

Manual 6

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

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

<i>Sl. No.</i>	<i>Category of document</i>	<i>Name of the document and its introduction in one line</i>	<i>Procedure to obtain the document</i>	<i>Held by/ under control of</i>
1	2	3	4	5
1	Assembly Question Register	Receipt & Issue of Assembly Questions	Under R.T.I. Act, 2005	District Panchayat Officer, Khordha
2	Allotment Register	To mention allotment received by the office & expenditure incurred thereof	Under R.T.I. Act 2005	District Panchayat Officer, Khordha
3	Receipt Register	Letters received from different quarters	Under R.T.I. Act, 2005	District Panchayat Officer, Khordha
4	Issue Register	Letters issued to different quarters	Under R.T.I. Act, 2005	District Panchayat Officer, Khordha
5	Public Property Register of G.Ps	Particulars of property & income derived thereof	Under R.T.I. Act, 2005	District Panchayat Officer, Khordha