

## **Chapter-6 ( Manual-5)**

### **A statement of the categories of documents that are held by it or under its control:**

6.1. Use the format given below to give information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others ( please mention the level in place of writing "Others")

#### **Category of Documents held by it or under its control;**

- (1) Copies of Assam Medical Education Service Rules
- (2) Copies of Assam Civil Services Rules.
- (3) Acts relating to State and National Medical Councils.
- (4) Notifications issued by the Health & F.W. Department/by the Department of Medical Education and Research, Assam.
- (5) Notification relating to admissions to various health institutions.
- (6) Rules pertaining to functioning of the department.
- (7) Prospectus, brochures, magazines
- (8) Personal files of Employees, office records, property records, cash book, account book, stock book etc.
- (9) University related documents, MCI related documents.