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[Home](#) > A statement of the categories of documents that are held by it or under its control

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AT INSTITUTE LEVEL:

1. Documents of regular correspondences, office notes, orders, memorandums, reports, vouchers, bills, vehicles, land, etc.
2. Registers like dead stock, assets, consumable, stationery, quotation, advance payment, bill, EMD/SD, accession, log books of vehicles and machines, attendance of all grades, service register of all staff and TSFWs, etc.
3. Proceedings/ minutes of RC, RAC and other meetings. In addition to above, all CSRTI Publications.

AT SUB-UNITS (RSRSs) LEVEL:

1. Documents of regular correspondences, office notes, orders, memorandums, reports, vouchers, bills, vehicles, land, etc.
2. Registers like dead stock, assets, consumable, stationery, quotation, advance payment, bill, EMD/SD, accession, log books of vehicles and machines, attendance of all grades, service register of all staff and TSFWs, etc.
3. Proceedings/ minutes of RRAC and other unit level meetings.

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