

## **Chapter . 6 (Manual -5)**

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

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	File	All Intervention wise Corresponding letters/documents etc.	As per RTI Act,2005	D.P.C., SSA,Balangir
2	Log Book	To ascertained disposal of letters	As per RTI Act,2005	-do-
3	Index Register	List of files	As per RTI Act,2005	-do-
4	Case Records	Disposal of various cases	As per RTI Act,2005	-do-
5	Cash Register/Ledger	Financial documents	As per RTI Act,2005	-do-

## **Chapter . 7 (Manual . 6)**

### **A statement of boards, council, committees and other bodies constituted as its part**

The information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format :

- A. District SSA Committee
- B. District Procurement Committee
- C. District NPEGEL Committee
- D. District SSA Monitoring Committee