

Manual 6

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

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

S.No.	Nature of Records	Details of Information available	Unit/Section where available	Retention period, where available
1	Transfer/Posting files	Information of all the transfer/posting of all officials/teachers	Gazetted Officer Cell, Establishment-I, II, III & IV and Districts concerned	5 years.
2	Promotion of teachers from feeder cadre	The cases where promotion of an individual is considered	Secretariat Education Branch	Permanent.
3	Seniority of all teachers/academic cadre	Assignment of seniority and examination of representations	Secretariat Education Branch	Permanent.
4	All vigilance cases	Examination of complaints against officials, issue of charge-sheet and award of penalty	Vigilance Branch	5 years after the disposal of the case.

5	Allocation of budget	Examination and allocation of budget under Plan & Non-Plan Schemes.	Planning/ Budget Branch	
6	Establishment matters of recognized/Aided Schools.	All administrative matters.	Act Branch	5 years
7	Preparation and monitoring of Annual Plan and District-wise allocations.	Monitoring of allocations and review of expenditure and physical targets	Planning Branch	10 years
8	Procurement of land from land owning agencies for new schools	Estate Branch	Estate Branch	Permanent
9	Fixation of posts	Fixation of posts of various categories in schools/district/HQ	Post fixation Cell	Permanent
10.	Approval of Court Replies	Examination of Court cases	Litigation Branch	5 Years
11.	All Service Matters of Gazetted Officers	Pension, ACP cases, transfer/posting	Gazetted Officers Cell	5 Years
12.	Promotion of Sports	Expenditure of Budget allotted for	Sport Branch	

		sports, construction of stadium and best sport teachers award.		
13.	Allotment of funds to schools	Implementing budget allocations in respect of the salary and office expenses	Budget Branch	
14.	Grant in Aid and its utilization by schools and voluntary cultural organizations	Grant in aid branch	Grant in aid branch	10 years
15	Processing of house building advance	Sanction of loans for house building	HBA Branch	5 years after payment
16	Common Annual Exams Common Comptt.Exams & Common Pre-Board School Exams	Various aspects and norms in the said subjects	Examination Cell	