

Chapter 6 (Manual -5)

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

6.1. 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 (Please mention the level in place of writing others).

Sr. No	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1	List of Department Vehicles	-	From Director of Agriculture	Agril. Executive Engineer (Mech)
2	List of Agril. Machineries such as power tillers/Tractor and Bull dozer available at Districts	-	From Director of Agriculture	Agril. Executive Engineer (Mech)
3	Land documents	-	Being compiled	
4	Department Buildings	-	Director of Agriculture	
5.	Annual Progress Report(Phy&Fin)		Director of Agriculture	Planning Cell/Accts Br
6.	Administrative Report		Director of Agriculture	Planning Cell
7.	1. Agriculture: A Guide Book In Meghalaya 2. Agriculture Profile in Meghalaya 3. Newsletter (Quarterly) 4. Package of Practices of major crops	Departmental Publications	Director of Agriculture	InformationWing
8.	Annual Plan Documents		Director of Agriculture	Planning Cell
9.	Scheme Evaluations		Director of Agriculture	Monitorign & Evaluation Cell
10.	Agri Census Documents		Director of Agriculture	Monitoring & Evaluation Cell
11	Crop Forcast reports		Director of Agriculture	Research Officer (Stats)
12.	Rainfall Data Reports		Director of Agriculture	Research Officer (Stas)