

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

vi) The following documents are kept by the officer its control:-

vi). a. Personal file of every officer/official.

This files contains a complete record of the employee right from his appointment in the Board. It includes details of his/her service for e.g. date of joining, promotions, leaves etc. and also all correspondence related to the employee.

vi). b. Service book of every officer/official.

It includes entries of personal data, increments, promotions and service verification, leave record and all details of service rendered.

vi). c. Annual Confidential report of every officer/official.

The yearly performance appraisal of each employees is recorded in the form of annual confidential report.

vi). d. Minutes of Board of Directors meeting and other statutory meeting like Finance committee, Affiliation and accreditation committee, Academic committee, Examination committee, unfair means committee.

It includes the details of decision taken in the meeting of Board of Directors meeting and other statutory meeting like Finance committee , Affiliation and accreditation committee, Academic committee, Examination committee, unfair means committee time to time. Till date total 39 meetings of Board of Directors, 24 meeting of Finance committee, 27 meeting of affiliation & accreditation committee and 27 meetings of Affiliation committee had taken place. 4 nos of meeting takes place once in a year of unfair means committee.

vi). e. Annual report.

The annual report of the Board is prepared by the Secretary U/S 21 of The Punjab State Board of Technical Education and Industrial Training Act, 1992 and submitted to the Board. The Board consider the annual report in its annual meeting for approval thereof. Board submits its approved report to the Government within 30 days of the meeting. The Government , soon after the submission of the annual report under section (3), cause the same to be laid before the State Legislative Assembly. Up till now Annual reports up to the year 2009-10 has been sent to Govt. for approval.

vi). f. Examination results of the students.

It contains details marks and results of the students appeared in the Polytechnics and ITI examinations.