

Sl. No.	Name/Group of Documents	Category of Document	Custodian/ Officer In-charge	Last updated on	Wether in Electronic or Printed format	If Available to Public (also specify the cost/ rate)	Language (English/ Vernacular)	Location where available
1	Compendium of Rules and Regulations of WII	Category A	Director, WII		Physical and Electronic	Not available to public	English	NA
2	Service Books/ Personal Files of all the Regular employees	Category C	Deputy Registrar	As per requirement	Physical	Not available to public	English/ Hindi	NA
3	Files related to recruitment of Faculty/ Staff	Category C	Deputy Registrar	As per requirement	Physical	Not available to public	English/ Hindi	NA
4	Files related to WII Society, Governing Body and Finance Committee	Category A	Deputy Registrar	As per requirement	Physical	Not available to public	English/ Hindi	NA
5	Maintenance of APARs/ ACRs in respect of Regular Employees	Category C	Deputy Registrar	As per requirement	Physical	Not available to public	English/ Hindi	NA
6	Court Case related files	Category C	Deputy Registrar	As per requirement	Physical	Not available to public	English/ Hindi	NA
7	Service Books/ Pension Files of all the Retired employees	Category C	Deputy Registrar	As per requirement	Physical	Not available to public	English/ Hindi	NA
8	Miscellaneous Files reagrding reports sent to Ministry	Category B	Deputy Registrar	As per requirement	Physical	Not available to public	English/ Hindi	NA
9	XXI M.Sc. Wildlife Science Courses	Category C	Dean-WII	As per requirement	Physical	Not available to public	English	NA
10	XX M.Sc. Wildlife Science Courses (2024-2026)	Category C	Dean-WII	As per requirement	Physical	Not available to public	English	NA
11	10 months Diploma Course in Wildlife Management (2025-2026)	Category C	Dean-WII	As per requirement	Physical	Not available to public	English	NA
12	3 months Certificate Course in Wildlife Management (2025-2026)	Category C	Dean-WII	As per requirement	Physical	Not available to public	English	NA
13	Ist M.Sc in Freshwater Ecology & Conservation (2024-2026)	Category C	Dean-WII	As per requirement	Physical	Not available to public	English	NA
14	Visiting Class	Category C	Dean-WII	As per requirement	Physical	Not available to public	English	NA
15	Cash Books of all the externally funded project and Grant in Aid	Category C	Finance Officer	As per requirement	Physical	Not available to public	English/ Hindi	NA
16	Salary & Pension Related registers	Category A	Finance Officer	As per requirement	Physical	Not available to public	English/ Hindi	NA
17	All payment vouchers related to all the payments made	Category C	Finance Officer	As per requirement	Physical	Not available to public	English/ Hindi	NA
18	Pay Bill Register	Category A	Finance Officer	As per requirement	Physical	Not available to public	English/ Hindi	NA
19	Arrear Files	Category C	Finance Officer	As per requirement	Physical	Not available to public	English/ Hindi	NA
20	Medical related register and files	Category C	Finance Officer	As per requirement	Physical	Not available to public	English/ Hindi	NA
21	FA TA registers related to externally funded projects and Grant in Aid	Category C	Finance Officer	As per requirement	Physical	Not available to public	English/ Hindi	NA
22	GPF, and Investment register	Category C	Finance Officer	As per requirement	Physical	Not available to public	English/ Hindi	NA
23	Bank Gurantee, EMD related documents	Category C	Finance Officer	As per requirement	Physical	Not available to public	English/ Hindi	NA
24	Plant identification / Plant Submission	Category A	Nodal Officer, Herbarium	As per requirement	Physical	Not available to public	English	NA

25	Plant Specimens	Category A	Nodal Officer, Herbarium	As per requirement	Physical and Electronic	Yes, in digital form available at WII Herbarium Web free of cost	English	https://herbarium.wii.gov.in/
26	Visitors List	Category C	Nodal Officer, Herbarium	As per requirement	Physical and Electronic	Not available to public	English	NA
27	Indent	Category C	Purchase Officer	As per requirement	Physical	Not available to public	English	NA
28	Supply Order Register Permanent (GIA)	Category A	Purchase Officer	As per requirement	Physical	Not available to public	English/ Hindi	NA
29	Stock Register/ledger Permanent (Project)	Category C	Purchase Officer	As per requirement	Physical	Not available to public	English	NA
30	Stock Register/ledger Consumable (GIA)	Category C	Purchase Officer	As per requirement	Physical	Not available to public	English	NA
31	Stock Register/ledger Consumable (Project)	Category C	Purchase Officer	As per requirement	Physical	Not available to public	English	NA
32	Stock Register/ledger Permanent	Category A	Purchase Officer	As per requirement	Physical	Not available to public	English	NA
33	Stock Register/ledger Consumable	Category C	Purchase Officer	As per requirement	Physical	Not available to public	English	NA
34	Issue Register	Category C	Purchase Officer	As per requirement	Physical	Not available to public	English	NA
35	Invoice Register	Category C	Purchase Officer	As per requirement	Physical	Not available to public	English	NA
36	Correspondance with Uttarkhand Power Corporation Ltd.	Category C	Nodal Officer, Estate & Transport Section	As per requirement	Physical and Electronic	Not available to public	English/ Hindi	NA
37	BSNL Bills and related files	Category C	Nodal Officer, Estate & Transport Section	As per requirement	Physical and Electronic	Not available to public	English/ Hindi	NA
38	Outsource Agency	Category C	Nodal Officer, Estate & Transport Section	As per requirement	Physical and Electronic	Not available to public	English/ Hindi	NA
39	General Maintenance regarding camups, quarters, hostel , guest house etc.	Category C	Nodal Officer, Estate & Transport Section	As per requirement	Physical and Electronic	Not available to public	English/ Hindi	NA
40	EPABX	Category C	Nodal Officer, Estate & Transport Section	As per requirement	Physical and Electronic	Not available to public	English/ Hindi	NA
41	WII Vehicles	Category C	Nodal Officer, Estate & Transport Section	As per requirement	Physical	Not available to public	English/ Hindi	NA
42	Diesel Generator Set	Category C	Nodal Officer, Estate & Transport Section	As per requirement	Physical	Not available to public	English/ Hindi	NA