

A Statement of Categories of Documents that are held by it or under its control

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/Under control of
1.	Register	Stock Register of Inventory (Assets & consumables)	On Request In Writing addressed to the Public Information Officer	<u>Thiru. V. Senthil Kumar</u> Superintendent
2.	Petitions	Petitions from public		<u>Thiru. Chandra Bose</u> Comptroller of Household
3.	Register/ Documents	Pay Bill Register, Cash Register, Cheque Register L.G. Welfare Funds Register		<u>Thiru. V. Senthil Kumar</u> Superintendent
4.	Register	Budget Check Register		Thiru G. Suman UDC- cum - Cashier
5.	Service Records / Files	Service Books, AMC & Purchase Files		<u>Thiru. P.Muthukumaran,</u> Assistant
6.	Bills	OBA Register Contingent / Other Bills / Misc. Purchase Files		<u>Thiru S. Sathish Kumar,</u> Assistant
				Thiru. L. Gunaseelan UDC