

## **2008-09**

**Agreement No. LHW/EE/AND/AG-04/2008-09 Dated 16.04.2008**

Agreement amount Rs. 206748/-

Period :- One Year ( 01.04.2008 to 31.03.2009)

Sl.No.	Bill Ref & Dated	Amount of Rs.	MB.No
1	1st RA Bill Date 02.05.2008	13140.00	284
2	2nd RA Bill Date 03.06.2008	7214.00	539
3	3 rd RA Bill LHW/EE/AND/DB-154/Vol.3/08 Dated 07.2008	9792.00	284
4	4th RA Bill LHW/EE/AND/DB-154/Vol.3/08 Dated 08.2008	11704.00	539 & 486
5	5th RA Bill LHW/EE/AND/DB-154/Vol.3/08 Dated 05.09.2008	15744.00	284
6	6th RA Bill LHW/EE/AND/DB-154/Vol.3/1597/08 Dated 30.09.2008	14974.00	464
7	7th RA Bill LHW/EE/AND/DB-154/Vol.3/08 Dated 10.2008	13538.00	284
8	8th RA Bill LHW/EE/AND/DB-154/Vol.3/1996/08 Dated 05.12.2008	12210.00	464
9	9th RA Bill LHW/EE/AND/DB-154/Vol.3/42/09 Dated 06.01.2009	12422.00	284
10	10th RA Bill LHW/EE/AND/DB-154/Vol.3/196/09 Dated 11.02.2009	13300.00	667
11	11th RA Bill LHW/EE/AND/DB-154/Vol.3/395/09 Dated 17.03.2009	13300.00	613
12	12th & Final Bill LHW/EE/AND/DB-154/Vol.3/599/09 Dated 18.04.2009	14018.00	667

## **2009-10**

**Agreement No. LHW/EE/AND/AG-01/2009-10 Dated 01.05.2009**

Agreement amount Rs. 2,03,904/-

Period :- One Year ( 01.04.2009 to 31.03.2010)

1	1st RA Bill LHW/EE/AND/DB-154/Vol.4/761/09 Dated 16.05.2009	13944.00	284
2	2nd RA Bill LHW/EE/AND/DB-154/Vol.4/1127/09 Dated 18.07.2009	26976.00	464
3	3rd RA Bill LHW/EE/AND/DB-154/Vol.4/1326/09 Dated 14.08.2009	17700.00	667
4	4th RA Bill LHW/EE/AND/DB-154/Vol.4/1630/09 Dated 03.10.2009	29880.00	464
5	5th RA Bill LHW/EE/AND/DB-154/Vol.4/1893/09 Dated 05.11.2009	16992.00	667
6	6th RA Bill LHW/EE/AND/DB-154/Vol.4/2162/09 Dated 05.12.2009	15924.00	464
7	7th RA Bill LHW/EE/AND/DB-154/Vol.4/112/09 Dated 18.01.2010	29241.00	464 & 667
8	8th RA Bill LHW/EE/AND/DB-154/Vol.4/322/09 Dated 04.02.2010	29664.00	464 & 678
9	9th RA Bill LHW/EE/AND/DB-154/Vol.4/590/09 Dated 05.03.2010	25800.00	772
10	10th & Final Bill LHW/EE/AND/DB-154/Vol.4/902/09 Dated 03.04.2010	27828.00	678

## **2010-11**

**Agreement No. LHW/EE/AND/AG-03/2010-11 Dated 04.05.2010**

Agreement amount Rs. 2,94,300/-

Period :- One Year ( 01.04.2010 to 31.03.2011)

1	1st RA Bill LHW/EE/AND/DB-154/Vol.4/1205/2010 Dated 17.05.2010	24333.00	678 & 528
2	2nd RA Bill LHW/EE/AND/DB-154/Vol.4/1354/2010 Dated 01.06.2010	26907.00	683
3	3rd & Final Bill LHW/EE/AND/DB-154/Vol.4/1415/2010 Dated 07.06.2010	31646.00	683 & 678
4	Work Order No. LHW/EE/And/T-20/2009-10/Vol.1/W.O-23/2010 Dated 23.06.2010	22310.00	

## **2010-11**

**Agreement No. LHW/EE/AND/AG-07/2010-11 Dated 03.07.2010**

Agreement amount Rs. 2,80,728/-

Period :- 9 Months ( 01.07.2010 to 31.03.2011)

1	1st RA Bill LHW/EE/AND/DB-154/Vol.4/1857/2010 Dated 06.08.2010	23424.00	667
2	2 nd RA Bill LHW/EE/AND/DB-154/Vol.4/2073/2010 Dated 06.09.2010	23424.00	683
3	3rd RA Bill LHW/EE/AND/DB-154/Vol.4/2252/2010 Dated 04.10.2010	23424.00	667
4	4th RA Bill LHW/EE/AND/DB-154/Vol.4/2010 Dated .11.2010	23424.00	667
5	5th RA Bill LHW/EE/AND/DB-154/Vol.4/2687/2010 Dated 03.12.2010	23424.00	667
6	6th RA Bill LHW/EE/AND/DB-154/Vol.4/19/2010 Dated 03.01.2011	18746.00	667
7	7th RA Bill LHW/EE/AND/DB-154/Vol.4/2010 Dated 18.02.2011	23424.00	661
8	8th RA Bill LHW/EE/AND/DB-154/Vol.4/2010 Dated 25.03.2011	18746.00	661

**1. STATEMENT OF DOCUMENTS:- As on 04.07.2012****1. Pertains to Androth Division Office ( DB Section)**

Sl.No.	Category of the Documents	Name of the Documents	Held By	Remarks
<b>A</b>	<b>Files</b>			
1	EE/AND/DB-100	Physical Progress Report	JE © /DM	Vol- 1 to 10
2	EE/AND/DB-101	Action Plan & Its Review	JE © /DM	Vol- 1 to 5
3	EE/AND/DB-102	POL and Gas	JE © /DM	Vol- 1 to 6
4	EE/AND/DB-103	Schedule of Rates	JE © /DM	Vol- 1 to 5
5	EE/AND/DB-104	Office Vehicles	JE © /DM	Vol- 1 to 3
6	EE/AND/DB-105	Reapair of Crafts	JE © /DM	Vol- 1
7	EE/AND/DB-106	Tender	JE © /DM	Vol- 1 to 6
8	EE/AND/DB-107	Supply orders from Division Office	JE © /DM	Vol- 1 to 8
9	EE/AND/DB-108	Supply orders from Sub- Division Office	JE © /DM	Vol- 1 to 5
10	EE/AND/DB-109	Supply orders from Calicut	JE © /DM	Vol- 1 to
11	EE/AND/DB-110	Quotations	JE © /DM	Vol- 1 to
12	EE/AND/DB-111	Steel	JE © /DM	Vol- 1 to 2
13	EE/AND/DB-112	Cement	JE © /DM	Vol- 1 to 3
14	EE/AND/DB-113	Administrative approval and expenditure sanction	JE © /DM	Vol- 1 to 2
15	EE/AND/DB-114	Work Order form Calicut	JE © /DM	Vol- 1 to 4
16	EE/AND/DB-115	Work Order form Division	JE © /DM	Vol- 1 to
17	EE/AND/DB-116	Work Order form Sub-Division	JE © /DM	Vol- 1 to 3
18	EE/AND/DB-117	Agreement and Contract	JE © /DM	Vol- 1 to 15
19	EE/AND/DB-118	Port Equipments for handling cargo in Lakshadweep	JE © /DM	Vol- 1
20	EE/AND/DB-119	Budget	JE © /DM	Vol- 1 to 6
21	EE/AND/DB-120	Drawing stationeries	JE © /DM	Vol- 1
22	EE/AND/DB-121	Rent and hire charges	JE © /DM	Vol- 1 to 2
23	EE/AND/DB-122	Inspection report	JE © /DM	Vol- 1 to 3
24	EE/AND/DB-123	Navigational Aids	JE © /DM	Vol- 1 to 4
25	EE/AND/DB-124	Miscellaneous	JE © /DM	Vol- 1 to 7
26	EE/AND/DB-125	Technical Publications	JE © /DM	Vol- 1 to 2
27	EE/AND/DB-126	Estimate and Technical Sanction from Circle Office	JE © /DM	Vol- 1 to 10
28	EE/AND/DB-127	Confidential Papers	JE © /DM	Vol- 1
29	EE/AND/DB-128	Modi Xerox and Computer.	JE © /DM	Vol- 1 to 5
30	EE/AND/DB-129	T & P Correspondance	JE © /DM	Vol- 1 to 6
31	EE/AND/DB-130	Entry Permit	JE © /DM	Vol- 1 to 3
32	EE/AND/DB-131	Vessel Movements.	JE © /DM	Vol- 1
33	EE/AND/DB-132	Delegation of Powers.	JE © /DM	Vol- 1
34	EE/AND/DB-133	Disposal of Unserviceable Articles.	JE © /DM	Vol- 1 to 3
35	EE/AND/DB-134	Maintenance and Harbour Facilities General.	JE © /DM	Vol- 1 to 2
36	EE/AND/DB-135	Technical Sanction from Division.	JE © /DM	Vol- 1 to 8
37	EE/AND/DB-136	Notes and Orders.	JE © /DM	Vol- 1 to 2
38	EE/AND/DB-137	Office Correspondance.	JE © /DM	Vol- 1
39	EE/AND/DB-138	Enlistment of contractors.	JE © /DM	Vol- 1 to 3
40	EE/AND/DB-139	Monthly Expenditure Statement.	JE © /DM	Vol- 1 to 4
41	EE/AND/DB-140	Loan to other Departments.	JE © /DM	Vol- 1
42	EE/AND/DB-141	Land Rent at Kalpeni /Androth & Agatti.	JE © /DM	Vol- 1 to 3
43	EE/AND/DB-142	Verification to stores	JE © /DM	Vol- 1 to 2
44	EE/AND/DB-143	MAS Correspondance.	JE © /DM	Vol- 1
45	EE/AND/DB-144	Work Orders From Mangalore.	JE © /DM	Vol- 1 to 5
46	EE/AND/DB-145	Audit Correspondance.	JE © /DM	Vol- 1 to 2
47	EE/AND/DB-146	Fax Correspondance.	JE © /DM	Vol- 1
48	EE/AND/DB-147	Works Connected to Minicoy Sub-Division.	JE © /DM	Vol- 1 to 9
49	EE/AND/DB-148	Works Connected to Kavaratti Sub-Division.	JE © /DM	Vol- 1
50	EE/AND/DB-149	Works Connected to Mangalore Sub-Division.	JE © /DM	Vol- 1
51	EE/AND/DB-150	Procurement of Construction Materials.	JE © /DM	Vol- 1
52	EE/AND/DB-151	Quarry at Manglore	JE © /DM	Vol- 1
53	EE/AND/DB-152	Details of Harbour Facilities	JE © /DM	Vol- 1
54	EE/AND/DB-153	Monthly Progress works at Manglore.	JE © /DM	Vol- 1 to 2
55	EE/AND/DB-154	Verification of Bills.	JE © /DM	Vol- 1 to 4
56	EE/AND/DB-155	Draft Estimates	JE © /DM	Vol- 1 to 4
57	EE/AND/DB-156	Development of Beypore Port.	JE © /DM	Vol- 1

58	EE/AND/DB-157	H.H. Crane at Androth.	JE © /DM	Vol- 1
59	EE/AND/DB-158	Work Orders from Kochi.	JE © /DM	Vol- 1
60	EE/AND/DB-159	Work Orders from Circle Office.	JE © /DM	Vol- 1
61	EE/AND/DB-160	Weekly Progress Report on works at Androth & Kalpeni	JE © /DM	Vol- 1
62	EE/AND/DB-161	Construction of Break Water FIR 3 <sup>rd</sup> Stage Development	JE © /DM	Vol- 1 to 2
63	EE/AND/DB-162	Salient Features of Break Water	JE © /DM	Vol- 1
64	EE/AND/DB-163	Cochin Supply Orders.	JE © /DM	Vol- 1 to 10
65	EE/AND/DB-164	Mangalore Supply Orders.	JE © /DM	Vol- 1 to 3
66	EE/AND/DB-165	Circle Office Supply Orders.	JE © /DM	Vol- 1 to 4
67	EE/AND/DB-166	Work Orders from Minicoy	JE © /DM	Vol- 1
68	EE/AND/DB-167	Indent for Minicoy.	JE © /DM	Vol- 1
69	EE/AND/DB-168	Completion Report of Androth Break Water.	JE © /DM	Vol- 1 to 2
70	EE/AND/DB-169	Completion Report of Kalpeni Break Water.	JE © /DM	Vol- 1
71	EE/AND/DB-170	Completion Report ( General)	JE © /DM	Vol- 1
72	EE/AND/DB-171	uniforms and Chappals for Staff.	JE © /DM	Vol- 1
73	EE/AND/DB-172	Assistant Engineer (DB)	JE © /DM	Vol- 1 to 2
74	EE/AND/DB-173	SON	JE © /DM	Vol- 1
75	EE/AND/DB-174	Site Orders Note / Inspection Note	JE © /DM	Vol- 1
76	EE/AND/DB-175	Miscellaneous Correspondance on works with local	JE © /DM	Vol- 1
77	EE/AND/DB-176	Tools & Plants ( At Androth ,Minicoy & Kalpeni)	JE © /DM	Vol- 1
78	EE/AND/DB-177	Court Case	AE (DB)	Vol- 1
79	EE/AND/DB-178	Allotment of Departmental Quarter to Other Department.	JE © /DM	Vol- 1
80	EE/AND/DB-179	Establishment of Lakshadweep Port Trust.	JE © /DM	Vol- 1
81	EE/AND/DB-180	Rate Analysis 2010-11	JE © /DM	Vol- 1
82	EE/AND/DB-181	CPWD Circulers & Various Orders on Works.	JE © /DM	Vol- 1
83	EE/AND/DB-182	Details of Harbour Assets at Androth,Kalpeni & Minicoy.	JE © /DM	Vol- 1
84	EE/AND/DB-183	Annual Return in Form -XXV to DCE,Kavaratti.	JE © /DM	Vol- 1
85	EE/AND/DB-184	Deposit Works at Androth Minicoy & Kalpeni.	JE © /DM	Vol- 1
86	EE/AND/DB-185	Compliance of Costal Regulation Zone Notification.	JE © /DM	Vol- 1
87	EE/AND/DB-186	Work Orders Guard File.	JE © /DM	Vol- 1
88	EE/AND/DB-187	Silt Clearance at Androth.	JE © /DM	Vol- 1
89	EE/AND/DB-188	Maintenance of Machinerries.	JE © /DM	Vol- 1
90	EE/AND/DB-189	Construction of Additional Wharf of 40 M at Lee side of from Chainage 244 M to 284 M at Androth.	JE © /DM	Vol- 1
91	EE/AND/DB-190	Compliance Report on Engagement of USM.	JE © /DM	Vol- 1
92	EE/AND/DB-191	RTI Correspondance.	AE (DB)	Vol- 1
93	EE/AND/DB-200	Break Water in 2 <sup>nd</sup> Stage at Androth.	JE © /DM	Vol- 1 to 4
94	EE/AND/DB-201	Land Acquisition at Androth.	JE © /DM	Vol- 1 to 2
95	EE/AND/DB-202	Survey and Investigation at Androth	JE © /DM	Vol- 1
96	EE/AND/DB-203	Requirement of Construction materiils for Break Water at	JE © /DM	Vol- 1
97	EE/AND/DB-204	Requirement of Spare parts at Androth..	JE © /DM	Vol- 1 to 6
98	EE/AND/DB-205	Maintenance of Harbour Facilities at Androth.	JE © /DM	Vol- 1
99	EE/AND/DB-206	Cargo Slip at Androth	JE © /DM	Vol- 1 to 9
100	EE/AND/DB-207	Traffic Data at Androth	JE © /DM	Vol- 1
101	EE/AND/DB-208	Construction of Port Control Tower at Androth.	JE © /DM	Vol- 1 to 2
102	EE/AND/DB-209	Envirolmental studies at Androth & Kalpeni.	JE © /DM	Vol- 1 to 2
103	EE/AND/DB-210	Construction of Break Water at Androth & Construction of Residential Building	JE © /DM	Vol- 1 to 2
104	EE/AND/DB-211	Repair of Crafts & Machinerries at Androth	JE © /DM	Vol- 1
105	EE/AND/DB-212	RCE for construction of Break Water at Androth.	JE © /DM	Vol- 1 to 2
106	EE/AND/DB-213	Action Plan for Completion of Break Water at Androth.	JE © /DM	Vol- 1
107	EE/AND/DB-214	Construction of Wharf alongside Break Water at Androth.	JE © /DM	Vol- 1
108	EE/AND/DB-215	Modification of existing Passenger Hall for train ticket	JE © /DM	Vol- 1
109	EE/AND/DB-216	Escalation claims on contracts.	JE © /DM	Vol- 1 to 2
110	EE/AND/DB-217	Construction of Eastern side Jetty at Minicoy.	JE © /DM	Vol- 1
111	EE/AND/DB-218	Indent for Androth	JE © /DM	Vol- 1 to 4
112	EE/AND/DB-219	Devoloping slipway alongwith workshop facilities at	JE © /DM	Vol- 1
113	EE/AND/DB-220	Construction of additonal wharf of 40 M Lee side of from chainage 200 M to 240 M at Androth.	JE © /DM	Vol- 1
114	EE/AND/DB-221	Construction of New Passenger Hall at Androth.	JE © /DM	Vol- 1
115	EE/AND/DB-222	Construction of transit accomodation for transit	JE © /DM	Vol- 1
116	EE/AND/DB-223	Extension of existing wharf to Androth 40 M at Lee side Break Water from chainage 244 M to 284 M at Androth.	JE © /DM	Vol- 1
117	EE/AND/DB-300	Break Water General at Kalpeni	JE © /DM	Vol- 1
118	EE/AND/DB-301	Land Acquisition at Kalpeni.	JE © /DM	Vol- 1
119	EE/AND/DB-302	Survey and Investigation at Kalepni.	JE © /DM	Vol- 1
120	EE/AND/DB-303	Requirement of construction materials for Break water at	JE © /DM	Vol- 1
121	EE/AND/DB-304	Requirement of spare at Kalpeni.	JE © /DM	Vol- 1 to 2

122	EE/AND/DB-305	Maintenance of Harbour facilities at Kalpeni.	JE © /DM	Vol- 1 to 2
123	EE/AND/DB-306	Cargo Slip at Kalpeni	JE © /DM	Vol- 1 to 3
124	EE/AND/DB-307	Traffic Data at Kalpeni	JE © /DM	Vol- 1
125	EE/AND/DB-308	Construction Break Water at Kalpeni & Construction of residential building at Kalpeni	JE © /DM	Vol- 1
126	EE/AND/DB-309	Dredging for widening entrance channel at Kalpeni.	JE © /DM	Vol- 1
127	EE/AND/DB-310	Tools and Plants at Kalpeni	JE © /DM	Vol- 1
128	EE/AND/DB-311	Repair of Crafts at Kalpeni	JE © /DM	Vol- 1 to 2
129	EE/AND/DB-312	Construction Port Control Tower at Kalpeni.	JE © /DM	Vol- 1
130	EE/AND/DB-313	Crawler Mounted Crane at Kalpeni.	JE © /DM	Vol- 1
131	EE/AND/DB-314	Construction of Wharf along side Break Water at	JE © /DM	Vol- 1
132	EE/AND/DB-315	Work order issued from Kalpeni.	JE © /DM	Vol- 1 to 2
133	EE/AND/DB-316	RCE fro Kalpeni Break Water.	JE © /DM	Vol- 1
134	EE/AND/DB-317	Modification of LHW Office at Kalpeni.	JE © /DM	Vol- 1
135	EE/AND/DB-318	Indent for Kalpeni.	JE © /DM	Vol- 1 to 4
136	EE/AND/DB-319	Construction of Jetty at Cheriya Kalpeni.	JE © /DM	Vol- 1
137	EE/AND/DB-320	Construciton RCC Jetty as Extension of Existing	JE © /DM	Vol- 1
138	EE/AND/T-01/2002-	Widening of approach Jetty at Kalpeni.	JE © /DM	Vol- 1 to 2
139	EE/AND/DB-401	Costruction of Eastern side Embarkation facilities at	JE © /DM	Vol- 1
140	EE/AND/DB-402	Indent for Materials at Minicoy	JE © /DM	Vol- 1 to 4
141	EE/AND/DB-403	Supply Order at Minocoy	JE © /DM	Vol- 1 to 6
142	EE/AND/DB-404	Work Order at Minicoy	JE © /DM	Vol- 1
143	EE/AND/DB-405	Qoutation at Minicoy	JE © /DM	Vol- 1
144	EE/AND/DB-406	Technically Sanctioned Estimate at Minicoy.	JE © /DM	Vol- 1 to 4
145	EE/AND/DB-407	Site Order Notes of CE & A and DCE -V	JE © /DM	Vol- 1
146	EE/AND/DB-408	State Sector Plan Plan scheme works to be executed by	JE © /DM	Vol- 1
147	EE/AND/DB-409	Schedule of rates / Rate Analysis	JE © /DM	Vol- 1
148	EE/AND/DB-410	Tender Notice / NIT etc from out station.	JE © /DM	Vol- 1
149	EE/AND/DB-411	Fabrication and Delivery of steel Dumb Barge of 50T M/s. Bharat Engineering works.	JE © /DM	Vol- 1
150	EE/AND/DB-412	Fabrication and Delivery of steel Dumb Barge of 50T M/s. Sree Balakrishan Industries.	JE © /DM	Vol- 1
151	EE/AND/DB-413	Hiring of land rent basis at Minicoy	JE © /DM	Vol- 1
152	EE/AND/DB-414	Hiring of Private Building	JE © /DM	Vol- 1
153	EE/AND/DB-415	Navigational Aids at Minicoy	JE © /DM	Vol- 1
154	EE/AND/DB-416	Modification of existing site Office as Guest House at	JE © /DM	Vol- 1
155	EE/AND/DB-417	Construction of water sump at Minicoy.	JE © /DM	Vol- 1
156	EE/AND/DB-418	Entering of ships inside the Lagoon at Minicoy.	JE © /DM	Vol- 1
157	EE/AND/DB-419	Modifiacion of existing Office Building to use as Dividion	JE © /DM	Vol- 1
158	EE/AND/DB-420	Repairs of RCC Jetty at Minicoy ( Western Side)	JE © /DM	Vol- 1
159	EE/AND/DB-421	Running and Maintenance of Vehicles	JE © /DM	Vol- 1
160	EE/AND/DB-422	Repair and Maintenance of Passenger Hall at Minicoy.	JE © /DM	Vol- 1
161	EE/AND/DB-423	Construction of Residential Building (CPCRI)	JE © /DM	Vol- 1
162	EE/AND/DB-424	Survey Report at Minicoy.	JE © /DM	Vol- 1
163	EE/AND/DB-425	Monthly Physical Progress Report at Minicoy.	JE © /DM	Vol- 1 to 3
164	EE/AND/DB-426	Monthly Progress on the Plan expenditure at Minicoy.	JE © /DM	Vol- 1
165	EE/AND/DB-427	Monitoring Progress of Imporatant Devolopment works.	JE © /DM	Vol- 1
166	EE/AND/DB-428	Quarterly progress report in the form of 0-2 on O/O LHW	JE © /DM	Vol- 1
167	EE/AND/DB-429	Examination of work by Chief Technical Examiners	JE © /DM	Vol- 1
168	EE/AND/DB-430	Environmental Clearance	JE © /DM	Vol- 1
169	EE/AND/DB-431	Construction of Port Assistant's Office Cum Guest room	JE © /DM	Vol- 1
170	EE/AND/DB-432	Construction of Type -II Quarters at Minicoy.	JE © /DM	Vol- 1
171	EE/AND/DB-433	Improvement to the existing ramp at Minicoy	JE © /DM	Vol- 1
172	EE/AND/DB-434	Entrance Tower at Minicoy.	JE © /DM	Vol- 1
173	EE/AND/DB-435	Completion Report at Minicoy	JE © /DM	Vol- 1
174	EE/AND/DB-436	Technical Correspondance at Minicoy	JE © /DM	Vol- 1
175	EE/AND/DB-437	Enlistment of Contractors at Minicoy	JE © /DM	Vol- 1
176	EE/AND/DB-438	Running and Maintenance of Floating Crafts at Minicoy.	JE © /DM	Vol- 1
177	EE/AND/DB-439	Survey and Investigation at Minicoy.	JE © /DM	Vol- 1
178	EE/AND/DB-440	Cargo Slips / Delivery Challan at Minicoy.	JE © /DM	Vol- 1
179	EE/AND/DB-441	Technically Sanctioned Estimates from Minicoy.	JE © /DM	Vol- 1
180	EE/AND/DB-442	General Correspondance at Minicoy	JE © /DM	Vol- 1
181	EE/AND/DB-443	Agreements at Minicoy	JE © /DM	Vol- 1 to 2
182	EE/AND/DB-444	Running and Maintenance of Tools and Plants	JE © /DM	Vol- 1
183	EE/AND/DB-445	Construction of RCC Jetty on Bore pile at Eastern side at	JE © /DM	Vol- 1 to 5
184	EE/AND/DB-446	Computer and Accessories at Minicoy	JE © /DM	Vol- 1
185	EE/AND/DB-447	Repair & Maintenance of tide gauge at Minicoy.	JE © /DM	Vol- 1
186	EE/AND/DB-448	Budget Matters at Minicoy	JE © /DM	Vol- 1
187	EE/AND/DB-449	30 T Crawler Mounted Mobile Crane at Minicoy	JE © /DM	Vol- 1

188	EE/AND/DB-450	Developing slipway with work shop facilities at Minicoy.	JE © /DM	Vol- 1
189	EE/AND/DB-451	Block Estimate at Minicoy	JE © /DM	Vol- 1
190	EE/AND/DB-452	Silt Clearance in Lagoon at Minicoy.	JE © /DM	Vol- 1
191	EE/AND/DB-453	Fabrication of 1 No. Hopper Barge at Minicoy.	JE © /DM	Vol- 1
192	EE/AND/DB-454	Circular Files at Minicoy	JE © /DM	Vol- 1
193	EE/AND/DB-455	10 T Hydraulically Operated Mobile Crane at Minicoy.	JE © /DM	Vol- 1
194	EE/AND/DB-456	Contract Labour Act at Minicoy	JE © /DM	Vol- 1
195	EE/AND/DB-457	Modification of Harbour facilities at Minicoy for stationery Speed Vessels /Errection of High Mast Lighting	JE © /DM	Vol- 1

**B Tender Files**

1	EE/AND/T-01/09-10	O & M of Machineris at Androth attending routine	JE © /DM	
2	EE/AND/T-02/09-10	Arrangineg and providing assistance to maintenance the clock watch and ward at Sub- division Office (Civil)	JE © /DM	
3	EE/AND/T-03/09-10	Construction of RCC Jetty as extenstion of the existing	JE © /DM	
4	EE/AND/T-04/09-10	S & T of stone boulders from Mangalore to Androth.	JE © /DM	
5	EE/AND/T-05/09-10	Handling of stores at Kochi- Supply of SSm & USM for materilas insdie departmental godown at Kochi for a	JE © /DM	
6	EE/AND/T-06/09-10	Providing watch and ward duty for departmental maintenance work of floating crfats , vehicles ,residential buildings at Minicoy.	JE © /DM	
7	EE/AND/T-07/09-10	Attending steel reapiir works to floating crafts ( hopper	JE © /DM	
8	EE/AND/T-08/09-10	Widening of RCC Jetty to the existing unloading platform S & T Stone Aggregate ( 20 mm size) from Mangalore	JE © /DM	
9	EE/AND/T-09/09-10	Construction of 40M Wharf at Androth Providing Rubble constructed Wharf change 200 M to 240 M at Androth.	JE © /DM	
10	EE/AND/T-10/09-10	Construction and Delivery of 30 Footer wooden	JE © /DM	
11	EE/AND/T-11/09-10	Providing Vehicle shed for departemental Fork Lift and	JE © /DM	
12	EE/AND/T-12/09-10	Special work of Katchery Jetty at Minicoy - Providing	JE © /DM	
13	EE/AND/T-13/09-10	Casting of 8 MT Tetrpods at Androth	JE © /DM	
14	EE/AND/T-14/09-10	Maintenance of Break Water - Supply of granite boulders	JE © /DM	
15	EE/AND/T-15/09-10	Construction of Compound Wall and Cycle shed for Port	JE © /DM	
16	EE/AND/T-16/09-10	Providing Vehicle shed for departmental Fork Lift and	JE © /DM	
17	EE/AND/T-17/09-10	Annual maintenance of departmental buildings at	JE © /DM	
18	EE/AND/T-18/09-10	Maintenance of Break Water- Supply of Granite boulders from Mangalore / Beypore to Androth.	JE © /DM	
19	EE/AND/T-19/09-10	Construction of Delivery of 30 Footer wooden Mechanized Boat at Minicoy.	JE © /DM	
20	EE/AND/T-20/09-10	Arranging and attending miscellaneous Office works at	JE © /DM	
21	EE/AND/T-21/09-10	Improvement of Harbour facilities at Minicoy for	JE © /DM	
22	EE/AND/T-22/09-10	Provding steps in the newly constructed wharf.	JE © /DM	
23	EE/AND/T-23/09-10	Clearing ,Forwarding and transportation of transit cargo LHW, Mangalore for 2010-11	JE © /DM	
24	EE/AND/T-24/09-10	Maintenance of Electrical system and Minor Repairs of Androth for the Year 2010-11	JE © /DM	
25	EE/AND/T-01/10-11	Construction of Compound Wall and Cycle shed for Port	JE © /DM	
26	EE/AND/T-02/10-11	Casting of 8 MT Tetrpods at Androth	JE © /DM	
27	EE/AND/T-03/10-11	Providing watch and ward duty for Sub division at	JE © /DM	
28	EE/AND/T-04/10-11	Attending routine maintenance work the departmental	JE © /DM	
29	EE/AND/T-05/10-11	O & M of Machineris at Androth attending routine	JE © /DM	
30	EE/AND/T-06/10-11	Arranging and attending miscellaneous Office works at for the Year 2010-11	JE © /DM	
31	EE/AND/T-07/10-11	Providing watch and ward duty for departmental maintenance work of floating crfats , vehicles ,residential		

		buildings at Minicoy.	JE © /DM	
32	EE/AND/T-08/10-11	Attending special repair works to 2 Nos 500 DWT	JE © /DM	
33	EE/AND/T-09/10-11	Maintenance of Break Water- Supply of Granite boulders	JE © /DM	
34	EE/AND/T-10/10-11	Supply of Granite Jelly ( 20mm size) & River Sand from	JE © /DM	
35	EE/AND/T-11/10-11	Casting of 8 MT Tetrapods at Androth	JE © /DM	
36	EE/AND/T-12/10-11	Supply of Granite Jelly ( 20mm size) & River Sand from	JE © /DM	
37	EE/AND/T-13/10-11	Maintenance of Break Water-Supply of Granite boulders	JE © /DM	
38	EE/AND/T-14/10-11	Providing Kerb Wall in the Break Water at Androth.	JE © /DM	
39	EE/AND/T-15/10-11	Maintenance of Break Water - Providing wearing coat	JE © /DM	
40	EE/AND/T-16/10-11	Arranging and attending miscellaneous Office works at for the Year 2011-12	JE © /DM	
41	EE/AND/T-01/11-12	Maintenance of electrical system and minor repairs of for the Year 2011-12	JE © /DM	
42	EE/AND/T-02/11-12	Providing watch and ward duty for department materials works of floating crafts, vehicles, residential and non for the year 2011-12	JE © /DM	
43	EE/AND/T-03/11-12	Providing round the clock watch and ward duty and of for the Year 2011-12.	JE © /DM	
44	EE/AND/T-04/11-12	Attending routine maintenance works for the harbour	JE © /DM	
45	EE/AND/T-05/11-12	Maintenance of harbour facilities -Supply of SSM & USM Lakshadweep Islands at ALHW ,Mangalore for one year.	JE © /DM	
46	EE/AND/T-06/11-12	Providing round the clock watch and ward duty to the and construction materials at the office premises of	JE © /DM	
47	EE/AND/T-07/11-12	Repair and maintenance of Tug M.T.Indira at Minicoy.	JE © /DM	
48	EE/AND/T-08/11-12	Handling of stores at Kochi-Supply of SSM and USM for handling departmental materials inside departmental Godown at Kochi for a period of 12	JE © /DM	
49	EE/AND/T-09/11-12	Maintenance of Port Assistant Office and Guest house skirt keel buoy at Minicoy.	JE © /DM	
50	EE/AND/T-10/11-12	Attending regular maintenance and operation of ALHW machineries and inspection vehicles, stationed at Androth	JE © /DM	
51	EE/AND/T-11/11-12	Supply of fresh water to IIF Vessels at Androth.	JE © /DM	
52	EE/AND/T-12/11-12	Attending steel repair works to the Gantry and Boom of stationed at Androth.	JE © /DM	
53	EE/AND/T-13/11-12	Attending steel repair works to 2 Nos. 5000 DWT	JE © /DM	
54	EE/AND/T-14/11-12	Attending maintenance of 'A' Frame Barge and 50 T Capacity Dump Barge DB Pramod at Minicoy.	JE © /DM	
55	EE/AND/T-15/11-12	Maintenance of western Jetty at Minicoy.	JE © /DM	
56	EE/AND/T-16/11-12	Maintenance of residential and non residential buildings	JE © /DM	
57	EE/AND/T-17/11-12	Attending repair works M.T.Indira Tug at Minicoy.	JE © /DM	
58	EE/AND/T-18/11-12	Providing watch and ward duty for departmental works of floating crafts residential and non residential	JE © /DM	
59	EE/AND/T-19/11-12	Attending maintenance to the Katchery jetty including	JE © /DM	
60	EE/AND/T-20/11-12	Providing watch and ward duty for departmental works of floating crafts residential & non residential	JE © /DM	
61	EE/AND/T-01/12-13	Arranging and attending miscellaneous office works at ALHW Division Office for the Year 2012-13.	JE © /DM	

**C Registers**

1		Work Order Register	JE © /DM	Vol- 1 to VI
2		Supply Order Register	JE © /DM	Vol- 1 to II
3		Technically Sanctioned Estimates	JE © /DM	Vol- 1 to III
4		Tender Opening Register	JE © /DM	Vol- 1 to III
5		Register for Enlisted Contractors	JE © /DM	
6		Quotation Opening register	JE © /DM	
7		Tender/Quotation form issued register	JE © /DM	
8		Bill Register in DB Section	JE © /DM	
9		Bill Register in DB Section	JE © /DM	
10		Technical Book Register	JE © /DM	

**FILE INDEX (CURRENT RUNNING)**

<b>Sl. No</b>	<b>Category of the Documents (list of File No.)</b>	<b>Name of the Document</b>	<b>Held by</b>	<b>Remarks</b>
1	LHW/AE (MCY)/F-101	Accounts	SDC/AE	Vol-1 to 18
2	LHW/AE (MCY)/F-101(TEO)	T.E.O Correspondences	SDC/AE	
3	LHW/AE (MCY)/F-102	Regular Establishment	SDC/AE	
4	LHW/AE (MCY)/F-103	Work Charged Establishment	SDC/AE	
5	LHW/AE (MCY)/F-104	Telephone/Telegrams	SDC/AE	
6	LHW/AE (MCY)/F-105	Accommodation	SDC/AE	
7	LHW/AE (MCY)/F-106	Estimate	SDC/AE	Vol- 1 to 6
8	LHW/AE (MCY)/F-107	Office Order	SDC/AE	
9	LHW/AE (MCY)/F-109	Progress Report	SDC/AE	
10	LHW/AE (MCY)/F-110	Survey & Investigation	SDC/AE	
11	LHW/AE (MCY)/F-111	Katchery Jetty	SDC/AE	
12	LHW/AE (MCY)/F-112	Inspection Report/Site Order Note	SDC/AE	
13	LHW/AE (MCY)/F-115	Benevolent Fund	SDC/AE	
14	LHW/AE (MCY)/F-116	Govt. of India Orders/Circulars	SDC/AE	
15	LHW/AE (MCY)/F-117	Notes & Orders	SDC/AE	
16	LHW/AE (MCY)/F-118	LIC Correspondence	SDC/AE	
17	LHW/AE (MCY)/F119	GPF Correspondence	SDC/AE	
18	LHW/AE (MCY)/F-121	Gazettes	SDC/AE	
19	LHW/AE (MCY)/F-122	General Correspondence	SDC/AE	
20	LHW/AE (MCY)/F-123	Apprentice Trainee	SDC/AE	
21	LHW/AE (MCY)/F-125	Budget Provision/Sanction	SDC/AE	
22	LHW/AE (MCY)/F-126	Entrance Light	SDC/AE	
23	LHW/AE (MCY)/F-129	Handing Over/Taking Over Charges	SDC/AE	
24	LHW/AE (MCY)/F-130	National Family Welfare	SDC/AE	
25	LHW/AE (MCY)/F-134	Confidential	SDC/AE	
26	LHW/AE (MCY)/F-135	Work Orders	SDC/AE	Vol- 1 to 6
27	LHW/AE (MCY)/F-136	Stationery	SDC/AE	
28	LHW/AE (MCY)/F-137	Schedule of Rates	SDC/AE	
29	LHW/AE (MCY)/F-141	Maintenance of buoys/Traffic data	SDC/AE	
30	LHW/AE (MCY)/F-144	Wind & Wave dates	SDC/AE	
31	LHW/AE (MCY)/F-146	Pay & Allowances	SDC/AE	
32	LHW/AE (MCY)/F-147	PCT Correspondence	SDC/AE	
33	LHW/AE (MCY)/F-148	VVP/VIP Visit	SDC/AE	
34	LHW/AE (MCY)/ F-149	Income Tax	SDC/AE	
35	LHW/AE (MCY)/ F-150	Salvage Operation	SDC/AE	
36	LHW/AE (MCY)/ F-151	Immovable/Immovable Properties	SDC/AE	
37	LHW/AE (MCY)/ F-152	Completion Report	SDC/AE	
38	LHW/AE (MCY)/ F-401	LHEU Correspondences	SDC/AE	
39	LHW/AE (MCY)/ F-403	Audit/AG/PAO	SDC/AE	
40	LHW/AE (MCY)/ F-404	Rubberized Buoys	SDC/AE	
41	LHW/AE (MCY)/ F-501	Tools & Plants (All Types)	SDC/AE	
42	LHW/AE (MCY)/ F-502	Survey Reports	SDC/AE	

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43	LHW/AE (MCY)/ F-503	Indent	SDC/AE	
44	LHW/AE (MCY)/ F-504	M.T. Indira	SDC/AE	
45	LHW/AE (MCY)/ F-505	Monitoring Environment	SDC/AE	
46	LHW/AE (MCY)/ F-507	M.L. Devika	SDC/AE	Closed
47	LHW/AE (MCY)/ F-509	Supply Orders	SDC/AE	
48	LHW/AE (MCY)/ F-510	Cargo Slips	SDC/AE	
49	LHW/AE (MCY)/ F-511	Tide Gauge	SDC/AE	
50	LHW/AE (MCY)/ F-512	Invoice/Delivery Challan	SDC/AE	
51	LHW/AE (MCY)/ F-513	Dump Barge/Hopper Barge/Dredger	SDC/AE	
52	LHW/AE (MCY)/ F-514	Material Correspondence	SDC/AE	
53	LHW/AE (MCY)/ F-515	Monthly Returns of MAS	SDC/AE	
54	LHW/AE (MCY)/ F-516	Hire Charges/Bill Correspondence	SDC/AE	
55	LHW/AE (MCY)/ F-519	Quotation Notice	SDC/AE	
56	LHW/AE (MCY)/ F-526	Seabed Exploration	SDC/AE	Closed
57	LHW/AE (MCY)/ F-527	Providing of GRP Buoys (Rubberized)	SDC/AE	
58	LHW/AE (MCY)/ F-529	Construction of Open jetty	SDC/AE	
59	LHW/AE (MCY)/ F-530	Fuel Consumption	SDC/AE	
60	LHW/AE (MCY)/ F-531	Construction of permanent entrance tower	SDC/AE	
61	LHW/AE (MCY)/ F-533	Cost Index	SDC/AE	
62	LHW/AE (MCY)/ F-536	PA'S Office	SDC/AE	
63	LHW/AE (MCY)/ F-537	Construction of Cement Godown	SDC/AE	
64	LHW/AE (MCY)/F-538	Construction of Site Office	SDC/AE	
65	LHW/AE (MCY)/F-539	Slip Way	SDC/AE	Closed
66	LHW/AE (MCY)/F-540	Correspondence with Contractor	SDC/AE	
67	LHW/AE (MCY)/F-541	Land Acquisition	SDC/AE	
68	LHW/AE (MCY)/F-542	Ship Mooring Buoys	SDC/AE	
69	LHW/AE (MCY)/F-543	Verification of Stores	SDC/AE	
70	LHW/AE (MCY)/F-544	General Correspondence on Agreement	SDC/AE	
71	LHW/AE (MCY)/F-545	Construction of Sea wall	SDC/AE	
72	LHW/AE (MCY)/F-546	Type 'C' Quarters	SDC/AE	
73	LHW/AE (MCY)/F-547	Fabrication of Hopper Barges	SDC/AE	Closed
74	LHW/AE (MCY)/F-548	Repairs of Machinerics	SDC/AE	
75	LHW/AE (MCY)/F-549	Construction of Compound Wall	SDC/AE	
76	LHW/AE (MCY)/F-550	Improvement of Harbour Facilities	SDC/AE	
77	LHW/AE (MCY)/F-551	Construction & Delivery of 30f Wooden boat	SDC/AE	
78	LHW/AE (MCY)/F-552	Providing Vehicle Shed (Forklift & Tractor)	SDC/AE	
79	LHW/AE (MCY)/F-553	Receipt file	SDC/AE	

**LIST OF PERSONAL FILES**

1	LHW/AE (MCY)/F-445	Shri D. Jose, A E (Civil)	SDC/AE	
2	LHW/AE (MCY)/F-605	Shri A. Udayakumar, J E (Civil)	SDC/AE	
3	LHW/AE (MCY)/F-606	Shri Joy Kurian, J E (Mech)	SDC/AE	
4	LHW/AE (MCY)/ F-475	Shri S. Babu, Mechanic Gr-I	SDC/AE	
5	LHW/AE (MCY)/F-425	Shri Hyrenge Ismail, Seacunny	SDC/AE	
6	LHW/AE (MCY)/F-426	Shri D. Hussain, Operator Gr-I	SDC/AE	
7	LHW/AE (MCY)/F-427	Shri M. Ali, Operator, Gr-I	SDC/AE	
8	LHW/AE (MCY)/F-430	Shri P. Mohammed Manikfan, Mechanic Gr-I	SDC/AE	
9	LHW/AE (MCY)/F-422	Shri K.G. Ibrahim, Operator	SDC/AE	
10	LHW/AE (MCY)/F-434	Shri Damuge Mohammed, F/M (Masonry)	SDC/AE	
11	LHW/AE (MCY)/F-441	Shri K.G. Joshi, Operator Gr-II	SDC/AE	
12	LHW/AE (MCY)/F-602	Shri. K.B. Ali, Diver	SDC/AE	
13	LHW/AE (MCY)/F-603	Shri T. Kasmi Koya, Foreman (Civil) Gr-II	SDC/AE	
14	LHW/AE (MCY)/F-604	Smt. V. Geetha Devi, Foreman (Civil)	SDC/AE	
15	LHW/AE (MCY)/F-498	Shri. C.M. George, JE (Mech)	SDC/AE	Closed
16	LHW/AE (MCY)/F-421	Shri. Gandige Hassan Opr.(Retr)	SDC/AE	Closed
17	LHW/AE (MCY)/F-496	Shri. K. Kumaran, Foreman Civil	SDC/AE	Closed

**LIST OF REGISTERS**

<b>Sl. No</b>	<b>Category of the Documents (Office Registers)</b>	<b>Name of the Document</b>	<b>Held by</b>	<b>Remarks</b>
1	Despatch Register		AE©/MCY	
2	Receipt Register		AE©/MCY	
3	Stamp Account Register		AE©/MCY	
4	Casual Leave Register		AE©/MCY	
5	W.C. Salary Bill Register		AE©/MCY	
6	Bill Register (Contractor Bill, HR Bill etc.)		AE©/MCY	
7	Form 58 Register		AE©/MCY	
8	Stationary Register		AE©/MCY	
9	Work Order Register		AE©/MCY	
10	Quotation Register		AE©/MCY	
11	Office Library book Register		AE©/MCY	
12	Electricity bill Verification Register		AE©/MCY	
13	Log book of Out Board Motor fitted in FRP Dinghy		JE	
14	Log book of M.T. Indira		JE	
15	Log book of 50T Dump Barge DB Pramodh		JE	
16	Log book of G.D. Baloo Winch		JE	Closed
17	Log book of Water Pump (Honda)		JE	

18	Log book of Water Pump (Honda WBK-15)		JE	
19	Log book of Boat M.L. Geetha		JE	Closed
20	Log book of Surge Pump		JE	
21	Log book of Tractor		JE	
22	Log book of Mahindra Jeep, LD-09-1327		JE	
23	Log book of Fork Lift GX 400 D		JE	
24	Log Book of Diesel Vibrator		JE	
25	Log Book of 3T Capacity of Electric Crane		JE	
26	Log Book of Coles Ledda Crane		JE	Closed
27	Log Book of TIL Mobile Hydra Crane		JE	
28	Log Book of Concrete Mixer M/C		JE	
29	Log Book of 'A' Frame with winch 7.5T Capacity		JE	
30	Log Book of Welding Transformer		JE	
31	Log Book of Diesel Generator		JE	
32	Log Book of Power Tiller		JE	
33	Log Book of Fork Lift		JE	
34	Log Book of Power Tiller (new)		JE	
35	MAS-01/2006-07 – Providing Eastern side embarkation facilities at Minicoy.		JE	
36	MAS-02/2006-07 – Providing Eastern side embarkation facilities at Minicoy.		JE	
37	MAS-03/2006-07 – Constn: of PA Office cum Guest House		JE	
38	MAS-04/2006-07 – M/O Building		JE	
39	MAS-05/2006-07 – R & M of Floating Crafts		JE	
40	MAS-06/2006-07 – Central Sector Maintenance		JE	
41	MAS-07/2006-07 – R & M of Floating Crafts (spares)		JE	

42	MAS-08/2006-07 – Operation & M/O T&P		JE	
43	MAS-09/2006-07 – M/O Navigational aids & C/o Entrance Tower.		JE	
44	Register for Dismantled items		JE	
45	MAS-10/2006-07 – Maintenance of Jetty		JE	
46	MAS for POL		JE	
47	MAS for Entrance Tower & Compound Wall		JE	
48	Spare Parts Register for Diesel Jeep & Omni Van		JE	
49	General Receipt Book (GRB)		JE	
50	T&P Register (Civil)		JE	
51	Spare parts Register for Cummins N495/NTC-495 Engine		JE	
52	Spare parts Register for DBG Box		JE	
53	Guest House Register		JE	
54	Register for Land Owners		JE	
55	Survey Report Register		JE	
56	Quarters Complaint Register		JE	
57	Inventory Register for Guest House.		JE	
58	Details of Department Buildings		JE	
59	Inventory Register		JE	
60	Coconut sale Register		JE	
61	Hindrance Register of Eastern side Jetty		JE	
62	Berthing details of Ship at Eastern side Jetty		JE	
63	Bore Hole Register for Eastern Side Jetty		JE	Closed

## **FILE LIST OF REGULAR ESTABLISHMENT**

Sl. No.	Category of the document	Name of the documents	Held by	Remarks
1.	EE/AND/ER-1	TRANSFER & POSTING OF OFFICER & STAFF IN LHW	LDC	
2	EE/AND/ER-2	TRANSFER & POSTING OF OFFICER & STAFF IN AHW/ALHW	LDC	
3	EE/AND/ER-3	CREATION OF POSTS & CONTINUATION OF STAFF	LDC	
4	EE/AND/ER-4	FILLING UP THE VACANCIES/POSTS	LDC	
5	EE/AND/ER-5	VISIT OF VVIP/VIP	LDC	
6	EE/AND/ER-7	SANCTION OF PAY ADVANCE OTHER LEAVE SALARY ADVANCE & OTHER ALLOWANCES.	LDC	
7	EE/AND/ER-8	SANCTION OF HOUSE BUILDING ADVANCE	LDC	
8	EE/AND/ER-9	SANCTION OF FESTIVAL ADVANCE	LDC	
9	EE/AND/ER-10	SANCTION OF CHILDREN EDUCATION ALLOWANCE	LDC	
10	EE/AND/ER-11	SANCTION OF CYCLE/MOTOR/SCOOTER/ADVANCES	LDC	
11	EE/AND/ER-12	CORRESPONDENCE FOR TELEPHONE/TELEX /P&T	LDC	
12	EE/AND/ER-13	SANCTION OF INCREMENT	LDC	
13	EE/AND/ER-14	PURCHASE OF UNIFORM	LDC	
14	EE/AND/ER-15	DPC, SENIORITY/STAFF POSITION	LDC	
15	EE/AND/ER-16	CORRESPONDENCE OF GPF	LDC	
16	EE/AND/ER-17	OFFICIAL LANGUAGE, HINDI TEACHING.	LDC	
17	EE/AND/ER-18	NOTES & ORDER – GENERAL CIRCULAR	LDC	
18	EE/AND/ER-19	ESTABLISHMENT GENERAL CORRESPONDENCE / MISE.	LDC	
19	EE/AND/ER-20	GOVT.OF INDIA ORDERS/ CIRCULARS	LDC	

20	EE/AND/ER-21	BUDGET REPORT/EXPENDITURE SANCTION.	LDC	
21	EE/AND/ER-22	FORMATION OF DIVISION/ SUB-DIVISION	LDC	

**T.VENU , LDC**

**LIST OF REGISTER UNDER SALARY BILL SECTION**

Sl No.	Category of Documents	Name of the Documents	Held by	Remarks
1		Pay bill Register	LDC	
2		Pay bill abstract	LDC	
3		Bill register	LDC	
4		<b><u>Advance recovery register</u></b> a) HBA Advance Register b) OMCA Advance Register c) Comp. Advance Register	LDC	

**FILE LIST OF (SALARY BILL) ACCOUNTS SECTION**

Sl No.	Category of Documents	Name of the Documents	Held by	Remarks
1	EE/AND/A-41	Pay and Allowance files.	LDC	
2	EE/AND/ER-8	Monthly Returns files of HBA /OMCA /Computer	LDC	
3	LHW/Acct-41/ GPF	GPF Correspondence files	LDC	
4	LHW/Acct- 41/LPC	LPC files	LDC	
5	EE/AND/A-42	Long term advance files	LDC	
6	EE/AND/A-41/ Reg. attendance	Attendance particulars files.	LDC	

**LIST OF REGISTER UNDER ACCOUNTS (AGREEMENT BILL) SECTION**

Sl No.	Category of Documents	Name of the Documents	Held by	Remarks
1		Agreement bill register	UDC	
2		Contractors ledger	UDC	
3		Measurement book issuing register	UDC	
4		Hand Receipt Register	UDC	
5		Bill put up to DB Register	UDC	

**FILE LIST OF ACCOUNTS (AGREEMENT BILL) SECTION**

Sl No.	Category of Documents	Name of the Documents	Held by	Remarks
1	EE/AND/A-61	Security Deposit releasing file	UDC	
2		TDS issuing file	UDC	
3	EE/AND/A-5	Correspondence with ITD (TDS)	UDC	
4	EE/AND/A-6	Correspondence regarding Measurement book	UDC	
5		Old measurement Book	UDC	Received From sub division

**LIST OF REGISTER UNDER ACCOUNTS  
(WORK/ SUPPLY ORDER & PETTY BILLS) SECTION**

Sl. No.	Category of Documents	Name of Documents	Held By	Remarks
1.		Work order register	UDC	
2.		Supply order register	”	
3.		Electricity consumption Chargers Register	”	
4.		Advance payment register	”	
5.		Land rent register, Androth	”	
6.		Land rent register, Kalpeni	”	

**FILE LIST OF (WORK/SUPPL ORDERS &  
PETTY BILLS) SECTION**

Sl. No.	Category of the document	Name of the documents	Held by	Remarks
1.	EE/AND/A-93	Correspondence Measurement Book	UDC	
2.	EE/AND/A-94	Work Order issued from EE/DCE	”	
3.	EE/AND/A-95	Supply order issued from EE/DCE	”	
4.	EE/AND/A-96	Supply order/work order AE(C)/AE(M), Andrott	”	
5.	EE/AND/A-97	Supply order/Work order AE sub-division, Kalpeni	”	
6.	EE/AND/A-98	Supply order/Work orders AE Sub-division, Minicoy	”	
7.	EE/AND/A-99	Supply order/Work orders AE Sub-division, Mangalore	”	
8.	EE/AND/A-100	Supply order/Work orders OIC, ALHW, Calicut	”	
9.	EE/AND/A-101	Supply order/Work orders OIC, ALHW, Kochi	”	
10.	EE/AND/Qtn./ Adv./A-102	Quotation Notice/Advertisement	”	Papers received from DB
11.	EE/AND/Land/ A-103	Ground Rent/compensation for coconut trees and removed including rental charges of building.	”	

**LIST OF REGISTER UNDER ACCOUNTS  
(COMPILATION OF MONTHLY ACCOUNTS  
SECTION)**

Sl. No.	Category of the document	Name of the documents	Held by	Remarks
1.		Expenditure control Register (PLAN & NON PLAN)	UDC	
2.		Deposit Register Part-III	”	
3.		Audit Register Appendix 74 & 75	”	

**FILE LIST OF (COMPILATION OF MONTHLY  
ACCOUNTS SECTION)**

Sl. No.	Category of the document	Name of the documents	Held by	Remarks
1.	EE/AND/A-51	Correspondence Monthly Account	UDC	
2.	EE/AND/A-51(B)	Quarterly return on credit/debit GPF Group ‘D’	”	
3.	EE/AND/Audit-1/A-53	Monthly report on Audit Para	”	
4.	EE/AND/A-52	Correspondence of Transfer Entry order	”	
5.	EE/AND/A-54	Monthly progress report	”	Paper received from DCE/DB section
6.	EE/AND/A-55	Estimate Technical sanctioned	”	Paper received from DB section Andrott
7.	EE/AND/A-56	Completion Report	”	
8.	EE/AND/A-57	Expenditure statement	”	

9.	EE/AND/A-58	Budget allotment	”	
10.	EE/AND/A-59	Rate analysis	”	
11.	EE/AND/A-60	General correspondence	”	

**FILE LIST OF ACCOUNTS SECTION**

Sl No.	Category of the Documents	Name of the Documents	Held by	Remarks
1	EE/AND/A-29	Salary Crediting file	LDC	
2	EE/AND/A-27	DD Forwarding file	LDC	
3	EE/AND/A-30	Bank reconciliation file	LDC	
4	EE/AND/A-23	Cheque Book file	LDC	
5	EE/AND/A-26	LOC correspondence file	LDC	
6	EE/AND/A-22	Handing over & Taking over file	LDC	
7	EE/AND/A-28	Temp. advance & Permanent imprest	LDC	
8	EE/AND/A-33	LIC correspondence file Benevolent Fund	LDC	

**LIST OF REGISTER UNDER ACCOUNTS SECTION**

Sl No.	Category of the Documents	Name of the Documents	Held by	Remarks
1		Register of Cheque Book Account	LDC	
2		Register of Receipt Book Account	LDC	
3		Cheque list register	LDC	
4		Temp. Adv. & Permanent imprest Register	LDC	
5		Treasury Remittance Register	LDC	
6		Court attachment of register	LDC	
7		Register of interest bearing security	LDC	
8		Salary details register	LDC	
9		Register of sales of Tender document		

**FILE LIST OF ACCOUNTS SECTION**

Sl No.	Category of the Documents	Name of the Documents	Held by	Remarks
1	EE/AND/A-30	Temporary advance /Permanent Imprest	Foreman (C)	
2	NIL	Pay & Allowance	Foreman (C)	
3	NIL	Income Tax	Foreman (C)	

### **LIST OF REGISTER UNDER ACCOUNTS SECTION**

Sl No.	Category of Documents	Name of the Documents	Held by	Remarks
1		FORM -58	Foreman (C)	-
2		Long term advance register	-	-

### **LIST OF REGISTER UNDER BILL SECTION REGULAR/WC ESTABLISHMENT SECTION**

Sl No.	Category of the Documents	Name of the Documents	Held by	Remarks
1		Tour TA register PLAN Vol.IV	LDC	
2		Tour TA register NON PLAN Vol.IV	LDC	
3		Regular FSP/LTC Vol.III	LDC	
4		Medical bill passing register Regular	LDC	
5		Telephone register Vol.II	LDC	
6		FVC contingency register	LDC	
7		Section diary	LDC	
8		News Paper register	LDC	
9		TA/LTC advance register Regular staff at Minicoy	LDC	
10		Telegram charges register	LDC	
11		Appropriation register OE under PLAN & NON PLAN	LDC	
12		Appropriation register MR under PLAN & NON PLAN	LDC	
13		Appropriation register TE under PLAN & NON PLAN	LDC	

### **FILE LIST OF BILL SECTION REGULAR /WC ESTABLISHMENT**

Sl No.	Category of the Documents	Name of the Documents	Held by	Remarks
1	EE/AND/MR/ER-52	Medical claim	LDC	
2	EE/AND/EB-1	PVC Correspondence file	LDC	
3	EE/AND/EB-5 (A)	Traveling rules of Vith Pay commission	LDC	
4	EE/AND/EB-2	Correspondence of Franking Machine	LDC	
5	EE/AND/ER-60	Audit Para related to TA / Contingency etc.	LDC	
6	EE/AND/EB-5	Correspondence of Regular Tour TA/ Transfer TA/ LTC/FTC	LDC	
7	EE/AND/EB-14	Medical claim correspondence Regular Establishment	LDC	

**LIST OF REGISTER WORKCHARGED ESTABLISHMENT**

Sl No.	Category of the Documents	Name of the Documents	Held by	Remarks
1		WC Section diary	Foreman (C)	
2		Increment Register	Foreman (C)	
3		CEA Register	Foreman (C)	

**LIST OF SERVICE BOOKS UNDER REGULAR ESTABLISHMENT SECTION**

Sl No.	Category of the Documents	Name of the Documents	Held by	Remarks
1		Sri. K.K.Remesh , JE	LDC	
2		Sri. A. Udayakumar, JE	”	
3		Sri.P.Vinod , JE	”	
4		Sri. K.V.Abdul Rahiman, Watchman	”	
5		Sri. T.P.Mohammed Rafi, LDC	”	
6		Sri. K.Rajan, JE	”	
7		Smt. C.Mariyommabi, LDC	”	
8		Sri. K.V.Mohammed Farook, LDC	”	
9		Sri. N.P.Hyder Ali, JE	”	
10		Sri.K.Basavaraja, JE	”	
11		Sri. R.Radhakrishnan Nair, UDC	”	
12		Sri. T.Venu, LDC	”	
13		Sri.M.P.Hassan, UDC	”	
14		Smt.P.K.Safira Beegum, Peon	”	
15		Sri.L.Mohammed Ali Akber, Watchman	”	
16		Sri.J.Rajendran Pillai, Assistant	”	
17		Sri. A.Naser, Draftsman	”	
18		Sri. C.G.Abdul Kayoom, JE(C)	”	
19		Sri. P.S.Sasidharan Nair , Assistant	”	
20		Sri. Joy Kuriyan, JE(M)	”	
21		Sri. A.Shanmugam, JE(Ele)	”	

**LIST OF REGISTER UNDER REGULAR ESTABLISHMENT SECTION**

Sl. No.	Category of the Documents	Name of the Documents	Held by	Remarks
1		Casual leave register	LDC	
2		Compensatory off Register	”	

3		Incumbent Register	”	
		Regular retirement details register	”	
5		Leave account register for apprentice	”	
6		Children’s Education Allowance register	”	
7		Increment register	”	
8		RTI Register	”	

**FILE LIST OF WORKCHARGED ESTABLISHMENT**

<b>Sl. No.</b>	<b>Category of the Documents</b>	<b>Name of the Documents</b>	<b>Held by</b>	<b>Remarks</b>
1	EE/AND/WE-1	General Correspondence	Foreman (C)	
2	EE/AND/WE-2	Transfer & Posting	”	
3	EE/AND/WE-4	Sanction of increments	”	
	EE/AND/WE-5	Pay & Other allowances	”	
5	EE/AND/WE-6	Children Educational Assistance	”	
6	EE/AND/WE-8	Sanction of Advances	”	
7	EE/AND/WE-9	DPC of WC employees	”	
8	EE/AND/WE-10	Pension correspondence	”	
	EE/AND/WE-11	Creation /Continuation		
	EE/AND/WE-12	Permanency /Seniority		
	EE/AND/WE-13	Filling up of posts		
	EE/AND/WE-14	Leave/LTC correspondence		
	EE/AND/WE-15	Recruitment Rules of WC staff		

	EE/AND/WE-16	GPF correspondence (Group 'C')		
	EE/AND/WE-18	GPF correspondence (Group 'D')		
	EE/AND/WE-19	GPF schedule correspondence		

**PESONAL FILE AND SR LIST OF WORKCHARGED ESTABLISHMENT**

<b>Sl. No.</b>	<b>Name &amp; Designation</b>	<b>PF No.</b>	<b>Held by</b>	<b>Remarks</b>
1	Sri. K.C.Jamaludheen, Foreman (M)	PF-12 with SR	Foreman (C)	
2	Sri. T.M.Seethikoya, Foreman (C)	PF-15 with SR	”	
3	Sri. K.K.Mullakoya, Foreman (Masonry )	PF-17 with SR	”	
	Sri. P.Sayed Mohammed , Blacksmith	PF-21 with SR	”	
5	Sri. M.Hamzakoya , Operator	PF-22 with SR	”	
6	Sri. A.P.Koyamma, Seacunny	PF-24 with SR	”	
7	Sri. N.P.Pookoya, Operator	PF-25 with SR	”	
8	Sri.N.Pookoya, Work Maistry	PF-28 with SR	”	
9	Sri. T.Nallakoya, Operator	PF-32 with SR	”	
10	Sri. T.Kunhiseethi, Seacunny	PF-33 with SR	”	
11	Sri. P.K.Mujeeb Rehman, Seacunny.	PF-34 with SR	”	
12	Sri. T.Kasmikoya, Foreman (C)	PF-38 with SR	”	
13	Sri. M.P.Kasmi, Foreman (Masonry )	PF-43 with SR	”	
14	Sri. K.K.Cheriyakoya, Foreman (C)	PF-46 with SR	”	
15	Sri. T.Shaikoya, Seacunny	PF-48 with SR	”	
16	Sri. K.Abdul Jabbar, Foreman (C)	PF-53 with SR	”	
17	Sri. P.Rejeevan , Driver	PF-57 with SR	”	
18	Sri. K.G.Joshi, Operator	PF-58 with SR	”	
19	Sri. P.Kunhiseethi, Foreman (M)	PF-60 with SR	”	
20	Smt. P.K.Prasanna, Foreman©	PF-66 with SR	”	
21	Sri. Kambrundrugothi Ibrahim, Operator	PF-69 with SR	”	

22	Sri. D.Hussain, Operator	PF-72 with SR	”	
23	Sri. M.Ali, Operator	PF-74 with SR	”	
24	Sri. S.Babu, Mechanic	PF-76 with SR	”	
25	Sri. Hyreng Ismail, Seacunny	PF-79 with SR	”	
26	Sri. K.B.Ali, Diver	PF-82 with SR	”	
27	Sri. Damuge Mohammed , Foreman	PF-87 with SR	”	
28	Sri. P.Mohammed Manikfan, Mechanic	PF-90 with SR	”	
29	Smt. V.Geethadevi, Foreman ©	PF-95 with SR	”	
30	Smt. T.P.Sajitha, Work Maistry	PF-98 with SR	”	
31	Sri. M.V.Arunkumar, Work Maistry	PF-99 with SR	”	

## Registers under AE@,ALHW,Androth

Sl No.	Category of the Docum	Name of the Document	Held by	remarks
1	Materials at site	Daly material transaction Vol-I	Junior Engineer	Closed
2	Materials at site	Daly material transaction Vol-II	Junior Engineer	Closed
3	Materials at site	Daly material transaction Vol-III	Junior Engineer	Closed
4	Materials at site	Daly material transaction Vol-VI	Junior Engineer	Closed
5	Materials at site	Daly material transaction Vol-V	Junior Engineer	
6	Materials at site	Maintenance of building Vol-I	Junior Engineer	
7	Materials at site	Maintenance of building Vol-II	Junior Engineer	
8	Materials at site	Maintenance of building Vol-III	Junior Engineer	
9	Materials at site	Construction of passenger hall at androth	Junior Engineer	
10	Materials at site	Construction of 40 M wharf at Androth	Junior Engineer	
11	Materials at site	Goods Receipt book	Junior Engineer	
12	Materials at site	Guest House inventory/Register	Junior Engineer	

### **1. STATEMENT OF THE DOCUMENTS**

Sl No	Category of the Document	Name of the Document	Held by	Remarks
1	Account	NO.AE@/AND/F.200	LDC	
2	Audit objection	NO.AE@/AND/F.201	LDC	
3	Schedule of rate	NO.AE@/AND/F.202	LDC	Closed
4	Monthly returns	NO.AE@/AND/F.203	LDC	Closed
5	Verification of stores and T&P	NO.AE@/AND/F.206	LDC	Closed
6	Cargo slips	NO.AE@/AND/F.208	LDC	
7	Despatch or cargo Kalpeni	NO.AE@/AND/F.209	LDC	Closed
8	IV Pay commission	NO.AE@/AND/F.210	LDC	Closed
9	Correspaondence and MB & Account	NO.AE@/AND/F.211	LDC	
10	Departmentalisation and new accounts	NO.AE@/AND/F.212	LDC	Closed
11	Pay and allowance	NO.AE@/AND/F.213	LDC	
12	CGEGS/GPF/CPF	NO.AE@/AND/F.214	LDC	
13	Monthly exire budget	NO.AE@/AND/F.215	LDC	
14	Post cration & sanction	NO.AE@/AND/F.216	LDC	
15	TA clims & Staff	NO.AE@/AND/F.217	LDC	Closed
16	attendance particular	NO.AE@/AND/F.218	LDC	Closed
17	Rashtra Bhasha	NO.AE@/AND/F.219	LDC	Closed
18	Payment & octro to island council	NO.AE@/AND/F.220	LDC	Closed
19	Benvolent fund	NO.AE@/AND/F.221	LDC	Closed
20	Establishmet W/C staff	NO.AE@/AND/F.222	LDC	
21	Establishmet Regular staff	NO.AE@/AND/F.223	LDC	
22	Handing over / Taking over	NO.AE@/AND/F.224	LDC	
23	Office order file	NO.AE@/AND/F.225	LDC	
24	Deligation of power	NO.AE@/AND/F.226	LDC	Closed
25	LHEU	NO.AE@/AND/F.227	LDC	
26	Monitoring of asset	NO.AE@/AND/F.228	LDC	
27	V th Pay commissio9n	NO.AE@/AND/F.229	LDC	
28	LIC Correspondance	NO.AE@/AND/F.230	LDC	
29	CL account	NO.AE@/AND/F.231	LDC	
30	District Panchayath KVT implementation	NO.AE@/AND/F.232	LDC	
31	6th pay commission	NO.AE@/AND/F.233	LDC	
32	Income tax	NO.AE@/AND/F.234	LDC	
33	General file	NO.AE@/AND/F.235	LDC	
34	Increment file	NO.AE@/AND/F.236	LDC	
35	seniority file	NO.AE@/AND/F.237	LDC	
36	RTI AE@	NO.AE@/AND/F.238	LDC	
37	Construction of jetty at Androth	NO.AE@/AND/F.300	LDC	Closed
38	Construction of entrance tower	NO.AE@/AND/F.304	LDC	Closed
39	Passenger & Cargo shed	NO.AE@/AND/F.305	LDC	
40	Allotment of accomadation	NO.AE@/AND/F.306	LDC	
41	acquisition of land & land rent	NO.AE@/AND/F.308	LDC	
42	Constuction of jetty at Kalpeni	NO.AE@/AND/F.309	LDC	Closed
43	Casting of CC block	NO.AE@/AND/F.310(a)	LDC	Closed
44	Construction of break water at Androth	NO.AE@/AND/F.310	LDC	Closed
45	Machineries at Androth / Kalpeni	NO.AE@/AND/F.313	LDC	Closed

46	Wind & wave obseration	NO.AE@/AND/F.314	LDC	
47	GRP Bouys & Navigational Aids	NO.AE@/AND/F.315	LDC	
48	Tug MT Rajendra	NO.AE@/AND/F.316	LDC	Closed
49	Construction of jetty breakwater at androth south side	NO.AE@/AND/F.317	LDC	Closed
50	Unskilled worker	NO.AE@/AND/F.318	LDC	
51	Train ticket counder	NO.AE@/AND/F.319	LDC	Closed
52	Round the clock watch and ward	NO.AE@/AND/F.331	LDC	Closed
53	Construction of artisan barrack Tripple unit	NO.AE@/AND/F.416	LDC	Closed
54	Maintence of harbour facilities	NO.AE@/AND/F.417	LDC	Closed
55	Maintence of jetties	NO.AE@/AND/F.419	LDC	
56	dreging at kalpeni	NO.AE@/AND/F.421	LDC	Closed
57	Construction of type 'B' quartes at androth	NO.AE@/AND/F.422	LDC	Closed
58	Workshop building androth /kalpeni	NO.AE@/AND/F.423	LDC	Closed
59	Construction of break and wharf at Kalpeni	NO.AE@/AND/F.424	LDC	Closed
60	Barges & Crafts	NO.AE@/AND/F.425	LDC	Closed
61	Breakwater stage II at Androth	NO.AE@/AND/F.426	LDC	
62	Civil & Mechanical assets	NO.AE@/AND/F.427	LDC	Closed
63	Tender & Quatation	NO.AE@/AND/F.428	LDC	
64	PCT-Port control tower	NO.AE@/AND/F.429	LDC	
65	Construction of residential & non residential buiding at break water	NO.AE@/AND/F.430	LDC	Closed
66	Modification and new D/Office	NO.AE@/AND/F.431	LDC	Closed
67	Maintencnace of building	NO.AE@/AND/F.432	LDC	
68	Construction of miscellanouse stor building	NO.AE@/AND/F.433	LDC	Closed
69	Additional and improvement to the existing Sub-division Office at androth	NO.AE@/AND/F.434	LDC	Closed
70	Providing crane truck & hammer head crane	NO.AE@/AND/F.435	LDC	Closed
71	Transportation of Grantire builder & sixe 300 to 200 from mangalore to Androth	NO.AE@/AND/F.436	LDC	Closed
72	Handling & placing 1.5 Mt CC tetrapod	NO.AE@/AND/F.437	LDC	Closed
73	Handing of 300 to 200 Kgs Granite stone boulders	NO.AE@/AND/F.438	LDC	Closed
74	Delivery challan & CS of boulders & tetrapods	NO.AE@/AND/F.439	LDC	
75	Handinling of 1 to 100 Ks Granite stone boulder for break water	NO.AE@/AND/F.440	LDC	Closed
76	Transportation handling & placing 8 MT CC tetrapod	NO.AE@/AND/F.441	LDC	
77	Construction of break water stage-II Technically sanctioned estimate drawing	NO.AE@/AND/F.442	LDC	Closed
78	Progress report on breakwater work	NO.AE@/AND/F.443	LDC	Closed
79	Transportation of granite boulder 1 to 100 Kgs from MNG to androth	NO.AE@/AND/F.444	LDC	
80	Construction of Guest house at androth	NO.AE@/AND/F.445	LDC	Closed
81	Providing hand round surface for movement & crane	NO.AE@/AND/F.446	LDC	
82	Maintenance of Breakwater	NO.AE@/AND/F.447	LDC	
83	Transti camp accommodation	NO.AE@/AND/F.448	LDC	Closed
84	Lacodum	NO.AE@/AND/F.449	LDC	Closed

85	Conveying stone boulder for Mangalore to Androth by bithra agt No.3/98-99 date 8.9.98	NO.AE@/AND/F.450	LDC	Closed
86	accommodation and private godown	NO.AE@/AND/F.451	LDC	
87	Construction of type 'D' quarter over Guest house	NO.AE@/AND/F.452	LDC	Closed
88	CC Capping over B/W 500 to 530 M	NO.AE@/AND/F.453	LDC	
89	Construction of type 'C' quarters	NO.AE@/AND/F.454	LDC	Closed
90	Dept. Guest house rent	NO.AE@/AND/F.455	LDC	
91	Monitory & Testing of various enviornmental inside to harbour	NO.AE@/AND/F.456	LDC	
92	Completion report & B/W	NO.AE@/AND/F.457	LDC	Closed
93	Agreement	NO.AE@/AND/F.458	LDC	
94	Modification & providing RCC roof to artisan barreck	NO.AE@/AND/F.459	LDC	
95	Do letter	NO.AE@/AND/F.460	LDC	Closed
96	Santioned Estimate	NO.AE@/AND/F.600	LDC	Closed
97	Estimate	NO.AE@/AND/F.602	LDC	
98	Miscellanious	NO.AE@/AND/F.603	LDC	Closed
99	Indent of supply	NO.AE@/AND/F.604	LDC	
100	Inspection report	NO.AE@/AND/F.605	LDC	
101	Explosive masgine at Androth	NO.AE@/AND/F.606	LDC	
102	Explosive masgine at Kalpeni	NO.AE@/AND/F.607	LDC	Closed
103	Circular	NO.AE@/AND/F.608	LDC	Closed
104	Progress report	NO.AE@/AND/F.609	LDC	
105	Voyage Passenger & tour	NO.AE@/AND/F.610	LDC	
106	Loading & unloading	NO.AE@/AND/F.611	LDC	Closed
107	Material correspondance	NO.AE@/AND/F.612	LDC	Closed
108	Supply order	NO.AE@/AND/F.613	LDC	
109	Survey & Drawing Office equipment	NO.AE@/AND/F.615	LDC	
110	POLS	NO.AE@/AND/F.616	LDC	
111	Uniform	NO.AE@/AND/F.617	LDC	Closed
112	Stationaries	NO.AE@/AND/F.618	LDC	
113	Guard file	NO.AE@/AND/F.620	LDC	
114	Work order	NO.AE@/AND/F.621	LDC	
115	Apprentice file	NO.AE@/AND/F.622	LDC	
116	Lakshadweep gusett	NO.AE@/AND/F.623	LDC	
117	Tetrapod casting & placing	NO.AE@/AND/F.625	LDC	Closed
118	Notes & Order	NO.AE@/AND/F.626	LDC	
119	Traffic Data from 1996	NO.AE@/AND/F.627	LDC	
120	Casting and 4/8 Ton CC block	NO.AE@/AND/F.628	LDC	
121	Construction of wharf	NO.AE@/AND/F.629	LDC	Closed
122	Supply and stacking of stone boulder and invoice	NO.AE@/AND/F.630	LDC	
123	Varification of store	NO.AE@/AND/F.631	LDC	Closed
124	Supply of core stone	NO.AE@/AND/F.632	LDC	
125	Power of attorney	NO.AE@/AND/F.633	LDC	
126	Application for extension of time	NO.AE@/AND/F.634	LDC	Closed
127	Action plan 1998-1999	NO.AE@/AND/F.635	LDC	
128	Escullation	NO.AE@/AND/F.636	LDC	Closed
129	Releasing security deposit and EMD	NO.AE@/AND/F.637	LDC	
130	MAS return	NO.AE@/AND/F.638	LDC	

131	Construction of wharf superstructure	NO.AE@/AND/F.639	LDC	
132	Construction of D/Office building	NO.AE@/AND/F.640	LDC	
133	Casting and shifting of 12 MT Tetrapod	NO.AE@/AND/F.651	LDC	Closed
134	Survey by MPSO	NO.AE@/AND/F.652	LDC	
135	Charge paper	NO.AE@/AND/F.660	LDC	
136	Rain water	NO.AE@/AND/F.661	LDC	Closed
137	Construction of passenger hall and cargo shed on the wharf at Androth	NO.AE@/AND/F.662	LDC	
138	GEO foundation (with AE(M))	NO.AE@/AND/F.663	LDC	
139	Hydro dynamic and litoral Envioirnmental data by C	NO.AE@/AND/F.664	LDC	
140	National institute of Occeanography	NO.AE@/AND/F.665	LDC	
141	Special repairs to RCC -Jetty at androth	NO.AE@/AND/F.666	LDC	
142	side & Break water chainage 200 to 240 M at Androth	NO.AE@/AND/F.667	LDC	
143	Construction of cement godown	NO.AE@/AND/F.668	LDC	Closed

### **1. STATEMENT OF THE DOCUMENTS**

Sl No	Category of the Document	Name of the Document	Held by	Remarks
1	INDENT FILE	NO.AE(M)/AND/F.1	LDC	
2	POL	NO.AE(M)/AND/F.2	LDC	
3	MISCELLANIOUS	NO.AE(M)/AND/F.3	LDC	
4	REPAIRS OF MACHINERIES	NO.AE(M)/AND/F.5	LDC	
5	SURVEY REPORT	NO.AE(M)/AND/F.7	LDC	
6	WORK ORDER	NO.AE(M)/AND/F.8	LDC	
7	SUPPLY LORDER	NO.AE(M)/AND/F.9	LDC	
8	AGREMENT	NO.AE(M)/AND/F.12	LDC	
9	ESTIMATE	NO.AE(M)/AND/F.13	LDC	
10	SUPPLY OF UN-SKILLED LABOUR	NO.AE(M)/AND/F.31	LDC	
11	GARGO SLIP	NO.AE(M)/AND/F.40	LDC	
12	MACHINERIES ANDROTH/KLP	NO.AE(M)/AND/F.42	LDC	
13	WORKSHOP	NO.AE(M)/AND/F.44	LDC	
14	BARGE/CRAFT/VEHICLES	NO.AE(M)/AND/F.45	LDC	
15	MATERIAL CORRESPOND	NO.AE(M)/AND/F.48	LDC	
16	STEEL REPAIRS	NO.AE(M)/AND/F.51	LDC	
17	SCHEDULE OF RATE	NO.AE(M)/AND/F.80	LDC	
18	MONTHLY RETURNS	NO.AE(M)/AND/F.81	LDC	
19	TOOLS & PLANTS	NO.AE(M)/AND/F.82	LDC	
20	VERIFICATION OF STORE	NO.AE(M)/AND/F.83	LDC	
21	TENDERS AND QUATATION	NO.AE(M)/AND/F.84	LDC	
22	MONTHLY PROGRESS REPORT	NO.AE(M)/AND/F.85	LDC	
23	PCT	NO.AE(M)/AND/F.86	LDC	
24	MAINTENANCE OF GRP BUOYS	NO.AE(M)/AND/F.87	LDC	
25	SURVEY & INVESTIGATION	NO.AE(M)/AND/F.89	LDC	
26	ACCOUNTS	NO.AE(M)/AND/F.60	LDC	

27	MB CORRESPONDENCE	NO.AE(M)/AND/F.70	LDC	
28	BUDGET EXPENDITURE	NO.AE(M)/AND/F.71	LDC	
29	CONFIDENTIAL	NO.AE(M)/AND/F.101	LDC	
30	RTI	NO.AE(M)/AND/F.102	LDC	

### **Details of Register & Log book under AE(M),ALHW,Androth**

Sl No	Category of the Document	Name of the Document	Held by	Remarks
	Daily consumable materials Register	DMT Vol-IV	JE (M)	
	Daily consumable materials Register	DMT Vol- V	JE (M)	
	Daily consumable materials Register	DMT Vol- VI	JE (M)	
	Daily consumable materials Register	DMT Vol-VII	JE (M)	
	Goods Receipt Book	GRB Register	JE (M)	
	O.T.E.O	O.T.E.O	JE (M)	
	Hire charge	Hire Charge	JE (M)	
	TATA TFC 280 Crane	Log book & History book	JE (M)	
	TATA P&H 320 Crane	Log book & History book	JE (M)	
	Ashok Leyland truck No.1	Log book & History book	JE (M)	
	Ashok Leyland truck No.2	Log book & History book	JE (M)	
	Fork Lift 4 ton cap	Log book & History book	JE (M)	
	Fork Lift 3 ton cap	Log book & History book	JE (M)	
	Power Tiller 1 ton cap	Log book & History book	JE (M)	
	Concrete Mixer Machine 4878	Log book & History book	JE (M)	
	Concrete Mixer Machine 5033	Log book & History book	JE (M)	
	Advani orlikon ARC Welding set	Log book & History book	JE (M)	
	Dreging pump	Log book & History book	JE (M)	
	Vibrator No 4089	Log book & History book	JE (M)	
	Vibrator No 0752	Log book & History book	JE (M)	
	100 KVA Gen set	Log book	JE (M)	
	Mahindra & Mahindra Jeep	Log book & History book	JE (M)	
	ELGI AIR Compressor	Log book	JE (M)	

### **Register of spare part under AE(M) ,ALHW,Androth**

Sl No	Category of the Document	Name of the Document	Held by	Remarks
	TFC & P&H	Spare part Register	JE (M)	
	Ley Land Engine & Truck	Spare part Register	JE (M)	
	Depco engine	Spare part Register	JE (M)	
	Cummins Engine	Spare part Register	JE (M)	
	Vibrator	Spare part Register	JE (M)	
	100 KVA Gen set	Spare part Register	JE (M)	
	Jack Hammer	Spare part Register	JE (M)	
	Maruthi Gipsy	Spare part Register	JE (M)	
	Atlas copco Air compressor	Spare part Register	JE (M)	
	Perkins/Simpsons Engine	Spare part Register	JE (M)	
	H.T.C Diesel Engine	Spare part Register	JE (M)	
	Syaji / Prabhat Mixermachine	Spare part Register	JE (M)	

	POL Ledger	POL Ledger	JE (M)	
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