

ITEM NO. 6: A statement of the categories of documents that are held by it or under its control.

- ✓ Annual Research and Administrative Report
- ✓ Annual Action Plan
- ✓ Annual Budget
- ✓ Minutes of Research Council (RC), Research Advisory Committee (RAC)
- ✓ News bulletin
- ✓ Service Book
- ✓ Annual Performance Appraisal Report
- ✓ Asset register, Stock register (both consumable & Dead stock)
- ✓ Stock Register of Books & Journals
- ✓ Vehicle Registers & Logbooks etc.