

MANUAL 6

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

[Section 4(1)(b)(vi)]

Details of the records available may be made in a statement form, wing 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	Units/ section where available	Retention period, where available
1	Tabulation Registers of +3 First Examination in Arts, Science and Commerce (Old Course)	Marks secured by the candidates in the examination	E.C.-I Section	Permanent
2.	Tabulation Registers of +3 First, Second and Final University Examinations in Arts (New Course commencing from academic year 2002-03	-do-	-do-	-do-
3.	Mark foils of above examinations	-do-	-do-	Permanent till they perish themselves
4.	Valued answer scripts of the said examinations	marks awarded by the examiners in the scripts	-do-	Six months from the date of publication of result
1.	Tabulation Registers of +3 Final Examinations in Arts/ Science/Commerce (Old Course)	Marks secured by the candidates in the examination	E.C.-II Section	Permanent
2.	Tabulation Registers of +3 First, Second	-do-	-do-	-do-

	and Final University Examinations in Science and Commerce (New Course commencing from academic year 2002-03			
3.	Mark foils of above examinations	-do-	-do-	Permanent till they perish themselves
4.	Valued answer scripts of the said examinations	marks awarded by the examiners in the scripts	-do-	Six months from the date of publication of result
5.	Fixation of valuation centre for +3 First, Second & Final University examination (Arts/Science/ Commerce)	Name of the valuation centre Advance for valuation	-do-	One year
6.	Appointed of Squad/Observers for +3 First, Second & Final University examination (Arts/Science/ Commerce)	Name of the Nodal Centre for deployment of observers to allotted College appointment of Squad member	-do-	One year
7.	Malpractice Ledger of +3 First, Second & Final University examination (Arts/Science/ Commerce)	Remarks of conducting Board & decision of the examination Committee (UG)	-do-	Permanent
8.	Appointment of Centre Superintendent	Principal of declared examination Centre	-do-	One year
9.	Bills/vouchers related to Zonal valuation, Centre Expenses Squad Observers/ Member conducting Board, Examiners etc. are immediately processed to Account Section for payment/ Adjustment	-	-do-	Temporary

1.	Tabulation Registers Semester and Traditional PG Exams. & M.Phil. Examinations	Appointment of Centre Superintendent	EC-III	For one year/ Registers permanent
2.	Appointment of Examiners	Appointment of Member of B.C.E.	-do-	
3.	Appointment of Tabulator	Appointment of Examiner Theory & Practical	-do-	
4.	Meeting of B.C.E.	Appointment of Tabulators	-do-	
5.	Centre Expenses Bills	Adjustment of Advances	-do-	
6.	Remuneration/T.A. Bills to the examiners	Payment of remuneration to the examiners MA/MSc./ M.Com./LLM./ M.Phil./Ph.D.	-do-	
7.	Malpractice	Publication of result of MA/MSc./ M.Com./LLM./ M.Phil./Ph.D. Semester & Traditional	-do-	
8.	Guard File relating to result	Appointment of examiners for foreign & Indian for Ph.D. Exam.	-do-	
9.	Budget control Register for payment of remuneration in shape of cheque	Court Cases relating to MA/MSc./ M.Com./LLM./	-do-	

		M.Phil./Ph.D.		
10.	Keeping of mark foil of PG/M.Phil. examination	Payment of bill relating to binding of tabulation Register of MA/MSc./ M.Com./ M.Phil.	-do-	
11.	Valued answer scripts kept for one year	Re-addition cases		

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Sl. No.	Nature of Record	Details of information available	Units/ section where available	Retention period, where available
	Examination Confidential		EC-IV Section	
1.	B.E.D.	1. Appointment of Examiners, Centre Supdt., Tabulator, Comparer Flying Squad, Observer 2. Passing of remuneration bills of Examiners, Centre Expenses tabulator Comparer, Flying Squad & Observer 3. Results sheet & tabulation registers of concerned Exams.		1. Files relating to point-1 are kept to a maximum period of six months after publication of results 2. Registers on point-2 and 3 are kept permanently
2.	LL.B.			
3.	M.C.A.			
4.	P.G.D.C.A.			
5.	M.Ed.			
6.	B.P.Ed.			
7.	D.S.S.			
8.	B.C.A.			
9.	B.J.M.C.			
10.	Yoga			
	Examination Confidential		EC-V Section	
1.	M.B.B.S.	1. Appointment of Examiners Centre Superintendent,		1. Files relating to point-1 are kept to a maximum period of
2.	B.H.M.S.			

3.	B.A.M.S.	Tabulator, Comparer Flying Squad Observer. 2. Passing of remuneration bills of Examiners, Centre Expenses tabulator Comparer, Flying Squad & Observer 3. Results sheet & tabulation registers of concerned Exams.		six months after publication of results 2. Registers on point-2 and 3 are kept permanently
4.	B.Sc.(Nursing)			
5.	M.B.A.			
6.	P.G.D.LLPM.			
7.	P.G. DIRPM			
8.	M.D./M.S.			
9.	B.B.A.			
10.	B.Lib. Sc.			
11.	DEEM			

N.B. – Since the nature of work is Confidential no information is open till the result is published

Sl. No.	Nature of Record	Details of information available	Units/ section where available	Retention period, where available
1	Examination	1. Degree of all examinations 2. Provisional-Cum-Marksheet of all examinations	E.G.-IV Section	No time limit
2.	-do-	1. Marksheets of all examinations	EG-VI Section	No time limit
3.	Examination Confidential	1. Setting of all questions of all examinations	EC-VI Section	-do- exclusively dealt by COE

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Sl. No.	Nature of Record	Details of information available	Units/ section where available	Retention period, where available
01.	Planning Committee-its Constitution and recommendations	Constitution and recommendations of the Planning Committee	Dev-I Section	1997
02	Building Committee-its Constitution and recommendations	Constitution and recommendations of the Building Committee	-do-	1997
03	Academic and Administrative Audit Committee – its Constitution and recommendations	Constitution and recommendations/report of the AAAC	-do-	2002
04	Task Force Committee for every 5 year plan	Constitution and recommendations of the TFC	-do-	1997
05	Formulation of proposal for submission to UGC under the scheme General Development Assistance to state University	Proposal submitted to UGC	-do-	1997
06	Allocation of Development Grant by the UGC for plan period	Correspondence made with the UGC	-do-	1997

07	Receipt and Expenditure of Development Grant for plan period	Sanction orders and bills of expenditure made for plan period	-do-	1997
08	Submission of utilization certificate for UGC Development Grant for plan period	Utilization Certificates sent to UGC	-do-	1997
09	Proposal for State Development Grant and submission of utilization certificate thereof	Proposal send to State Government/sanction of State Government/U.C. sent to State Government	-do-	1997
10	MP/MLA LAD Fund-receipt, expenditure and utilization	Sanction orders/U.C. sent to sanctioning authority concerned	-do-	2001
11	Basic statistics on P.G. Departments submitted to UGC/ Government of India/State Government	Correspondence as to statistics on P.G. Departments with UGC/ Government of India/State Government	-do-	2002
12	Annual Report	Annual Report submitted for developmental activities of the University	-do-	2002
13.	Audit Report	Compliance done on audit report	-do-	2002

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Sl. No.	Nature of Record	Details of information available	Units/ section where available	Retention period, where available
01.	Official	University land matters	Estate Section	
02	-do-	Reservation of suit in the University Guest House	-do-	
03	-do-	Payment of telephone bills of various telephone of the University except P.G. Departments & P.G. Hostels	-do-	
04	-do-	Payment of energy charges of the University	-do-	
05	-do-	Allotment of quarters of the University	-do-	
06	-do-	Payment of holding tax and lands revenue tax	-do-	
07	-do-	Supply of Tea & Refreshment to the members, officials attending various meeting of the University	-do-	

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Sl. No.	Nature of Record	Details of information available	Units/ section where available	Retention period, where available
01.	File (Administrative) No. of File-145	One for each college having NSS Units, records like correspondence to colleges, grants released, utilization certificate of grants released, appointment of P.O., deputation of volunteers to Inter College Inter University, National Integration and other special camps held on different occasions	NSS Cell	X
02	File (Structural) Advisory Body (University Level)	1. Information members of the body 2. Information on purchase of materials 3. Budgetary provisions 4. Implementation of plan and programmes	-do-	X
03	File (Financial)	Sanction and release of funds	-do-	X
04	Register (financial)	1. Receipt of grants from State Govt.	-do-	

	<p>1) Cash book (Coordinator, NSS)</p> <p>2) Normal (COF, Sambalpur University)</p> <p>3) Special (COF, Sambalpur University)</p> <p>4) Grants</p>	<p>(including the share of Central Govt.)</p> <p>2. Other receipts like refund of un-utilised fund by colleges.</p> <p>3. Information on issue of cheque</p> <p>4. Release of grants (Normal & Special to NSS Units</p> <p>5. Detailed information on expenditure</p> <p>6. Unspent balance</p> <p>7. Information on receipt of grants</p>		
05	<p>Pass book 1) Normal</p> <p>2) Special</p>	<p>1. Information regarding transaction</p> <p>2. Information on amounts available with the section.</p>	-do-	

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Sl. No.	Nature of Record	Details of information available	Units/ section where available	Retention period, where available
	ON CAMPUS COURSES			
01	P.G. Diploma in Tourism and Travel Management (History)	Admn. Examination etc.	DDCE, SU	2000 to till date
02	P.G. Diploma in Industrial Chemistry (Chemistry)	-do-	-do-	2000 to till date
03	P.G. Diploma in Library Automation and Networking (Lib. & Info. Science)		-do-	2000 to till date
04	P.G. Diploma in Applied Statistics and Computing (Statistics)			2000 to till date
05	P.G. Diploma in Womens Studies (Home Science)			2000 to till date
06	P.G. Diploma in Nutrition and Dietetics (Home Science)			2000 to till date

07	P.G. Diploma in Journalism and Mass Communication (Lib. & Info Science)			2000 to till date
08	P.G. Diploma in Social Work and HRD (Sociology)			2000 to till date
09	P.G. Diploma in Environmental Education and Management (Environmental Science)			2000 to till date
10	On Campus MBA Course (MBA)			2003 to till date
11	Self Financing Courses – P.G. Departments	Advt. Prospectus, Admn. Etc.		2000 to till date
12	Conduct of Self Financing Courses	-do-		
13	Internet Connection	Reliance WLL Phone, Website creation, renew related info.		2005 till date
14	Railway Concession file	Info/Form related to railway concession		2005 to till date
15	Inspection of Study Centre by DDCE	Academic Profile, Team Members to inspection study centres etc.		2005 till date
16	Academic Profile of NICE Study Center	-do-		2005 to till date
17	Miscellaneous Correspondence	Misc. Correspondence		2005 till

		with organisation		date
18	NICE Correspondence	Misc. Correspondence with NICE		2005 to till date
19.	Opening of New Course in P.G. Department	Proposal for opening of new courses in P.G. Deptt.		2005 till date
20.	Employee Application for other Post	-		2005 to till date
21.	Reply to Chancellor Office	Query related to DDCE		2005 till date
22	Verification of Original Certificate/PCM	Verification of PCM/ Original Certificate		2005 to till date
23	Readdition cases	Re-addition related information		2006 to till date
24	Miscellaneous certificate issue	Misc. Certificate		2005 to till date
25	Floating of DE Course Through Affiliated Colleges	Proposal for floating of DE courses in Affl. Colleges		2005 till date
26	Conduct of BCA/PGDCA/PGDIT/MCA Examination	Exam. General related information like form fill-up		2005 to till date

27	Issue of Original Certificate	Info. Related to issue of Org. certificate		2005 till date
28	Issue of PCM	Info. Related to issue of PCM		2005 to till date
29	Report and Misc. Correspondence to IGNOU and other Organisations	Information Related to report preparation for IGNOU and Other organisation/ Affiliation from DEC		2005 till date
30	Opening of B.Ed. Course DE Mode	Information Related to B.Ed. Course		2005 to till date
	Examination Confidential			
31	<ul style="list-style-type: none"> i) List of Paper Setter/Examiner for 5 nos. of Subjects ii) Valued/Unvalued Answer scripts iii) Proceeding of BOS/CD/BCE/EC etc. iv) Forms related to Examination v) Mark Foil vi) Tabulation Register (General and Confidential) vii) Register viii) Files related to various confidential work 	These are all confidential records not accessible for the public at large. However after publication of results an examinee can seek some information as allowed under relevant regulation/ rules/statues		

Sl. No.	Nature of Record	Details of information available	Units/ section where available	Retention period, where available
1	Appointment of Office Asst. of the DDCE		DDCE, SU	From June 2002
2	Purchase of Office Stationary		-do-	-do-
3	Maint. Of DE Building		-do-	-do
4	Construction of Boundary of DE Building		-do-	-do-
5	Transfer Case		-do-	-do
6	Correction of Names in the PCM		-do-	-do-
7	Payment of Pending bills to NICE		-do-	-do
8	Work certificate of DE Staff/Salary File		-do-	-do-
9	Admission into MCA Lateral Course		-do-	-do
10	Admission into MCA Direct Course		-do-	-do-
11	Distribution of Course Completion Certificate		-do-	-do
12	Admission into BCA Course		-do-	-do-

13	Issue of Certificate for Project Work (Final BCA)		-do-	-do
14	Re-Organisation of D.E. Staff (15-A)		-do-	-do-
15	Re-Organisation of DE Staff (15-B)		-do-	-do
16	Conduct of Seminar/Symposium/Workshop etc.		-do-	-do-
17	BOS in Business Administration		-do-	-do
18	Admission into MBA Course		-do-	-do-
19	Admission into MBA Course		-do-	-do
20	Migration Certificate		-do-	-do-
21	Syndicate Agenda DDCE		-do-	-do
22	Change of Course		-do-	-do-
23	Meeting of CD of DDCE		-do-	-do
24	Approval of Study Materials		-do-	-do-
25	Mathematics Exam. For MCA Students		-do-	-do

Sl. No.	Nature of Record	Details of information available	Units/section where available	Retention period, where available
1	PGDCA	Admission, Exam. General etc.	DDCE, SU	2003
2	DCA	-do-	DDCE, SU	2003
3	Postal and Contingency	Issue, Despatch and Contingency	DDCE, SU	2003
4	Impressed Money	Payment of Electricity, Telephone etc.	DDCE, SU	2003
5	Advertisement	Advertisement regarding admission, etc.	DDCE, SU	2003
6	Course continuing Certificate	Regarding PGDCA and DCA	DDCE, SU	2003

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Sl. No.	Nature of Record	Details of information available	Units/section where available	Retention period, where available
01	Tabulation Register	+3 BA/B.COM. Final examination	Private Exam. Cell	2000 to 2007
02	Result	-do-	-do-	
03	Tabulation Register	M.A./M.Sc./M.Com. Private Part-I Examination	-do-	2000 to 2006
04	-do-	M.A./M.Sc./M.Com. Private Part-II Examination	-do-	2001 to 2007
05	Results guard files	M.A./M.Sc./M.Com. Private I Examination	-do-	2000 to 2006
06	-do-	M.A./M.Sc./M.Com. Private Part-II Examination	-do-	2001 to 2007

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Sl. No.	Nature of Record	Details of information available	Units/section where available	Retention period, where available
01	Attendance Register (a) USIC, (b) Elect. Maint., (c) Daily wage		USIC Office SU	
02	Leave Account Register (a) U.S.I.C. staff, (b) Elect. Maint. Staff		-do-	
03	Absentee statement (a) U.S.I.C. staff, (b) Elect. Maint. Staff		-do-	
04	Cheque Register contingency		-do-	
05	Cash Register Auto Servicing		-do-	
06	Bill Register, Daily wage workers		-do-	
07	Stock and Store Register		-do-	
08	Work-compliance Register		-do-	

09	Work distribution Register		-do-	
10	Instrument Maintenance Sheet (Log Book)		-do-	
11	Information of USIC Academic and Administrative Audit		-do-	
12	Compliance of Annual Report (work done)		-do-	

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Sl. No.	Nature of Record	Details of information available	Units/section where available	Retention period, where available
1	Foot-ball(M) Advance	For conduct of Inter College Tournament, Coaching Camp, Inter Univ. participation.	Sports Council	1992-93
2	Foot-ball(W) Advance	-do-	-do-	2007-08
3	Hockey(M) Advance	-do-	-do-	1992
4	Cricket(M) Advance	-do-	-do-	-do-
5	Volley-ball(M) Advance	-do-	-do-	-do-
6	Badminton(M&W) Advance	-do-	-do-	-do-
7	Kabaddi(M) Advance	-do-	-do-	1999-2000
8	Kabaddi(W) Advance	-do-	-do-	2003-04
9	Kho-Kho(W) Advance	-do-	-do-	2005-06

10	Table Tennis (M&W) Advance	-do-	-do-	1992-93
11	Chess (M&W) Advance	-do-	-do-	2000-2001
12	Athletics (M&W) Advance	-do-	-do-	1992-93
13	Football(M) Organisation	Organisation matter of Inter College Tournament, Coaching Camp etc.	-do-	-do-
14	Football(W) Organisation	-do-	-do-	2007-08
15	Hockey(M) Organisation	-do-	-do-	1992-93
16	Cricket(M) Organisation	-do-	-do-	
17	Volley-ball(M) Organisation	-do-	-do-	
18	Badminton(M&W) Organisation	-do-	-do-	
19	Kabaddi(M) Organisation	-do-	-do-	1999-2000
20	Kabaddi(W) Organisation	-do-	-do-	2003-04
21	Kho-Kho(W) Organisation	-do-	-do-	2005-06
22	Table-Tennis(M&W) Organisation	-do-	-do-	1992-93
23	Chess (M&W) Organisation	-do-	-do-	2000-2001
24	Athletic (M&W) Organisation	-do-	-do-	2007-01
25	Purchase of Goods	Purchase of Sports Goods	-do-	1978-79

26	Appointment of Secretary Sports Council	Appointment and payment of honorarium of the Secretary, Sports Council	-do-	1986-87
27	Award of Certificate	Issue of University participation certificate to the players	-do-	1994-95
28	Printing of Certificate	To print the Inter College/ Inter University Tournament Certificates	-do-	1999-2000
29	Tour of Secretary and Staff	Tour to different venues of the Inter College and Inter University Tournament	-do-	1999-2000
30	Annual Report	Annual report of the Sports Council regarding achievement	-do-	1999-2000
31	Sports fee correspondences	Correspondence regarding collection of sports fee	-do-	1998-99
32	Special Audit of Accounts of Sports Council	Regarding view of auditor	-do-	2000-2001
33	Sri Amiya Kumar Ghosh (Manik) Memorial Committee	Regarding Gold Medal to best Athletic (Male)	-do-	2007-08
34	XIth Plan proposal of U.G.C.	UGC. Grant for purchase of equipment	-do-	2007-08
35	Proposal for hosting Inter University Tournament	Regarding hosting of Inter-University Tournament	-do-	1999-2000

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1	Files from No.01-30 and No.51-107	Information Dev. Grant for 2006-07	ID Cell	

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Sl. No.	Nature of Record	Details of information available	Units/ section where available	Retention period, where available
1	Grants received from UGC., New Delhi	Grants received since 200-01 till 2007-08	Academic Staff College	Permanent
2	Programes	Refresher Course, Orientation Programme, Principal's Workshop etc. conducted in the ASC	-do-	-do-
3	Resource Persons	Names of Resource Persons visiting this Academic Staff College. In different R.Cs. O.Ps. and workshops	-do-	-do-
4	Participants	Names of participants attending different R.Cs./O.Ps. and Workshops	-do-	-do-
5	Remuneration & Honorarium and T.A./D.A.	Remuneration and Honorarium and TA/DA paid to different Resource persons/ participants for conduct of programmes	-do-	-do-

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Sl. No.	Nature of Record	Details of information available	Units/ section where available	Retention period, where available
1	Board of Studies and Syllabus (Regulations)		Academic-I Section	5 yrs.
2	Regulations for different Examinations		-do-	-do-
3	Gangadhar National Award		-do-	-do-
4	Equivalence		-do-	-do-

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Sl. No.	Nature of Record	Details of information available	Units/ section where available	Retention period, where available
			Type & Despatch Pool	
1	Letters Distribution, Register among Typists	As per Distribution Register	i) Type Unit	w.e.f. the year 1990 to till date
2	a) Register – (Processing Type letter to Compare Unit b) Register – (Processing for Signature of letters) c) Register – (Processing signed letter to Issue Seat for Despatch Unit)	As per the Registers	ii) Compare Unit	-do-
3	Letter issued Register (General-Establishment, Academic, Development, Syndicate Sections) etc. of the University	-do-	iii) Issue Unit	-do-

	Letter Isued Register of (ASW, NSS, Sports Council, DAECEE & Examination General I, II, III, IV, V, VI Sections		-do-	-do-
4.	Local Dak Distribution Register a) Distribution of Internal Local Daks (Administrative Building) b) Distribution of External Local Daks (Within the University i.e. P.G. Departments, Medical, Guest House, Library, Police Station Out Post, Jyoti Vihar) etc.	As per the Local Dak Distribution Register	-do-	-do-
5.	<u>Registers of Files Maintain in the Despatch Section</u> i) Despatch Register in Franking a) General Head b) Examination Head c) Account Register showing the expenditure – Headwise	As per the Registers & Files maintain in the Despatch Section	Daspatch Unit	
	ii) a) Franking Voucher Guard File b) Franking File c) Mailing charges for Frank letters file	-do-	-do-	-do-
	iii) Despatch Register in General Postage Stamp a) General Head	As per the Despatch Register in	-do-	-do-

	b) Examination Head c) Account Register showing the expenditure Head-wise d) Purchase of General Postage Stamp file	General Postage Stamp		
	iv) Telegram Advance File		-do-	-do-
6	Letter Transfer & Register for Stenciling	As per the Letter Register for Stencil	Duftary Unit	-do-

N.B. Unserviceable records from the year 1967 to 1989 disposed by destruction with reference to Syndicate Resolution No. 86 dtd. 21.8.2007 read with Notification NO.8362/Type & Despatch Pool dtd. 21.8.2007.

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Sl. No.	Nature of Record	Details of information available	Units/ section where available	Retention period, where available
1	Scheduled Castes (SCs) and Scheduled Tribes (STs) related records	i) Maintenance of Reservation policy for SCs/STs Students in admission ii) Statistics related to SCs/STs students enrolment in Colleges/ P.G. Departments of Sambalpur University iii) Conduct of Remedial Coaching for SCs/STs students iv) Sanction and Disbursement of Post Matric Scholarship to SCs/STs students of P.G. Deptts of Sambalpur University v) Selection, Sanction and Disbursement of Post Matric Scholarship to OBC/SEBC students of P.G. Departments of Sambalpur University vi) ORV Acts and Rules (ORV) vii) Assembly, Parliament related questions	Special Cell (SC/ST Cell)	Since the inception of Special Cell Section i.e. from the year 1982 the records are retained in Special Cell Section

MANUAL 6**A statement of the categories of documents that are held by it for under its control**

[Section 4(1)(b)(vi)]

Details of the records available may be made in a statement form, wing 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	Units/ section where available	Retention period, where available
1	Minor/Major Research Project	Upto-date records of Research Project	DEV-II	Since inception of the project
2	Award of Teacher Fellow M.Phil./Ph.D.	-do-	-do-	-do-
3	Proposals for Seminar/Conference	-do-	-do-	-do-
4	Inclusion of College under Section 2F and 12 B of UGC Act-1956	Upto-date records of Colleges	-do-	When the college inclusion under sect 2f and 12B of UGC Act
5	Conferment of Autonomous Colleges, Govt. College, Bh. Patna, Govt. College, Rourkela, Rajendra College, Bolangir,	-do-	-do-	2002

	G.M. College, Sambalpur			
6	Proposal for Career Oriented Programme	Up-to-date records of Projects	-do-	Since inception of the project
7	Proposal for ST/SC remedial coaching	-do-	-do-	2007-08
8	Constitution of the College Development Council	-do-	-do-	
9	Development Assistant to 2f & 12B Colleges	-do-	-do-	
10	Proposal for innovative programme	-do-	-do-	2007-08
11	Inspection of Vice-Chancellor to Autonomous/General College	Upto-date records of inspection	-do-	204-2007
12	Approval of results of Autonomous Colleges by Vice-Chancellor	-do-	-do-	1993 & 2003 to 2006
13	Proposal for construction of Women's Hostel	Upto-date records of projects	-do-	

MANUAL 6

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

[Section 4(1)(b)(vi)]

Details of the records available may be made in a statement form, wing 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	Units/ section where available	Retention period, where available
1	Stock & Issue Register	Furniture, Stationary, Different categories of paper, Computer paper, Computer & other Electrical utencils/electrical item, printing materials and other store materials	Store and Purchase Section	Twelve year as per Act manual

MANUAL 6

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

[Section 4(1)(b)(vi)]

Details of the records available may be made in a statement form, wing 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	Units/ section where available	Retention period, where available
1.	R.T.I. applications files as reflected in Form-F Register	Administrative/ Academic/ Examination/ Research etc. information as sought for by the citizen	PIO Cell	Will be available in the Website
	Data information (Yearwise) 2005 upto 7 th September 06			
	(i) Nos of files- Nil			
	(ii) 2006 7 th September onwards till December, 2006 Nos. of files-7 Nos.			
	2007 Nos. of files 141 Nos.			
	2008 Nos. of files 11 nos. upto 27 th March 08			

N.B.: Vide letter No.1691/PIO Cell dt.07.02.08 and Letter No.3605/PIO Cell Dt.27.03.08. The Registrar, Sambalpur University is supplied extract of Form-F Register for Data feeding in the Website.