

Documents held or under Control of the Department

[Section 4(1)(b)(vi)]

Broad classification of documents	Name of the document and its introduction	Category of document	Procedure to obtain the document	Held by /under control of
Establishment and Service Matters documents	Channel of Submission, Work Allocations, Delegation of Financial Power	Official	By making written request	Under Secretary(Admn.)
	Personal Files of all Officials/Staff.			
	Service Books of all Officials/Staff.			
	Pension papers of retiring/retired Officials/staff.			
	APAR of officials/staff			
	Medical Bills of officials/staff			
	Orders, Circulars, O.Ms, Notifications relating to Establishment and Service Matters documents			
General Administration Matters	Procurement of Stationary	Official	By making written request	Under Secretary(Admn.)
	Annual Maintenance Contracts			
	Stock Register of stationary and non-stationary items.			
	Orders, Circulars, O.Ms, Notifications relating to these Matters			
Scheme related documents	Related to WDC-PMKSY Scheme	Official	By making written request	SO (WM)

	Related to DILRMP	Official	By making written request	Under Secretary (DILRMP)
Financial Documents	Pay Bills and Pay Bill Registers.	Official	By making written request	DDO
	Contingency Bills and Registers.			
	Appropriation Registers.			
Acts, Rules & Policies	Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013, The Registration Act, 1908, etc.	Official	By making written request	Under Secretary(LR)
Other Documents	Wasteland Atlas	Official	By making written request	SO(WM)
	Best Practices on DILRMP	Official	By making written request	Under Secretary (DILRMP)
	Annual Report	Official	By making written request	Under Secretary(Coord.)
	Parliament Questions & Answers	Official	By making written request	Under Secretary(Coord.)
	Detailed Demands for Grants	Official	By making written request	Under Secretary(IFD)
	Output-Outcome Monitoring Framework (OOMF)	Official	By making written request	Deputy Secretary(PME)