

Manual - 6
A Statement of the categories of documents held
(Unit-wise, wing-wise, branch-wise)

Sl.No.	Nature of Record	Details of information available	Unit/Section where available	Retention period, where available
1.	Spl.Celebration File No.-SC-1/05	Celebration of Chakhi Khuntia Jayanti on 20 th January at Bhubaneswar as State level & at Puri as District level	Field Publicity Section	As per specifications of A, B, C, & D.
2.	File No.-SC-2/05	Celebration of Veera Surendra Sai Jayanti on 23 rd January at Bhubaneswar as State level and at Cuttack as Dist. Level on 23 rd January.	-do-	-do-
3.	File No.-SC-3/05	Celebration of Netaji Jayanti on 23 rd January at Bhubaneswar as State level and at Cuttack as Dist. Level on 23 rd January.	-do-	-do-
4.	File No.-SC-4/05	Celebration of State level Death Anniversary of Buxi Jagabandhu at Bhubaneswar and Dist.level at khurda on 24 th January.	-do-	-do-
5.	File No.-SC-35/04	Celebration of Republic Day-2005 at Bhubaneswar as State level and as Dist. Level in all P.R.District	-do-	-do-
6.	File No.-SC-5/05	Celebration of State level Saheed Divas on 30 th January at Bhubaneswar.	-do-	-do-
7.	File No.-SC-6/05	State level Madhusudan Das Sradha Divas at Bhubaneswar and Dist. Level at cuttack on 4 th February.	-do-	-do-
8.	File No.-SC-8/05	Celebration of Kharavela Festival at Khandagiri	-do-	-do-
9.	File No.-SC-10/05	Celebration of Biju Patnaik Jayanti on 5 th March at Bhubaneswar.	-do-	-do-
10.	File No.-SC-12/05	Celebration of Orissa Day - 2005 as State level at Bhubaneswar and as Dist. Level in all district.	-do-	-do-
11.	File No.-SC-13/05	Celebration of State level Laxman Naik Saheed Divas at Bhubaneswar & Dist.	-do-	-do-

12.	File No.-SC-14/05	Level at Ganjam, Koraput, Nawarangpur, Malkangiri, Jaypore on 29 th March. Celebration of State level Raghu Dibakar Saheed Divas on 4 th April at Bhubaneswar and Dist. Level at Nayagarh.	Field Publicity Section	-do-
13.	File No.-SC-15/05	Celebration of Jayadev Jayanti		-do-
14.	File No.-SC-16/05	Celebration of Dr.B.R.Ambedkar Jayanti on 14 th April at Bhubaneswar as State level and as Dist. Level in all district.	-do-	-do-
15.	File No.-SC-17/05	State level Death Anniversary of Biju Patnaik on 17 th April.	-do-	-do-
16.	File No.-SC-18/05	Celebration of Maharaja Krushna Chandra Gajapati Jayanti at Bhubaneswar as State level & at Gajapati as Dist. Level on 26 th April.		-do-
17.	File No.-SC-19/05	Celebration of Madhusudan Das Jayanti on 28 th april at Bhubaneswar as State level & at Cuttack as Dist. Level	-do-	-do-
18.	File No.-SC-20/05	Ashokastami Car Festival.	-do-	-do-
19.	File No.-SC-21/05	State level Dharanidhar Nayak Jayanti at Bhubaneswar as State level & at Keonjhar as Dist. Level on 5 th May.	-do-	-do-
20.	File No.-SC-24/05	Celebration of Independence Day at Bhubaneswar as State level & as Dist. Level in all Dist.	-do-	-do-
21.	File No.-SC-25/05	Presentation tableaux in Republic Day Parade at New Delhi.	-do-	-do-
22.	File No.-SC-26/05	Celebration of Sadbhabana Divas on 20 th August at Bhubaneswar	-do-	-do-
23.	File No.-SC-27/05	Celebration of Gandhi Jayanti on 2 nd October at Bhubaneswar as State level and as Dist. Level in all District.	-do-	-do-
24.	File No.-SC-28/05	Celebration of Gopabandhu Jayanti on 9 th October at Bhubaneswar as State level	-do-	-do-

25.	File No.-SC-29/05	& at Puri as Dist. Level Celebration of State level Jayaprakash Narayan Jayanti on 11 th October at Bhubaneswar.	-do-	-do-
26.	File No.-SC-30/05	Celebration of State Level Jaya Prakash Narayan Jayanti on 11 th October at Bhubaneswar	-do-	-do-
27.	File No.-SC-24/04	Celebration of Ratriya Samkalpa Divas at Bhubaneswar on 31 st October	-do-	-do-
28.	File No.-SC-26/04	Celebration of Birsa Munda Jayanti on 15 th November at Bhubaneswar as State level & at Rourkela as Dist.level		-do-
29.	File No.-SC-27/04	Celebration of National Integration Day on 19 th November at Bhubaneswar		-do-
30.	File No.-SC-28/04	Celebration of Jayee Rajguru Jayanti on Aamla Navami at Bhubaneswar as State level & at Puri as Dist. Level		-do-
31.	File No.-SC-29/04	Celebration of Dr.H.K.Mahatab Jayanti at Bhubaneswar as State level & at Cuttack as Dist. Level on 21 st November.		-do-
32.	File No.-SC-30/04	Celebration of Laxman Naik Jayanti on 22 nd November at Bhubaneswar as State level & as Dist. Level at Ganjam, Rayagada, Koraput, Nawarangpur, Malkangori, Jaypore.		-do-
33.	File No.-SC-31/04	Celebration of N.K.Choudhury Jayanti at Bhubaneswar as State level & at Anugul as Dist. Level on 23 rd November		-do-
34.	File No.-SC-33/04	Celebration of Sri Ramachandra Bhanja Deo Jayanti at Bhubaneswar as State level at Baripada as Dist. Level on 17 th December.		-do-
35.	File No.-SC-34/04	Celebration of Birata Divas as State level at Bhubaneswar & as Dist. Level at Sambalpur, Baragarh on 31 st . December.		-do-

36.	General Publicity File No.-G.P.- 1/05	P.A. System arrangement , Media coverage of H.E.,Governor programme.		-do-
37.	General Publicity File No.-G.P.- 2/05	P.A. System arrangement of VIP & VVIP programme		-do-
38.	General Publicity File No.-G.P.- 3/05	Temporary information Centre at Konark on Maghasaptami Mela.		-do-
39.	General Publicity File No.-G.P.- 6/05	Temporary information Centre at Puri in connection with Car Festival.		-do-
40.	Song & Drama File No-SN-1/05	Organisation of folk programme in different Dist.		-do-
41.	SN-2/05	Organisation of Cultural Programme at State Headquarters in different celebrations.		-do-
42.	SN-3/05	Inter State Cultural & Film Exchange Programme.		-do-
43.	RR-1/2004	Cleaning & Sanitation of Jayadev Bhawan	F.P.Section	-do-
44.	RR-1/2005	Reservation of Jayadev Bhawan	-do-	-do-
45.	RR-17/2004	Repair & Renovation of Jayadev bhawan	-do-	-do-
46.	RR-24/2005	Sanction of funds for purchase of News Papers and Magazines for Jayadev Bhawan	-do-	-do-
47.	RR-28/2004	Repair & Renovation of padhiary Pathagar , Cuttack	-do-	-do-
48.	RR-21/2004	Sanction of funds for purchase of Newspapers and I.C.-cum-R.R.,Kolkata		-do-
49.	RR-23/2005	Sanction of funds for purchase of Newspapers and I.C.-cum-R.R.s in the State.		-do-
50.	RR-4/2004	Purchase of books for Information centre-cum- R.R.s in the State.		-do-
51.	EOP-6/2004	Sanction of funds for purchase of wet batteries to P.A.System.		-do-
52.	EOP-2/2004	Purchase of A.V.equipments for I&P.R. Deptt. And all A.V.Centres at Dist. level		-do-

Sl.No.	Nature of Record	Details of information available	Unit/Section where available	Retention period, where available
1.	Pradarsani 2/2005	Catalogue show of Indian Products in Cairo (Egypt) during March 15 to 25, 2005	Field Publicity	As per specifications of A, B, C, & D.
2.	File No. Pradarsani-4/05	Organisation of Photo Exhibition on the occasion of Orissa Day Celebration on 01.04.05 at Jaydev Bhawan, Bhubaneswar	-do-	-do-
3.	Pradarsani-5/05	Opening of Exhibition pendal showing of Cinema & T.V.Coverage during Haripur Panchudala Melana at Harirajpur of Puri District	-do-	-do-
4.	Pradarsani-6/05	Khorda Mahostav-2005	-do-	-do-
5.	Pradarsani-7/05	Organisation of Cuttack Baisakhi Banijya Mela	-do-	-do-
6.	Pradarsani-8/05	Participation in Swaviman Samaroh-2005	-do-	-do-
7.	Pradarsani-9/05	Sanction of funds for Organisation of District level Exhibition during 2005-06	-do-	-do-
8.	Pradarsani-11/05	Participation in 2 nd Anazixy India 2005	-do-	-do-
9.	Pradarsani-12/05	Organisation of photo Exhibition at Puri during Car festival and Return Car Festival 2005	-do-	-do-
10.	Pradarsani-13/05	Organisation of National level Exhibition in "Regional SARAS" at Puri	-do-	-do-
11.	Pradarsani-14/05	Participation in 11 th Agriculture- Industry-Tourism and Science Festival at Bowpur Science Fair Campus, Medinipur, West Bengal	-do-	-do-
12.	Pradarsani-15/05	Organisation of National Exhibition on Dandi March and arrangement for State level Exhibition	-do-	-do-

13.	Pradarsani-16/05	Organisation of Shree Khetra Ustav 2005 and Ekamra Ustav 2006	-do-	-do-
14.	Pradarsani-17/05	Participation in Vijnana Mela of Swasraya Bharat 2005	-do-	-do-
15.	Pradarsani-18/05	Organisation of Krishi Shilpa 'O' Banijya Mela at Krishi Mela Prangan Nandigram, West Bengal	-do-	-do-
16.	Pradarsani-19/05	Participation in Uttarnchal Trade 2005	-do-	-do-
17.	Pradarsani-20/05	Organisation of Photo Exhibition on Gandhiji in Orissa at Jaydev Bhawan, Bhubaneswar on the occasion of Gandhi Jayanti on 02.10.05	-do-	-do-
18.	Pradarsani-21/05	Miscellaneous	-do-	-do-
19.	IITF-1/05	Civil Suit No.475/2004 filed by M/s Rupkar vrs. State of Orissa	-do-	-do-
20.	IITF-2/05	Project proposal to be funded out of one time ACA during 2005-06	-do-	-do-
21.	IITF-3/05	Participation of State Govt. in IITF-05 at New Delhi	-do-	-do-
22.	IITF-4/05	Sanction of funds for payment of Licence fee and others to ITPO Authority New Delhi in connection with IITF-05	-do-	-do-
23.	IITF-5/05	Collection of State's own tax and Non-Tax revenue	-do-	-do-
24.	IITF-6/05	Celebration of Orissa Day at Pragati Maidan, New Delhi during IITF 2005	-do-	-do-
25.	IITF-7/05	Sanction of contingent Expenditure for IITF-05	-do-	-do-
26.	IITF-8/05	Sanction of journey outside the State in favour of officers and staff of I & P.R Department in connection with IITF-2005	-do-	-do-
27.	IITF-9/05	Visualisation of Orissa	-do-	-do-

28.	File No. IITF-10/05	Pavilion Pragati Maidan, New Delhi for IITF - 05 Printing of folder for IITF-2005	-do-	-do-
29.	File No. IITF-11/05	Selection of participating units and products for IITF-2005 constitution of selection committee	-do-	-do-
30.	File No.IITF-12/05	Selection of Cultural Troupe for Orissa Day Celebration during IITF-2005	-do-	-do-
31.	File No.IITF-13/05	Allotment of space of Orissa Pavilion, Pragati Maidan, New Delhi during IITF-2005	-do-	-do-
32.	File No.IITF-14/05	Engagement of girls guide in Orissa Pavilion during IITF-05	-do-	-do-
33.	File No.IITF-15/05	Accommodation to the members of the participating units and officials in Jagannath Mandir, New Delhi during IITF-2005	-do-	-do-
34.	File No.IITF-16/05	Opening of Snack Bar in Orissa Pavilion, Pragati Maidan, New Delhi during IITF-05	-do-	-do-
35.	File No.IITF-17/05	Opening of "Business Information Booth" for trade enquiries of the Business Visitors to Orissa Pavilion, Pragati Maidan, New Delhi during IITF.2005	-do-	-do-
36.	File No.IITF-18/05	Display arrangement of I. & P.R. Sector at Orissa Pavilion, Pragati Maidan, New Delhi during IITF-2005.	-do-	-do-
37.	File No.FP(AQ) 1/05	UD Assembly Question No.2505 put by Sri Atanu Sabyasachi Nayak, Hon'ble M.L.A. regarding claim filed before Govt. of India for receipt of the central Assistance during last four years.	-do-	-do-

