

MANUAL – VI CE(C-III)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR UNDER

[SECTION 4(1)(B)(VI)]

A 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.	Diary/Dispatch Register	Movement of files/papers	Junior Asstt.	1 day
2.	Attendance Register	Attendance of Officers/Officials	-do-	--
3.	Technical sanction and NIT etc. register	Information regarding approvals NIT, TS etc.	AO(W-I)	--

MANUAL – VI ACE

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR UNDER

[SECTION 4(1)(B)(VI)]

A 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.	Diary/Dispatch Register	Movement of files/papers	SE(P) office	1 day
2.	Attendance Register	Attendance of Officers/Officials	ACE(C) office	--

MANUAL – VI SE(P)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR UNDER

[SECTION 4(1)(B)(VI)]

A 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.	Diary/Dispatch Register	Movement of files/papers	Junior Asstt.	1 day
2.	Attendance Register	Attendance of Officers/Officials	-do-	--

MANUAL – VI SE(PH)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR UNDER

[SECTION 4(1)(B)(VI)]

A 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.	Diary/Dispatch Register	Movement of files/papers	Junior Asstt.	1 day
2.	Attendance Register	Attendance of Officers/Officials		--
3.	Technical sanction and NIT etc. register	Information regarding approvals NIT, TS etc.	EA to SE(PH)	--

MANUAL-VI (Water Supply)

A statement of the categories of documents that are held by it for under

[Section 4(1)(b)(vi)]

Details of the Records available Wing wise, Unit wise, Branch wise.

A 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	Letters / Files	Movement of all letters / files	H.A. through diary / dispatch register.	
2	Uniform record	Details of labour to whom uniform is issued	H.A.	
3	M.B.	Receipt and issue of M.B.	H.A.	
4	Estimates processed register	Name of work, estimated cost	H.A.	
5	Estimate T.S. Register	Name of work, estimated cost, T.S. by EE	H.A.	
6	Agreements	Name of work, estimated cost, agency, tendered amount, time allowed for work.	E.E	
7	Agreements register	Name of work, estimated cost, agency, tendered amount, time allowed for work.	AAO	
8	Award of work	Name of work, agency, estimated cost, agreement amount, justified rate.	AAO	

9	N.I.T. register	Name of work, Estimated cost, time.	AAO	
10	Work file i/c N.I.T., D.E., P.E.	Details of work to be got executed	AAO	
11	Work order register	Name of work, estimated cost, agency, tendered cost, time allowed for work.	AAO	
12	Bill registers	Name of work, details of payments, made to contractor with recovery	AAO	
13	M. Roll issue register	Regular M.Roll, work charge register with details of labour to be engaged	AAO	

MANUAL-VI (Sewerage Maintenance)

A statement of the categories of documents that are held by it for under its control

Section 4(1) (b) (vi)

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued. (An illustrative list is given below)

S. No	Nature of Record	Details of information available	Unit/Section where available	Retention period, where available
1	Estimates, PE and DE		Accounts Branch	5 years after the contract/agreement is fulfilled or terminated. In cases where audit objection have been raised, the relevant files and documents shall not under any circumstances be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the Audit authorities or have been reviewed by the public accounts committee.
2	Agreements			
3	Work Order Register			
4	Supply Order Register			
5	Vouchers			
6	NIT			
7	Tender			
8	Work File			
9	EOT File			
10	Additional/Extra Qty. Statements			
11	NIT Register			
12	Tender Sale Register			

13	Tender Opening Register			
14	Works Register			
15	Imprest Register			
16	Agreement register			
17	Contractors Ledger			
18	Muster Roll Issue Register			
19	Measurement books		Head Assistant Branch	
20	Diary/ dispatch register			
21	Measurement book issue register			
22	Livery Register			

MANUAL -VI (Sewerage Project)

A statement of the categories of documents that are held by it for under its control

A 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	Estimates for works		AEs/ Draftsman	As per manuals
2	NIT		AAO	
3	Agreements		EE	
4	Work Files		AAO	
5	Circular File		AAO	
6	MB's and all relevant registers as per CPWD manuals		AE/ JE	
7	CL, Diary & Dispatch register		AAO	
8	All other registers of accounts of construction division and administrative works		AAO	
9	Attendance register		Respective Offices	

MANUAL –VI EE(P-I)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR UNDER

[SECTION 4(1)(B)(VI)]

A 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.	Diary/Dispatch Register	Movement of files/papers	Junior Asstt.	EE/AE/JEs
2.	Attendance Register	Attendance of Officers/Officials	-do-	-do-
3.	C.L. Register	Records of CL availed by the subordinate staff	-do-	-do-

MANUAL- VI EE(P-II)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR UNDER

[SECTION 4(1)(B)(VI)]

A statement of the categories of documents that are held

S. No	NATURE OF RECORD	DETAILS OF INFORMATION AVAILABLE	UNIT/SECTION WHERE AVAILABLE	RETENTION PERIOD, WHERE AVAILABLE
1.	Diary/Dispatch Register	Movement of files/papers	Sr. Asstt.	EE/AE/JEs
2.	Attendance Register	Attendance of Officers/Officials	-do-	-do-
3.	C.L. Register	Records of CL availed by the subordinate staff	-do-	-do-

MANUAL -VI EE(P-III)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR UNDER

[SECTION 4(1)(B)(VI)]

Details of the records available wing wise, unit wise, branch wise.

A statement of the categories of documents held:

S. No.	NATURE OF RECORD	DETAILS OF INFORMATION AVAILABLE	UNIT/SECTION WHERE AVAILABLE	RETENTION PERIOD, WHERE AVAILABLE
•	Letters /Files	Movement of all letters/ files	Junior clerk keeps all records of letters, circulars, movement of files record	A.E./J.E.
•	Uniform record	Particulars of labour to whom uniform is issued	Junior clerk	-

MANUAL-VI (Design Division)

A statement of the categories of documents that are held by it for under its control

{Section 4(l)(b)(vi)}

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued (An illustrative list is given below)

A statement of the categories of document held

S. No.	Nature of Record	Details of information available	Unit/Section where available	Retention Period, where available
1.	IS Codes	IS codes related to structural design	Design Division	--
2.	Structural design and drawings	Structural details	-do-	--
3.	Soil investigation report	Details of soil properties as provided by the respective field division.	-do-	--