**6. Statement of the categories of documents that are held by it or under its control:-s**

1. **General:-**

(i) Files pertaining to tender process for procurement of goods and services for Commission’s HQ.

(ii) Records of purchasing of Stationary Items.

(iii) Records of purchasing and maintenance of ACs, Water Coolers, Furniture’s etc.

(iv) Records of Printing of books/ formal letter heads etc.

(v) Records of Procurement and maintenance of computers/ printers/ telephone instruments/ Staff Cars etc.

(vi) Records of Reimbursement of telephone bills/ canteen etc.

(vii) Records of outsourcing of manpower for cleanliness, outsourcing of photocopying services tec.

(viii) Modernization of Govt. Officers under Plan Scheme.

2. **Estt.I:-**

(i) Records of Service Books/ Personal Files in r/o MTSs, LDCs, UDCs, Assistant Section Officers, Steno Gr. ‘D’ and Steno Gr. ‘C’, SOs, Group A Officers of the Commission and also in r/o Jr. Hindi Translators, Sr. Hindi Translators.

(ii) Telephone Director of the Officers of the Commission of the Level of Under Secretary and above.

(iii) List of Officers/ Officials of the Commission of the level of Section Officers/ Equivalent and Above.

(iv) Organization Chart of the Commission.

(v) Citizens’ Charter of Staff Selection Commission.

3. **R&A** :-

 (i) Annual Report.

4. **RHQ:-**

 (i) Records of Notices for Selection Posts.

 (ii) Records of Final Result i.e. ‘Select List’ through concerned Regional Offices.

 (iii) Records of Retention Schedule Specific to RHQ Section.

5. **P&P.II:-**

 **Records of the vacancy position and Notices from the year 2012 onwards in r/o the following Examination:-**

1. Stenographer Grade ‘C’ & ‘D’ Examination.
2. Junior Engineers (Civil, Electrical, mechanical and Quantity Surveying & Contract) Examination.
3. Combined recruitment of Sub-Inspector in Delhi Police, CAPFs and Assistant Sub-Inspector in CISF Examination.
4. Combined Recruitment of Junior Hindi Translators, Junior Translator, Senior Hindi Translators and Hindi Pradhyapak Examination.
5. LDC Ltc. Departmental Competitive Examination.
6. Steno Grade ‘C’ Ltd Departmental Competitive Examination.
7. UDC Ltd Departmental Competitive Examination.

6. **R&I:-**

 (i) Inward/ Outward Dak Records of the Commission.

 (ii) Records of Speed and Ordinary Post.

 (iii) Records of Speed Post Bills.

7. **C.1/1:-**

 Post Examination records of the following Exam are held :-

1. Combined Graduate Level.
2. Combined Higher Secondary Level.
3. JHT/ SHT Examination (2012-2017).
4. Junior Engineer Examination( 2010, 2012, 2014-17).
5. Delhi Police (SI) Exam 2012.
6. Stenographer Grade C&D Exam 2012 & 2013.
7. Prasar Bharti Exam 2012.
8. FCI Exam 2012.
9. Cabinet Sectt. Exam.
10. Delhi Police Constable(Executive)-2016.
11. Scientific Assistant in IMD Exam-2017.

8. **C.1/2**

 Post Examination records of the following Exam are held :-

1. Constable (GD) Examination.
2. Stenography Examination.
3. CAPFs Examination.
4. MTS Examination.
5. Departmental Examination.

9. **EDP:-**

EDP (Electronic Data Processing) branch holds the records of the result processing.

10. **C.II:-**

 C.II Section holds the records of the processing of examination.

11. **RTI:-**

 RTI Applications / Appeal Files and CIC orders.

12. **Question Bank:-**

Question Bank is the custodian of the records of the question paper, answer keys etc.

13. **Hindi/ Official Language:-**

 1. अनुवाद संबंधी कार्य योजना रिकॉर्ड.

 2. राजभाषा कार्यान्वयन संबंधी रिकॉर्ड.

14. **P&P.I:-**

 **Records of the vacancy position and Notices in r/o the following Examination:-**

1. Constable (GD) Examination.
2. Combined Graduate Level Examination.
3. Combined Higher Secondary Level Examination.
4. MTS Examination.
5. Annual Calender of the Examination conducted by the Commission.

15. **Estt.II:-**

1. Service Books/ Personal Files in r/o All Regional Directors/ Sub-Regional Directors and Canteen Employees.

2. Files Pertaining to GPF/ HBA/ Com. Advance Matters of all Officer/ Officials of the Commission & Regional Offices.

3. Files pertaining to Medical Claim of all Officer/ Officials of the Commission & Regional Offices.

4. Files relating to Establishment/ Admn matters of all Officers/ Officials of the Regional Offices.

5. Files relating to Training Matter of the Commission & Regional Offices.

16. **Accounts:-**

 1. Pay Bill Registers.

 2. Head-wise Expenditure Registers.

 3. Cash Book.

 4. Challan Register.