

## **6 – Classification of the documents of the Department**

1. Service record of the employees.
2. Audit reports of the various institutions whose audit is conducted by the department.
3. Annual Administrative Report of H.P. State Audit Department.
4. Record of Demand and Collection of Audit Fee due and realized from the various institutions under the auditorial jurisdiction of the department.
5. Other Administrative & Accounting records of the department.