

HIMALAYAN MOUNTAINEERING INSTITUTE, DARJEELING

LIST OF REGISTERS MAINTAINED IN H.M.I.

SER NO	DOCUMENTS	
1.	<u>TRAINING SECTION</u>	
	(a)	Course Register
	(b)	Sanction Register-All
	(c)	Stock Register/Asset Register – All
2.	<u>MUSEUM SECTION</u>	
	(a)	Sanction Register
	(b)	Stock/Asset Register
	(c)	Gate Collection Register
3.	<u>SOUVENIR SECTION</u>	
	(a)	Souvenir Sale Register
4.	<u>REPAIR & MAINTENANCE</u>	
	(a)	Sanction Register
	(b)	Stock/Asset Register
	(c)	<u>Purchase of Store Register</u>
5.	<u>TRANSPORT SECTION</u>	
	(a)	POL Register/Vehicle Log Book
6.	<u>HMI STORE & EQPT SECTION</u>	
	(a)	Sanction Register
	(b)	All Asset Register
	(c)	Purchase of Store Register
7.	<u>HOSTEL SECTION</u>	
	(a)	Sanction Register
	(b)	Stock Register
	(c)	Asset Register
	(d)	Purchases of Store Register

SER NO	DOCUMENTS
8.	<u>M.I. ROOM SECTION</u>
(a)	Sanction Register
(b)	Stock/Asset Register
9.	<u>LIBRARY SECTION</u>
(a)	Sanction Register
(b)	Stock/Asset Register
10.	<u>GUEST HOUSE SECTION</u>
(a)	Sanction Register
(b)	Stock/Asset Register
11.	<u>ACCOUNTS SECTION</u>
(a)	Cash Book
(b)	Ledger Book
(c)	Journal Book
(d)	Demand Register
(e)	GPF/CPF Register
12.	<u>ADM SECTION</u>
(a)	Sanction Register
(b)	Stock/Asset Register
13.	<u>RECORD SECTION</u>
(a)	Individual and Pensioner Documents