

MANUAL 5

Clause 4 (b) (v) of Chapter II

A STATEMENT OF THE CATEGORIES OF DOCUMENT THAT ARE HELD BY CTI&RC OR UNDER ITS CONTROL

Name of the Public Authority : Civic Training Institute & Research Centre,
Abhinav Nagar, Near National Park,
Borivali (E), Mumbai-400 066.

Sr. No.	Category of the document	Name of the document & its introduction in one line	Procedure to obtain the document	Held by/ Under the control of
1	Establishment Section	a) Service Record	By written application to Administrative Officer (CTI&RC) as per the rules & regulations of MCGM Act.	Ch.E. CTI&RC
		b) Paysheets		
		c) C.H.sheets		
		d) P.F./Pension Register		
		e) Particulars of the employee		
		f) Children Education Allowance Register		
		g) Postage Register		
		h) Despatch Register (Inward /Outward)		
		i) Binders for Labour staff		
		j) Input in SAP		
		k) B.R .Register etc.		
		l) R.T.I. Register		
2	Expenditure Section	a) Liability Register	- do -	-do-
		b) B.R.Register		
		c) Telephone Register		
		d) Electric Register		
		e) Store Register		
		f) Stationery Register		
		g) Clothing Register		
		h) Store Material Collection Register		
		i) Main Cash Register		
		j) Demand Register		
		k) Audit note register		

3	Training Section	a) Faculty Register	- do -	-do-
		b) Room Booking Register		
		c) Voucher Books		
		d) B.R.Books		
		e) Daily Coupon Books		
		f) Participants Register		
		g) Faculty's sign Register		