

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

The Branch deals with all Ministerial Staff (i.e. Deputy Superintendents, Assistants, Junior Auditors, Clerks, Sr.Scale Stenographers, Junior Scale Stenographers, Steno-Typists, Accountants, Peons and other class-IV staff at headquarters and field offices throughout the State of Haryana holds the following documents pertaining to these categories of posts :-

- Personal files
- Service Books and ACR files of
- 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.
- Circulation of all instructions/guidelines issued by various quarters.