

**ITEM NO 5 : A statement of the categories of documents that are held by or under the control of VMH**

**Establishment Unit**

- Files relating to service matters of all officers in the Ministry
- Service Book of all officers who are in service
- Personal files of all serving officers
- Files relating to financial upgradation under ACP/MACP and promotion
- Leave Records
- APAR etc.
- Citizen charter
- RTI files
- Files relating to CISF.
- Payments of CISF

**Accounts Unit**

Cash Book, Voucher s, Salary bills, TA & DA bills etc Annual Report, Budget and expenditure statement, Pension and pension disbursement file

**Documentation Unit**

Krishna Exhibition / Jatan Software, Art Purchase, Exhibitions, Aquarian of Objects, Queries from Indian & Aboard, Movement of Objects.

**Education Unit**

Files relating to programmes / events, Monthly Reports / Annual Reports and Publication file

**Security Unit**

Files for Golf Cart, CCTV, Door Frame Metal Detector, Private Security.

**Caretaker Unit**

Angel, Water supply, composter machine, Garden Equipment, Tractor, cleaning of Building, CPWD Civil, CPWD (Host), ASI, Cleaning of Toilet

**Conservation & Restoration Unit**

Pest control, RFID files