

## Manual 6

### A statement of the categories of documents that are held by under its control [Section 4(1)(b)(vi)]

#### 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 Receipts & Payments                             | Stationery, IMFL/CL vends, FPS, Retail, Whole sale, | As per orders                     |
| 2.    | Computerised Cash book                                      | Receipt & 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-----                      |

[illegible]