

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.No	Nature of Record/ File Collection Number & Year	Unit / Section where available	Details of information available	Retention period, where available
1.	Establishment Files	Election Section	<ol style="list-style-type: none">1. Personal file of OIC, Election Section, Collectorate, Khordha .2. Personal file of Head Clerk of Election Section, Collectorate, Khordha.3. Personal file of Jr. Clerk of Election Section, Collectorate, Khordha.	
2.	Audit / Inspection Report & Objection	Election Section	<ol style="list-style-type: none">1. Correspondence on Audit, Inspection & allegation report.2. Grievance petition.	
3.	Bill & Budget	Election Section	<ol style="list-style-type: none">1. Correspondence on HRA2. Correspondence on Annual Statement of GPF.3. Correspondence of Establishment Review Report .4. Tour dairy & particular of staff.5. RCM bill of staffs.6. Misc. Correspondence.7. Drawal particular of staffs.8. Sanction of Festival Advance.9. Correspondence on Budget to Govt.10. Monthly Expenditure Statement.11. Collection of revenue receipt.12. Submission of D.C. Bills.13. Placement of Allotment under D.No.I-2015-Elections-102-Electoral Officer(Non-Plan).14. Placement of allotment under Summary Revision Head,	
4.	Misc. Correspondence	Election Section	<ol style="list-style-type: none">1. Annual Service verification Report2. Misc. Correspondence on CCRs.3. Grievance petition	
5.	Summary Revision	Election Section	<ol style="list-style-type: none">1. Special Summary Revision of Electoral Rolls2.	