

FREQUENTLY ASKED QUESTIONS ON ODISHA RECORD MANUAL 1964

Question 1. What does Odisha Record Manual 1964 prescribe?

Answer - The Odisha Record Manual 1964 prescribes the procedure relating to Government Office management system. It deals with how to deal with correspondences, files, records, their processing, preservation, and destruction, supply of certified copies, maintenance of Library etc.

Question 2. What is the area of applicability of ORM 1964?

Answer - Procedures laid down in the manual are applicable to the entire State of Odisha and for all the offices in the Heads of Departments, District, and Subordinate levels. Except Odisha Secretariat where the process is regulated by the provisions laid down in the Odisha Secretariat practice and procedure. In all other cases the record maintenance would be carried out according to provisions laid down in Odisha Record Manual.

Question 3. Briefly describe the broad structure of ORM 1964.

Answer - The manual is divided into two parts. The first part deals with the processes relating to record maintenance and the second part has several appendixes that describe the provisions of laws, guidelines issued by the Board of Revenue and different formats to be maintained as per the provisions of the manual.

Question 4. What are the subjects that have been dealt with in Part I of the Manual?

Answer= Part I of the Odisha Records Manual deals with the following subjects -

1. Dealing with correspondences;
2. Dealing with Revenue case records;
3. Dealing with Sub-Divisional and Tehsil records;
4. Miscellaneous records; and
5. Library

Question 5. Where in the ORM 1964 you can find the rules relating to destruction of records?

Part II of the said manual deals with the following topics -

Orissa Service Manual

Anthony S. Fauci



Orissa Service Manual:

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