

List of Documents held by the Academy

- Establishment Orders,
- CCS,
- Service Records,
- Personal Files,
- Confidential Annual Reports,
- Deputation and Delegation, : Not Applicable
- NOCs,
- Promotion/Reversion,
- Allowances,
- Increment,
- Posting & Transfers, : Not Applicable
- Honorarium and Awards, : Not Applicable
- Review of Cadres & Services, etc.

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 |