Right to Information Act - 2005

Under Section 4 (1) B of Chapter

2 (Manual No. 6 to 17) (Year

2025-26)

part-3

Uttarakhand Tea Development Board,

District Panchayat Complex, Dharanaula, Almora

INDEX

Right to Information Act - 2005

Sl.No.	manual number	Description of the manual	page number
1.	manual-6	Documents held by or under the control of a public authority, by categories.	
2.	manual-7	Information regarding any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of policy or implementation thereof.	
3.	manual-8	A description of the boards, councils, committees and other bodies, including whether meetings of those boards, councils, committees and other bodies are open to the public or whether the public will have access to the minutes of their meetings.	
4.	manual-9	Directory of Officers and Employees	
5.	manual-10	The monthly remuneration received by each of its officers and employees and the method of determination thereof.	
6.	manual-11	Budget allocated to the agency (information on plans, expenditure proposals and disbursements of funds).	
7.	manual-12	The manner of implementation of grant/subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	
8.	manual-13	Details regarding concessions, permits and recipients.	
9.	manual-14	Details in respect of the information available to or held by it, reduced in an electronic form.	

10.	manual-15	The particulars of facilities available to citizens for obtaining information. The particulars of any library or reading room that exists for public use.	
11.	manual-16	The names, designations and other particulars of Public Information Officers.	
12.	manual-17	Other useful information etc.	

Right to Information Act - 2005

manual-6

Documents held by a public authority or under its control, by categories

(A Statement of the Categories of Documents that are Held by it or Under its Cotrol)

Uttarakhand Tea Development Board,

District Panchayat Complex, Dharanaula, Almora

Uttarakhand Tea Development Board documents held by the public authority

or under its control, by category

(A Statement of the Categories of Documents that are Held by it or Under its Cotrol)

All the documents related to the functioning of Uttarakhand Tea Development Board like accounting, administrative, establishment, decisions of the Management Council, work at field level etc. which are necessary for an organization/firm/council have been kept, the details of which are as follows:-

category	Name of the document and one line introduction	Procedure to obtain documents	holder/under control
Records available at the headquarters and tea gardens	Index Register, Dispatch Register, Mail Delivery Register, Cash Book, Ledger, Journal, Bank Pass Book, Bill Pass Register, Service Book, Any Personal File, Stock Book, Cash Receipt Book, Bill Book, Nursery Register, Plantation Register, Financial and Physical Progress Register, Cultivator (Lease Rent) Register, Complaint/Suggestion Register, Tour Visit Register, Attendance Register, Leave Register, Register related to letters received from VIPs, Office Order Register, Pay Bill Register, Register related to Miscellaneous, Log Book Register, Managing Council Member Register, Managing Council Meeting Register, Annual General Meeting Register.	If he wants to receive information in person, by post.	1. Director 2. Manager, Tea Garden