

Manual-6

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

{{(Section 4(1)(b)(vi))}

A statement of the categories of documents held.

Sl .N o.	Nature of Record/File Collection Number & year	Details of information available	Unit/Section where available	Retention period, where available
1	Allotment of essential commodities,grant of licence under PDS control order,report, returns,,Assebly & Parliament Questions replies,connected registers,Appointment of K.Oil Sub-Wholesalers.	Block/ULB storage agent wise allotment, lifting & offtake of Essential commodities correspondences from Govt. & other sectors, necessary replies, thereof, allotment of SK Oil, issue of licence to K.Oil S/W/Storage Agents/ Kerosene Wholesaler/ Lubricant/HSD Correspondences thereof	Civil Supplies section .	
2	Procurement operation/DPC meeting/	Distribution of target /appointment of Millers agents/report & returns/meeting proceedings.	-do-	
3	Constitution of D CPC/ BLAC/TLAC/RLCs/BLVC.	Orders for reconstitutions of committies, meeting proceedings, other correspondence.	-do-	
4	Personal files/ Misc.Correspondence on Estt./Cash matters/appointment & transfer/records relating to salary of staff	Sanction of personal claim/ posting of staff to Block & ULBs/ correspondences relating to cash/staff position/monthly/quarterly report /returns		
5	Monthly staff meeting/Collector's conference/C.S.O.conference	Detail general Information on PDS .	-do-	
6	Audit & Inspections reports/files & registers.	Half yearly and Annual inspection of OIC/Collector,Khurda/Inspection made by Deptt. Audit/A.G.Audit and compliance thereof	-do-	
7	Enforcement matters/ register & Correspondences	FIRs of Inspecting Officers/information on checks & raids/ report & returns	-do	
8	Monthly returns on Fair Price Shops/Ration Cards/Staff position/Checks & raids/monthly expenditures on salary of staff	Correspondences	-do-	