

Manual – 5

A statement of the categories of documents that are held by it or under its control

Sr. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1	Punjab Police Housing Corporation Employees Service Bye-Laws	Deals with the service matters of the employees of the Corporation.	By making a written request to the State Public Information Officer or Assistant State Public Information Officer	Manager (P&A)
2	Punjab Police Housing Corporation (Payment of Compensatory Allowances) Rules, 1989.	Deals with the service matters of the employees of the Corporation.	-do-	-do
3	Memorandum of Association and Articles of Association	Regarding Registration of the Corporation Under Companies Act.	-do-	Manager (F&A)
4	Apart from above we are also following the instructions issued by the state government and by this corporation from time to time.	Various instructions regarding day to day use for deciding various cases.	-do-	Chief Engineer