

**Manual 6**  
**A statement of the categories of documents that are held by it for**  
**under its control**  
**[Section 4(1)(b)(vi)]**

| <b>S.No.</b> | <b>Nature of Records</b>   | <b>Details of Information available</b>   | <b>Unit/Section where available</b>  | <b>Retention period, where available</b> |
|--------------|--|---|--|--|
| 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                                | Concerned administrative branches  | Permanent.                               |
| 3            | Vice principal , Principal and above                                     | Sonority and promotion to feeder cadre  | Secretariat Branch   |  |
| 4            | Seniority of all teachers/academic cadre                                 | Assignment of seniority and examination of representations                              | Secretariat Education Branch   | Permanent.                               |
| 5            | 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.  |
| 6            | Allocation of budget   | Examination and allocation of budget under Plan & Non-Plan Schemes.                     | Planning/ Budget Branch  |  |
| 7            | Establishment matters of recognized/Aided Schools.                       | All administrative matters.   | Act Branch   | 5 years                                  |
| 8            | Preparation and monitoring of Annual Plan and District-wise allocations. | Monitoring of allocations and review of expenditure and                                 | Planning Branch  | 10 years                                 |

|     |   | physical targets  |                        |                       |
|-----|---|---|------------------------|-----------------------|
| 9   | Procurement of land from land owning agencies for new schools                     | Estate Branch   | Estate Branch          | Permanent             |
| 10  | Fixation of posts   | Fixation of posts of various categories in schools/district/HQ                                    | Post fixation Cell     | Permanent             |
| 11  | Approval of Court Replies   | Examination of Court cases  | Litigation Branch      | 5 Years               |
| 12  | All Service Matters of Gazetted Officers  | Pension, ACP cases, transfer/posting  | Gazetted Officers Cell | 5 Years               |
| 13  | Promotion of Sports   | Expenditure of Budget allotted for sports, construction of stadium and best sport teachers award. | Sport Branch           |                       |
| 14  | Allotment of funds to schools   | Implementing budget allocations in respect of the salary and office expenses                      | Budget Branch          |                       |
| 15. | Grant in Aid and its utilization by schools and voluntary cultural organizations  | Grant in aid branch   | Grant in aid branch    | 10 years              |
| 16  | Processing of house building advance  | Sanction of loans for house building  | HBA Branch             | 5 years after payment |
| 17  | Common Annual Exams<br>Common Comptt. Exams<br>& Common Pre-Board<br>School Exams | Various aspects and norms in the said subjects  | Examination Cell       |                       |