

## Manual 6

A statement of the categories of documents that are held by it for under its control  
[Section 4(1)(b)(vi)]

A statement of the categories of documents held

Sl.No.	Nature of record	Details of information available	Unit/section where available	Retention period, where available.
1	Personal Case	Personal cases of employees	OE Section	Permanent
2	Advances	HBA, MC, Moped, GPF etc.	OE Section	Permanent
3	CCRs	CCRs of Employees	OE Section	Permanent
4	Budget	Salary/Contingency	OE Section	
5	GIS	GIS matters	OE Section	
6	Pension	Pension matters	OE Section	
7	MPR	MPR on Grievance petition & Pension	OE Section	
8	Transfer & Posting	Transfer & Posting	OE Section	
9	Field Establishment	Establishment work of Agencies	OE Section	
10	RCM	RCM matters	OE Section	
11	Court cases	OJC, Tribunal etc.	OE Section	
12	Stock Ledger	Stock & Store of Deptt	OE Section	
13	Vehicle	Vehicle Position & Expr.	OE Section	
14	Telephone	Telephone Position & Expr	OE Section	
15.	Contingency	Other contingent Expr.	OE Section	
16	Activity Report	Annual Activity Report	OE Section	
17	TA	TA particulars	OE Section	
18	Collectors' Conference	Conference matters	OE Section	
19	Meetings/Seminars	Meeting/seminar matters	OE Section	
20	Assembly matters	Co-ordination of AQs.	OE Section	
21	Miscellaneous	Miscellaneous matters	OE Section	
22	Accounts	Cash Book, Ledgers, Registers, Vouchers	Accounts Section	
23	Diary Registers	Diary of letters,	Diary Section	
24	UOR Register	Receipt of files from other Deptt.	Diary Section	
25	UOI Register	Issue of files to other Deptt.	Diary Section	
26	Assembly Question Register	Entry of Assembly questions	Diary Section	
27	Issue Register	Letter No/Date/File No/ address of addressees	Issue Section	One year

28	Postal Register	Receipt & Expr. Of postal stamp	Issue Section	Permanent
29	Peon Book	Acknowledgement of addressees	Issue Section	One year
30	PSP	Schemes/ Programmes/ GIA/	Programme Section	Permanent
31	OBA	Schemes/ Programmes/ GIA	Programme Section	
32	ORSAC	Schemes/ Programmes/ GIA	Programme Section	
33	IMS	Schemes/ Programmes/ GIA	Programme Section	
34	ILS	ILS matters	Programme Section	
35	OREDA	Schemes/ Programmes/ GIA/ Assembly Questions/ Funding	Programme Section	
36	IM&A	Schemes/ Programmes/ GIA	Programme Section	
37	Biotechnology Education	Opening of BT courses in Universities/ 25 selected colleges & Financial Assistance on DBT,GOI programme etc.	Biotechnology Cell	
38	Proposals of NGOs/ Voluntary Organisations/ Institutions on BT	Proposals of NGOs/ Voluntary Organisations/ Institutions based on DBT, GOI programme	Biotechnology Cell	
39	Development of Biotechnology	Biotech Park/ Marine Biotech Park/ Policy Matters/ Seminars/ Workshops/ Investors' Meet / Consideration of proposals/ Orissa Technology Mission/ IIT-Kharagpur Mission/ different type of Committees on Biotechnology sector	Biotechnology Cell	
40	Assembly matters	Assembly Matters on BT	Biotechnology Cell	
41	Press Clippings	Press Clippings on BT	Biotechnology Cell	
42	Miscellaneous	Misc. matters on BT	Biotechnology Cell	
43	Five Year Plan	Five Year Plans of S&T Deptt.	FA Cell	
44	Annual Plan	Annual Plan of S& T Deptt.	FA Cell	

45	Budget	Annual Budget/ Supplementary budget/CAG report/ Appropriation accounts	FA Cell	
46	Audit Report	PAC Report/ Inspection Report and compliances	FA Cell	
47	Expr. Reports	Expr. Of S&T Deptt. / Sanction Register	FA Cell	