

## INCOME TAX APPELLATE TRIBUNAL

### INFORMATION UNDER SECTION 4(1)(b)(vi) OF RIGHT TO INFORMATION ACT

A Statement of the categories of documents that are held by ITAT or under its control

Srl No.	Subject	Type of Document / file/muster/register /voucher etc.	Periodicity of preservation
1	Appeals and Applications (Judicial)	Files/Folders	As per ITAT Office Manual
2.	Administration (Files related to administration in the Tribunal)	Files/Folders	As per Government of India instructions on file retention.
3.	General / Miscellaneous (Matters related to RTI or Misc. Non-RTI matters)	Files/Folders	

Updated as on 12.10.2011