

## Manual-6

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

[Section4 (1) (b) (vi)]

Details of the records available may be made in a statement form, sing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued. (An illustrative list is given below)

#### A statement of the categories of documents held

Sl. No.	Nature of Record	Details of information available	Unit/section where available <u>Name &amp; Nos. of the files</u>	Retention period, where available
1	Establishment Section of DPEP/SSA, Boudh	Sri Badri Narayan Nag, Prog, deals various records and files of Establishment section. Asst.	<ol style="list-style-type: none"> <li>1. Tour programme of different officer regarding DPEP- Dev-VI-21/99</li> <li>2. Purchasing of Office stationeries (Old)-VI-24/99</li> <li>3. Contingent Vouchers relating to DPEP-VI-22/99</li> <li>4. DPEP funds &amp; its utilization-12/2001-2002</li> <li>5. Correspondence of DPEP (Dev. Sec. of Collectorate)-21/2001</li> <li>6. Correspondence of DPEP (Dev. Sec. of Collectorate)-VI-I/99</li> <li>7. absentee statement of BRCC-VI-(A)/Estt/04</li> <li>8. Vehicle No.OR-02-C-1077-III(A)/Estt/04</li> <li>9. Meeting Proceeding-XXVII(A)/Estt./04</li> <li>10. Allegation of CRCC Telibandh-XXIV(A)/Estt./04</li> <li>11. Personal file of Damodara Barik, Accountant-XX/Estt/2004</li> <li>12. Personal file of Subhalaxmi Panigrahi, Programmer-XVII/2003</li> <li>13. Personal file of Dipanjali Mohanty, BRT, Boudh-2006-07(1)</li> <li>14. Personal file of Jaya Prakash Darjee, T.C.-XIX/Estt/200</li> <li>15. Personal file of Prasant Ku. Sethy, Plg. Co.-XX/Estt/200</li> <li>16. Personal file of Debendra Ku. Mishra, Steno-XII/Estt/2004</li> <li>17. Joining of Technical Consultant-14/2003(Estt-II)</li> <li>18. Personal file of Ajit Ku, Mishra, T.C.-I/Estt/2004</li> <li>19. Personal file of Jyotsnarani Behera, Office Asst.-XI/200</li> <li>20. Personal file of Dhiresh Pr. Dani, BRCC-XXVIII/Estt/2004</li> <li>21. Personal file of Subhashree Acharya, Pdg. Co.-01/2005</li> <li>22. Personal file of Pares Ch. Behera, T.C.-2006-07(II)</li> <li>23. Personal file of Subash Ku. Mohapatra, DEO, MIS-2006-07(II)</li> <li>24. Personal file of Madhusmita Purohit, Office Asst.-XXIII/Estt/04</li> <li>25. Personal file of Biswajit Patro, Girls Co.-XV/Estt/2004</li> <li>26. Personal file of Karunakar Pal, DEO, MIS-XVII/2003(Estt-II)</li> <li>27. Personal file of Bhobani Muduli, BRT, Kantamal-2006-07(III)</li> <li>28. Personal file of Badri Narayan Nag, Prog. Asst-XXII/Estt/2004 &amp; 13/2003 (Estt-III)</li> <li>29. Personal file of Siddhartha Rath, TC-IX/Estt/2003</li> <li>30. Personal file of Jagannath Dalbehera, Peon-XXIV/Estt/2004</li> <li>31. C.L./File of staff-XVII(A)/Estt/2004</li> <li>32. Enquiry of charpali primary school, Kantamal Block</li> <li>33. Submission of F.C.R.-20/2003(Estt-II)</li> <li>34. Corresponding relating to Bank-XXX/2003(Estt-II)</li> <li>35. Letter received-XXVI/Estt/2003-04.</li> <li>36. Correspondence on appointment of Nodal officer-1/2003-03</li> <li>37. Enquiry report on petition of SSS-XXVII/Estt/2004</li> <li>38. Reservation of suit-XXIII/Estt/2003</li> <li>39. Miscellaneous correspondence-8/2003</li> <li>40. Personal file of Bikash Ch. Mohapatra, Ex-DPC-2005-0</li> <li>41. Personal file of Chetana Biswal, Plg. Co.-13/2003</li> <li>42. Personal file of Manas Ranjan Dhala-11/2003</li> <li>43. Personal file of Harishankar Dandasena, IED Co.-XIV/Estt/2004</li> <li>44. Personsl file of Sukadev Das, Ex-DPC-2005-06</li> <li>45. Personal file of Lalit Mohan Biswal, BRCC-XXV/Estt/0</li> <li>46. Correspondence of Allegation-</li> <li>47. Personal file of Dillip Ku. Behera, Ex-IED Co.-XIX/Estt/04</li> <li>48. Personal file of Abha Das, Ex-Girls Edn. Co.-Estt-(II)</li> <li>49. Books &amp; Journal-(DPEP)-12/2003</li> <li>50. Staff position of DPO-XXII/Estt/2004</li> <li>51. Correspondence with Vigilance Deptt.- Estt-I/01</li> <li>52. Personal file of Kabita Pattnaik, Ex-Pdg. Co.-VIII/Estt/2004</li> <li>53. Tour Programme of G.C.Badjena-XXVII/Estt/2004</li> </ol>	

			<p>54. U.O. Notes &amp; explanation-101/04</p> <p>55. Personal file of Satyanarayan Mishra, CRCC-V/Estt/200</p> <p>56. Personal file of Sara Pradhan, BRCC-VII/Estt/2003</p> <p>57. Personal file of P.K.Chand, Ex-BRCC</p> <p>58. Inquiry report of Training on EGS Evs</p> <p>59. Important letter of SSS (Collector Res.)</p> <p>60. F.T.A. to Technical Consultant</p> <p>61. Engagement of Vehicle Marshall-OR-02-1312.</p> <p>62. Engagement of Vehicle Commander-OR-12-5601- XA/Estt/2004</p> <p>63. Contingent &amp; Mobility to D.I./C.I. Office-XXIX/Estt/20</p> <p>64. Furniture to DPO-XXVIII(A)/Estt/04</p> <p>65. TA/DA to DPO staff-</p> <p>66. Correspondence of Vehicle (Pvt/Govt./Hired)- XXIV/Estt/2004</p> <p>67. Advance Tour programme of BRCCs</p> <p>68. Advance Tour programme of CRCCs (Harabhanga)</p> <p>69. Advance Tour programme of CRCs (Boudh)</p> <p>70. Tour diary of BRCC</p> <p>71. File of EPF to Staff-Part-II/Estt/05-06</p> <p>72. File of EPF to Staff-Part-I/Estt/04-05</p> <p>73. Estt. matter of DPEP. Boudh (old)</p> <p>74. Purchase of Digital Video Camera (Sony)-XXXIV/Estt/</p> <p>75. Purchase of Panasonic Plain Paper Fax machine- XXXII/Estt/04</p> <p>76. Purchase of Public Address System (Ahuja)XXXXI/Estt/04</p> <p>77. Purchase of Still Camera-XXXX/Estt/04</p> <p>78. Purchase of Videocon VCD-XXXIX/Estt/04</p> <p>79. Purchase of Equipment-XXXVIII/Estt/04</p> <p>80. File of Vehicle No. OR-02-U-1716-XXXVII/Estt/04</p> <p>81. Vehicle of EGS/AIE-XXXVI/Estt/04</p> <p>82. Purchase of Colour TV &amp; Video Camera-XXXV/Estt/04</p> <p>83. Purchase of Gestetner Duplicating Machine- XXXIII/Estt/04</p> <p>84. Attend meeting and High court file-XXXI/Estt/04-05</p> <p>85. Inquiry report of mid-day-meal</p> <p>86. Contingency &amp; TLM to BRCCs</p> <p>87. Grievance petition of CRCCs</p> <p>88. Estt(Old) file</p> <p>89. Up-gradation of P.S.</p> <p>90. Transfer of SSS</p> <p>91. Grievance of Atharanala PS</p> <p>92. joining of CRCCs</p> <p>93. Electricity (Circuit House)-XVI(A)/Estt/03</p> <p>94. Estt. Confidential file-XVI(A)/Estt/03</p> <p>95. Printing of Office Stationaries-VII(A)/Estt/04</p> <p>96. Vehicle Indica file OR-15-H-3857-</p> <p>97. Assumption of charges (DPC)-XXXXIII/Estt/04</p> <p>98. Section charges of EGS to Planning</p> <p>99. Xerox file-V(A)/Estt/2004</p> <p>100. Purchasing of stationeries-IX(A)/Estt/04</p> <p>101. O.A. no.152©/2006 filed by D.P.Dani, G.Mishra, BRCC</p> <p>102. O.A. No.104©/2006 filled by B.K.Kanungo, BRCC</p> <p>103. O.A. No.153 ©/2006 filled by P.Acharya, G.Nag, P. Chand, BRCC</p> <p>104. Posting &amp; BRCC Training file-XXVIII/Estt/2004</p> <p>105. Visioning of BRCC-Pdg(I)/2003/Estt</p> <p>106. Tour Diary of Manoranjan Saha, Ex-DPC-</p> <p>107. Personal file of Manoranjan Saha-XI(A)/Estt/2003-04</p> <p>108. G.P.F. withdrawal of M.R.Saha, Ex-DPC</p> <p>109. Pay file of M.R.Saha, Ex-DPC.-11(A)/Estt./05</p> <p>110. Staff Pay file-1(A)/Estt./2003</p> <p>111. Project Management-VIII/(A)/Estt./2004</p> <p>112. Correspondence of Telephone-XXI/21/Estt./2004</p> <p>113. Electricity(New File &amp; MIS)-05/2002</p> <p>114. Staff Pay file-1(A)/Estt./05-06</p> <p>115. E.P.F. Matter on S.S.S.-2005-06</p> <p>116. F.T.A. to CRCCs Harabhanga-</p> <p>117. Correspondence of Vehicle-05/2003</p> <p>118. Correspondence of DPEP-II/2001</p> <p>119. Correspondence of DPEP work-DPEP-II(I)/2001</p> <p>120. DPEP, Meeting Proceeding (Collectorate)-23/99</p> <p>121. (Dev/Education)</p> <p>122. Bouddha Mahotsava-2001- IV/2001</p> <p>123. FTA &amp; Tour diary of BRCC-XXV(A)/Estt./04</p> <p>124. Miscellaneous file (DPEP)/2005</p> <p>125. Staff TA/DA</p> <p>126. Important Letter</p> <p>127. DPEP Funds &amp; Utilisation.</p> <p>128. Contingency, Expenditure of Kantamal-</p> <p>129. Misc.-Office (DPEP)</p> <p>130. Vouchers submitted by DIS, Boudh on DPEP activities.</p> <p>131. Tentative Expenditure incurred for NINAD-5/2000</p>	
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			132. Budget & Estimate relating to DPEP-15/1999 133. Estt. Matter of DPEP-Dev-VI-20/99 134. TLM & Contingencies to CRCCs 135. Tour diary of CRCCs, Boudh 136. Maintenance of vehicle – IV(A)/Estt/2004 137. Tour diary of CRCC, Boudh (2005-06) 138. Tour diary of CRCC, Harabhanga (2005-06) 139. Tour diary of CRCC, Kantamal (2005-06) 140. Tour diary of BRCC, (2005-06) 141. Vehicle Log book (OR-02-U-1716 & OR-02-6001 142. Attendance Register (2002-03) 143. Stock Book Register-2003 144. Vehicle Log Book, OR-02-1077 145. Acquittance Roll Register- 146. Stock Register(2-2003) 147. Stock & Fuel Issue Register-OR-14-E-1221 & OR-12-1898 148. Register for Recruitment for Peon- 149. Log Book OR-12-A-6001 150. Acquittance Roll of DPEP 151. Log Book 152. Stationaries & Stock Register-1999 153. Meeting Proceeding- DPEP 154. TA Acquittance Roll Register 155. Vehicle Log Book-OR-02-1716. 156. Log Book of Vehicle (Old) 157. Ninad –II Register 158. DPEP Accounts 159. Index & Log Book 160. CL Register 161. Fuel Issue Register 162. EPF Contribution Register 163. Personal EPF deduction Register 164. OPEPA, Service Rules & Regulation 165. Index Register of Correspondence-2000-01-02 166. Vehicle Log Book, OR-14-E-1221 167. Stock Register (Non-consumable) 168. Stock Register-2006-07 169. Stock Register-2005-06 170. Issue Register (DPEP, Kantamal) 171. EPF Inspection Register 172. Register on OR-15-H-3857 173. Register for Recruitment of Office Asst., Steno, Cashier Accountant 174. Attendance Register-2004-05 175. Stock Register-2004-05 176. Vehicle Log Book-OR-12-5602 177. Stock Register-II 178. Guard File 179. Log Book-1999 180. Index Register-2003 181. Fuel Stock Register 182. Personal File of Debabrata Dhala, Plg. Coordinator	
2	Girls Education	Various records and files of Girls Education section are dealt by Sri Biswajit Patro, Gender Co-ordinator, DPEP/SSA, Boudh	General letter, Teleconferene, MTA, MEENA & Life skill Education Training, personality Development Camps, Exposure Visit for girls students, Review, RTI, Printing and supply of Uniform	From the financial year 2004-05 to 2008-09
	Early Child Care Education (ECCE)		General letters, Training for AWW & ECCE Instructor, Review, Fund placement to ECCE centers, Convergence meeting, CFE for Anganwadi centers and Engagement of Instructors	From the financial year 2004-05 to 2008-09
	Community Mobilization		Letters & information, VEC, SHG & PRI members training, Street Play, Puppet show & Pala programme and wall painting organized at Community level.	From the financial year 2004-05 to 2008-09
	National Programme for Education of Girls at Elementary level (NPEGEL)		Letters & information, Engagement of MCS Coordinators, Training & review of Coordinators, HMs of MCS, BRCC, CRCC, Zonal office reports, Tender & Procurement, Fund Placement to MCSs, Agreement paper of engaged Coordinators & Instructors, Grievance disposal and Courts Case matters	From the financial year 2004-05 to 2008-09
	Kasturaba Gandhi Balika Vidyalaya (KGBV)		General Letters, NGOs proposals, Fund placement to KGBVs, Paper advertisement, Tender for procurement, Agreement paper of engaged staff in KGBV and staff engagement	From the financial year 2004-05 to 2008-09

3	Management Information System, DPEP/SSA, Boudh	Sri Karunakar Pal, I/C, Programmer deal all the files of MIS Section.	EMIS audit for CTS updation-07, District Information System for Education, Computer Aided Education	2006-07 to till now
4	SSA	Various records and files under Planning & Management section are dealt by Debabrata Dhal, Planning Coordinator, DPEP/SSA, Boudh	Total budget sanctioned, committee meeting	2004-05
	EGS		EGS Committee, Education Volunteers, Running & Closing of EGS Centres	
	AWP & Budget		Budget sanctioned under different section	
	RBC		Total number of RBC, Student strength, enrollment of Boys & Girls	
	NRBC		Total number of NRBC, Student strength, enrollment of Boys & Girls	
5	Accounts	Various record & files under finance section are dealt with Sri Ajit Kumar Sahu, Financial Consultant, DPEP/SSA, Boudh	Statement of Expenditures, vouchers, advance position of other financial statement	2003-2009
6	Civil Section	Various records & files under civil section are dealt with the TCs of DPEP/SSA, Boudh under the Guidance of Sr. T.C. Sri Manoj Kumar Rout.	Monthly Progress Report under Civil Works	2004-2009
7	Engagement of BRCC/CRCC/ PEO/CEO/BRPs	Various records & files under Pedagogy section are dealt with Ms. Subhashree Acharya, Pedagogy Co-orinator, DPEP/SSA, Boudh	Selection of CRCC-1/2003-04	2003-04 to till now
			Pedagogy-2/2003-04	
			Visioning Test of BRCCs-4/2003-04	
			Joining of BRCCs-3/2003-04	
			Visioning Test of CRCCs-1 (30)/2004-05	
			Visioning of Test of CRCCs-II(31)/2005-06	
			CRG Training-70/2007-08	
			Engagement of BRP-85/2007-08	
			Application for BRP-86/2007-08	
			Joining of PEOs/CEOs-84/2006-07	
	Workshop and Training for Teachers		Unmesh-I-5/4/2005	
			Unmesh-II-48/05-06	
			Unmesh-III-2006-07	
			Udaya-I-47/2005-06	
			Udaya-II-47/2006-07	
			Jagruti-I-2003-04	
			English Training-49/2005-06	
			S.I. Circle level training – 72/2006-07	
			Cluster Level teachers training – 72/ 2006-07	
			Review meeting of BRCC/CRCC/SIs	
			Training on School Sanitation & Hygiene – 44/2005-06	
			Training on Puppetry – 75/2007-08	
			Training on Preparation of TLM – 106/2007-08	
			ADEPTS – 109/2007-08	
			Research & Evaluation	
	Examination-05 Tender paper – 14/2004-05			
	Examination-06 – 19/2006-07			
	Examination-06 Tender paper – 20/2006-07			
	Examination-07 – 28/2007-08			
	Examination-07 Tender Paper – 29/2007-08			
	Examination-08 – 30/ 2007-08			
	Examination-08 Tender Paper 31/2007-08			
	Examination-09 – 32/2008-09			
	Examination-09 Tender Paper – 33/2008/09			
	Monitoring Tools – 88/2006-07			
	Pilot Project-L2R-I – 76/2006-07			

			Pilot Project-L2R-II – 78/2006-07		
			Pilot Project-L2R-III – 79/ 2006-07		
			Pilot Project-L2R-IV- 80/2006-07		
	Community Mobilisation		Learning Achievement Tracking Systems (LATS) – 27/2005-06		
			Monitoring and Supervision – 68/2006-07		
			Education for All – 23/2005-06		
			Chala Ame School Jiba – 2005-06		
			PLUS – 25/2006-07		
			Community Mobilisation – 29/2006-07		
	School Grants		SIG-2004-05 – 12/2004-05		
			SIG-2005-06 – 34/2005-06		
			SIG-2006-07 – 110/2007-08		
			SIG-2007-08 – 2007-08		
			TLM – 2004-05 – 2004-05		
			TLM-2005-06 – 2005-06		
			TLM-2006-07 – 51/2006-07		
			TLM-2007-08 – 101/2007-08		
			TLM 2008-09 – 2008-09		
			RMG-2004-05 – 2004-05		
			RMG-2005-06 – 2005-06		
			RMG-2006-07 – 52/2006-07		
			RMG-2007-08 – 100/2007-08		
			RMG-2008-09 – 2008-09		
			TLE-2004-05 – 2004-05		
			TLE- 2005-06 – 38/2006-07		
			TLE-2006-07 – 2006-07		
			TLE-2007-08 – 80/2007-08		
			TLE-2008-09 – 42/2008-09		
			Miscellaneous		RTI File 55/2007-08
					State Review – 107/2007-08
Tour Programme of Pedagogy Coordinator – 59/2006-07					
Celebration of National Days – 64/2006-07					
Herbal Garden – 17/2006-07					
Teleconference Programme – 69/2005-06					
Gradation of Schools – 67/2005-06					
Documentation of Programme – 21/ 2005-06					
Computer Aided Education – 61/2005-06					
Performance Appraisal of BRCC – 62/2007-08					
Read to Orissa 63/2007-08					
Sishu Pratibha Uchhaba-07 – 65/2007-08					
Pedagogy-Ii – 108/2007-08					
Celebration of National Days – 74/2007-08					
Purchasing of Library Books – 82/2006-07					
8	SC/ST & Minority Education	Various records and files under SC/ST and Minority Education section are dealt with Sri Manoj Kumar Swain, Co-ordinator for SC/ST & Minority Education, DPEP/SSA, Boudh	Workshop-cum-Training –95/2006-07		
			Engagement of TYV –97/ 2006-07		
			RUPANTARA-I – 91/2006-07		
			Implementation of SRUJAN – 99/2007-08		
			CATE – 93/2006-07		
			Child centered Activities – 92/2005-06		
			Collection of Tribal Language materials – 96/2005-06		
			Community Mobilisation-98/2006		
			Exposure Visit-112/2007		
			Preparation of TLM-94/2006		
			MBT Room to Read-02/2008-09		
			SC/ST Education-1/2005		
9	IED	Various records and files under IED section are dealt with Sri Hari Shankar Dandasena, IED Co-ordinator, DPEP/SSA, Boudh	Medical Assessment Camps, Fitment Camps, Surgical Correction, One day Theme Based Camps, One day parent Counselling Programme, VEC/SEC Members orientation, PRI Members orientation, Teachers Training Programme under IED, Speech/Physiotherapy camps for the needy children etc.		