

## Manual 6

### A Statement of the Categories of documents that are held by it for under its Control

[Section 4(1) (b) (vi)]

#### A Statement of the categories of documents held

<i>Sl. No.</i>	<i>Nature of Record</i>	<i>Details of information available</i>	<i>Unit/Section where available</i>	<i>Retention period where available</i>
01.	Allotment received from Govt. on various scheme	Received expenditure of funds	--	Permanent records
02.	Distribution of funds to Blocks under M.D.M., SOAP, NOAP, NFBS, ICDS under S.N.P.	Received expenditure of funds	D.S.W.O. Office, Khordha	--
03.	Handicapped students stipend selection	List of handicapped students getting stipend	-do-	--
04.	Besides above the following subject files are dealt in this section. 1. Account and Audit. 2. Assembly & Parliament question. 3. Circulars & Orders. 4. Bill and Budget. 5. Inspection/Visit/Tours. 6. Meeting & Conference 7. Programme & Scheme 8. Establishment. 9. Vehicle. 10. Miscellance. 11. Orphanage/NGOs 12. Correspondance on Mission Shakti/B.S.Y./ N.M.B.S. & etc.			