

सीएसआईआर - भारतीय रासायनिकजीवविज्ञान संस्थान  
CSIR - Indian Institute of Chemical Biology  
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**Statement of categories of document held or under control**

S. No.	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1.	Administrative	(a) Documents relating to service matters  (b) All documents relating to General Administration.	By requisition (to the extent admissible)	Controller of Administration (COA)/ Administrative Officer(AO)
2.	Vigilance/Disciplinary & Legal Matters & Confidential Reports	All documents relating to Vigilance / Disciplinary / Legal case	Classified documents	Controller of Administration (COA)/ Administrative Officer(AO)
3.	Recruitment and promotions	All documents related to recruitment; assessment and promotions of staff	By requisition (to the extent admissible)	Controller of Administration (COA)/ Administrative Officer(AO)
4.	Works & Services	Documents relating to construction & maintenance works (Civil, Electrical, Mechanical)	By requisition (to the extent admissible)	Controller of Administration (COA)/ Administrative Officer(AO)
5.	Pension	1. All documents related to pensionary benefits of retired staff  2. Medical reimbursement of retired staff	By requisition (to the extent admissible)	1. Senior Controller of Finance and Accounts(Sr. CoFA)/ Controller of Finance and Accounts (CoFA)/ Finance and Accounts Officer (F&AO) 2. Controller of Administration (COA)/ Administrative Officer(AO)
6.	Purchase & Stores	Documents relating to all purchases, stores and issue	By requisition (to the extent admissible)	Controller of Stores & Purchase (CoSP) / Stores & Purchase Officer (SPO)
7.	Finance & Accounts	Documents relating to payments	By requisition (to the extent admissible)	Controller of Finance (CoFA) / Finance & Accounts Officer (FAO)
8.	Business Development Activity	Documents / Registers relating to Sponsored projects, Industrial Projects, patents, public information relating to the Lab	By requisition (to the extent admissible)	Head, BDG
9.	Projects (Grant-in-aid, consultancy)	All documents relating to Grant-in-aid projects, consultancy and CSIR networked projects	By requisition (to the extent admissible)	Head, PME
10.	Publication and Science Communication	All documents relating to publication and science communication including Annual Reports	By requisition (to the extent admissible)	Head, P&I