

MANUAL 6

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD  
BY IT FOR UNDER ITS CONTROL

(SECTION 4(1)(B)(VI))

A STATEMENT OF THE CATEGORIES OF DOCUMENTS HELD

| S No. | Name of record  | Details of information available                                                          | Unit/Section where available | Retention period, where available |
|-------|-----------------|-------------------------------------------------------------------------------------------|------------------------------|-----------------------------------|
| 1.    | Filled in ER-I  | Quarterly return to be submitted to the District Employment Exchange                      | EMI Unit                     | 2 Years                           |
| 2.    | Filled in ER-II | Occupational return to be submitted to the District Employment Exchange once in two years | EMI Unit                     | 2 Years                           |

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