

Chapter – 6
Manual-5

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

- Minutes Books of the meeting of the Punjab Dairy Development Board
- Minutes Books of the meeting of the Executive Committee of the Punjab Dairy Development Board.
- Files of the meetings of the Punjab Dairy Development Board
- Files of the meetings of the Executive Committee of the Punjab Dairy Development Board.
- Delegation of powers file.
- Purchase Procedure file.
- Different subjects file.
- Appointment of Auditors.
- Accounts File.
- Expenditure Voucher files.
- Hiring of Service Provider.