

**Manual 6**

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

**A statement of the categories of documents held**

<b>Sl. No</b>	<b>Nature of Record</b>	<b>Details of Information available</b>	<b>Unit/section where available</b>	<b>Retention period where available</b>
1.	Financial Documents	Procurement of Medicines for all AYUSH Wings	AYUSH HQ.	---
2.	Financial Documents	Procurement of Misc. Items viz furniture, disposables, Stationary etc.	AYUSH HQ.	---
3.	Legal Cases	Pertaining to legal matters of AYUSH Deptt.	AYUSH HQ.	---
4.	OPD Register, Stock Register, T&P Register, Issue Register	Related to Receipt & Issues of all items used in the Dispensaries	Respective Dispensaries & CAMS	---
5.	Allowances	Re-imbursment of various allowances provided to the officials	AYUSH HQ	---