

## Chapter - 4 (Manual . 3)

### Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

The list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format.

Sl. No.	Name/Title of the document	Type of Documents	Brief write up of the documents	From where one can get a copy of rules, regulations, instructions, manual and records.	Address, Telephone No., FAX, E-mail & others	Fee charged by the Department for a copy of Rules, regulations, instructions, manual and records (if any)
1	2	3	4	5	6	7
1	File	permanent	All intervention Corresponding letters/documents.	DPO, SSA,BALANGIR	DPO, SSA,BALANGIR Ph No-06652250809	As per RTI Act,2005
2	Log Book	-do-	To ascertained disposal of letters	DPO, SSA,BALANGIR	DPO, SSA,BALANGIR	As per RTI Act,2005
3	index Register	-do-	List of files	DPO, SSA,BALANGIR	DPO, SSA,BALANGIR	As per RTI Act,2005
4	Case Records	-do-	Disposal of various cases	DPO, SSA,BALANGIR	DPO, SSA,BALANGIR	As per RTI Act,2005
5	Cash Register/Ledger	-do-	Financial documents documents	DPO, SSA,BALANGIR	DPO, SSA,BALANGIR	As per RTI Act,2005

## Chapter . 5 (Manual -4)

### Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

#### Implementation of Policy

Sl.No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
1	2	3	4

N I L