

Date last updated on: 22.02.2020

Section 4(1)(b)(vi)

1.6 Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]

Categories of documents

The various Divisions/Sections of the ICAR-CIPHET have the files, documents/records relating to their Sections/Divisions along with the references and the correspondence.

Custodian of documents/ categories

Different documents are maintained in the Institute as follows:

S. No.	Category of Document	Custodian
1.	Administrative	Senior Administrative Officer
2.	Financial	Finance & Account Officer
3.	Scientific	PME Cell/Heads of Division
4.	APAR	CR Cell/PS to Director