

Central Council for Research in Unani Medicine

Categories of Documents and their Custodian

Categories of Documents	Custodian
<ul style="list-style-type: none"> • Letter, Notes pertaining to Internal Communication • Communication with Ministry of Ayush and other • Disciplinary Proceedings 	Director General office or concerned Administration/Technical Section
<ul style="list-style-type: none"> • Court cases and related documents 	Legal Section
<ul style="list-style-type: none"> • Project Progress Reports • Technical Reports related to programme 	Technical Section/Program Officer
<ul style="list-style-type: none"> • Recruitment Rules • Service Registers • Maintenance of Reservation Roasters • Annual Performance Appraisal Reports • Personal files of all staff • Recruitment, Appointment, Promotions, Seniority and Pay fixation • Committee Constitution and Reports • Engagement of Casual Labourers • Leave Register of Employees 	Establishment Section
<ul style="list-style-type: none"> • Salary Particulars, Advances etc. • Cash book/Receipts • GPF • Financial statements • Budget Estimates/Expenditure • Pension details of retired Staff • Audit 	Accounts Section
<ul style="list-style-type: none"> • Records related to purchase of Equipments, consumables, office stationery etc. • Condemnation of articles • Stock Register • Tender/Quotations 	Store Section
<ul style="list-style-type: none"> • Library Books • Scientific Journals • CCRUM's Publication • Technical Reports • Annual Reports of Council 	Library
<ul style="list-style-type: none"> • RTI Applications • RTI Act-2005 and Rules 2012 • RTI-Compendium of Rules and OM 	RTI Section

