

Categories of Documents held by the Authority under its Control [Section 4(1)(b) (vi)]

1.6.1 - Categories of documents

The following are the documents held under its control.

Administrative documents

[INCOIS Society Memorandum of Association](#)



[INCOIS Bye-Laws](#)



Financial Powers of Director, INCOIS

[Fundamental Rules & Supplementary Rules](#)



[General Financial Rules](#)



[Certificate of GST Registration](#)



[DSIR /Customs Duty Exemption Certificate](#)

[PAN Card](#)



[Importer-Exporter Certificate](#)



Scientific / Technical Documents

[Scientific Documentary Films](#)

Annual Reports in [English](#) and [Hindi](#)

[Technical Reports](#)

[Research Papers](#)

[Other Scientific / Technical Reports](#)

1.6.2 - Custodian of documents / categories

- Group Directors & Division Heads of each group is custodian of the documents pertaining to the corresponding group.
- Administrative Officer is custodian of the documents pertaining to Personnel and General Administration (P&GA).
- Respective Section Heads are custodians of the documents pertaining to Stores and Purchase (S&P) and Accounts and Finance(A&F).