

Categories of Documents

Sl. 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	(i) Documents relating to service matters (ii) All documents relating to general Administration	By requisition	Head of Office/ CoA
2.	Vigilance/Disciplinary & Legal Matters & Confidential Reports	All documents relating to Vigilance / Disciplinary/Legal Case	Privileged Documents	Head of Office/ CoA
3.	Recruitment and Promotions	All documents related to recruitment; assessment and promotion of staff	By requisition*	Head of Office/ CoA
4.	Purchase & Stores	Document relating to all purchase, stores and issue	By requisition*	Controller of Stores & Purchase (CoSP)/ Stores Purchase Officer (SPO)
5.	Finance & Accounts	Documents relating to Accounts and Payment	By requisition*	Finance & Accounts Officer (FAO)
6.	Works & Services	Documents relating to construction & maintenance works (Civil, Electrical, Mechanical)	By requisition*	Head, SE Civil Engg. Services Unit
7.	Business Development Activities	Documents relating to Sponsored projects, industrial projects,	By requisition*	Head, TTBD

		patents public information relating to the Lab		
8.	Projects (Grant-in- Aid, Consultancy)	All documents relating to Grant-in-Aid projects, consultancy and CSIR Networked projects	By requisition*	Head, PME Unit
9.	Publication and Science Communication	All documents relating to publication and science communication	By requisition*	Head, IPL

*to the extent admissible