

## **6. Statement of the categories of documents that are held by it or under its control:**

Codes, Manuals, Specification, drug procurements documents, medical sickness certificates, medical examination certificates of employees and candidates, death and birth certificate, money value books Records, files pertaining to inspections at various levels and remedial action. The policy guidelines and instructions from board, corrections slips to various Codes & manuals. Internal correspondence to carry out official jobs, which are not relevant to public at large.