

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 R. Sridharan</u> Pvt. Secy. To L.G. <u>Tmt. Asha Gupta</u> Comptroller
2.	Petitions	Petitions from public		<u>Thiru S. Prasanna</u> , P.A. to Addl. Secretary to L.G. <u>Thiru M. Joseph Prasad Sugumar</u> , DEO
3.	Register/ Documents	Pay Bill Register, Cash Register, Cheque Register L.G. Welfare Funds Register		<u>Thiru R. Tillicovindane</u> UDC- cum - Cashier
4.	Register	Budget Check Register, OBA Register		<u>Thiru V. Srikanthan</u> , Assistant
5.	Service Records/ Files	Service Books, AMC Purchase Files		<u>Thiru K.K. Devarajan</u> , Assistant
6.	Bills	Contigent/other Bills		<u>Thiru. S. Satish Kumar</u> UDC