

**Manual – 6:- A Statement of the Categories of Documents that are held by it or under its control:**

- (1) Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at Secretariat level, directorate level, others (Please mention the level in place of writing “Others”).

S. No.	Category of the document	Name of the document & its introduction in online	Procedure to obtain the document	Held by / under control of
1	Policy, GR's, Circulars, Notification etc.	Information Technology policy	Through an application or in person	Custody held by control of Section Officer, IT Branch.
2	Act / Rule	Cyber Café Act.	Through an application or in person	Custody held by control of Section Officer, IT Branch.
3	Compendium	compendium of Biotechnology Organization in Gujarat (Transcribing Brighter Bio future)	Through an application or in person	Custody held by control of PIO, Gujarat State Biotechnology Mission
4	Guidelines	Guidelines for Dr. Vikram Sarabhai Award	Through an application or in person	Custody held by control of PIO, Gujarat Council on Science & Technology.
5	Guidelines	Guidelines of development of Community Science Center	Through an application or in person	Custody held by control of PIO, Gujarat Council on Science & Technology.
6	Directory	Gujarat IT Director	Through an application or in person	Custody held by control of PIO, Gujarat Informatics Ltd.
7	Brochure	Information about BISAG.	Through an application or in person	Custody held by control of PIO, BISAG.