

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 documents.

	One/Type of the document	Type of documents	Brief write up of the Documents	From where one get a copy of rules, regulations, instructions manual and records	Address Telephone No. FAX E-mail & others	For charged by the Department For a copy of Rules, regulations, Instructions manual and records(if any)
1	2	3	4	5	6	7

OFDC Ltd. has prepared a service rule in the name “O.F.C. Service Rules, 1980” (Annexure-B) Similarly for the purpose of financial power “ DELEGATION OF FINANCIAL POWER RULE” (Annexure-C) has been prepared which may be had from Head Office, OFDC Ltd., Bhubaneswar. Similarly sale policy for sale of timber and kenduleaves has also been framed by Head Office/ Govt. respectively.

Copy Enclosed Annexure- A, & Annexure-C
 Sale Policy for Timber- Annexure-1
 Sale policy for KL - Annexure-2