

CENTRAL TOOL ROOM & TRAINING CENTRE, BHUBANESWAR.

THE STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY CTTC, BHUBANESWAR OR UNDER ITS CONTROL.

(Under Section 4 (1)(vi) of right to Information Act 2005)

The categories of documents that are held by the Centre office are as under:

- i)** Society registration certificate.
- ii)** Memorandum of Association and Rules and Regulations.
- iii)** Personnel Policy Manual.
- iv)** Recruitment Rules
- v)** General Financial Rules of Govt. of India.
- vi)** Agenda and Agenda Notes and Minutes of the Governing Council and Annual General Body Meeting.
- vii)** List of members with address of Governing Council and General Body
- viii)** Standardized functional files indexes including its file numbering system relating to its Sections.
- ix)** Schedule period of retention for records.
- x)** Annual Reports of the Society.