

## MANUAL 6

### STATEMENT OF THE CATEGORIES OF DOCUMENTS HELD

S.No.	Nature of Record	Details of information available	Unit/section where available	Retention period where available
1.	<ul style="list-style-type: none"> <li>❖ Form 63</li> <li>❖ Tender Sale Register</li> <li>❖ Tender Opening Register</li> <li>❖ Contract Agreements</li> <li>❖ Broad Sheets</li> <li>❖ Measurement Books</li> <li>❖ Estimate Registers</li> </ul>	<p>Expenditure on works</p> <p>Tenders sold in division</p> <p>Details of tenders opened in division.</p> <p>For supplies/works</p> <p>Monthly/Annual expenditure Headwise.</p> <p>Measurement of items of works</p> <p>Sanctioned estimates executed/under execution</p>	<b>J.A.O.</b>	<p>5 Years</p> <p>except MB's</p> <p>and</p> <p>Agreements</p>
2.	<ul style="list-style-type: none"> <li>❖ Stock Register</li> <li>❖ Dismantalled Register</li> <li>❖ Attendance Register</li> <li>❖ T &amp; P Register</li> <li>❖ Work files</li> <li>❖ M/R Records</li> <li>❖ Measurement Books</li> </ul>	<p>Materials at site</p> <p>Materials dismantalled at site</p> <p>Attendance of Staff</p> <p>Updated T &amp; P available with each J.E. (E)</p> <p>To work out expenditure etc.</p> <p>Record of Muster Roll sheets issued every month.</p> <p>Measurement of items of works/supplies carried out for payment.</p>	<b>J.E.E</b>	<p>5 Years</p> <p>except MB's</p> <p>and</p> <p>Agreements</p>
3.	<ul style="list-style-type: none"> <li>❖ Work Files</li> <li>❖ Dairy/Dispatch</li> <li>❖ Liveries</li> <li>❖ Division Office Records</li> <li>❖ Asset Registers</li> </ul>	<p>Completed work files</p> <p>Movement of Dak</p> <p>Items issued to Staff</p> <p>All correspondence and award of work files</p> <p>Total assets in Divisions.</p>	<b>H.A.</b>	<p>5 Years</p> <p>except MB's</p> <p>and</p> <p>Agreements</p>

