

(vi)	A statement of categories of documents that are held by it or under its control;
	<p>The Social Forestry Wing of the Kerala Forest Department maintains and controls a wide range of documents related to its administrative, financial, and field activities. These documents are preserved at the Headquarters, Circle, Division, Range, Section, and Beat levels for reference, monitoring, and audit purposes. The main categories of documents are as follows:</p>

1. Administrative Documents:

- Government Orders, Notifications, and Circulars issued by the Government and the Principal Chief Conservator of Forests.
- Office orders, proceedings, and correspondence relating to establishment, service matters, and personnel administration.
- Minutes of meetings, inspection notes, and reports of review meetings and committees.

2. Financial Documents:

- Budget estimates, allotment and re-appropriation orders, expenditure statements, and utilization certificates.
- Cash books, vouchers, stock registers, contingent registers, and audit reports.
- Records related to plan and non-plan schemes, externally aided projects, and other special projects.

3. Technical and Project Documents:

- Detailed Project Reports (DPRs), project proposals, and implementation guidelines of schemes such as Social Forestry, Urban Forestry, and Mangrove Conservation.
- Plantation journals, enumeration registers, nursery registers, and field inspection reports.
- Maps, working plans, and technical manuals related to forestry operations.

4. Monitoring and Evaluation Records:

- Periodic progress reports from divisions and ranges.
- Evaluation and monitoring reports of ongoing and completed projects.
- Audit paras, compliance reports, and correspondence with the Accountant General.

5. Legal and Policy Documents:

- Acts, Rules, Regulations, and Policy documents governing forestry activities and environmental management.
- Records relating to legal cases, agreements, and Memoranda of Understanding (MoUs) with partner agencies and institutions.

6. Public Interaction and Awareness Records:

- Records of community participation, awareness campaigns, and training programmes.
- Registers relating to public grievances, RTI applications, and responses furnished under the Right to Information Act, 2005.