

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. (2) Posting/transfer orders (internal) of employees (3) Stock Registers, (4) Work allocations, (5) Logbooks in respect of the vehicles, (6) Registers for Receipts and Dispatch, (7) Bills received and paid for services and items like electricity, water, Petrol & Lubricants and Stationery etc.