

Section 4 (I) (b) (v) & (vi)

List the rules/regulation/instructions/manuals/records held in CIC for discharging its functions:-

1. The J&K Right to Information Act (RTI) 2009
2. The J&K Right to Information Rules 2010
3. Files of complaints and 2nd appeals.

Sr. No.	Subject	Type of Document file/muster/register/ voucher etc.	Particulars of Heading/type in the document	Periodicity of preservation
1	Appeals	Files	Section 16 of the RTI Act	Not yet decided
2	Complaints	Files	Section 15 of RTI Act	Do
3	General/ Miscellaneous	Files/Folders	General Matters related to RTI or Miscellaneous non RTI matters.	Do
4	Administration	Files	Files related to administration in the Commission	Do
5	Annual Report	File	Material furnished by Department for Annual Report	Do