

**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**

<b>Sl.No</b>	<b>Nature of Record/ File Collection Number &amp; Year</b>	<b>Details of information available</b>	<b>Unit / Section where available</b>	<b>Retention period, where available</b>
1	Act & Regulation			
2	Appeal & Revision			
3	Assembly & Parliament Question			
4	Alienation & Lease of Govt. land			
5	Bebandobasta			
6	Certificate			
7	Circulars & Orders			
8	Establishment			
9	Estate abolition & Bhoodan			
10	Inspection			
11	Land reforms			
12	Meetings & Conference			
13	Miscellaneous			
14	Money Lending Act			
15	Reservation of Land			
16	Reserve of Land for Army personnel			
17	Reports & Returns			
18	Settlement of Govt. Land in Urban & Rural areas			
19	Site selection			
20	Stamp/ Registration			
21	Correspondence on revenue court matters			
22	Correspondence on High court matters			