

(vi)	<p>A statement of the categories of the documents that are held by it or under its control.</p>	<p>This office has normally the following kinds of documents/files in respect of Directorate and ULBs :</p> <ul style="list-style-type: none"> • Annual Administrative Report, Account Code of ULBs and Development Works Document <p>Files /documents relating to Directorate level</p> <ul style="list-style-type: none"> • Personnel Information & Service Matters viz. Continuance, increments, leave a/c etc • Annual Plan, Budget Estimates, Budget allocation, Excess Surrender. • Court cases i.e. CWP, OA, Suites etc • Vidhan Sabha matters and CAG, PAC Paras <p>Files /documents relating to ULBs level</p> <ul style="list-style-type: none"> • Personnel Information, creation of posts, seniority fixation, transfer, extension etc. • Annual Income & Expenditure information from own income & GIA, Utilization Certificates of development works under GIA, Schemes and projects etc • Taxes, Fees and Allocation of Shops & Stalls by ULBs • Court cases i.e. CWP, OA, Suites and files relating resolutions need approval from Directorate. • Allocation & release of funds under various schemes to the ULBs Expenditure under various schemes. Physical & Financial Progress alongwith utilization certificates.
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