

The Department has normally the following kinds of documents/files in the Directorate and its field offices:-

- 1) Files relating to R & P Rules, Appointment and transfer of staff, pay-fixation, promotion, Personal files, ACRs, Service books of its employees.
- 2) Plan, Budget, Expenditure, re-conciliation of Budget, State Finance Commission, creation and continuation of posts, financial sanction, administrative approval, Audit and Audit of CAG/PAC paras.
- 3) Assembly business, Administrative reports,
- 4) The individual record relating to vehicle registration/permit holders of transport vehicles.
- 5) The record pertaining to Registration of private vehicles.
- 6) The record relating to Driving licenses/Conductor Licenses.