book	Recipt & Payment	Do	Do
3.	Bank Statement	Detail of Bank Transactions	Do	Do
4.	Vouchers(Bank, Purchase, Sale, Cash etc)	Classification of Expenditure	Accounts Section	Do
5.	Payment files of IMFL,BEER,Country Liquor, Foreign Liquor	Payment Details	IMFL /Country Liquor	Do
6.	Rent Files	Payments of Rents	Accounts Section	Do
7.	Expenses Approval File	Approval of competent Authority	Accounts Section	Do
8.	Liability Register	Liability Information	Accounts Section, Retail outlets , IMFL/CL vends	Do
9.	Liability Vouchers	Liability Supporting Documents	IMFL & CL	Do
10.	Stock Statements	Stock Position	Accounts Section	Do
11.	Audit Reports	Audit Information	Accounts Section	Do
12.	Files Relating to PF/ESI	Detail of PF & ESI contribution & Deposits made	Accounts Section	Do
13.	Salary Register and PBR	Salary Details	Accounts Section	Do
14.	Advances Files	Information Details of Advances	Accounts Section	Do
15.	Bank Resolution File	Resolution for Opening and operation of Bank Accounts	Accounts Section	Do
16.	Order File	Issuance of Office orders & Accounts Section	Accounts Section	Do
17.	Files relating to TDS and other Taxes	Tax deducted and Deposit Information	Accounts Section	Do
18.	Professional Charges	Professional Charges information	Accounts Section	Do

19.	DA, Bonus, Medical files or any staff payment file.	Order for payment of DA, Bonus,Medical or other allowances	Accounts Section	Do
20.	Mannual Ledgers	Party Accounts	Accounts Section	Do
21.	Computerised Ledgers	do	do	Do
22.	Service Rules	Service Rules of the store	Personnal Section	Do
23.	Bye Laws	Bye Laws of the Store	do	Do
24.	Seniority Lists	Seniority Postion of Staff	do	Do
25.	Personnal Files of the Staff	Personnal services details of staff	do	Do
26.	Service Books	Service Books of Staff	do	Do
27.	Resolution Book	All resolutions passed by the MC / Administrator	do	Do
28.	Journal	Sale,Purchase,Bank Deposits & Expenses	Accounts Section	Do
29.	Stock Registers	To indicate the stock position of goods	W.S. / Stationary Section/ Liquor	Do