

## **VI**

### **STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY JDA OR UNDER ITS CONTROL**

Following documents are kept by the office under its control:-

1. Personal file of every officer/ officials
2. Service Book of every officer/ official
3. Annual Confidential Reports (record).
4. Ledgers containing GPF/CPF accounts of every officer/official.
5. Cash Book containing receipt/ payments.
6. Stock Register
7. Policy Files
8. Roaster Registers