

Manual 6
A statement of the categories of documents that are held by it for
under its control
[Section 4(1)(b)(vi)]

A statement of the categories of documents held

RELATED TO TRAINING

S.No.	Nature of Record	Details of information available	Unit/section where available	Retention period, where available
1.	Long Register	Trainee's name, address, Father's name, roll no., trade, qualifications etc.	Time section	5 Years
1.	Progress Cards of Trainees	Monthly record of Attendance/Test	Time Section of ITI.	One to three years upto declaration of results.
2.	Raw Material Processing Register	Details of issue & consumption of raw material	Available with all Craft Instructors	Till audit.
3.	Instructor's Diary	Lesson/Demonstration Plan on weekly basis	Available with all Craft Instructors	One year to three years depending upon duration of training
4.	Stock Register	Detail of Machinery, Tools & Equipment	Storekeeper	Cannot be destroyed.
5.	History Sheet of machinery	Faults/breakdown & repair/maintenance	Available with all Craft Instructors	Till auction of the machine

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RELATED TO ADMINISTRATION

S.No.	Nature of Record	Details of information available	Unit/section where available	Retention period, where available
1.	Service Book of employees	Service records	Establishment	Life long
2.	Personnel File	Application/Requests of employees	Establishment	Life long
3.	Correspondence with other Deptts.	Correspondence with Headquarters	Establishment	As per norms of AR Deptt.
4.	Diary Register	Diary of letter	Establishment	As per norms of AR Deptt.
5.	Dispatch Register	Dispatch of letter	Establishment	As per norms of AR Deptt.
6.	Circular File	Important circulars	Establishment	As per norms of AR Deptt.
7.	Guard File	Copies of office orders/sanctions	Establishment	As per norms of AR Deptt.
8.	Purchase Files	Details of purchases made in ITI	Purchase Section /Accounts	As per norms of AR Deptt.