

**A statement of the categories of documents held**

S. No	Nature of Record	Details of information available	Unit/section where available	Retention period, where available
1.	PBR	Salary	Account Section	-
2.	Bill Register	Pay bills, contingency bills, personal claims bills	-do-	-
3.	GPF Ledger	GPF A/c of Class-IV Employees	-do-	-
4.	PSS Register	Details of Remuneration	-do-	-
5.	Cash Book	Amount received and disbursed	-do-	-
6.	Expenditure control Register	Details of expenditure incurred under various heads duRilga yeab	/do-	-
7.	T.R.-5 Receipts	Details of information available of Exam, Re-totaling, Affiliation, Duplicate Diploma, Mark-Sheet, Admit Card, Admission Browser, Syllabus Fee, Service Tax & Income Tax paid other than Pay Bill deduction	-do-	Continuation in Serial Order
8.	Service Book	Provision of entire service records of the person	Establishment	-
9.	Personal File	All papers concerning with the person	-do-	-
10.	Leave Record	Medical & Earned Leave	-do-	Half yearly
11.	General Correspondence File	Pertains to various day do day official and general matters	-do-	-
12.	Maintenance of Master Register	Details of the individual from joining to retirement	-do-	-
13.	Maintenance of File Register	File numbers given to various file pertaining to employee	-do-	-
14.	Stock Register	Details of individual consumable & non-consumable items	Store	-
15.	Purchase File	Details of Tenders, Comparative Statement & placing of orders etc.	-do-	-
16.	Condemnation File	Details of un-serviceable/condemned items written off	-do-	Time to Time
17.	Application File	Details of applications invited for opening of new Industrial Training Centres	Affiliation Section	Yearly (November)
18.	Court Case File	Details of Court Cases against BTE	-do-	-
19.	Examination Form	Matriculation onwards record and Semester/yearly papers cleared	Record Section	-
20.	Result Notification Register	Details of examinees result	-do-	Half yearly / Annual
21.	Record for Certificates/Diploma issued	Details of Certificates/ Diploma numbers etc.	Certification Section	-
22.	Migration Certificate	Counter files of the Migration Certificate issued	-do-	-
23.	Answer Booklet/ Answer Sheet	Evaluation record of each questionwise or part thereof attempted	Sub-Record Room	Half yearly/ Yearly