

Chapter . 6 (Manual -5)

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

6.1. Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing **.Others.**).

Sl.No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the documents	Held by/under control of
1	2	3	4	5
1	Project Related Documents			Director Planning/Director OWPO
2	H.R.D. Documents			Gazetted Estt./ O.E./ Ministerial Estt/ J.E. Estt./ CSL/ Pensions/ Confidential/ Works General.
3	Forest Clearance, Environment. Clearance, R&R Clearance, CWC Clearance documents			Director, Planning, Director,M&D & DDs.
4	Financial documents			Budget & A/C Branch
5	Other technical and Non-technical			Establishment, Budget, A/C & Works Branch.