

Chapter - 4 (Manual . 3)

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

4.1. Please provide 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. This format has to be filled for each type of document.

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 Corrospoding letters	District Project Co-ordinator, DPEP/SSA, Subarnapur	DPEP/SSA, Subarnapur	As per RTI Act,2005
2	Log Book	-do-	To ascertained disposal of letters	District Project Co-ordinator, DPEP/SSA, Subarnapur	DPEP/SSA, Subarnapur	As per RTI Act,2005
3	Index Register	-do-	List of files	District Project Co-ordinator, DPEP/SSA, Subarnapur	DPEP/SSA, Subarnapur	As per RTI Act,2005
4	Case Records & MB	-do-	Details of buildings at different schools and measurements	District Project Co-ordinator, DPEP/SSA, Subarnapur	DPEP/SSA, Subarnapur	As per RTI Act,2005