

Manual VI

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

- *Administrative Section files/documents*: Service, Office related, Telephones, Appointments, Governing Council, Finance Committee, Correspondence (general), Service books/documents, Officers/Staff personal files...
- *Accounts Section files/documents*: Budget, Accounts, Audit, UCs, Disbursements, Personal Salary files of Officers/Staff, Permanent Advance files, Bills Payment files, Utilisation Certificates,...
- *Academic Section files/documents*: Schemes related, Workshops related, Correspondence (schemes/workshops), Gazette and GSRF Notifications,...