

Manual 6

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

[section4(1)(b)(xvi)]

A Statement of the categories of documents held

S.No.	Nature of Record	Details of information available	Unit / section where available	Retention period
1	Revenue Record	Land Record	With The Tehsildar of Tehsil Branch & Sadar Kanungo	
2	Marriage Registration	All marriages registered in this office	CCS Branch	
3	Caste Certificates(SC/OBC)	All Cast Certificate Issued by the Department	CCS Branch	
4	LAC Awards	To whom & when the award was given		
5	Property registration Documents	All the documents related to registration of property at the 13 Sub Registrar office	Sub Registrar Office	
6	Sale of Stamps	Detail sale of stamp i.e. Kind to whom, purpose, amount etc.	Delhi Treasury	
7	Nazarat	Detail of the items auctioned	Nazarat Branch	
8	Deed Writers	List of Deed Writers	Stamp Branch	
9	Notary Public/Oath Commissioner	List of Public/Oath Commissioner	Stamp Branch	
10	Stamp Vendor	1. Maintaining records about the sales of Stamps to Stamp Vendors in a seprate vendor's information record register, inspection record and renewal of licenses records 2. Maintaing old records related to Appointment of Stamp Vendors, issued license numbers, details of the stamp papers sold by vendors for both categories Court fees papers & Non Judicial papers of Rs. 1-100, Rs. 101-500 3. All the records after 1992 are maintained by this branch	Stamp Branch	
11	E-stamping	Stamp paper above Rs.500 issued by the e-Stamping. There are 13 branch of Corporation Bank for depositing the amount and 7 Centre of <u>Stock Holding Corporation Of India Ltd. for issuing the estamp paper.</u>		
12	Registration of Property	Registered Containing records of Mortgage deed, Reconveyance deed & settlements deeds which belongs to outside Delhi	Registration Branch	
13	Relief Records	Maintenance of record of relief provided to J&K Migrants, 84 riot cases	Relief Branch	