

MANUAL – 6

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR UNDER ITS CONTROL [SECTION 4(1)(B)(VI)]

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogue. (An illustrative list is given below)

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>
01.	Allotment Register	Allotment under various units sanctioned by SRC	Emergency Section
02.	Audit	Compliance to Audit paras.	-do-
03.	Meeting	Decisions taken in the DLNCC meeting & other Review meetings.	-do-
04.	Register for Sunstroke/ Lightning death / Starvation enquiry cases.	Details of the outcome of the enquiry.	-do-
05.	Assembly & Parliament Questions	Informations submitted for Assembly & Parliament questions.	-do-
06.	District Disaster Management Plan	Details of the Preparedness, Response & Mitigation plans in case of Natural Calamities.	-do-
07.	Misc. Correspondence Records	Various correspondence pertaining to Emergency Section.	