

A FRAMEWORK OF TRANSPARENCY AUDIT
Dattopant Thengadi National Board for Workers Education and Development

1. ORGANISATION AND FUNCTION

S. No.	Item	Details of disclosure
1.6	Categories of documents held by the authority under its control [Section 4 (1) (b) (vi)]	(i) Categories of documents There are different types of the documents. These documents are maintained by the respective Sections as follows – 1. Administration (Personnel and GAD) : a. Annual Confidential Reports of the officers and staff. b. All records maintained by the Vigilance Branch. c. All files and records pertaining to court cases. d. All internal file noting. e. Records pertaining to Departmental Promotion/Selection Committees. f. All records pertaining to Examinations conducted for various posts from time to time. g. All the records related to Departmental Promotion Committees. h. All the records related to procurements. i. Records related to rent agreements and rent cases of various offices of the Board. j. Inspection Reports 2. Education : a. All the records related to Training Programmes of the Board b. All the records related to preparation of budget for Five Year Plan and Annual Plan c. Statistical information regarding to the activities conducted by the Regional Directorates. d. Records related to the Special programme held by ILO or other outside agencies. e. All the records related to the Parliamentary Standing Committee. f. Records related to the Rajya Sabha and Lok Sabha starred and unstarred questions. g. Records related to preparation of Annual Reports. h. Records related to the projects implemented in collaboration of National and International agencies like (ILO)

		3. Finance : a. All records related to Salary. b. Records related to receipt and expenditure of the fund received from the Ministry. c. Records related to advances, PF, GSLI, Income Tax etc. d. All the records related to Annual Accounts.
		(ii) Custodian of documents / categories All the important and confidential documents are being taken care of by the Assistant Directors and the Staff under them of the respective sections.