

S.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 )	Controller of Administration (COA))/ Administrative Officer (AO)
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, patents, public information relating to the Lab	By requisition (to the extent admissible )	Head, BDRM
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 )	Head, BDRM
10	Publication and Science Communication	All documents relating to publication and science communication including Annual Reports	By requisition (to the extent admissible )	Head, B