

**DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPN.  
18-A, DDA SCO COMPLEX, DEFENCE COLONY, N.DELHI-24.**

**Right to Information**

**Manual 6**

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

(Section 4(1)(b)(vi))

Details of the records available may be made in a statement form,  
wing wise, unit wise, branch wise and it may be got tabulated, indexed  
and catalogued.

**A statement of the categories of documents held**

<b>S.No.</b>	<b>Nature of Record</b>	<b>Details of information available</b>	<b>Unit/section where available</b>	<b>Retention period, where available</b>
1.	Cash memos (Tourism, Tpt. & Adventure)	a) Date of booking b) Date of service to be provided c) No. of customers d) Cancellation rules any other relevant information	At the concerned unit	Till Audit
2.	Cash memos (Catering)	Details of catering items sold	- do -	- do -
3.	Cash Register	Details of daily cash Transactions	- do -	- do -