

**Section 4(1)(b)-vi**

**A statement of the categories of documents that are held by it or under its control**

<b>S.No.</b>	<b>Subject</b>	<b>Type of Document / file/muster/register / voucher etc.</b>	<b>Particulars of Heading/type of the document</b>	<b>Periodicity of preservation</b>
1	Appeals	Files	Section 19 of the RTI Act.	<b>Six months</b>
2	Complaints	Files	Section 18 of the RTI Act.	-do-
3	General/ Miscellaneous	Files/Folders	General Matters related to RTI or Misc. non-RTI matters	-do-
4	Administration	Files	Files related to administration in the Commission.	<b>As per Record Retention Schedule of DARPG</b>
5	Annual Report	File	Material furnished by Ministries for Annual Report.	- do -