

## Manual/ Annexure 6

### Publication of information regarding items specified in Rules 4(1)b(vi) of the Right to Information Act 2005

(Statement of the Categories of documents that are hold or under control

Name of office Deputy Commissioner Shahid Bhagat Singh Nagar

S.No	Branch	Category of documents
1	Establishment	Diary register dispatch register Other related register &files ,Govt.instructions Bills Pay TA Medical Sevice Books Budget related files Token Register
2	Dak Diary Branch	Diary register dispatch register
3	Peshi Branch	Receipt,dispatch register institution register ,summoning register,Consignment register,files not decided
4	Misc.Br.	Diary register dispatch register Other related register &files ,Govt.instructions
5	Revenue Br.	Diary register dispatch register,Record Other related register &files ,Govt.instructions
6	S.addar Kanongo	Diary register dispatch register Other related register &files ,Govt.instructions,Act. Rules ,Bills related files Bill Pay TA Medical ,PFR CSRs Act. & Mannuals Token Register
7	Arms Br	Diary register dispatch register Other related register &files ,Govt.instructions,and Related Act. ,
8	H.R.C.	Diary register dispatch register Other related register &files ,Govt.instructions,related and Act. ,
9	Nazarat	Diary register dispatch register Other related register &files ,Govt.instructions,Act. ,cash Book Bill register token register
10	Public Grievances Branch	Diary registers dispatch registers Other related register &files ,Govt.instructions Complaint files

For Deputy Commissioner,  
Shahid Bhagat Singh Nagar