

Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]		
(i)	Categories of documents	Academic Administrative Financial
(ii)	Custodian of documents/ categories	Assistant Director (Admin. & Finance) is the custodian of the records, the common seal and such other properties of the Academy as the Board shall commit to his charge. When the office of the Assistant Director is vacant or when the Assistant Director is absent, by reason of illness or for any other cause, thus being unable to perform the duties of his office, the duties of the office shall be performed by the Senior Manager and shall report to Associate Director (Admin & Finance).