

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

The Branch deals with AIs, JSAs, Surveyors, CHDM/HDMs, DMs, Tracers, Drivers, Fitters, ACDs, JEs, Mechanics, Lab Attendants, Lab Assistants.

- Personal files.
- Service Books 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.