

MANUAL-VI

EE(ROADS-I) DIVISION

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	Head Assistant through diary / dispatch register.	Head D/M/Sub division/Planning/ Finance/ Sr.A.O. (W)
2.	Uniform record	Details of labour to whom uniform is issued	Head Assistant	
3.	M.B.	Receipt and issue of M.B.	Head Assistant	JE/AE/ Head D/M /JAO
4.	Estimates Register	Name of work, estimated cost and scope of work including the details of area where the works are to be executed	Head Assistant	
5.	Technical Sanction Register	Name of work, estimated cost, date of T.S. by EE	Head Assistant	
6.	Agreement	Name of work, estimated cost, agency, tendered amount, time allowed for work, S.O.Q. terms & conditions for execution of work	E.E. (R-I)	A.A.O.
7.	Agreements Register	Name of work, estimated cost, agency, tendered amount, time allowed for work.	AAO	
8.	Register for awarded works	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 Muster Roll/work charge	AAO	

		labour register with details of labour to be engaged		
14.	M-Roll passed for payments	Details of labour engaged on regular Muster Roll/work charge labour alongwith details of working days and payment released	AAO	

MANUAL-VI EE(ROADS-II) DIVISION

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	Head Assistant through diary / dispatch register.	Head D/M/Sub division/Planning/ Finance/ Sr.A.O. (W)
2.	Uniform record	Details of labour to whom uniform is issued	Head Assistant	
3.	M.B.	Receipt and issue of M.B.	Head Assistant	JE/AE/ Head D/M /JAO
4.	Estimates Register	Name of work, estimated cost and scope of work including the details of area where the works are to be executed	Head Assistant	
5.	Technical Sanction Register	Name of work, estimated cost, date of T.S. by EE	Head Assistant	
6.	Agreement	Name of work, estimated cost, agency, tendered amount, time allowed for work, S.O.Q. terms & conditions for execution of work	E.E. (R-I)	A.A.O.
7.	Agreements Register	Name of work, estimated cost, agency, tendered amount, time allowed for work.	AAO	
8.	Register for awarded works	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,	AAO	

		agency, tendered cost, time allowed for work.		
12.	Bill registers	Name of work, details of payments, made to contractor with recovery	AAO	
13.	M. Roll issue register	Regular Muster Roll/work charge labour register with details of labour to be engaged	AAO	
14.	M-Roll passed for payments	Details of labour engaged on regular Muster Roll/work charge labour alongwith details of working days and payment released	AAO	

MANUAL-VI EE(ROADS-III) DIVISION

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	Head Assistant through diary / dispatch register.	Head D/M/Sub division/Planning/ Finance/ Sr.A.O. (W)
2.	Uniform record	Details of labour to whom uniform is issued	Head Assistant	
3.	M.B.	Receipt and issue of M.B.	Head Assistant	JE/AE/ Head D/M /JAO
4.	Estimates Register	Name of work, estimated cost and scope of work including the details of area where the works are to be executed	Head Assistant	
5.	Technical Sanction Register	Name of work, estimated cost, date of T.S. by EE	Head Assistant	
6.	Agreement	Name of work, estimated cost, agency, tendered amount, time allowed for work, S.O.Q. terms & conditions for execution of work	E.E. (R-I)	A.A.O.
7.	Agreements Register	Name of work, estimated cost, agency, tendered amount, time allowed for work.	AAO	
8.	Register for awarded works	Name of work, agency, estimated cost, agreement	AAO	

		amount, justified rate.		
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 Muster Roll/work charge labour register with details of labour to be engaged	AAO	
14.	M-Roll passed for payments	Details of labour engaged on regular Muster Roll/work charge labour alongwith details of working days and payment released	AAO	

MANUAL-VI EE(ROADS-IV) DIVISION

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	Head Assistant through diary / dispatch register.	Head D/M/Sub division/Planning/ Finance/ Sr.A.O. (W)
2.	Uniform record	Details of labour to whom uniform is issued	Head Assistant	
3.	M.B.	Receipt and issue of M.B.	Head Assistant	JE/AE/ Head D/M /JAO
4.	Estimates Register	Name of work, estimated cost and scope of work including the details of area where the works are to be executed	Head Assistant	
5.	Technical Sanction Register	Name of work, estimated cost, date of T.S. by EE	Head Assistant	
6.	Agreement	Name of work, estimated cost, agency, tendered amount, time allowed for work, S.O.Q. terms & conditions for execution of work	E.E. (R-I)	A.A.O.

7.	Agreements Register	Name of work, estimated cost, agency, tendered amount, time allowed for work.	AAO	
8.	Register for awarded works	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 Muster Roll/work charge labour register with details of labour to be engaged	AAO	
14.	M-Roll passed for payments	Details of labour engaged on regular Muster Roll/work charge labour alongwith details of working days and payment released	AAO	

MANUAL-VI EE(ROADS-V) DIVISION

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	Head Assistant through diary / dispatch register.	Head D/M/Sub division/Planning/ Finance/ Sr.A.O. (W)
2.	Uniform record	Details of labour to whom uniform is issued	Head Assistant	
3.	M.B.	Receipt and issue of M.B.	Head Assistant	JE/AE/ Head D/M /JAO
4.	Estimates Register	Name of work, estimated cost and scope of work including the details of area where the works are to be executed	Head Assistant	
5.	Technical Sanction	Name of work,	Head Assistant	

	Register	estimated cost, date of T.S. by EE		
6.	Agreement	Name of work, estimated cost, agency, tendered amount, time allowed for work, S.O.Q. terms & conditions for execution of work	E.E. (R-I)	A.A.O.
7.	Agreements Register	Name of work, estimated cost, agency, tendered amount, time allowed for work.	AAO	
8.	Register for awarded works	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 Muster Roll/work charge labour register with details of labour to be engaged	AAO	
14.	M-Roll passed for payments	Details of labour engaged on regular Muster Roll/work charge labour alongwith details of working days and payment released	AAO	

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EE(CP) DIVISION

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	H.A.	

		whom uniform is issued		
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.	EE	
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 EE(SWACHTA DIVISION)

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	DEO through diary/ dispatch register.	
2.	Uniform record	Details of labour to whom uniform is issued	Nil	
3.	M.B.	Receipt and issue of M.B.	JAO(S/D)	
4.	Estimates	Name of work,	JAO(S/D)	

	processed register	estimated cost		
5.	Estimate T.S. Register	Name of work, estimated cost, T.S. by EE	JAO(S/D)	
6.	Agreements	Name of work, estimated cost, agency, tendered amount, time allowed for work.	JAO(S/D)	
7.	Agreements register	Name of work, estimated cost, agency, tendered amount, time allowed for work.	JAO(S/D)	
8.	Award of work	Name of work, agency, estimated cost, agreement amount, justified rate.	JAO(S/D)	
9.	N.I.T. register	Name of work, estimated cost, time.	JAO(S/D)	
10.	Work file i/c N.I.T., D.E., P.E.	Details of work to be got executed	JAO(S/D)	
11.	Work order register	Name of work, estimated cost, agency, tendered cost, time allowed for work.	JAO(S/D)	
12.	Bill registers	Name of work, details of payments, made to contractor with recovery	JAO(S/D)	
13.	M. Roll issue register	Regular M.Roll, work charge register with details of labour to be engaged	Nil	

MANUAL-VI EE (ROAD CUTTING) DIVISION

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, Permission issue register, Demand Note issue register, Revalidation issue register.	Movement of all letters / files	Diary / dispatch Register.	With Sr. Assistant
2.	Attendance Register	Attendance of officers/officials	---	-do-
3.	C.L. Register	Records of CL availed by the subordinate staff	---	-do-

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SE(R-North) & SE(R-South)

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.	Diary/Dispatch Register	Movement of files/papers	Daak Clerk	EE/AE/JE's
2.	Attendance Register	Attendance of officers/officials	-do-	-do-
3.	C.L. Register	Records of CL availed by the subordinate staff.	-do-	-do-

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Sr. A.O. (W)-I

Section 4(I) (b) (vi)

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

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 documents held

S. No.	Nature of Record	Details of information available	Unit/ section Where available	Retention period, Where available
1.	Agreements	Division	A.A.O.	For ever
2.	Tenders	-do-	-do-	-do-
3.	Agt. (works)	-do-	-do-	-do-

Manual VI

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

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

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 documents held

S. No.	Nature of Record	Details of information available	Unit/ section Where available	Retention period, Where available
1.	Area of Land		Sub-Division	Forever
2.	Estimates		Account Branch	-do-
3.	NIT's		-do-	-do-

4.	Tender documents		-do-	-do-
5.	Agreement		-do-	-do-
6.	Copy of Bills		-do-	-do-

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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.	Agreement			
6.	Vouchers			
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			
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STORE DIVISION

Section 4(1) (b) (vi)

A statement of the categories of documents that are held by it for under Stores Division (Civil)

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.	Letters /Files	Movement of all letters / files	Head Assistant through diary / dispatch register.	
2.	Uniform record	Details of labour to whom uniform is issued	Head Assistant	
3.	M.B.	Receipt and issue of M.B.	Head Assistant	
4.	Estimates Technical Sanction Register	Name of work, estimated cost, date of T.S. by EE	D/Man (Stores)	
5.	Agreement	Name of work, estimated cost, agency, tendered amount, time allowed for supply of material	E.E. (Store)/AAO	
6.	Agreements Register	-do-	Accounts Branch	
7.	Work File I/c NITs	Supply to be procured	Accounts Branch	
8.	N.I.T. register	Name of work, Estimated cost, time.	Accounts Branch	
9.	Supply order Register	Name of Supply, estimated cost, agency, tendered cost, time allowed	Accounts Branch	
10.	Bill registers	Name of work, details of payments, made to contractor with recovery	Accounts Branch	
11.	M. Roll issue register	Regular Muster Roll/work charge labour register with details of labour to be engaged	Accounts Branch	
12.	Broad Sheet Register	Compilation of Monthly A/Cs	Accounts Branch	