

## **(vi) Categories of Documents**

A statement of the categories of the documents that are held by the department or are under its control:

- (i) Documents related to the financial matter like Bills, APRs, sanctions, Cash Books etc.
- (ii) Documents related to purchase of various store articles like Uniforms, Equipment, Furniture etc.
- (iii) Documents related to service matters of departmental employees.
- (iv) Documents related to transport, like Log Books, Maintenance Books, Store Registers etc.
- (v) Documents related to training syllabus etc.
- (vi) Documents related to Arms and Ammunition procurement, distribution, stock ledgers, etc.
- (vii) Documents related to calling out of Home Guards Volunteers are maintained at district level
- (viii) Documents related to enrolment and payments of allowances to Home Guard Volunteers are maintained at district level.
- (ix) Record of Home Guards Volunteers is maintained at district level.