

Chapter-6 (Manual-5)

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

6.1.1. Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others [place mention the level in place of writing, others]

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.	Production-	Timber sale policy Annexure-1	Corporate office	Managing Director
2.	Finance	OFDC Finance Rule Annexure-C	-do-	-do-
3.	Marketing	K.L. Sale policy Annexure-2	-do-	-do-
4.	HR	O.F.C. Service Rule Annexure- A	-do-	-do-