

## Chapter- 6 (Manual - 5)

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

<b>Sl. No.</b>	<b>Category of the document</b>	<b>Name of the document and its introduction in on line</b>	<b>Procedure to obtain the documents</b>	<b>Held by / under control of</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	Project Related Documents	-	Apply to the PIO of the office.	Chief Engineer & Basin Manager/Chief Engineer/Chief Construction Engineer
2	H.R.D. Documents	Service Particulars of Class-II, Class-III & Class-IV employees	Apply to the PIO of the office.	Director, Personnel
3	Design Related Documents	-	Apply to the PIO of the office.	Chief Engineer, Designs & Research
4	Financial documents	Annual Budget/Expenditure /LC/CAG Report/Draft para etc.	Apply to the PIO of the office.	F.A.& C.A.O.
5	Other technical and Non-technical	O&M related documents of Irrigation Projects.	Apply to the PIO of the office.	Asst. to EIC/ Director, Personnel & Director, O&M.