

# MANUAL 6

A statement of the categories of documents that are held by it for under its control  
[Section 4(1)(b)(vi)]

## A statement of the categories of documents held

Sl. No.	Nature of Record	Details of information available	Unit/ section where available	Retention period, where available
1	Agenda for Board of Directors	The proposal submitted to the Board regarding different projects, plan of action, annual budget etc. of the Corporation along with policies.	Secretarial Division	Permanent
2	Minutes	Decision taken by the Board of Directors on the Agenda	Secretarial Division	Permanent
3	Purchase of vehicle/ Auction of vehicle	The number of vehicles purchased, cost of the vehicles so purchased, vehicle's auction, the auction price and the name of the auction purchaser	Transport Division	Permanent
4	Transfer of assets from the Tourism Department, Govt. of Orissa to OTDC	The moveable and immoveable assets transferred by the State Govt. at the time of formation of the Corporation and subsequent thereof	Personnel Division	Permanent
5	Personal file	Profile of the incumbent	Personnel Division	Permanent
6	Purchase of equipments, furnishing etc.	Price, tender formalities etc.	Divisional Manager (A&C)/ Divisional Manager (BP)	Three years
7	Repair, renovation, project work	-do-	Sr. Divisional Manager (BP)	Three years
8	Annual Report, Profit & Loss Account	Financial performance	F.C-cum-Secretary	Permanent
9	Reservation of rooms	Availability of room	Divisional Manager (A&C)	Three months

10	Tariff of room/ transport/ water transport	Price	Divisional Manager (Mkt.)	Three years
11	Fleet position of Transport/ Water Transport	Details of vehicles/ boat	General Manager/ Divisional Manager (T)	Three years.