

**(vi) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL**

1. Correspondence files of various subjects dealt with by the office.
2. Instructions files
3. Record Registers.
4. Personal record of its employees.
5. Revenue record since 1868.
6. Record of registered documents under registration manual.
7. Bills & Vouchers.
8. Case files (consigned) of all the Civil/Criminal Courts of the District other than the Court of District and Session Judge.
9. Case files (consigned) of all the Revenue Courts.