

Chapter – 6

Categories of documents held

by

Haryana Irrigation Department

Chapter-6 Categories of documents held by Haryana Irrigation Department.

1. Personal files of officer / officials and appointment letters.
2. ACR files of officer / officials.
3. Disciplinary cases files, complaints including Chargesheets and decisions taken thereof.
4. Service Books of all the officer / officials of Haryana Irrigation Department.
5. Log Books of Vehicles.
6. Leave Account and Attendance Registers.
7. Mortgage Deeds of Loan and Advances.
8. Cash Book
9. Bid Documents
10. Estimate of works
11. Drawings of works and tender documents.
12. Tender form Register.
13. Bids produced by the agencies for execution of works.