

Categories of documents held by or under the control of CSIR-CFTRI

S.No	Category of Documents	Held by
01.	(a) Documents relating to service matters (b) All documents relating to General Administration	Administration
02.	All documents relating to Vigilance / Disciplinary / legal case	Administration
03.	All documents related to recruitment, Assessment and promotions of staff	Administration
04.	Documents relating to all purchases, stores and issue	Stores & Purchase Section
05.	Documents relating to payments / finance	Finance & Accounts Section
06.	Documents relating to construction & maintenance works (Civil, Electrical, Mechanical)	Administration / C&CM Department and E&MM Department and Finance & Accounts Department
07.	Documents relating to Sponsored & Consultancy projects, Industrial Projects, patents, public information relating to the Lab	TTBD Department / PMC Department / Administration
08.	All documents relating to R & D projects	PMC Department / Administration
09.	All documents relating to publication and science communication including Annual Reports	PMC Department