

**7. Categories of documents held by the authorities under its control [Section 4(1)(b)(vi)] :-**

1. Orders of appointment and seniority lists of employees of the Department. 2. Posting/transfer orders of employees (non Gazetted) of the Department at Directorate level and for Gazetted Official at Administrative Department, 3. Stock Registers, 4. Work allocations at Directorate level, 5. Logbooks in respect of the Department's vehicles, 6. Registers for Receipts and Dispatch, 7. Bills received and paid for services and items like electricity, water, telephone, Petrol & Lubricants and Stationery