

As on 31.03.2021

**Manual - 7**

A statement of the categories of documents that are held by it or under its control.

Sl. No. 1.6

1.6	Categories of documents held by the authority under its control [Section 4(1) b (vi)]		
1.6.1	Categories of documents	Category- B : R/R of Posts, Files relating to creation of posts etc. Other Category : Such as File opening register, Service Books, Personal files etc. and e-files as opened from time to time.	
1.6.2	Custodian of documents/categories	The documents of <del>all sections of NA</del> are held under the primary custody of Section Officers <del>@ each &amp; every Section of NITI Aayog</del> and are held as per the hierarchical organizational structure of NITI Aayog. NITI Aayog is the overall custodian of the documents/ records / files etc. handled <del>and</del> by <del>each &amp; every Section</del> all sections of NITI Aayog.	