

**MANUAL - 6**

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

**List of Documents held: -**

- 1. Fixed Deposit Receipts (F.D.Rs)**
- 2. Memorandum of Understanding (M.O.U)**
- 3. Cash Book**
- 4. Ledger**
- 5. Cheque books**
- 6. Travelling Allowance (T.A) Bill register**
- 7. Expenditure register**
- 8. Balance Sheets**
- 9. Annual Reports**
- 10. Debit Vouchers**
- 11. Pay Bill Register**
- 12. Store Stock Register**
- 13. Proceeding Books**