

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	Mr. Ramachandran EP, Manager (A&E)