

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD DFSS AND ITS UNITS OR UNDER ITS CONTROL

S.No.	Description of Record
1	Section Diary
2	Issue Diary
3	Dispatch Register
4	Messenger book
5	File register
6	File Movement Register
7	Attendance Register
8	Casual Leave Register
9	Log Book of Government Vehicles
10	Register of Advance
11	Register of books received in library
12	Register of books issued
13	Pay Bill Register
14	Travelling Allowance Register
15	LTC Record/register
16	Cash book
17	Contingent Register
18	Acquaintance Rolls
19	Expenditure Control Register
20	Cheque Register
21	Un-disbursement Register
22	Bill Register
23	Service Postage Stamps account register
24	Court Case Register

