

**A FRAMEWORK FOR TRANSPARENCY AUDIT(2025-26)  
(DC OFFICE, SEEPZ-SEZ, MUMBAI)**

**1. Organisation and Function:**

Sr. No.	Item	Details of Disclosure
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	<p><b>(i) Categories of documents:</b></p> <ol style="list-style-type: none"> <li>1. Annual Confidential Reports of the officers and staff.</li> <li>2. All internal file noting.</li> <li>3. All records maintained by the Vigilance Section.</li> <li>4. Records pertaining to Departmental Promotion/Selection Committees.</li> <li>5. All files and records pertaining to court cases.</li> </ol>
		<p><b>(ii) Custodian of documents/categories:</b> Each Section In-charge is the custodian of their respective documents/categories.</p>