

CHAPTER 6

Proactive Disclosure under Section 4 (1) (b)(i) of the Right to Information Act, 2005

CATEGORIES OF DOCUMENTS HELD BY IT

Proactive Disclosure under Section 4 (1) (b)(i) of the Right to Information Act, 2005

Categories of Documents Held By It

6) CATEGORIES OF DOCUMENTS HELD BY IT

- Description of all classes of records separately for each government department/ Office/
Institution :
- Categories could include
 - Acts, Rules & Regulations:
 - Manuals:
 - Files & Records: All the correspondence
 - Maps, Drawings, diagrams: Of the college
 - Electronic Documents: All electronic records of correspondence
 - Register: Muster Roll and other Registers