

**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  
branch

**A statement of the categories of documents held**

S.No.	Name of Record	Details of information available	Unit / Section	Retention period,
1	Files, Records, Information.	1.Administrative matters relating PMU, DMU&FMU 2.Operation Manual.	Administration	
2	Files, Records, Information. Cash Book, Budget estimation	1. Update annual disbursement schedule 2.Consolidated annual budget requirement for implementation. 3.Consolidate annual Plan 4.Consolidate Statement of Expenditure 5. Request for funds and transaction for DMU & FMU.Preparation of Non-Plan budget, Allotment of non-polan budget, Compilation of 60-P (both plan & Non-Plan), Budget control,Verification with A.G.(O), Matters relating to construction of new roads & buildings under non-plan & its subsequent maintenance, Audit Reports, CAG Reports, sanction of advances, HBA, MCA, special HBA, HUDCO of SG & NG, Pay fixation, Sanc. of HR for hiring ofPrivate buildings, Condemnation and main. of Govt. vehicles, Sales Tax, PAC matters & all audit matters, All financial circulars & amendments, All other financial matters not covered in the above item, distribution of / supplied by user Agency ,Any other matters that may be entrusted.	Finance	
3	Files, Records, Information	Preparation of Non-Plan budget, Allotment of 4F (Budget & non-polan budget, Compilation of 60-P (both Finance) Sec. plan & Non-Plan), Budget control, Verification with A.G. (O), Mattes relating to construction of new roads & buildings under non-plan & its subsequent maintenance, Audit Reports, CAG Reports, sanction of advances, HBA, MCA, special HBA, HUDCO of SG & NG, Pay fixation, Sanc. of HR for hiring of Private buildings, Condmnatin and main. of Govt. vehicles, Sales Tax, PAC matters & all audit matters, All financial circulars & amendments, All other financial matters not covered in the above item, distribution of /supplied by user Agency, Any other mattes that may be entrusted.		

4	Files, Records, Information.	1.Project implementation manuals 2.Review on proposed annual work plan submitted by DMU 3 Budget requirement for DMUs 4.Approval of annual work plan,annual budget plan and annual action plan of DMU 5.Prepare M&E guideline and dessiminate the guideline to DMU & FMU 6.Consolidate progress report (physical &financial) submitted by DMUs 7. Establish GIS, develop data base for project planning and project monitering and develop thematic map required for project planning and monitoring.	Forest Management, Planning,M&E	
4	Files, Records, Information.	1.Assess the financial and technical fesibility of IGA proposed by SHGs through DMUs 2.Collect & dissiminate information of resource based IGA to DMUs and FMUs 3.Collect & dissiminate information pertaining to marketing for IGA products to DMUs & FMUs 4. Develop community development guidelines for differnt types of communities.	Livelihood Imp.& VSS/Com. Dev	
5	Files, Records, Information.	1.Conduct basic study on inherent culture, habitual lifestyle and livelihood for different types of communities 2.Conduct study on possibility of changing source of livelihood from shiefting cultivation to alternate livelihood from sociological view point	Participatory Forest Management/Socio-Economy	
6	Files, Records, Information.	1.Conduct awareness building campaign for the project in & around OFSDP area 2.Produce and deliver regular "Project Newsletter" 3.Produce regular progress report for submitting to the HPC & JBIC 4.Set up and maintain website of OFSDP.	Publicity and Awareness	
7	Files, Records, Information.	Organize exposure trips for DMUs, FMUs & VSSs. 2.Organize necessary trainings 3.Conduct post training evaluation.	Training	
8	Files, Records, Information,	1.Conduct technical forestry research in fields of ecology, biodiversity and tree improvement. 2.Develop new technology applicable at field level concerning to silviculture 3.Desseminate the developed technology.	Forest Technology	