

Statement of the categories of documents that are held by it or under its control:

- Instructions from Haryana Vidhan Sabha seeking updated activity & achievement notes.
- Guidelines on organisation of Agriculture Officers's Workshops before/on start of each crop season.
- State Government instructions regarding organisation of Kisan Melas.
- State Government instructions regarding preparation of Annual Administrative Reports of the Department.
- Sanctions given by the State Government regarding implementation of Scheme "Sustainable Agriculture Strategic Initiative 2014-15".
- Record pertaining to budget allotment and expenditure in respect of schemes mentioned above.
- Record pertaining to purchase of books/journals etc for the library.
- Registers pertaining to receipt, issue etc of books/journals etc.
- Bills received from Samvad Society, Chandigarh for payment on account of publication of articles and record pertaining to payments released thereof.