

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

- Personal files of ADOs & BAOs/TAs; SAs and SOs (GWC).
- Service Books and ACR files of ADOs & BAOs/TAs; SAs and SOs (GWC) posted at the Head Quarters only.
- Court case files.
- Promotion files.
- ACP order files.
- Requisition and appointment files.
- Disciplinary action files.
- Transfer files.
- Seniority files.
- Pay fixation & stepping up order files.
- Miscellaneous files.