

Admn. II

1.6	Categories of documents held by the authority under its control [Section 4(1) b (vi)]	
1.6.1	Categories of documents	File work is done on digital platform i.e. eoffice portal. Other records include File opening register, Service Books, IPR Register, RTI register, Medical claims register, Service book register, Electricity/ Water Bills register etc.
1.6.2	Custodian of documents/categories	The documents of Admin.II Section are kept under the primary custody of Section Officer of Admin.II Section of NITI Aayog.