

INDO GERMAN TOOL ROOM, AHMEDABAD

STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IGTR, AHMEDABAD OR UNDER ITS CONTROL

(Under Section 4 (1)(vi) of right to Information Act 2005)

The categories of documents that are held by the centre office are as under:

1. Society registration certificate.
2. Memorandum of Association and Rules and Regulations.
3. Personnel Policy Manual.
4. Recruitment Rules
5. General Financial Rules of Govt. of India.
6. Agenda and Agenda Notes and Minutes of the Governing Council and Annual General Body Meeting.
7. List of members with address of Governing Council and General Body.
8. Standardized functional files indexes including its file numbering system relating to its Sections.
9. Schedule period of retention for records.
10. Annual Reports of the Society.