

List of Documents held by the Academy

- Deposit Registers
- Cash Book (Main)
- Cash Book (Subsidiary)
- Cheque Book & Receipt Book Registers
- Balance Sheet
- Investment Register
- BE/ RE Statement

Categories of Documents and Custodians

S. No.	Document Category	Custodian
1	Governing body/committees – Minutes of meetings etc.	Mr. Virender Kumar, Senior Manager (A&E)
2	Financial documents	Mr. Bhuwan Adhlakha, Manager (F&A)
3	Administrative documents	Ms. Hema Gupta, Senior Assistant Grade - I