

### 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	MPLADS Files	Works Recommended by the MPs	District Planning Office, Khordha	
2	MLALADS Files	Works Recommended by the MLAs	-DO-	
3.	Special Problem Funds Files	Works Sanctioned by Govt.	-DO-	
4.	DPC Meeting Files	Annual Plan and Five Year Plans	-DO-	
5.	Establishment Files	Establishment matters of all staffs	-DO-	
6.	Assembly Constituency wise Development Committee Files	Detailed Development Scenario and Strategy for all Assembly Constituencies of the District	-DO-	