

(ii) Statement of the categories of documents that are held by it or under its control.

In Tobacco Board, there were two types of Documents/ Records viz.,

- 1) Documents/Records pertaining to Facilitative Functions
- 2) Documents/ Records pertaining to Substantive Functions.

Documents/Records pertaining to Facilitative Functions are common to all departments such as Establishment, Welfare, Vigilance, Common Office Services viz. accommodation, furniture, stationary and forms, office equipment, library, security etc., Hindi, Public Relations, Parliament, Common Office Procedures include various Registers, Lists, Diaries, Reports, Financial matters like Finance, Budget, Cash and Accounts etc.

Documents/Records pertaining to Substantive Functions include records i.e. Production and Production Regulation, Extension and Advisory services, Auctions, Internal Marketing and Market Research, Exports Promotion, Trading Wing etc.