

vi. **A statement of the categories of documents that are held by it or under its control**

Sl. No.	Document Title	Description	Responsibility	Periodicity of preservation
1.	Research proposals (Concept note and RPP-I)	Details of proposed research project	I/c PME	As per Record Retention Schedule.
2.	Research progress reports (RPP-II)	Details of the progress of research project	I/c PME	-do-
3.	Project completion report (RPP-III)	Details of the completed project	I/c PME	-do-
4.	Publications from research	Published research findings	I/c PME	-do-
5.	Annual report	Detailed activities of the institute	I/c Publication	-do-
6.	RAC agenda and proceedings	Agenda for RAC meetings and the committee recommendations	Member secretary, RAC	-do-
7.	IMC agenda and proceedings	Agenda for IMC meetings and the committee recommendations	Member secretary, IMC	-do-
8.	IRC proceedings	Recommendations of the committee	Member secretary, IRC	-do-
9.	Contract research project documents	Scope of the contract research	I/c ITMU	-do-
10.	Consultancy project documents	and consultancy projects	I/c CPC	-do-
11.	MoU	MoU for contract research, consultancy and technology transfer	I/c ITMU	-do-
12.	Invoices for analytical services	Estimated charge for analytical services	I/c ITMU	-do-
13.	Training proposals	Details of the proposed training programme	I/c HRD	-do-
14.	Training manual	Details of the training content	I/c HRD	-do-
15.	Recommendation of the store purchase committee	Decision of SPC for proposed purchases	AO	-do-
16.	Store records	Inventory of the procured goods, asset register	AO, I/c Store	-do-
17.	Purchase files	Invited bids, technical selection committee comments, purchase contracts, installation reports and bills	AO	-do-
18.	Office orders	Appointments, promotion, procurement, financial sanction	AO	-do-

19.	Service record	Details of officers/staffs	AO	-do-
20.	Forms	EL, Medical, LTC, GPF, Tender, Imprest, ACB, Joining report, Store requisition, bill settlement etc.	AO	-do-
21.	As and when requests or applications comes as per RTI Act.	Required information get collected from the concerned section <i>etc</i> ; and send to the applicant.	PIO	-do-

The retention of documents categorized into 3 groups i.e. A, B and C. For A & B – records have to be preserved permanently; and for group C – which have to be preserved limited period not exceeding 10 years.