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

1	Books of Accounts, e.g. Bill Register, Cash Books, Dead stock Registers	GAD-I
2	Cabinet proposals and record of its decisions.	GAD-II
3	Personal files and service books of employees of Secretariat	GAD-III
4	Annual Performance Appraisal Reports of employees of Secretariat.	GAD-III
5	Quarters files pertaining to allotment of quarters to the Government employees.	GAD-IV
6	Biometric of Staff of the Secretariat.	GAD-IV
7	Records of all the Departments in the Secretariat referred to Record Room for archival purpose	GAD-Record Room