

6th Manual: Categories of documents held by the Authority or which are under its control

- 6.1 Title of the document
- 6.2 Category of document
- 6.3 Custodian of the document

Name of the Document	Procedure to obtain the Document	Held by/Under control of
Personal file of every officer/officials	Approach to PIO and APIO (Concerned Branch)	Admin Wing
Service book of every officers/Employee	-Do-	Admin Wing\ Technical Wing.
Annual Confidential Reports	-Do-	Admin Wing
CPF/GIS Registers and CPF Statements of every officer/official.	-Do-	Account Wing
Cash Book /Journal Book/ledgers of PudaAccounts of Different Year	-Do-	Account Wing
Stock Register	-Do-	Public Relation Wing/ Mechanical Wing/ IT & C Wing
Policy Files	Approach to Plo	Admin Wing
Roster Registers	Approach to Plo	Admin Wing
Dairy Dispatch Register	Approach to APIO	Admin Wing
PUDA Building Rules	Download from Website or Approach the PIO AND APIO	Chief Town Planner