

**CATEGORIES OF DOCUMENTS HELD BY PUBLIC AUTHORITY UNDER ITS CONTROL  
SECTION 4(b) (1) (vi)**

Statement of Category of documents held in the office of Sikkim Legislative Assembly Secretariat.

Sl.No	Category of Document.	Title of the Document.	Designation and address of the custodian.
1.	Administrative matter	Personal files, Appointment of Personnel, Records of Leave and attendance of the staffs, Assembly administrative issues, Maintenance of Secretariat Assets, New Proposal etc.	Administrative Section and concerned Sections.
2.	Financial Matters.	Salaries, Records of Expenditure, Budget Requirement, budget allocation etc.	Accounts Section.
3.	Legislative Committee Matters.	Government assurances, committee on rules, library matters, House amenities matters and on privilege matters.	Legislative Committee.
4.	Legislative & Parliamentary affairs.	Govt Bills, Private member resolution, Government Resolution, NRCPA and CPA related documents.	L&PA Section.
5.	Public accounts/ Estimates committee matters.	AG Report, Appropriation Account, Estimates of Receipts.	Financial Committee.