

Statement of the categories of documents

A statement of the categories of documents that are held by the authorities or under their control

Sr. No.	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1	Administrative	(a) Documents relating to service matters (b) All documents relating to General Administration,	By requisition	COA/AO
2	Vigilance/ Disciplinary & Legal Matters & Confidential Reports	All documents relating to Vigilance / Disciplinary / legal case	Privileged documents	COA/AO
3	Recruitment and promotions	All documents related to recruitment; Assessment and promotions of staff	By requisition	COA/AO
4	Purchase & Stores	Documents relating to all purchases, stores and issue	By requisition	SPO/
5	Finance & Accounts	Documents relating to payments	By requisition	FAO
6	Works & Services	Documents relating to construction & maintenance works (Civil, Electrical, Mechanical)	By requisition	Engg. Services Unit
7	Business Development Activity	Documents relating to Sponsored and consultancy; projects, patents, public information relating to the Lab	By requisition	Head, Business Development Unit
8	Intellectual Property	Documents relating to Patents	By requisition	Head, TIIL& P Division
9	Projects (Grant-in-aid, consultancy)	All documents relating to Grant-in-aid projects, consultancy and CSIR networked projects	By requisition	Head, PME Unit and respective Project Leaders