

Manual-6

A statement of categories of documents that are held by it for under its control  
{Section 4(1)(b)(vi)}

SL. No.	Nature of Record	Details of information available	Unit/Section where available	Retention period, where available
1.	Minutes of DPC pertaining to promotions made from Gr. II to Gr. I (DASS)	Confidential	Services-I	
2.	Records pertaining to transfer posting of IAS, DANICS, Adhoc DANICS (Posted in Delhi) & Gr. I (DASS) officers posted in GNCTD	Orders	Services-I	
3.	Minutes of DPC pertaining to promotions to the post from Gr. IV to Gr. III (DASS) & from Gr. III to Gr. II (DASS)	Confidential	Services-II	
4.	Records pertaining to transfer posting of Gr. II & III (DASS)	Orders	Services-II	
5.	Records pertaining to Compassionate Appointments	Orders	Services-II	
6.	Minutes of DPC pertaining to promotions made in the stenographic cadre and from Class-IV to Gr. IV (DASS)	Confidential	Services-III	
7.	Records pertaining to transfer posting of Stenographic cadre & Grade-IV (DASS)	Orders	Services-III	
8.	Seniority list of Stenographic cadre	Notified seniority list	Services-III	
9.	Parliament/Assembly questions	Replies of questions	Services-III	
10.	Confidential Reports of DASS cadre & Stenographic cadre	Confidential	Services-IV	

11.	Seniority list of Gr.I, II, III & IV (DASS)	Notified seniority list	Services-IV	
12.	Advice on service/recruitment rules/reservation matters	Advice is given to various departments on matters referred by them	Services-IV	
13.	Minutes of DPC pertaining to grant of ACP/MACP/NFSG to officials of DASS and stenographic cadres.	Confidential	ACP Cell	