

Chapter- 7

Manual: 6

**A Statement of the categories of documents that are held by it or
under its control**

Statement of the Categories of documents

| Sr.no. | Category of the document | Name and introduction in one line | Procedure to obtain | Under control of |
|--------|--------------------------|-----------------------------------|---|----------------------------|
| 1. | Admission form | For membership | Can be obtained from counter of swimming pool by paying prescribed rate | Manager/ Assistant Manager |
| 2. | Receipt | For fee paid towards membership | ----do--- | |
| 3. | Identity Card | Identification of member | ----do--- | |
| 4. | Rules and Regulations | Rules for admission | ----do--- | |
| 5. | Schedule of fee | Showing the fees enforced | Notice board | |