

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	Touzi, Sairat, Irrigation, Crusher reports returns, Files & Register. Loans under LIGH & MIGH matters.	Correspondence on Touzi matters, Sairat matters, Irrigation matters & Crusher matters & loan matters has been made.	Touzi Section	
2	Inspection, Reports, Files & Registers.	Half yearly & Annual Inspection are made by Officer-In-Charge of this section. ADM, Khordha has also makes Half- yearly inspection of this section. Some times Annual inspection has been made by the RDC (CD) Cuttack.	-DO-	
3.	Monthly Revenue Officers meeting .	Monthly Revenue Officers meeting has been conducted the Chairmanship of Collector, Khordha in which target collection & percentage of LR, CESS, Water Tax etc. settlement of sairat sources & assessment of CBWR & RBWR has been reviewed & discussed	-DO-	