

## **Categories of documents held by the authority under its control**

### **1. General Admin :-**

- a. Files pertaining to tender process for procurement of goods and services for Regional Offices.
- b. Records of purchasing of Stationary Items.
- c. Records of Procurement and maintenance of computers/ printers/ telephone instruments/ Staff Cars etc.
- d. Records of Reimbursement of telephone bills/ canteen etc.
- e. Records of outsourcing of manpower for cleanliness, outsourcing of photocopying services etc.

### **2. Establishment :-**

- a. Records of Service Books/ Personal Files in r/o MTSs, LDCs, UDCs, Assistant Section Officers, Steno Gr. 'D' and Steno Gr. 'C', SOs, Group A Officers of the Commission.
- b. Files Pertaining to GPF/ HBA/ LTC/Children Educational Allowance/Com. Advance etc.
- c. Files pertaining to Medical Claim of all Officer/ Officials of the Regional Offices.
- d. Files relating to Establishment/ Admn matters of all Officers/ Officials of the Regional Offices.
- e. Files relating to Training Matter of the Regional Offices.
- f. Maintenance of attendance, including, incumbency Reports.
- g. Cases of Pension matters.
- h. Internal Committee on Sexual Harassment.
- i. Ensuring proper and up-to-date maintenance of the reference books, Officer Orders etc. and keep them up-to-date.

### **3. Vigilance & Disciplinary**

- (i) Vigilance matters for all Officials in SSC(ER).
- (ii) Disciplinary matters of Staff Selection Commission (ER) Kolkata.

### **4. Recruitment:-**

- a. Records of Notices for Selection Posts.
- b. Records of Final Result i.e. "Select List" through concerned Regional Offices.
- c. Records of Requisitions intimating vacancies position submitted by the User Department.
- d. Records of Retention Schedule Specific to Recruitment Section.
- e. Maintaining purchase Register/Contract Register and Advertisement Register.

5. **R & A :-**

- a. In wards/Outward Dak Records of the Commission.
- b. Records of Speed and Ordinary Post.
- c. Records of Speed Post Bills.

6. **Examination-I :-**

- a. Data processing words for allocation of candidates, finding out the suspicious candidates for all examination conducted by the Commission.

7. **Examination-II :-**

Post Examination records of the following Exam are held:-

- a. Combined Graduate Level.
- b. Combined Higher Secondary Level.
- c. JHT/SHT Examination.
- d. Junior Engineer Examination.
- e. Delhi Police (SI) Exam.
- f. Stenographer Grade C & D Exam.
- g. Delhi Police Constable (Executive)
- h. Scientific Assistant in IMD Exam-2017.

8. **RTI:-**

- a. RTI Applications / Appeal Files and CIC orders.

9. **Hindi/ Official Language:-**

- a. अनुवाद संबंधी कार्य योजना रिकॉर्ड.
- b. राजभाषा कार्यान्वयन संबंधी रिकॉर्ड.

10. **Accounts Section :-**

- a. Pay Bill Registers.
- b. Head-wise Expenditure Registers.
- c. Cash Book.
- d. Challan Register.

11. **Audit Section.**

- a. To handle all types of internal & external Audits.
- b. To assist in carrying all the Audit Activities.
- c. To make replies for settled of Audit para.
- d. Correspondence related to Audit.