

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	Details of information available	Unit / Section where available	Retention period, where available
1	Inspection / Misc. certificates / Passport / Assembly Question/ Report Returns/ News paper matters/ Census work / Registration of Society and other misc. correspondences.	Matters relating to news papers, Registration of society, passport, census work etc.	Genl. & Misc. section.	From 1.4.93 to till date.
2	Inspection Report, Files Registration	Half yearly / Annual Inspection are made by OIC of this section. ADM & Collector have also made sectional inspections. Besides RDC, Board of Revenue have also conduct annual inspection of the Collectorate.	-Do-	-Do-
3.	Monthly Staff Meeting	Monthly staff meeting has also regularly being convened under the Chairmanship of Collector & ADM.	-Do-	-Do-