

CATEGORIES OF DOCUMENTS HELD OR UNDER CONTROL

The official documents are available under the control of the respective Heads, such as Controller of Administration for administrative documents, Finance & Accounts Officer for documents relating to payments and Purchase documents with the Controller of Stores & Purchase etc as mentioned below.

Sr. No.	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1	Administrative	(a) Documents relating to service matters (b) All documents relating to General Administration.	By requisition (to the extent admissible)	Controller of Administration (COA))/ Administrative Officer (AO)
2	Vigilance/ Disciplinary & Legal Matters & Confidential Reports	All documents relating to Vigilance / Disciplinary / legal case	Privileged documents	Controller of Administration (COA))/ Administrative Officer (AO)
3	Recruitment and promotions	All documents related to recruitment; Assessment and promotions of staff	By requisition (to the extent admissible)	Controller of Administration (COA))/ Administrative Officer (AO)

4	Works & Services	Documents relating to construction & maintenance works (Civil, Electrical, Mechanical)	By requisition (to the extent admissible)	Head, Integrated Engineering Services (Head, IES)
5	Pension	All documents related to pensionary benefits of retired staff, medical reimbursement of retired staff	By requisition (to the extent admissible)	Controller of Administration (COA))/ Administrative Officer (AO)
6	Purchase & Stores	Documents relating to all purchases, stores and issue	By requisition (to the extent admissible)	Controller of Stores & Purchase (COSP)/ Stores Purchase Officer (SPO)
7	Finance & Accounts	Documents relating to payments	By requisition (to the extent admissible)	Controller of Finance (COF)/ Finance & Accounts Officer(FAO)
8	Business Development Activity	Documents / Registers relating to Sponsored projects, Industrial Projects,	By requisition (to the extent admissible)	Divisional Chair, BDIM

		patents, public information relating to the Lab		
9	Projects (Grant-in-aid, consultancy)	All documents relating to Grant-in-aid projects, consultancy and CSIR networked projects	By requisition (to the extent admissible)	Divisional Chair, BDIM
10	Publication and Science Communication	All documents relating to publication and science communication including Annual Reports	By requisition (to the extent admissible)	Divisional Chair, BDIM