

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	Details of Information Available (Subject)	Unit/ Section where available	Retention period where available
1.	Methods & Organisation including Staff Meeting and Review of Pendency	Office Establishment (OE) Section Seat No.I	Office Establishment (OE) Section Seat No.I
2.	Recruitment Rules / Cadre Rules / Transfer & Posting of Officers & Staff in the Head Office		
3.	All personnel Matters including maintenance of Service Books in the Head Office		
4.	All Administrative & Establishment Matters relating to OTDC including appointment of Chairman & M.D. and Reconstitution of Board of Directors /Board Meetings of other PSUs		
5.	Establishment Report of Head Offices/Annual Administration Report of the Department		
6.	Management of Issue/Diary Section, Management of Record Room		
7.	Compilation and Circulation of Important Circulars		
1.	All legal matters including Court Cases	Office Establishment (OE) Section Seat No.II	Office Establishment (OE) Section Seat No.II
2.	All personnel matters including Service Books Of Tourist Officers relating to the Field Offices		
3.	Transfer & Posting of Tourist Officers and other Staff in the Field Offices		
4.	CCRs of all Officers and Staff of Head Office/Field Offices		
5.	Reports & Returns of Field Offices		
6.	Indent for Stationary and Forms of Field Offices		
7.	Human Resource Development i.e. all Training Matters except Guide Training		
1.	Maintenance of Paryatan Bhawan including all fittings & fixtures, etc.	Office Establishment (OE) Section Seat No.III	Office Establishment (OE) Section Seat No.III
2.	Maintenance of general Stock & Store except Publicity Stock		
3.	Repair, Maintenance and Management of Vehicles		
4.	Installation and Maintenance of Telephones/Fax/EPABX / Computers in Head Office / Field Offices		
5.	Indent for Stationary and Forms in Head Office		
6.	Supply of Liveries in Head Office/Field Offices		
7.	Maintenance of Horticulture Assets in Paryatan Bhawan		
1.	All Advances and RCM claims of all Officers & Staff of Head Office/ Field Offices	Office Establishment (OE) Section Seat No.IV	Office Establishment (OE) Section Seat No.IV
2.	Tour Diary/Tour Particulars/LTC of all Officers & Staff of Head Office/Field Offices		
3.	District Visits of Secretaries		
4.	Grievance Cell		
5.	Right to Information Act		
1.	Budget, Planning, and Allotment of Funds/ Release of Share Capital	Coordination (Cord) Section Seat No.I	Coordination (Cord) Section Seat No.I
2.	Review of Expenditure and Verification of Accounts		
3.	Assembly/ Parliament Questions		
4.	Submission of Expenditure Statement to P & C / F.D		

Sl. No	Details of Information Available (Subject)	Unit/ Section where available	Retention period where available
1.	All Central and State Projects including Furnishing and Replacement	Coordination (Cord) Section Seat No.II	Coordination (Cord) Section Seat No.II
2.	12 th Finance Commission Projects		
3.	All Tourism related projects under taken by other organization like Peripheral Development of Sun Temple, Konark and other places/ Sound & Light Show, etc		
4.	Improvement of all Units including repair and maintenance		
5.	Preparation of Master Plans / Development Plans/ Project Proposals		
6.	Improvement of connecting Roads to Tourist Centres		
7.	Externally Aided Projects		
1.	Activities Report / Performance Budget for the Assembly	Coordination (Cord) Section Seat No.III	Coordination (Cord) Section Seat No.III
2.	Laying of OTDC Annual Report in the Assembly		
3.	All Eco-tourism Matters / CRZ Matters		
4.	DFID / World Bank/ PwC Matters		
5.	Management of IBs transferred from other Departments		
6.	Monthly Report for submission to Governor / Chief Secretary		
7.	Meeting of Secretaries and Special Secretaries.		
8.	Leasing out of Tourism Units		
9.	All Legislative / Parliament Committee Matters including their Visits and Compliance Report.		
1.	Preparation & Presentation of all Bills	Accounts (A/C) Section Seat No.I	Accounts (A/C) Section Seat No.I
2.	All Returns - House Rent / Income Tax / GPF Account (Annual), Spl. House Building Advances of Head Office		
1.	Drawal & Disbursement / Maintenance of relevant Records including Cash Book	Accounts (A/C) Section Seat No.II	Accounts (A/C) Section Seat No.II
2.	Maintenance of Current Accounts in the name of the Director, Tourism		
3.	Maintenance of GPF Pass Book/Spl. House Building Advance Pass Book & other related Registers		
4.	Monthly Expenditure Statement of Head Office		
1.	Audit & Compliance of Head Office & Sub-ordinate Offices	Accounts (A/C) Section Seat No.III	Accounts (A/C) Section Seat No.III
2.	Sanction of Permanent Advance in Head Office & Sub-ordinate Offices		
3.	Assistance in Preparation of Bills		
4.	Compliance on GPF Account Slip		
1.	Production of Publicity Materials like Tourist Literature, Films, Photographs, Art & Crafts, Audio Visuals & CD-ROMs, Website, etc.	Tourist Services & Publicity (TSP) Section Seat No.I	Tourist Services & Publicity (TSP) Section Seat No.I
2.	Distribution of Publicity Materials and Supervision of Publicity Stock & Stores		
3.	Display of Hoarding / Translides / Glow Signs / Way Indicators, etc.		
4.	Release of Advertisement		
5.	Newsletter		
6.	Audio Visual Cell / Photography Cell/ Computer Cell		
1.	Operation and Maintenance of Tourist Office & Tourist Counters including sanction of Rentals	Tourist Services & Publicity (TSP) Section Seat No.II	Tourist Services & Publicity (TSP) Section Seat No.II
2.	Development of Landscape & Horticulture Assets in Tourism Units / Tourist Offices		
3.	Fairs & Festival/ Travel & Tourism Expo		
4.	Purchase & Distribution of Reference Books for Tourism Library		
5.	Hospitality		
6.	Workshops/ Seminars		
7.	Reports & Returns of Tourist Office / Accommodation Units		
8.	Meeting of Tourist Officers		

Sl. No	Details of Information Available (Subject)	Unit/ Section where available	Retention period where available
1.	Grant of Recognition/Approval to Travel Agents/Excursion Agents/Hotels & other Tourism related Projects including Allotment of Land/Issue of NOC to institute of Tourism & Hotel Management	Tourist Services & Publicity (TSP) Section Seat No.III	Tourist Services & Publicity (TSP) Section Seat No.III
2.	Deployment of Tourist Police		
3.	Tourism Advisory Board/Tourism Task Force / Dist. Tourism Council / Local Tourism Development Committees		
4.	Improvement of Connectivity by air / rail / road / waterways; Metre / Prepaid Taxis / Tourist Amenities on the wayside like Dhaba		
5.	All Matters connected with HRAO / TAAO / IITTM/ IHM / Universities & Other Tourism Organizations		
6.	Tourism Policy / Industrial Policy / Infrastructure Policy / Tourism Act		
7.	Guide Training Programme		
8.	Women Welfare/ Empowerment / Atrocities		
9.	Tourism Ministers Conference / Collectors Conference		
10.	Research Cell (Analysis of Tourist Statistics, Supply of Tourist Information, Publication of Statistical Bulletins and other Statistical hand books)		
11.	Tourist Complaints & Suggestion		
12.	Identification and Development of old & new Tourist Centres		