

Manual 6: STATEMENT OF CATEGORIES OF DOCUMENTS  
HELD BY IT OR UNDER ITS CONTROL.

The following categories of documents are preserved in the Department :

- ❖ Administrative Orders relating to transfer and posting.
- ❖ Personal files of employees, increment register, declaration of assets, pension paper records, gradation list of different categories of employees including Officers, ACR of Officers belonging to WBSS, APR & OPR of other categories of employees.
- ❖ Financial allotment.
- ❖ Budget Allotment.
- ❖ Documents relating to State Planning Board.
- ❖ Documents relating to Annual Plan / Five-Year Plans.
- ❖ Question and replies sent to Standing Committee of Parliament/Assembly:
- ❖ Observation given by the Committee, Governor's speech.
- ❖ Budget speech of the Minister.
- ❖ Budget/demand of grants for the year.
- ❖ Annual Action Plan of the Department.
- ❖ Annual Administrative Report.
- ❖ Periodical Monitoring Report.
- ❖ Economic Review.
- ❖ State Human Development Report.
- ❖ District Human Development Report - Bankura and Malda.
- ❖ Other publication of HDRCC.
- ❖ Publications made by B.A. & E.S.