

## Chapter-7 (Manual-6)

<b>4 (1) (b) (vi)</b>
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**A statement of the categories of documents that are held by / under the control of Jt.M.C. (Vigilance) -**

<b>D)</b>		<b>Category of Record</b>	<b>Class</b>	<b>Record Period</b>
		1) Muster	A	Permanent
		2) Biometric Register	A	Permanent
		3) Dead stock Register	A	Permanent
		4) Inward Outward Register	C	10 years
		5) Postage Register	C	5 years
		6) Imp rest Register	C	Permanent
		7) Bills of Telephone	C-1	5 Years
		8) Stationary Register	C	5 years