



(An Autonomous Institute of the Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)
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CATEGORIES OF DOCUMENTS HELD OR UNDER CONTROL

1. Minutes of the Governing Board, SAC, Finance Committee and other committee meetings held from time to time.
2. Annual Reports of the Institute.
3. Certified Annual Accounts in print form.
4. Utilization certificates for the grants-in-aid received.
5. Brochures of the Institute.
6. Replies to RTI.
7. Replies to parliamentary questions.
8. List of Holidays of the Institute in printed form.
9. Orders regarding appointments in respect of employees of the institute.
10. Memorandum of Understanding/Contracts/Agreements executed with various agencies.

Apart from the documents mentioned above, various documents are held in the Director's office, Finance Section, Administration and with other office of the institute.