

## **Chapter-6 (Manual-5)**

**A statement of the categories of document that are held by it or under its control**

**6.1 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 secretariat level, directorate level, others (Please mention the level in place of writing “Others”)**

<b>S. No.</b>	<b>Category of the document</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by/under control of</b>
1.	Accounts Statement	Pass Book	Personal Request	Asst. Manager / Deputy Manager
2.	Clearance Certificate	No Due Certificate	Personal Request	Manager (Primary Bank)
3	Rules & Regulations	The Punjab Cooperative Agricultural Development Bank’s Act, 1957 and Rules, 1959	Personal Request	Assistant Public Information Officer/ Public Information Officer
4	Rules&Regulations	Bye-laws of Punjab State Cooperative Agricultural Development Bank Ltd.	Personal Request	Assistant Public Information Officer/ Public Information Officer
5	Rules&Regulations	Common Cadre Rules of Punjab State Cooperative Agricultural Development Bank Ltd.	Personal Request	Assistant Public Information Officer/ Public Information Officer
6	Manual	Loan Policy	Personal Request	Assistant Public Information Officer/ Public Information Officer
7	Instructions	Documentation & Procedure of grant of	Personal Request	Assistant Public Information

		Loans		Officer/ Public Information Officer
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