

MANUAL-VI

A statement of the categories of documents that are held by it or under its control.

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Sl. No.	Nature of Record	Details of information available	Unit /section where available	Retention period, where available
A	Related to work studies			
1	Annual report of Commission	Activities done by the Commission during the year	DMC	3years
2	Minutes of Meeting files	Meetings held in the presence of the Commission and Secretary DMC.	DMC	5 years
3	NGO related files	Empanelment of NGOs by DMC	DMC	5years
B	Delhi RTI Act, 2001 Records		DMC	
1	Application Register		DMC	2years
2	Clarification/Misc .Correspondence		DMC	2years
3	Reports and Returns		DMC	2years
C	Complaints/Public Grievances			
1	Correspondence files relating to Minorities Grievances including PGMS		DMC	3years
D	Court cases			
	Files/documents pertaining to various court cases filed by the plaintiff		DMC	5 year after final order/disposal of the case.
Other Miscellaneous Substantive Records				

1	Annual Report		DMC	3 Years
2	General correspondence (having no policy effect)/misc Correspondence		DMC	3 years
3	Personal Files of Officers and Staff	---	DMC	5 years after retirement
4	Service Book of Officers and Staff	---	DMC	5 years after retirement