

## Statement of the documents under the control of personnel branch

1. Files dealing with promotion, transfer, recruitment, appointment, training, punishments , pay fixation, pay protection, creation of posts, medical decategorisation, allowances, recoveries arrears of pay of all railway departments, canteen, trade unions, staff welfare amenities etc
2. Service Register of the employees and retired staff
3. Leave chart of the employees
4. Seniority register
5. Reservation register
6. Tapal Register
7. RTI register
8. DAR register
9. Attendance register
10. Salary bill register
11. PF loan register
12. Pass register
13. Family declaration register
14. MA reports
15. Confidential files, registers
16. Court case files and register
17. Pension files and registers