

4.(b).(v). The Rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.

- a. Records relating to issue of various Notifications issued time to time.
- b. Register in relation to Assembly Question / Parliament Question.
- c. Register of stock materials.
- d. Bill & Payment register.
- e. Ledger book of G.P.F. of Group - 'D' Staff.
- f. Register relating to establishments / General / Accounts etc.
- g. Roster Register.
- h. Exchanges Level Offices Providing Employment Assistance to the Job seekers.
- i. Register in relation to Assembly / Parliament Question.
- j. Office Records relating to different sections and subjects.
- k. Maintenance of Service Books.
- l. Collection and disseminations of E.S. Return, E.M.I. Return.