

Manual No. 6:

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

The nature of documents held in the State Taxes Section broadly fall in the following categories:

- (a) Files on various subjects. All the decisions are taken on these files and all the correspondence is also done from these files. All the matters are processed on files, with detailed analysis of all relevant aspects, to facilitate decision-making. All these files are properly maintained and preserved, with proper indexing, for prompt retrieval.
- (b) Various Registers are maintained for proper monitoring of file movement as well as of action to be taken on various important matters.
- (c) Reference Books, Reports etc. relating to subjects dealt in the Section, to facilitate efficient and effective functioning of the Section.