

Manual 6

A statement of the categories of the documents that are held by it for under its control

[Section 4(1)(b)(vi)]

S.No	Nature of Record	Details of information available	Unit/Section where available	Retention period, where available
1	Funds allotment register for Pre-matric Scholarship	I) Requirement of funds received from DDOs II) Number of beneficiaries III) Allotment of fund	Pre-matric Scholarship Section	
2	Funds allotment register for Post-matric Scholarship(inside the State)	I)No. of beneficiaries II)Requirement III) Fund allotment position	Post-matric Scholarship Section	
3	Funds allotment register for Post-matric Scholarship(outside the State)	Information on applications received from the SC/ST students reading outside the state	Post-matric Scholarship Section	
4	Resister of Annual establishment review of ITDAs/Micro Projects	Sanction strength , man in Position and vacancy	TD-1 Section	
5	Resister of Monthly progress report of ITDAs/Microprojects /MADA/Clustures	Monthly expenditure balance of funds, physical and financial target achieved	TD-I Section	
6	Resister of sanction of fund to ITDAs/ Micro Projects/MADA/Cluster	Funds received from Govt. of India under S.C.A. to TSP & under Art-275(1) and its release to field functionaries.	TD-I Section	
7	Resister of Disposition of staff of I.T.D.A./ Micro Projects	Detail disposition of staff	TD-I Section	
8.	GIA Register for OSCBC	Details of Schemes under OSCBC	OBC Section	
9.	GIA Register for OBCFDCC Ltd	Details of Schemes under OBCFDCC	OBC Section	
10.	GIA Register for OSFDC (S.C.A.) for Minorities	Details of Schemes under Minorities	OBC Section	
11.	Allotment Register for Merit-cum-Poverty Scholarship	Details of sanction of funds sanctioned under Merit-cum-Poverty Scholarship		