

Manual-6

A Statement of Categories of Documents that are held by it or under its control

S. No.	Nature of Record	Details of Information available	Unit/Section where available	Retention period where available
1.	Registration Certification of Societies	Certificate Issued to the Societies	Concerned Section	Permanent Record
2.	Bye-Laws of Societies	Bye-laws in prescribed format	Concerned Section	Permanent Record
3.	Membership List	Submitted by societies	Concerned Section	Permanent Record
4.	Audit Report	Submitted by Auditors	Concerned Section	As per Act and Rules in force