

MANUAL VI

{As per 4(1) b}

“A Statement of the categories of documents that are held by it or under its control”

- a) Files of correspondence – Files since financial year 2012-13 are maintained at GSBB office. Numbered from 001 to 052 till financial year 2019-20. From financial year 2020-21 it is numbered from 001-026.
- b) Annual Reports – Annual reports submitted to National Biodiversity Authority are filed in the NBA (3) files for each financial year.
- c) Files related to budget and budgetary allocation- Maintained in Accounts files as per financial year.
- d) Files related to Assembly Questions (LAQs)- Maintained in LAQ (9) files
- e) Site Inspection Reports. Filed in respective files as per category of site inspection.
- f) Staff Personal files
- g) Files of Legal Cases. Legal Case files are maintained as part files under Legal (7) files of each financial year.
- h) Issues Files. No. 6
- i) Files related to procurement/ Tender. Infrastructure files. No. 10.
- j) The Biological Diversity Act, 2002, amendment 2023 and its Rules, 2004, amended rules 2024. (Also available on GSBB website)
- k) Goa Biodiversity Rules – 2017 (Also available on GSBB website)
- l) Access and Benefit Sharing (ABS) guidelines - (Also available on GSBB website)
- m) Biodiversity Management Committee Guidelines - (Also available on GSBB website).
- n) People’s Biodiversity Register Guidelines - (Also available on GSBB website)
- o) Biodiversity Heritage Site Guidelines - (Also available on GSBB website)
- p) List of Bio- resource notified as Normally Traded Communities (NTC). (Available on NBA website.