

Section 4(1)(b)(vi) :Statement of categories of documents held by it or under its control

Unit / Section where available	Nature of Record	Retention period, where available
Estt. Branch-I	<p>All service related matter of Engg. Colleges, Pharmacy Colleges and Polytechnics viz:</p> <p>All the personal files of officers/officials Recruitment Files Requisition Files Compassionate cases Files Miscellaneous Files SWF/IMC Files etc.</p>	As per Norms/ Guideline prescribed in the office manual
Estt. -II	<p>All service related matter of ITIs viz:</p> <p>All the personal files of officers/officials Recruitment Files Requisition Files Compassionate cases Files Miscellaneous Files SWF/IMC Files etc.</p>	-----
General Branch	<ol style="list-style-type: none"> 1. CM Helpline portal 1100 (complaints related to L4 officer) 2. E-Samadhan Portal 3. All Miscellaneous matters. 4. House Allotment Matters/Extension of retention of Govt. Accommodation/Repair of Govt. Buildings 5. General Correspondence regarding General Vehicle/DTE Vehicle 6. Matter related to MLA Priorities 7. Issuing of Advertisement to the newspapers. 8. Hon'ble Chief Minister Announcements 9. Achievements 10. Preparation of Administrative Report 11. General Complaints 12. Wedding of old records 13. Regarding various awards 14. Installation of telephone connections 15. Election related matters 16. OBC Kalyan Board meetings 17. ITI Sports 18. To conduct the review meetings of Engineering Colleges/Pharmacy Colleges and Polytechnics 19. Meeting of Joint Working Groups of Govt. 20. Regarding Women harassment issues 21. IRG in Polytechnics/Engineering Colleges 22. Assembly Question/Prativadan/Aashwasan/ Manav Vikas Samiti/Lok Sabha 23. Regarding measures against fire risks. 24. Public Grievance meetings 	----

	<p>25. Regarding vigilance enquiry</p> <p>26. ITI Principal Association/Group Instructor association/State Level Gazetted NGO</p> <p>27. Physical Verification</p> <p>28. Regarding Viklang Kalyan Board/Koli Kalyan Board/Kabirpanthi Kalyan Board/Brahman Kalyan Board/Ex-Servicemen welfare board/Gorkha Kalyan Board/Labana Kalyan Board/Rajput Kalyan Board/Gujjar Kalyan Board/Minority Kalyan Board/Muslim Welfare Board/Gaddi Kalyan Board</p> <p>29. 20 point programme of Prime Minister</p> <p>30. DC/SPs Conference</p> <p>31. Reservation of Guest House</p> <p>32. CM Dashboard</p> <p>33. Regarding vision document of the Govt.</p> <p>34. 15 point programme of Prime Minister</p> <p>35. Regarding VIP Tour programmes.</p> <p>36. Regarding ragging of students in various technical Institutions</p> <p>37. Regarding Entrepreneurship Development meetings</p> <p>38. Complaints of students of Govt. ITIs</p> <p>39. Correspondence related to NSS</p> <p>40. Disaster Management</p> <p>41. Gem correspondence</p> <p>42. All RTI Matters</p> <p>43. E-Office/e-Tender/IT Correspondence</p>	
Legal Branch Court Cases	Legal Branch	Last 20 Years
NCVT/SCVT General official correspondence	<p>1. Opening/ affiliation of new ITIs/ Trades Re-affiliation/ de-affiliation of existing ITIs/ Trades.</p> <p>2. All academic matters related to the training and admission of NCVT/SCVT trades of Himachal Pradesh.</p> <p>3. Placement and On Job Training of trainees</p> <p>4. Matter related to IMCs of the ITIs</p> <p>5. Apprenticeship Training Scheme/ National Apprenticeship Promotion Scheme (NAPS) and various Centrally Sponsored Schemes likes STRIVE and ADB etc.</p> <p>6. Correction, equivalency and verification of certificate.</p> <p>7. Staff Training of ITIs ITI Rented Building matter</p>	-----