

**A statement of the categories of documents that are held by it
or under its control:-**

1. Reports of the Commission
2. Publication of the Commission
 - (i) Handbook on the National Commission for Scheduled Tribes (2005)
 - (ii) National Commission for Scheduled Tribes - Pamphlet 2008.
3. Record of meetings of the Commission (including agenda/notes for consideration and decision taken)
4. Service Books of all Gazetted and non-Gazetted Officers in respect of following categories of employees:-
 - (a) Gazetted Officers at the Headquarters and Regional Offices
 - (b) Non-Gazetted staff at the Headquarters.
5. Financial records and registers, viz :
 - (i) Pay Bill Register
 - (ii) Bill Register (contains all the bills submitted to pay and accounts Office including pay bills)
 - (iii) Contingent Bill Register
 - (iv) Expenditure Bill Register
 - (v) TA Bill Register
 - (vi) LTC Bill Register
6. Files on different subjects (Major/minor Head wise) relating to various matters handled by the Commission, viz:
 - (a) Major Head
 - (i) Name of Ministry
 - (ii) Name of State
 - (b) Minor Head
 - (i) Service
 - (ii) Atrocity
 - (iii) Development
 - (iv) Miscellaneous