

**4. (b).(vi). A Statement of the Categories of documents that are held by it or under its control.**

a. (i). Personal files of the officers and employees, (ii). Seniority Lists, (iii). Category wise annual Confidential Reports of officers and employees under the administrative control of the Labour Department, (iv). Guard files and other files on various subjects, which relates to Directorate of Employment Services & Manpower Planing, (v). Live Register, (vi). Accounts, (vii). Cash Book, (viii). Store Book, (ix). Log Book for Vehicles (x). Establishment file (xi). Leave file (xii). D.P.C. (xiii). Lower Purchase committee (xiv). Training of Staff and other