

Manual 6

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

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S. No.	Nature of Record	Details of information available	Unit/Section where available	Retention period, where available
1.	Loan File of Individuals	Loan application with requisite documents and original title of property for which loan granted.	Office of the DCHFC with concerned Official.	Till the repayment of entire loan.
2.	Account Books	Vouchers, Cash Book, Journal Book, Ledger Accounts etc.	Accounts	As per provisions of the Law.
3.	Loan Files of Old loanee societies	Loan application alongwith correspondence with Society Registered Mortgage Deed, Loan Agreement and Original lease deed of the Society	With concerned official	Till repayment of full and final payment of dues
4	Personal files of the Staff	Personal information of the employee	With concerned official	Till superannuation of the employee
5	Agenda notes & minutes of the Board Meeting and Annual General meeting		With concerned official	
6	Case files	Related to case proceedings	With concerned	Till the finalisation of

			officials dealing with case	the case
7	Miscellaneous	Related to office work	With concerned official	As per provision of law