

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	Sports , Youth Activities, Coaching , Monitoring of Office work, Stadium matters, State level competitions, Files and registers	With the Dist. Sports Officer, Collectorate, Khurda	District Sports Section, Collectorate, Khurda	
2	Inspection Report & Register	Half Yearly and Annual inspection are made by the Officer In-charge , ADM, Khurda has made half yearly inspection. Annual inspection report on R.D.C. inspection	-Do-	
3	Monthly meeting	Monthly staff meeting	-Do-	