

## Manual 6

**A statement of the categories of documents that are held by it for under its control**

**[Section 4(1)(b)(vi)]**

**Details of the records available may be made in a statement form, wing wise, unit wise, and branch wise**

**A statement of the categories of documents held**

S.No.	Nature of Record	Details of information available	Unit/ section where available	Retention period, where available
1	e-file /Physical File	Files related to implementation of Immunization program, including files related to activities of both physical and financial nature.	Immunization	As per guidelines on <a href="https://darp.gov.in/sites/default/files/RRS_WC_0_0.pdf">https://darp.gov.in/sites/default/files/RRS_WC_0_0.pdf</a>
2	e-file /Physical File	All files, registers, books of accounts related to the admin, financial management, HR & Policy of the RCH program	RCH	
3	Physical File	Related to RTI application	RTI Branch	
4	Physical File	Related to reimbursement of Medical Bill, PBR Record, Pay Bill, Misc Bill, Cash Book etc.	Account Branch	
5	Physical File	Related to Personal file of the official/officer, Service Book, Lok Sabha & Vidhan Sabha Question, RTI matter etc.	Admin Branch	
6	Physical File	Related to Reimbursement of Telephone bill, Electricity Bill, Maintenance of Computer & Printer, Reimbursement of Residential Telephone & News Paper Bill of officer etc.	General Store/CT	
7	Physical/ e-File	Files related to Child Health section activities of both physical and financial nature.	Child Health	
8	Physical File/ e-file	Files Related to Trainings conducted by HFWTC.	HFWTC	
9	Physical File/ e-file	Files related to activities of both physical and financial nature pertaining to conduction of Pulse Polio rounds.	Pulse Polio	
10	Physical File	Files related to medical store works.	Medical Store	
11	Physical File/ e-file	Files related to implementation of MH program.	MH & MTP	
12	Physical File	All the records related to processing of PUC, court matters, meetings etc.	PNDT	

13	Physical and e-file	Files related to FPIS compensation, Lok Sabha / Rajya Sabha & Vidhan Sabha Question, RTI File, Procurement file, File related to nomination at National/State level, IEC related file, Audit file, Campaign related files, Misc. file, etc.	Family Planning	
14		Files related to Adolescent Health activities of both physical and financial nature.	Adolescent Health	
15	Physical and e-file	Files related to procurement.	Procurement	
16	Physical and e-file	Files related to IEC activities	IEC	
17	Besides various other records e.g. registers/ orders/ guidelines/OMs/circulars etc. are maintained as per requirement and work domain of the concerned section.			