

A FRAMEWORK FOR TRANSPARENCY AUDIT(2024-25)
(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)]	(i) Categories of documents: <ol style="list-style-type: none">1. Annual Confidential Reports of the officers and staff.2. All internal file noting.3. All records maintained by the Vigilance Section.4. Records pertaining to Departmental Promotion/Selection Committees.5. All files and records pertaining to court cases.
		(ii) Custodian of documents/categories: Each Section In-charge is the custodian of their respective documents/categories.