

(Manual – 6)

A Statement of the categories of documents that are held by it or under its control

7.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretarial level, directorate level, others (Please mention the level in place of writing “Others”).

Sr.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	Act, Statutes and ordinances	Calendar (the Act, Statutes and Ordinances) Volume 1 and 2 of University of Delhi	<ol style="list-style-type: none">1. Through publication division, University of Delhi by payment of charges as fixed by University2. From College by payment of charges on photocopying basis per page	Publication Division, University of Delhi