

MANUAL VI

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

1. At Chief Controller of Factories Office, New Delhi:

S. No.	Document	Category
01	Pay Bill Register	
02	Profit & Loss A/c & Balance Sheet	
03	Budget Register	
04	Fixed Assets Register	
05	Inventory Register	Confidential
06	Sales Tax Register	
07	All Financial File	
08	GPF Advance Register	
09	Pension Register	
10	Gratuity Register	
11	TA/LTC adjustment register	
12	Medical Register	
13	Index Register	
14	Movement Register	
15	AC Bill Register	
16	Diary & Dispatch Register	
17	Stationery Register	
18	Export & Excise Register	
19	Index Register of Stationery and Medical	
20	Index Register of Admin. Branch	
21	Road Permit Register	
22	GPF Bill Register	
23	Pay Bill Register	
24	Bill Sending Register	
25	Index Register	
26	IPR	Confidential
27	CCR Folders	Confidential
28	DPC findings	Confidential

2. At Chief Controller of Factories Office Gwalior:

S. No.	Document	Category
01	Pay Bill Register	
02	Profit & Loss A/c & Balance Sheet	
03	Budget Register	
04	Fixed Assets Register	
05	Inventory Register	Confidential
06	Sales Tax Register	
07	All Financial File	

08	GPF Advance Register	
09	Pension Register	
10	Gratuity Register	
11	TA/LTC adjustment register	
12	Medical Register	
13	Index Register	
14	Movement Register	
15	AC Bill Register	
16	Diary & Dispatch Register	
17	Stationery Register	
18	Export & Excise Register	
19	Index Register of Stationery and Medical	
20	Index Register of Admin. Branch	
21	Road Permit Register	
22	GPF Bill Register	
23	Pay Bill Register	
24	Bill Sending Register	
25	Index Register	
26	IPR	Confidential
27	CCR Folders	Confidential
28	DPC findings	Confidential

3. At GOAW Ghazipur:

S. No.	Document	Category
01	Pay Bill Register	
02	Profit & Loss A/c & Balance Sheet	
03	Budget Register	
04	Fixed Assets Register	
05	Inventory Register	Confidential
06	Sales Tax Register	
07	All Financial File	
08	GPF Advance Register	
09	Pension Register	
10	Gratuity Register	
11	TA/LTC adjustment register	
12	Medical Register	
13	Roaster Register	
14	Index Register	
15	Movement Register	
16	AC Bill Register	
17	Diary & Dispatch Register	
18	Stationery Register	
19	Hindi Library Register	
20	Export & Excise Register	
21	Index Register of Stationery and Medical	
22	Inventory Register for allotment of quarters	

23	Index Register of Admin. Branch	
24	Index Register for Factory & Alkaloid	
25	Liability Register for Factory & Alkaloid	
26	Road Permit Register	
27	UPTT Register	
28	GPF Bill Register	
29	Pay Bill Register	
30	Bill Sending Register	
31	Index Register	
32	IPR	Confidential
33	CCR Folders	Confidential
34	DPC findings	Confidential
35.	Results of contraband opium and seized drug sample	Confidential
36.	Results of opium tendered by the cultivators, which includes Good, Inferior, Assamiwar and Suspected opium	Confidential
37.	Process details of Alkaloid Plants	Confidential

4. At GOAW Neemuch

S. No.	Document	Category
01	Pay Bill Register	
02	Profit & Loss A/c & Balance Sheet	
03	Budget Register	
04	Fixed Assets Register	
05	Inventory Register	Confidential
06	Sales Tax Register	
07	All Financial File	
08	GPF Advance Register	
09	Pension Register	
10	Gratuity Register	
11	TA/LTC adjustment register	
12	Medical Register	
13	Roaster Register	
14	Index Register	
15	Movement Register	
16	AC Bill Register	
17	Diary & Dispatch Register	
18	Stationery Register	
19	Hindi Library Register	
20	Export & Excise Register	
21	Index Register of Stationery and Medical	
22	Inventory Register for allotment of quarters	
23	Index Register of Admin. Branch	
24	Index Register for Factory & Alkaloid	
25	Liability Register for Factory & Alkaloid	
26	Road Permit Register	

27	UPTT Register	
28	GPF Bill Register	
29	Pay Bill Register	
30	Bill Sending Register	
31	Index Register	
32	IPR	Confidential
33	CCR Folders	Confidential
34	DPC findings	Confidential
35.	Results of contraband opium and seized drug sample	Confidential
36.	Results of opium tendered by the cultivators, which includes Good, Inferior, Assamiwar and Suspected opium	Confidential
37.	Process details of Alkaloid Plants	Confidential
38.	Details of Project undertaken in R&D	Confidential