

vi. A statement of the categories of documents that are held by it or under its control

Sl.No.	Document Title	Description	Responsibility	Periodicity of preservation
1.	Research proposals(Concept note and RPF-I)	Details of proposed research projects	I/c PME	As per Record Retention Schedule.
2.	Research progress reports (RPF-II)	Details of the progress of research project	I/c PME	-do-
3.	Project completion report (RPF-III)	Details of the completed project	I/c PME	-do-
4.	Annual reports	Detailed activities of the institute	I/c Library	-do-
5.	Results frame work document (RFD)	Description and success indicators of various activities of the institute	Nodal officer RFD	-do-
6.	RAC agenda and proceedings	Agenda for RAC meetings and the committee recommendations	Member Secretary, RAC	-do-
7.	IMC agenda and proceedings	Agenda for IMC meetings and the committee recommendations	Member Secretary, IMC	-do-
8.	IRC proceedings	Recommendations of the committee	Member secretary, IRC	-do-
9.	MoU	MoU for contract research, consultancy and technology transfer	I/c PME	-do-
10.	Training proposals	Details of the proposed training programme	I/c ToTE	-do-
11.	Training manual	Details of the training content	I/c ToTE	-do-
12.	Store records	Inventory of the procured goods, asset register	I/c Central Store	-do-
13.	Purchase files	Invited bids, technical selection	AAO	-do-

		committee comments, purchase contracts, installation reports and bills		
14.	Office orders	Appointments, promotion, procurement, financial sanction	SAO/AAO	-do-
15.	Service record	Details of officers/staff	SAO/AAO	-do-
16.	Forms	EL, Medical, LTC, GPF, Tender, Imprest, Joining report, Store requisition, bill adjustment etc.	SAO/DDO/AAO	-do-
17.	Breed Monographs	Description about breeds of different species.	PIs	-do-
18.	Newsletters	Six monthly activities of the institute.	I/c Library	-do-