

**(6) A STATEMENT OF THE CATAGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL :**

<b>Sr. No.</b>	<b>Type of Document</b>	<b>Designation of controlling officer</b>
(1)	Technical documents and files related to mining & exploration, royalty payment, correspondence with E&P companies and with Govt. etc.	Assistant Geologist
(2)	Documents and files related to legal matters in regard of mining & exploration, royalty etc.	Geologist.
(3)	Financial registers like Cash Book, Grant Register etc. and similar financial and administrative documents and files.	Accountant.
(4)	Important financial and administrative documents and files.	Assistant Manager(Commercial)