

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

1. Service Book and personal files of all the employees.
2. Files relating to recruitment of Deputation cases.
3. ACRs of all employees.
4. Property documents of employees who have taken House Building Advance.
5. File relating to Disciplinary Cases.
6. Files relating to Medical Claims made by employees.
7. Files relating to all advances taken by the employees.
8. Files relating to purchase of furniture/ fixtures, stationery items, general office items, electronic, computer ACs etc.
9. Files relating to Annual Maintenance Contract.
10. Files relating to payment of telephone bills of office and residential telephone of officers who have been provided office telephones.
11. Files relating to General Administration/Coordination/RTI cases/Parliamentary matters
12. Minutes of all the meetings
13. Files relating to MoUs between APEDA and other Organisations/Institutes.
14. Files relating to management studies/ Impact studies related to administrative reforms, O&M aspects etc.
15. Files pertaining to grant of financial assistance.
16. Files pertaining to matters concerning library.