

1. LIST OF FILES MAINTAINED IN REGULAR ESTABLISHMENT SECTION

SI No	Category of the Document	Name of the Document	Held By	Remarks
	A	General Correspondence file	E-1	23/07/2008
	A	GPF Correspondence	E-1	18/062008
	A	Festival Advance etc.,	E-1	10-04-2005
	A	Appt./Transfer/Posting of Estt.Staff	E-1	10-04-2007
	A	Budget	E-1	01-01-2008
	A	Confrimation of Posts.	E-1	02-12-2007
	A	Circulars & orders received from Ministry	E-1	28/12/2011
	A	Orders of pension & its correspondence	E-1	10-10-2005
	A	Movable/Immovable property return	E-1	14/07/2008
	A	N.O.C,for passport	E-1	05-11-2011
	A	Apprentice correspondence	E-1	13/09/2006
	A	Scooter/Computer/HBA/correspondence	E-1	15/01/2008
	A	Association correspondence	E-1	13/07/1992
	A	Benevolent fund correspondence	E-1	06-05-2004
	A	D.P.C Correspondence	E-1	14/12/1995
	A	Compassionate appointment	E-1	04-03-1992
	A	Parrllament Question	E-1	04-07-1993
	A	Orders on SC/ST	E-1	11-11-1994
	A	Seniority list of officials	E-1	02-01-2010
	A	Cadre review	E-1	18/12/1995
	A	Night Duty Allowance	E-1	15/05/1992
	A	Pay Commission	E-1	19/09/2008
	A	Audit correspondence	E-1	17/10/1998
	A	Return of CGEGIS	E-1	09-09-1998
	A	Accommodation at Kolkata	E-1	06-09-1999
	A	C.G.E. committes	E-1	23/10/2006
	A	Annual report of Gr'A'&'B'	E-1	18/06/1999
	A	Cash Handling allowance	E-1	20/07/1999
	A	Training	E-1	01-05-2004
	A	H.R.A	E-1	10-03-2007
	A	Allocation of works	E-1	06-06-2008
	A	Residental Accommdation	E-1	25/09/2010
	A	Creation continuation & Expt.of adhoc appoint	E-1	30/10/2010
	A	Home Guard	E-1	09-12-2002

	A	Instruction/orders from CE& A(ALHW) Port Blair	E-1	11-08-2002
	A	Income Tax	E-1	10-01-2011
	A	Handing over copies of DDO's	E-1	17/07/2000
	A	Payment through Bank	E-1	02-12-2004
	A	A.c.p correspondence	E-1	30/6/2006
	A	New pension scheme	E-2	10-01-2005
	A	Children education allowance	E-3	04-01-2008
	A	GPF Correspondence	E-3	12-01-1998
	A	LPC correspondence	E-3	03-01-2007
	A	Pay & Allowance	E-3	02-01-2011
	A	Hose Building Advance	E-3	11-03-2000
	A	Monthly return	E-4	28/11/2007
	A	Details of Officer/Staff sent on duty Monthly return	E-4	08-01-2009
	A	(M-II)Govt.Servants become due to retire on next 8 months Monthly return	E-4	02-01-2009
	A	(M-13)Suspension case & Major /Minor Cases	E-4	01-01-2009
	A	M-10 Govt servant who become due for retirement	E-4	30/09/2008
	A	Vigilance work periodical review. Code No.14(Quarterly return)	E-4	01-01-1994
	A	Renewal of Photo I/Card	E-4	05-02-2008
	A	Particulars & Govt.servants whose presumption has been made in favour of Govt.Servant.code No.21(Quarterly return)	E-4	07-01-2009
	A	Probity perception Index code No.8	E-4	11-11-2002
	A	RI return to employment exchange (quarterly return code N.20)	E-4	09-01-1994
	A	Archival-policy,Reslution regarding Indexing reviewing & files (Quarterly Return Code No.17)	E-4	01-01-2008
	A	Govt.Servant in who case finalpension payment order was not issued with in six month of retirement (Quarterly return codeNo.23)	E-4	06-01-2009
	A	(Quarterly return code No.7)	E-4	07-01-2009
	A	Details of minorites Quarterly return	E-4	01-07-2001

	A	Quarterly return Code no.26	E-4	07-01-2009
	A	Reviewing upgrading & Indexing of semicurrent records by the ministry deptt.&Govt.of india Quartery return code No.16	E-4	07-01-2009
	A	Establishment strength Quarterly return	E-4	18/7/2011
	A	Q-13 Quarterly return Govt.servant due to retire within 24 to 30 months	E-4	09-07-1993
	A	Verification of service of employees who have completed 25 years Half year return Hy-17	E-4	07-01-1993
	A	Health servering of officer/staffs & industrial workman	E-4	16/1/2001
	A	Stength of govt persona creation/obalision of post VRS etc.,	E-4	10-01-2001
	A	Reimbursement of Medical Claim & correspondence	E-2	13/07/2006
	A	Contingency Expenditure(News paper & Purchasing of Books	E-2	12-06-2011
	A	Stationery	E-2	22/10/2010
	A	Festival Advance etc.,	E-2	01-04-2008
	A	Uniform & Footwear	E-2	12-10-1999
	A	Correspoindence of Telephone bill	E-2	20/12/2007
	A	Correspondence of LTC/FSP	E-2	01-01-2010
	A	Dead stock and correspondance	E-2	11-01-1999
	A	Correspondense standard with Govt.of India form stores	E-2	27/11/2003
	A	Correspeondence of Photocopy	E-2	05-01-2003
	A	Postal Service	E-3	05-01-2003
	A	Implemen RTI	E-2	19/10/2005
	A	Bimal Sinha PIO,Under Rti Act	E-2	08-11-2005
	A	Station Seniorit List	E-2	15/02/2007
	A	Correspeondenceof grade to Engineer	E-2	12-03-2007
	A	Correspondance on introduction of new Restructured Define contribution Pension Scheme	E-2	02-08-2009
	A	Constitution of complaint committee on prevention against Sexual Harasement in Andaman Region & Lakshadweep	E-2	17/03/2003
	A	Correspondence on weeding out the old records	E-2	28/11/2002

1. LIST OF FILES MAINTAINED IN ASSISTANT ENGINEER (MECH-I) SUB DIVISION

Sl.No.	Category of the document	Name of the Document	Held By	Remarks (Information available from year)
		FILES		
1	B	Office order file	Sub-Divisional Officer	Since 2005
2	B	Workcharge staff correspondence	Sub-Divisional Officer	Since 2005
3	B	Workcharge pay bill & other correspondence	Sub-Divisional Officer	Since 2005
4	A	Circular	Sub-Divisional Officer	Since 2005
5	A	R & M forklift,cranes,cargo handling equipments	Sub-Divisional Officer	Since 2005
6	B	Handing over/Taking over	Sub-Divisional Officer	Since 2005
7	A	Progress report and site orders	Sub-Divisional Officer	Since 2005
8	B	Issue of uniform and foot wears	Sub-Divisional Officer	Since 2005
9	B	Premanent imprest and Temporary imprest account	Sub-Divisional Officer	Since 2005
10	A	Supply order	Sub-Divisional Officer	Since 2005
10'A'	A	Wharf cranes & coles crane supply order	Sub-Divisional Officer	Since 2005
10'B'	A	All forklift and Trucks supply orders	Sub-Divisional Officer	Since 2005
10'C'	A	All Electrical items supply orders	Sub-Divisional Officer	Since 2005
11	B	Completion Report	Sub-Divisional Officer	Since 2005
12	A	Correspondence of electrical items	Sub-Divisional Officer	Since 2005
13	B	Estimate for mechanical works	Sub-Divisional Officer	Since 2005
14	A	Shore supply	Sub-Divisional Officer	Since 2005
15	A	Indents for procurement of spares	Sub-Divisional Officer	Since 2005
16	A	Stationery items	Sub-Divisional Officer	Since 2005
17	B	Survey report	Sub-Divisional Officer	Since 2005
18	B	Despatch Invoice	Sub-Divisional Officer	Since 2005
19	B	Confidential	Sub-Divisional Officer	Since 2005
20	A	Correspondence of wharf crane at chatham	Sub-Divisional Officer	Since 2005
21	A	Correspondence of coles crane	Sub-Divisional Officer	Since 2005
22	A	Correspondence of 6 Ton wharf crane at Haddo	Sub-Divisional Officer	Since 2005
23	A	Correspondence of log book	Sub-Divisional Officer	Since 2005
24	A	Correspondence of wharf crane at Hope Town	Sub-Divisional Officer	Since 2005
25	B	Correspondence of Regular Estt.staff	Sub-Divisional Officer	Since 2005
26	A	Correspondence of forklifts permits	Sub-Divisional Officer	Since 2005
27	A	Correspondence of wharf crane permits	Sub-Divisional Officer	Since 2005
28	B	Correspondence of T.E.O. & O.T.E.O	Sub-Divisional Officer	Since 2005
29	A	Correspondence of verification of electrical bill	Sub-Divisional Officer	Since 2005
30	A	Correspondence of weigh bridge chatham & Haddo	Sub-Divisional Officer	Since 2005

31	A	Correspondenc of 25 Ton Braithwaite	Sub-Divisional Officer	Since 2005
32	B	Correspondence of Benevolent fund	Sub-Divisional Officer	Since 2005
Sl.No.	Category of the document	Name of the Document	Held By	Remarks (Information available from year)
33	A	Correspondence with Port Management Board	Sub-Divisional Officer	Since 2005
34	B	Correspondence of P.O.L consumption	Sub-Divisional Officer	Since 2005
35	A	Correspondence of handling of containers	Sub-Divisional Officer	Since 2005
36	A	Correspondence of 25 ton cap.forklift	Sub-Divisional Officer	Since 2005
36'A'	A	Correspondence Indital forklift	Sub-Divisional Officer	Since 2005
37	B	Correspondence of M.A.S account	Sub-Divisional Officer	Since 2005
38	A	Correspondence of water supply at Haddo wharf	Sub-Divisional Officer	Since 2005
39	B	Notes and orders	Sub-Divisional Officer	Since 2005
40	B	Correspondence of payment incentive of operators	Sub-Divisional Officer	Since 2005
41	A	Hire charges of Machineries	Sub-Divisional Officer	Since 2005
42	A	Performance review of T & P	Sub-Divisional Officer	Since 2005
43	A	40 Ton Reach Stacker	Sub-Divisional Officer	Since 2005
44	B	Measurement book	Sub-Divisional Officer	Since 2005
45	A	General	Sub-Divisional Officer	Since 2005
46	A	Correspondence New workshop building	Sub-Divisional Officer	Since 2005
47	A	Correspondence of 250 KVA Generator	Sub-Divisional Officer	Since 2005
48	A	25 Ton ELL Mukand crane	Sub-Divisional Officer	Since 2005
49	A	Procurement of HSD oil	Sub-Divisional Officer	Since 2005
50	A	25 Toncapacity voltas Mobile crane	Sub-Divisional Officer	Since 2005
51	B	Workcharge & Regular staff bank Account	Sub-Divisional Officer	Since 2005
52	A	Electrification of passenger Hall Berth No.2 at Haddo wharf	Sub-Divisional Officer	Since 2005
53	A	Loading of containers in Government ship	Sub-Divisional Officer	Since 2005
54	B	Audit reply	Sub-Divisional Officer	Since 2005
55	A	6 Ton ELL Mukand at Chatham	Sub-Divisional Officer	Since 2005
56	A	6 Ton ELL Mukand at Campbell Bay	Sub-Divisional Officer	Since 2005
57	B	Servicing & repairing of electrical/machanical components of wharf crane at Haddo & Chatham Wharves	Sub-Divisional Officer	Since 2005
58	B	Attending mechanical repair/servicing to cargo handling equipments as and when required at Haddo & Chatham wharves for aperiod of one year	Sub-Divisional Officer	Since 2005

59	B	Attending Structural repair and fabrication to cargo handling equipments as and when required at Haddo & Chatham wharves for aperiod of one year	Sub-Divisional Officer	Since 2005
60	B	Development of Junglighat Harbour	Sub-Divisional Officer	Since 2005
61	B	Register of Vehicle	Sub-Divisional Officer	Since 2005
Sl.No.	Category of the document	Name of the Document	Held By	Remarks (Information available from year)
		REGISTERS		
1	B	M.B.Movement Register	Sub-Divisional Officer	Since 2005
2	B	Casual leave Register for work charge	Sub-Divisional Officer	Since 2005
3	B	Security deposit Register	Sub-Divisional Officer	Since 2005
4	B	Imprest cash account book & Register	Sub-Divisional Officer	Since 2005
5	B	Incentive Register	Sub-Divisional Officer	Since 2005
6	B	Benevolent fund Register	Sub-Divisional Officer	Since 2005
7	B	Uniform and footwear issue Register	Sub-Divisional Officer	Since 2005
8	B	M.A.S.Register	Sub-Divisional Officer	Since 2005
9	B	T & P Register	Sub-Divisional Officer	Since 2005
10	B	Bill Register	Sub-Divisional Officer	Since 2005
11	B	H.S.D Oil Receipt Register	Sub-Divisional Officer	Since 2005
12	B	Hindrence Register	Sub-Divisional Officer	Since 2005
13	B	Site Order Register	Sub-Divisional Officer	Since 2005

1. LIST OF FILES MAINTAINED IN ASSISTANT ENGINEER (MECH-II) SUB DIVISION

Sl.No. file no	Category of the document	Name of Document	Held by	Remarks
1	B	Regular staff correspondence	Sub-Division officer	Since 2005
2	B	Work charged staff correspondence	Sub-Division officer	Since 2005
3	B	Technician Apprentice correspondence	Sub-Division officer	Since 2005
4	B	Handing/Taking Over Notes	Sub-Division officer	Since 2005
5	B	Notes & Orders of CE&A/DCE/EE	Sub-Division officer	Since 2005
6	B	DSS Correspondence	Sub-Division officer	Since 2005
7	B	MAS and T &P Accounts	Sub-Division officer	Since 2005
8	B	Bills & HR Verification	Sub-Division officer	Since 2005
9	B	Permanent Imprest Account	Sub-Division officer	Since 2005
10	B	Intimation of Date of commencement of Works	Sub-Division officer	Since 2005
11	B	Copies of E.O.T Applications	Sub-Division officer	Since 2005
12	A	Docking/Undocking,Slipping/Unslipping of vessels	Sub-Division officer	Since 2005
13	B	Measurement Book Correspondence	Sub-Division officer	Since 2005
14	A	Tender Notice copies	Sub-Division officer	Since 2005
15	B	Physical Verification of T&Pand MAS	Sub-Division officer	Since 2005
16	A	Benevolent Fund Correspondence	Sub-Division officer	Since 2005
17	B	S.D.Releasing Proforma Copies	Sub-Division officer	Since 2005
18	B	Miscellaneous Repair works	Sub-Division officer	Since 2005
19	B	Survey Reports	Sub-Division officer	Since 2005
20	B	Indent for Procurement	Sub-Division officer	Since 2005
21	A	Supply Order Copies	Sub-Division officer	Since 2005
22	B	Completion Reports	Sub-Division officer	Since 2005
23	B	Despatch Invoice	Sub-Division officer	Since 2005
24	B	Dry Dock Correspondence	Sub-Division officer	Since 2005
25	B	Slipway Correspondence	Sub-Division officer	Since 2005
26	B	Hire charges of Machineries	Sub-Division officer	Since 2005
27	B	Fuel consumption Report	Sub-Division officer	Since 2005
28	B	T&P Performance Report	Sub-Division officer	Since 2005
29	B	Agreement Copies	Sub-Division officer	Since 2005
30	B	Work order Copies	Sub-Division officer	Since 2005
31	B	Progress Report of Works	Sub-Division officer	Since 2005
32	A	Circulars	Sub-Division officer	Since 2005
33	A	Traffic Data	Sub-Division officer	Since 2005
34	A	Requisition for stationery Items	Sub-Division officer	Since 2005
35	A	Registration & ittness Certificates	Sub-Division officer	Since 2005
36	B	Confidential	Sub-Division officer	Since 2005
37	B	Buget & Expenditure statements	Sub-Division officer	Since 2005
38	B	General Correspondence	Sub-Division officer	Since 2005
39	B	Ioan Correspondence	Sub-Division officer	Since 2005
40	B	Bill Copies Mechanical Works	Sub-Division officer	Since 2005
41	B	Bill Copies Civil Works	Sub-Division officer	Since 2005
42	B	Estimates (Electrical Works)	Sub-Division officer	Since 2005
43	B	Estimates (Mechanical Works)	Sub-Division officer	Since 2005
44	B	Estimates (Civil Works)	Sub-Division officer	Since 2005
45	B	Bill copies of Electrical Works	Sub-Division officer	Since 2005
46	B	Technically sanctioned Estimates	Sub-Division officer	Since 2005
47	B	Computer Correspondence	Sub-Division officer	Since 2005

REGISTERS

REGISTERS				
1	B	M B Movement register		
2	B	Casual leave Register for work charge		
3	B	Security Deposit register		
4	B	Imprest cash account book and register		
5	B	Uniform and foot wear register		
6	B	M A S register		
7	B	T and P register		
8	B	Bill register		
9	B	Hindrance register		
10	B	Site Order register		

1. LIST OF FILES MAINTAINED IN ASSISTANT ENGINEER (C-II) SUB DIVISION

Sl. No	Category of the Document	Name of the Document	Held By	Remarks (Information available from year)
I		FILES		
1	B	Correspondence of Regular Staff file	Sub-Divisional Officer	Since 2010
2	B	Correspondence of Workcharged Staff file	Sub-Divisional Officer	Since 2010
3	B	Correspondence of M.B.File	Sub-Divisional Officer	Since 2009
4	B	Stationary Indent File	Sub-Divisional Officer	Since 2005
5	B	Permanent Imprest File	Sub-Divisional Officer	Since 2005
6	B	Handing over/Taking over File	Sub-Divisional Officer	Since 2005
7	B	Circular File	Sub-Divisional Officer	Since 2010
8	A	General Correspondence File	Sub-Divisional Officer	Since 2009
9	A	Mainland supply order file(MSO)	Sub-Divisional Officer	Since 2007
10	A	Local supply order file(LSO)	Sub-Divisional Officer	Since 2008
11	A	General Correspondence File(Materials)	Sub-Divisional Officer	Since 2011
12	A	Weigh Bridge File	Sub-Divisional Officer	Since 2009
13	A	Other Circle Indent file	Sub-Divisional Officer	Since 2006
14	A	Steel File	Sub-Divisional Officer	Since 2006
15	B	HSD Oil File	Sub-Divisional Officer	Since 2000
16	A	Cement	Sub-Divisional Officer	Since 2006
17	A	DGS & D File	Sub-Divisional Officer	Since 2003
18	A	Other Circle Correspondence File	Sub-Divisional Officer	Since 2006
19	B	Intercom File	Sub-Divisional Officer	Since 2005
20	A	Kolkata Despatch Invoice File	Sub-Divisional Officer	Since 2009
21	A	Chennai Depatch Invoice File	Sub-Divisional Officer	Since 2009
22	B	Local supply order bill verified File	Sub-Divisional Officer	Since 2006
23	B	Mainland supply order bill verified file	Sub-Divisional Officer	Since 2005
24	B	GRS Accounts copy sending File	Sub-Divisional Officer	Since 2005
25	B	Tools & Plants File	Sub-Divisional Officer	Since 2008
26	B	Forklift correspondnce file	Sub-Divisional Officer	Since 2009
27	B	Mas Account File	Sub-Divisional Officer	Since 2009
28	B	Estimate File	Sub-Divisional Officer	Since 2006
29	B	Monthly expenditure statement file	Sub-Divisional Officer	Since 2010
30	B	Delivery order file	Sub-Divisional Officer	Since 2010

Sl. No	Category of the Document	Name of the Document	Held By	Remarks(Information available from year)
II		REGISTERS		
1	B	M.B.Movement Register	Sub-Divisional Officer	Since 2005
2	B	Casual leave register	Sub-Divisional Officer	Since 2009
3	B	Imprest cash account book & register	Sub-Divisional Officer	Since 2007
4	B	Benevolent fund register	Sub-Divisional Officer	Since 2008
5	B	Uniform and footwear issue register	Sub-Divisional Officer	Since 1992
6	B	M.A.S.Register	Sub-Divisional Officer	Since 2002
7	B	T & P.Ledger	Sub-Divisional Officer	Since 2005
8	B	Bill Register	Sub-Divisional Officer	Since 2009
9	B	H.S.D.Oil Receipt Register	Sub-Divisional Officer	Since 2009
10	B	Steel Received Register	Sub-Divisional Officer	Since 2008
11	B	Cement Register	Sub-Divisional Officer	Since 2007

1. LIST OF FILES MAINTAINED IN ASSISTANT ENGINEER (C-III) STORES

Tabular form: 1 Statement of the Documents

Sl.No	Category of the Document	Name of the Document	Held By	Remarks (Information available from year)
I		FILES		
1	Category -A	Indent copies & Despatch Invoice copies(Cement/spare parts)	JE(Mech)	Since
2	Category -A	Weekly stock position	JE(Mech)	Since
3	Category -A	Power of Autonomy & Authorization of Contractors	JE(Mech)	Since
4	Category -A	All Miscellaneous correspondence from AE©-II	JE(Mech)	Since
5	Category -A	Loan file	JE(Mech)	Since
6	Category -A	Indent copies & Despatch Invoice copies(Steel)	JE(Mech)	Since
7	Category -A	Bin for various materials/spares	SDO	Since 90
8	B	Correspondence of Regular Staff file	SDO	Since 2010
9	B	Correspondence of Workcharged Staff file	SDO	Since 2010
10	B	Correspondence of M.B.file	SDO	Since 2009
11	B	Stationary Indent File	SDO	Since 2005
12	B	Permant Imprest File	SDO	Since 2005
13	B	handling over/Taking over file	SDO	Since 2010
14	A	Circular file	SDO	Since 2009
15	A	General Correspondence file	SDO	Since 2006
16	B	Mas Account file	JE(Civil)	Since 2010
17	B	Estimate file	JE(Civil)	Since 2010
18	B	Monthly expenditure statement file	JE(Civil)	Since 2007
19	B	Delivery order file	JE(Civil)	Since 2007
20	A	Draft Estimate	JE(Civil)	Since 2007
21	A	NIT	JE(Civil)	Since 2007
22	A	Contractor's bill	JE(Civil)	Since 2007
23	A	Challan	JE(Civil)	Since 2007
24	A	USR'S DI's Account	JE(Civil)	Since 2007
25	A	Annual Maintenance CSWD Complex	JE(Civil)	Since 2007
26	A	Work order Agreement	JE(Civil)	Since 2007
27	A	Technical sanctioned estimate	JE(Civil)	Since 2007

Sl.No	Category of the Document	Name of the Document	Held By	Remarks (Information available from year)
II		REGISTERS		
1	B	M.B.Movement Register	JE(Civil)	Since 2005
2	B	Casual leave register	JE(Civil)	Since 2005
3	B	Uniform and footwear issue register	JE(Civil)	Since 2005
4	B	M.A.S.Register	JE(Civil)	Since 2005
5	B	T & P Leger	JE(Civil)	Since 2005
6	B	Bill Register	JE(Civil)	Since 2005
7	B	Water charges bill egister	JE(Civil)	Since 2005
8	B	Site order register	JE(Civil)	Since 2005
9	B	Hinderance Register	JE(Civil)	Since 2005
10	B	Indent Book	JE(Civil)	Since 2005
11	B	Despatch Invoice Book	JE(Civil)	Since 2005
12	B	Gate pass Book	JE(Civil)	Since 2005

Gate Pass-Closed

Group No.	Sl.No	Book No	Period from	To	Remarks
I	1	49	01-07-2006	25/2/2006	steel
	2	50	31/01/06	06-01-2006	General
	3	10	06-02-2006	19/06/06	General
	4	39	21/9/06	02-06-2007	General
	5	105	02-07-2007	31/7/07	General
	6	13	07-06-2006	23/9/06	steel
	7	5	15/4/06	07-06-2006	steel
	8	40	26/9/06	15/22/06	steel
	9	49	16/11/06	23/01/07	steel
II	10	621	15/06/01	30/7/01	Cement & Steel
	11	686	31/01/01	23/02/01	Cement & Steel
	12	659	30/7/01	27/8/01	Cement & Steel
	13	684	01-06-2001	31/1/01	Cement & Steel
	14	650	22/1/01	21/4/01	General
	15	625	26/11/01	31/12/01	Cement & Steel
	16	660	28/08/01	10-03-2001	Cement & Steel
	17	622	10-03-2001	11-01-2001	Cement & Steel
	18	558	04-11-2001	05-08-2001	Cement & Steel
	19	657	9/5/01	15/6/01	Cement & Steel
	20	685	15/3/01	04-11-2001	Cement & Steel
	21	658	18/7/01	17/10/01	General
	22	624	11-02-2001	26/11/01	Cement & Steel
	23	687	23/02/01	15/03/01	Cement & Steel
	24	651	21/04/01	18/07/01	General
	25	623	19/10/01	01-04-2002	General
26	681	22/1/00	22/7/01	General	
III	27	627	02-02-2002	20/3/02	Cement & Steel
	28	604	31/01/01	23/02/01	Cement & Steel
	29	603	13/7/02	17/8/02	General
	30	693	23/5/02	07-12-2002	Cement & Steel
	31	611	23/5/02	07-12-2002	Cement & Steel
	32	607	06-07-2002	26/8/02	Cement & Steel
	33	601	01-05-2002	15/3/02	General & Hardware
	34	648	31/12/01	02-02-2002	General & Hardware
	35	614	26/8/02	23/11/02	General & Hardware
	36	615	14/9/02	26/10/02	Cement & Steel
	37	620	28/10/02	16/12/02	Cement & Steel
	38	608	04-08-2002	23/5/02	Cement & Steel
IV	39	571	02-02-2002	20/3/02	Cement & steel
	40	635	16/12/02	21/1/03	Cement & Steel
	41	671	27/05/03	21/07/03	Cement & Steel
	42	672	26/05/03	23/9/03	General
	43	562	29/3/03	29/9/03	Cement & Steel
	44	634	26/11/02	20/2/03	General
	45	573	30/7/03	18/4/06	Loan
	46	694	21/2/03	24/5/03	General
	47	565	28/10/03	20/12/03	Cement & Steel
	48	674	09-03-2003	28/10/03	Cement & Steel
	49	695	26/2/03	28/3/03	Cement & Steel
	50	561	21/1/03	26/2/03	Cement & Steel
	51	675	23/9/03	27/12/03	General

Group No	Sl.No	Book No	Period From	To	Remarks
	52	680	16/4/04	06-11-2004	Cement & Steel
	53	677	06-12-2004	08-06-2004	Cement & Steel(Suspense Stock
	54	582	30/11/04	14/12/04	Cement & Steel
	55	595	11-08-2004	30/11/04	Cement & Steel
	56	590	25/9/04	11-08-2004	Cement & Steel
	57	679	13/12/04	20/1/05	Cement & Steel
	58	700	09-10-2004	30/9/04	Cement & Steel
	59	594	16/10/04	15/1/05	General
	60	600	08-05-2004	13/10/04	General
	61	676	13/5/04	4/8//04	General
	62	599	23/8/04	09-10-2004	Cement & Steel
	63	597	08-06-2004	24/8/04	Cement & Steel
	64	578	31/12/03	05-12-2004	General
	65	567	22.12.03	23/2/04	General
	66	567	23.2.04	15/4/04	Cement & Steel
VI	67	678	22/7/04	10-11-2006	Cement & Steel
	68	585	03-01-2005	29/3/05	Cement & Steel
	69	25	26/7/05	27/10/05	General
	70	5	17/5/05	06-08-2005	Cement & Steel
	71	46	23/11/05	01-05-2006	Steel
	72	593	15/1/05	04-02-2005	General
	73	583	04-06-2005	25/4/05	General
	74	596	29/3/05	04-09-2005	Cement & Steel
	75	1	23/4/05	17/5/05	Cement & Steel
	76	592	20/1/05	02-09-2005	Cement & Steel
	77	2	23/4/05	25/7/05	General
	78	008	06-09-2005	07-08-2005	Cement & Steel
	79	34	10-03-2005	23/11/05	Steel
	80	39	28/10/05	30/1/06	General
	81	9	07-08-2005	10-01-2005	Cement & Steel
	82	139	7.2.08	25.7.08	General
	83	137	26.7.08	11.1.09	General
	84	196	10.8.07	16.11.07	Steel
	85	109	6.6.07	9.8.07	Steel
	86	195	31.7.07	7.2.08	General
	87	107	5.4.07	6.6.07	Steel
	88	47	13.12.06	5.4.07	Steel(4602 to 4700)
	89	138	4.6.08	29.9.08	Steel
	90	131	11.03.08	3.7.08	Steel
	91	4	25.2.06	15.4.06	Steel
	92	584	9.2.05	25.2.05	Steel
	93	115	28.8.93	23.5.94	General(3 to 99)
	94	414	21.1.97	27.7.03	Loan
	95	181	3.1.95	7.12.96	General (18003 to 1800)Inculding T & P Cement
	96	515	1.11.99	18.12.99	General (18003 to 1800)Inculding T & P Cement

	97	500	10.12.99	8.3.00	stock
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Group No.	Sl.No	Book No	Period From	To	Remarks
	98	437	11.12.98	14.1.99	General
	99	497	17.8.99	28.9.99	General
	100	647	23.10.00	10.11.00	General
XI	101	45	26.12.08	12.03.09	Steel
	102	5	6.8.03	12.9.01	Steel
	103	48	13.3.99	21.5.99	Steel (4702 to 4800)
	104	33	30.6.09	6.8.09	Steel
	105	18	11.9.99	29.10.99	Steel
XII	106	12	25.10.10	27.12.10	Steel
	107	9	13.9.10	25.10.10	Steel
	108	25	21.04.10	01.07.2010	General
	109	71	5.3.10	21.4.10	General
	110	30	2.7.10	10.9.10	Steel
	111	29	30.10.10	9.1.10	Steel & General
XIII	112	19	6.5.11	11.7.11	Steel
	113	9	13.9.10	25.10.10	Steel
	114	25	21.4.10	1.7.10	General
	115	71	5.3.10	21.4.10	General
	116	30	2.7.10	10.9.10	Steel
		29	30.10.10	9.1.10	Steel & General
XIII	117	8	26/10/06	29/10/06	Cement
	118	50	29/10/06	21/11/06	Cement
	119	19	30/06/06	17/7/06	Cement
	120	110	12-12-2006	01-04-2007	Cement
	121	19	21/08/06	09-12-2006	Cement
	122	14	17/7/06	21/8/06	Cement
	123	48	21/11/06	12-12-2006	Cement
	124	38	09-12-2006	26/0/06	Cement
XV	125	25	20/8/11	14/11/11	Steel
	126	22	28/12/11	03-03-2011	Steel
	127	27	07-11-2011	20/8/11	Steel
	128	13	03-03-2011	05-06-2011	Steel
	129	19	05-06-2011	07-11-2011	Steel
	130	26	15/10/11	23/11/11	Steel
XVI	131	114	04-11-2007	29/5/07	Cement (Suspense)
	132	188	22/06/07	26/07/07	Cement (Suspense)
	133	187	29/05/07	22/11/11	Cement (Suspense)
XVII	134	24	13/3/06	28/9/06	Spare Parts
	135	43	28/9/06	27/4/07	Spare Parts
	136	106	27/04/07	28/12/07	Spare Parts
	137	47	16/12/05	05-04-2006	Spare Parts
	138	38	27/10/05	13/3/06	Spare Parts
	139	3	24/12/08	18/11/09	Spare Parts
	140	136	28/12/08	05-06-2008	Spare Parts
	141	591	24/12/07	06-08-2005	Spare Parts
XVIII	142	113	04-03-2007	28/12/07	Cement(DCE-IV & III)
	143	135	28/12/07	03-01-2008	Cement(DCE-IV & III)
	144	111	02-07-2007	03-03-2007	Cement(DCE-IV & III)
	145	191	12-01-2007	30/1/08	Cement Suspense
	146	189	26/7/07	10-05-2007	Cement Suspense

Group No.	Sl.No	Book	Period From	To	Remarks
	147	103	01-04-2007	29/1/07	Cement & General
	148	190	05/10/07	12-01-2007	Cement & General
	149	108	18/04/07	25/1/08	Cement & General
	150	120	29/1/07	02-07-2007	Cement & General
XIX	151	46	15/1/09	17/10/09	General
	152	129	21/5/09	30/6/09	Steel
	153	67	01-11-2010	03-05-2010	Stee,Hardware with electrical items
XX	154	97	23/12/09	14/10/10	Hut Bay cell Cement
	155	49	04-07-2009	05-02-2009	Cement
	156	133	29/1/08	18/03/09	Cement
	157	38	18/3/09	04-07-2009	Cement
	158	21	05-02-2009	15/6/09	Cement
	159	15	16/6/09	07-02-2009	Cement
	160	19	15/10/09	30/10/09	Cement
	161	50	10-03-2009	23/10/09	Cement
	162	41	30/10/09	12-01-2009	Cement
	163	42	20/11/09	28/1/10	Cement
	164	2	21/1/09	16/2/09	Cement
	165	20	21/1/09	16/2/09	Cement
	166	17	08-05-2009	18/8/09	Cement
	167	36	09-05-2009	18/8/09	Cement
	168	32	08-10-2009	09-05-2009	Cement
	169	16	07-02-2009	08-05-2009	Cement
XXI	170	88	26/6/10	15/11/10	Cement (C/Bay)
	171	29	25/1/10	17/8/10	Cement (H/Bay)
	172	28	22/7/10	20/10/10	Cement (H/Bay)
	173	87	07-08-2010	27/9/10	Cement (R/Bay)
	174	10	20/1/10	01-05-2011	Cement (R/Bay)
	175	83	05-03-2010	26/6/10	Cement(C/Bay)
	176	99	25/1/10	04-11-2010	Cement(C/Bay)
	177	94	04-11-2010	05-03-2010	Cement (C/Bay)
	178	89	02-10-2010	30/3/10	Cement (C/Bay) & Spares
	179	90	31/3/10	05-05-2010	Cement (C/Bay) & Spares
	180	100	19/2/10	07-08-2010	Cement (R/Bay)
	181	82	05-05-2010	17/7/10	Cement Local
	182	40	18/1/10	02-09-2010	Cement (H/Bay)
XXII	183	20	14/5/11	16/6/11	Cement (H/Bay)
	184	23	01-05-2011	16/3/11	Cement
	185	15	16/3/11	16/5/11	Cement
	186	81	14/10/10	14/5/11	Cement (H/Bay)
	187	14	03-11-2011	07-07-2011	Cement (C/Bay)
	188	45	16/6/11	15/11/11	Cement (H/Bay)
	189	84	27/9/10	08-04-2011	Cement (H/Bay)
	190	21	16/5/11	08-10-2011	Cement (R/Bay)
	191	24	15/11/10	03-11-2011	Cement (C/Bay)
XXIII	192	141	03-01-2008	04-12-2008	Cement
	193	159	13/8/08	13/10/08	Cement
	194	142	04-12-2008	17/6/08	Cement
	195	1	25/11/08	23/12/08	Cement
	196	13	23/10/08	24/11/08	Cement
	197	144	17/6/08	13/08/08	Cement

	198	4	13/10/08	22/10/08	Cement
	199	112	03-03-2007	04-11-2007	Cement
	200	143	05-06-2008	24/12/08	Spare parts

Group No.	Sl.No	Book	Period From	To	Remarks
XXIV	201	40	17/1/05	12-12-2005	Cement
	202	37	19/10/05	16/11/05	Cement
	203	18	08-10-2005	19/9/05	Cement
	204	17	15/7/05	08-10-2005	Cement
	205	7	20/9/05	19/10/05	Cement
XXV	206	44	02-12-2005	01-05-2006	Cement
	207	48	01-05-2006	25/1/06	Cement
	208	21	25/1/06	16/2/06	Cement
	209	22	16/2/06	03-06-2006	Cement
	210	23	03-06-2006	24/3/06	Cement
	211	25	24/3/06	13/4/06	Cement
	212	9	13/4/06	22/5/06	Cement
	213	6	22/5/06	06-09-2006	Cement
	214	7	06-09-2006	30/6/06	Cement

XXVI	215	97	16/7/90	15/9/90	Spares
	216	93	19/11/90	29/1/91	Spares
	217	195	04-03-1990	13/7/90	Spares
	218	197	15/9/90	19/11/90	Spares
	219	160	11-07-1991	01-06-1992	Spares
	220	102	20/7/91	09-12-1991	Spares
	221	104	09-12-1991	11-06-1991	Spares
	222	100	04-02-1991	21/5/91	Spares
	223	101	21/5/91	18/7/91	Spares
	224	196	02-01-1991	04-02-1991	Spares

XXVII	225	177	01-06-1990	15/9/90	Spares
	226	178	14/3/92	22/5/92	Spares
	227	162	23/5/92	08-04-1992	Spares
	228	168	08-04-1992	12/10/1992	Spares
	229	179	10-12-1992	25/11/92	Spares
XXVIII	230	172	02-11-1993	04-07-1993	Spares
	231	165	8/4/093	15/6/93	Spares
	232	153	25/8/93	26/11/93	Spares
	233	175	16/6/93	20/8/93	Spares
	234	166	12-01-1993	15/2/94	Spares
XXIX	235	167	15/2/94	05-03-1994	Spares
	236	133	05-04-1994	08-08-1994	Spares
	237	117	08-10-1994	17/10/94	Spares

	238	52	19/10/94	24/12/94	Spares
	239	119	24/12/94	25/2/98	Spares
Group No.	Sl.No	Book	Period From	To	Remarks
XXX	240	134	28/2/95	05-12-1995	Spares
	241	120	15/5/95	08-02-1995	Spares
	242	135	08-03-1995	21/10/95	Spares
XXXI	245	139	03-02-1996	6/5/196	Spares
	246	140	05-06-1996	13/7/96	Spares
	247	132	16/7/1996	14/9/96	Spares
	248	125	18/9/96	27/11/96	Spares
	249	159	30/11/96	02-04-1997	Spares
					Spares
XXXII	250	108	25/7/97	20/10/97	Spares
	251	151	16/4/97	24/7/97	Spares
	252	95	20/10/97	02-10-1998	Spares
	253	149	21-04-1997	16/4/97	Spares
	254	96	02-11-1998	13/5/98	Spares
	255	110	13/5/98	24/8/98	Spares
	256	200	11-10-1998	02-08-1999	Spares
	257	112	26/8/98	11-09-1998	Spares
XXXIII	258	501	18/8/99	26/11/99	
	259	502	26/11/99	31/1/00	
	260	156	25/5/99	13/8/99	
	261	503	31/1/00	05-10-2000	
	262	505	05-11-2000	29/8/00	
	263	504	05-11-2000	29/8/00	
	264	506	27/11/00	03-08-2001	
	265	6	06-08-2005	27/10/05	
	266	170	26/11/92	12-08-1993	
	267	507	03-01-2001	21/7/01	
	268	508	23/3/01	11-08-2001	
	269	572	30/7/03	21/07/04	

Group No.	Sl.No	Book	Period From	To	Remarks
Closed store Indent					
	1		12/2005	5/2006	
	2		9/2007	4/2008	
	3		5/2006	10/2006	
	4		9/2004	12/2004	
	5		10/2006	2/2007	Few Indents have been eaten by white ants
	6		03/2005	6/2005	
	7		2/2007	9/2007	
	8		6/2004	8/2004	
	9		4/2004	7/2007	
	10		11/200	4/2004	
	11		7/2005	9/2006	
	12		12/2008	1/2010	
	13		7/2007	11/2008	
	14		7/2007	1/2010	
	15		1/2010	8/2010	
	16		8/2004	3/2008	
	17		1/2003	4/2003	
	18		8/2003	12/03	
	19		9/2004	10/2004	
	20		1/2000	10/2001	
	21		1/91	12/91	
	22		1/92	12/92	
	23		1/94	12/94	
	24		1/93	12/93	
	25		1/95	6/95	
	26		7/95	12/95	
	27		1/96	12/96	
	28		1/97	6/97	
	29		2/98	12/98	
	30		1/99	11/99	
	31		1/98	5/98	
	32		works	92,93,94	
	33		1/90	12/90	
	34		15/12/03	11/52004	

1. LIST OF FILES MAINTAINED IN DRAWING BRANCH SECTION

Sl.No.	Category of the document	Name of the Document	Held by	Remarks
1	"A"	No.DCE/MECH/DB-1 General Correspondence	AE(DB)	From 2005
2	"A"	No.DCE/MECH/DB-2 Maintenance of Marine Complex & Dry Dock	AE(DB)	From 2005
3	"A"	No.DCE/MECH/DB-3 Technical Sanctioned Estimate by DCE(Mech)	AE(DB)	From 2005
4	"A"	No.DCE/MECH/DB-4 Handing overNotes	AE(DB)	From 2005
5	"A"	No.DCE/MECH/DB-5 Enlistment of Contractor	AE(DB)	From 2005
6	"A"	No.DCE/MECh/DB-6 Correspondence of OIC Kolkata/Chennai	AE(DB)	From 2005
7	"A"	No.DCE/MECH/DB-7 Notes & Orders	AE(DB)	From 2005
8	"A"	No.DCE/MECH/DB-8 Progress report of DCE(Mech)Circle	AE(DB)	From 2005
9	"A"	No.DCE/MECH/DB-10 Budget Expenditure	AE(DB)	From 2005
10	"A"	No.DCE/MECH/DB-13 Work order	AE(DB)	From 2005
11	"A"	No.DCE/MECH/DB-14 Correspondence of wegh Bridges	AE(DB)	From 2005
12	"A"	No.DCE/MECH/DB-18 Technical Sanctioned Estimate by EE(CSWD)	AE(DB)	From 2005
13	"A"	No.DCE/MECH/DB-20 Block Estimate and Expenditure Sanctioned Reference	AE(DB)	From 2005
14	"A"	No.DCE/MECH/DB-21 Drawing Materials	AE(DB)	From 2005
15	"A"	No.DCE/MECH/DB-22 Correspondence with Labour Enforcement Office(C)	AE(DB)	From 2005
16	"A"	No.DCE/MECH/DB-23 Rate Analysis	AE(DB)	From 2005
17	"A"	No.DCE/MECh/DB-24 CircularFile	AE(DB)	From 2005
18	"A"	No.DCE/MECH/DB-25 Traffic Data	AE(DB)	From 2005
19	"A"	No.DCE/MECH/DB-26 Dredging	AE(DB)	From 2005

Sl.No.	Category of the document	Name of the Document	Held by	Remarks
20	"A"	No.DCE/MECH/DB-31 Government orders	AE(DB)	From 2005

Sl.No.	Category of the document	Name of the Document	Held by	Remarks
21	"A"	No.DCE/MECH/DB-32 Quotation	AE(DB)	From 2005
22	"A"	No.DCE/MECH/DB-36 Providing Air Conditioning and Humidity Control Facility in the shed for glass boat at Port Blair	AE(DB)	From 2005
23	"A"	No.DCE/MECH/DB-38 Administrative Approval and Expenditure Sanction on Various Work.	AE(DB)	From 2005
24	"A"	No.DCE/MECH/DB-40 Survey & Investigation for providing harbour Facilities.	AE(DB)	From 2005
25	"A"	No.DCE/MECH/DB-41 Technically Sanctioned Estimate for CE & A	AE(DB)	From 2005
26	"A"	No.DCE/MECH/DB-42 Correspondence With Audit	AE(DB)	From 2005
27	"A"	No.DCE/MECH/DB-44 Correspondence of Unserviceable items Condemnation report	AE(DB)	From 2005
28	"A"	No.DCE/MECH/DB-45 M.V.Saroj	AE(DB)	From 2005
29	"A"	N.DCE/MECH/DB-50 Reports for Cassion Gate.	AE(DB)	From 2005
30	"A"	No.DCE/MECH/DB-51 Haddo,Chatham,Hope Town Wharf	AE(DB)	From 2005
31	"A"	NO.DCE/MECH/DB-52 Completion report	AE(DB)	From 2005
32	"A"	NO.DCE/MECH/DB-54 Xerox Machine Stationery	AE(DB)	From 2005
33	"A"	No.DCE/MECH/DB-57 Timber Gate and Sandal Dry Dock	AE(DB)	From 2005
34	"A"	No.DCE/MECh/DB-63 DSS Correspondence	AE(DB)	From 2005
35	"A"	No.DCE/MECH/DB-64 PMB Correspondence	AE(DB)	From 2005
36	"A"	NO.DCE/MECH/DB-65 Fuel Consumption report	AE(DB)	From 2005
37	"A"	NO.DCE/MECH/DB-66 Development of Information Technology in ALHW	AE(DB)	From 2005
38	"A"	N.DCE/MECH /DB-67 Procurement of Cranes	AE(DB)	From 2005

Sl.No.	Category of the document	Name of the Document	Held by	Remarks
39	"A"	NO.DCE/MECH/DB-68 Block Estimate(Tsunami)	AE(DB)	From 2005

Sl.No.	Category of the document	Name of the Document	Held by	Remarks
40	"A"	NO.DCE/MECH/DB-69 Turn Key Project	AE(DB)	From 2005
41	"A"	No.DCE/MECH/DB-70 Cargo handling Equipment(Outstation)	AE(DB)	From 2005
42	"A"	NO.DCE/MECH/DB-71 Chief Vigilance Commission	AE(DB)	From 2005
43	"A"	No.DCE/MECh/DB-72 Correspondence of Accidents at site	AE(DB)	From 2005
44	"A"	No.DCE/MECH/DB-73 AA&ES by CE&A(Tsunami)	AE(DB)	From 2005
45	"A"	No.DCE/MECH/DB-73 AA&ES by CE&A(Tsunami)	AE(DB)	From 2005
46	"A"	No.DCE/MECH/DB-74 Right to information	AE(DB)	From 2005
47	"A"	No.DCE/MECH/DB-75 Water sports for IP & T	AE(DB)	From 2005
48	"A"	No.DCE/MECH/DB-76 Correspondence on IRS	AE(DB)	From 2005
49	"A"	No.DCE/MECH/DB-77 Procurement of Tugs	AE(DB)	From 2005
50	"A"	No.DCE/MECH/DB-78 Hut Bay-machineries(TRP)	AE(DB)	From 2005
51	"A"	No.DCE/MECH/DB-79 Permanent Imprest	AE(DB)	From 2005
52	"A"	No.DCE/MECH/DB-80 Budgetary offers/Intoductory letters.	AE(DB)	From 2005
53	"A"	No.DCE/MECH/DB-81 Cheque deposit-Bank	AE(DB)	From 2005
54	"A"	No.DCE/MECH/DB-82 Details of award of contract-monthly return	AE(DB)	From 2005
55	"A"	No.DCE/MECH/DB-83 Correspondence of EPF	AE(DB)	From 2005
56	"A"	No.DCE/MECH/DB-84 Cess on Building and other construction works	AE(DB)	From 2005
57	"A"	No.DCE/MECH/DB-85 Tender correspondence	AE(DB)	From 2005
58	"A"	No.DCE/MECH/DB-86 Correspondence with Disaater management	AE(DB)	From 2005

Sl.No.	Category of the document	Name of the Document	Held by	Remarks
59	"A"	No.DCE/MECH/DB-87 Performance review Audit from 2005-2010	AE(DB)	From 2005

1. LIST OF FILES MAINTAINED IN PROCUREMENT SECTION

Sl.No	Category of the document	Name of the Document	Held by	Remarks
1	A	DCE/MECH/PR -I General correspondence	AE(PR)	From 2000
2	A	DCE/MECH/PR/I(A) RTI	AE(PR)	from Aug 2009
3	A	DCE/MECH/PR/2 P.O.L & Barrels	AE(PR)	from 1999
4	A	DCE/MECH/PR/3 Stationary & Funiture	AE(PR)	from1998
5	A	DCE/MECH/PR/4 Cargo shipment	AE(PR)	from 1998
6	A	DCE/MECH/PR/5 Close crane	AE(PR)	from 1.08.1996
7	A	DCE/MECH/PR/6 Site order Note.	AE(PR)	from 1995
8	A	DCE/MECH/PR/7 Cement	AE(PR)	from 1995
9	A	DCE/MECH/PR/8 Concrete Vibrators Jack Hammers Drill Rods & Spares.	AE(PR)	From 2000
10	A	DCE/MECH/PR/9 Air compressore Jack Hammers Drill Rods & Spares	AE(PR)	from 1.10.1989
11	A	DCE/MECH/PR/10 Loan Transation	AE(PR)	from 2001
12	A	DCE/MECH/PR/11 DGS & D Rate contract	AE(PR)	from 1999
13	A	DCE/MEH/PR/12 Paints	AE(PR)	from 1994
14	A	DCE/MECH/PR/13 Chains,Ropes, Laders,Tarpauline, Hardware	AE(PR)	from 2002
15	A	DCE/MECH/PR/14 Winches	AE(PR)	from 1993
16	A	DCE/MECH/PR/15 Survey & Drawing Instruments and materials	AE(PR)	from 01.10.004
16 A	A	DCE/MECH/PR/16 (A) Slipway Materials.	AE(PR)	from 1995
17	A	DCE/MECH/PR/16 Steel	AE(PR)	from 1.07.2005
18	A	DCE/MECH/PR/17 Trucks	AE(PR)	from 1.07.2005
19	A	DCE/MECH/PR/18 Electrical Items	AE(PR)	from 1996
20	A	DCE/MECH/PR/19 Forklift	AE(PR)	from 1995
21	A	DCE/MECH/PR/20 Tata Hitachi shovel & Crane	AE(PR)	from 2001
22	A	DCE/MECH/PR/22 Tata Hitachi shovel & Crane	AE(PR)	from 1.09.1999
23	A	DCE/MECh/PR/23 Weighting Machines & Bridges	AE(PR)	From 1.10.2007

24	A	DCE/MECH/PR/24 Bull Dozers	AE(PR)	From 1999
25	A	DCE/MECH/PR/25 Building Materials and Water	AE(PR)	From 2001
26	A	DCE/MECH/PR/26 Uniform Cloth & Footwear	AE(PR)	From 2000
27	A	DCE/MECH/PR/27 Kelvin T6	AE(PR)	From 1989
28	A	DCE/MECH/PR/28 Battery B/ChargesD/water & Acid	AE(PR)	From 1992
29	A	DCE/MECH/PR/29 Welding Machine & Materials	AE(PR)	From 1997
30	A	DCE/MECH/PR/30 Workshop Tools.	AE(PR)	From 2001
31	A	DCE/MECH/PR/31 Type writes & Modi Xerox Machine	AE(PR)	From 1999
32	A	DCE/MECH/PR/32 Supply Order Placed at Calcutta/Madras	AE(PR)	From 21.01.1997
33	A	DCE/MEH/PR/33 Correspondance Little Andaman Circle	AE(PR)	From 01.12.1989
34	A	DCE/MECH/PR/34 Hammer Head Crance	AE(PR)	From 19.01.2000
35	A	DCE/MECH/PR/35 Materials for Small Crafts	AE(PR)	From 1997
36	A	DCE/MECH/PR/36 Water pumps, Generator spares And Aessories	AE(PR)	From 1998
37	A	DCE/MECH/PR/37 Inspection Vehicles	AE(PR)	From 2002
38	A	DCE/MECh/PR/39 Ferkins Engine/Spares	AE(PR)	From 01.01.2007
39	A	DCE/MECH/PR/40 Bollard	AE(PR)	From 1994
40	A	DCE/MECH/PR/45 Timber	AE(PR)	From 01.01.2007
41	A	DCE/MECH/PR/46 Fire Fighting Equipments	AE(PR)	From 03.11.2005
42	A	DCE/MECH/PR/47 Explosive	AE(PR)	From 01.01.2007
43	A	DCE/MECH/PR/50 Correspondence of EE & Lo New Delhi	AE(PR)	From 8.05.1990
44	A	DCE/MECH/PR/53 Standing Order Relating To Procurement	AE(PR)	From OCT' 2006
45	A	DCE/MECH/PR/54 Tractors	AE(PR)	
46	A	DCE/MECH/PR/55 Cummins Equipments	AE(PR)	From 2002
47	A	DCE/MECH/PR/57 Tyre & Tubes.	AE(PR)	From 2000
48	A	DCE/MECH/PR/58 M.V.Saroj	AE(PR)	From December 2002
49	A	DCE/MECh/PR/59 Level liffing Electric Wharf Crane 25 T CAP.	AE(PR)	From 1993
50	A	DCE/MECH/PR/60 Level luffing Electric Wharf Crane 6 T CAP.	AE(PR)	From March 2002

51	A	DCE/MECH/PR/61 Cargo Handling Equipments	AE(PR)	From 1997
52	A	DCE/MECH/PR/62 Surplus Stores/Spares	AE(PR)	From Aug'1996
53	A	DCE/MECH/PR/63 Inspection Note/C.R.C	AE(PR)	From 01.03.1997
54	A	DCE/MECH/PR/65 Wire Rope	AE(PR)	From 01.01.2009
55	A	DCE/MECH/PR/67 Repairs/Reconditioning of Equipments/Sub- Assy/Components of Machineries	AE(PR)	From 01.12.2002
56	A	DCE/MECH/PR/68 Bearing of All Types and Makes	AE(PR)	From 1992
57	A	DCE/MECH/PR/69 Spares for All wharf Cranes	AE(PR)	From 01.03.1998
58	A	DCE/MECh/PR/70 Jacks	AE(PR)	From 1990
59	A	DCE/MECH/PR/71 Navigational/Marine Equipments Puoys Etc.	AE(PR)	From 01.011998
60	A	DCE/MECh/PR/72 Auto Electrical Spares.	AE(PR)	From 01.07.2005
61	A	DCE/MECh/PR/73 Computer	AE(PR)	From 2003
62	A	DCE/MECh/PR/75 Correspondence of DCE, LHW	AE(PR)	From 1992

LIST OF REGISTERS MAINTAINED BY PROCUREMENT SECTION

Sl.No	Category of the document	Name of the Document	Held by	Remarks
1	A	Quotation register	AE(PR)	From October 1991
2	A	Local/Mainland supply order register	AE(PR)	From 01/01/1991
3	A	DGS & D supply order register	AE(PR)	From 01/01/1990
4	A	Bill Movement Register	AE(PR)	From 01/09/2007

1. LIST OF FILES MAINTAINED IN WORK CHARGED ESTABLISHMENT SECTION

Sl. No	Category of the Document	Name of the Document	Held By	Remarks
1	No.EE/CSWD/E-1	General correspondence/ Govt. Orders & Circular	WC ESST Section	10.08.2007
2	No.EE/CSWD/E-5	OTA/ISA/Bonus & its correspondence	-	18.10.2001
3	No.EE/CSWD/E-6	Transfer & Posting of Workcharged Employees	-	18.07.2002
4	No.EE/CSWD/E-7	Circular File	-	27.10.1989
5	No.EE/CSWD/E-8	Festival Advance & its correspondence	-	03.09.2008
6	No.EE/CSWD/E-12	Cycle/Fan/Scooter Advance correspondence	-	03.05.2002
7	No.EE/CSWD/E-14	Engagement of W/C Employees on duty at various place	-	09.01.2009
8	No.EE/CSWD/E-16	GPF Advance Withdrawal & its correspondenc	-	28.01.2005
9	No.EE/CSWD/E-18	Uniform cloth & footwear its correspondence	-	08.06.2006
10	No.EE/CSWD/E-20	Tution Fee & CEA & its correspondence	-	10.01.1990
11	No.EE/CSWD/E-21	CGEGIS & its correspondenc	-	26.03.1990
12	No.EE/CSWD/E-28	General correspondence	-	29.04.2008
13	No.EE/CSWD/E-29	Quarter Allotment & its correspondence	-	29.09.2005
14	No.EE/CSWD/E-30	Photo Identity Card & its correspondence	-	20.02.2007
15	No.EE/CSWD/E-32	Correspondence or computer Advance	-	22.06.2005
16	No.EE/CSWD/E-33	Pensoin & its correspondence	-	05.07.2010
17	No.EE/CSWD/E-50	Correspondence of Apprentices	-	20.07.1991
18	No.EE/CSWD/E-51	Training of Workcharge Employees	-	16.08.2008
19	No.EE/CSWD/E-80	Harbour Entry Pass correspondence	-	27.06.1996
20	No.EE/CSWD/E-108	Discliplinary Action & its correspondenc	-	03.01.1997
21	No.EE/CSWD/E-111	Benevolent Fund correspondence	-	01.05.2008
22	No.EE/CSWD/E-112	Compassionate appointment correspondence	-	30.08.1997
23	No.EE/CSWD/E-126	Medical Reimbursement correspondence	-	02.07.2004
24	No.EE/CSWD/E-128	ACP Scheme correspondence	-	04.10.2002
25	No.EE/CSWD/E-129	Confirmation correspondence	-	31.10.2002
26	No.EE/CSWD/E-130	Recruitment Rules & its correspondence	-	03.11.2001
27	No.EE/CSWD/E-133	HBA & its correspondence	-	10.02.2003
28	No.EE/CSWD/E-148	Post creation & its correspondence	-	27.02.2003
29	No.EE/CSWD/E-152	Appointment/Promotion of DCE(Mech) Circle	-	25.02.2004
30	No.EE/CSWD/E-153	General/ Misc. correspondenc & Santion of C.L of W.C. Employees	-	17.08.2004
31	No.EE/CSWD/E-154	New Pension Scheme	-	02.02.2005
32	No.EE/CSWD/E-157	Sanction of Increment of W/C Employees & correspondence from 09/2006	-	16.09.2006
33	No.EE/CSWD/E-158	Station Seniority	-	13.10.2011
34	No.EE/CSWD/E-159	Correspondence on VI Pay Commition & its implementation	-	19.09.2008
35	No.EE/CSWD/E-160	Govt. of India orders on VI Pay Commission & its implementation	-	29.08.2008
36	No.EE/CSWD/E-161	Correspondence on sanction of "FPA" & its related Govt. of India Orders	-	19.11.2008
37	No.EE/CSWD/E-163	Sanction of Transfer T.A & Tour T.A	-	01.09.2009
38	No.EE/CSWD/E-164	Correspondence on issue of Revised PPO	-	10.09.2009

1. LIST OF FILES MAINTAINED IN OFFICER IN-CHARGE, ALHW, KOLKATA

1.Statement of the document

Sl.No.	Category of the document	Name of the Document	Held by	Remarks
E-1	Category -A	Letter sent/received from other department	O.I.C	
E-2	Category-A	O/Order issued by DCE(Mech),OIC	O.I.C	
E-3	Category-A	Corresponence on Benevolent Fund	O.I.C	
E-4	Category-A	All correspondence on R/Staff	O.I.C	
E-5	Category-A	All correspondence on WC/Staff	O.I.C	
E-6	Category-A	All correspondence of Electricity Guest house Accommodation	O.I.C	
E-8	Category-A	Prgm.of ship/Train & Guest house Accommodation	O.I.C	
E-9	Category-A	Circulars issued by CE& A,DCE(Mech),EE(CSWD)etc	O.I.C	
E-10	Category-A	Correspondence of CL,CH,RH,El etc	O.I.C	
E-11	Category-A	Correspondence of Tour of officers & their accommodation	O.I.C	
E-16	Category-A	Issue of Uniform and foot wear to staff	O.I.C	
TECH-1	Category-A	Indent for materials placed by DCE(IV)	O.I.C	
TECH-2	Category-A	Indent for materials placed by DCE(V)	O.I.C	
TECH-3	Category-A	Indent for materials placed by DCE(C)	O.I.C	
TECH-4	Category-A	Indent for materials placed by DCE(DD)	O.I.C	
TECH-5	Category-A	Indent for materials placed by DCE(IV)	O.I.C	
TECH-13	Category-A	All products catalogue with spectification	O.I.C	
TECH-14	Category-A	Correspondence of all rejected materials	O.I.C	
TECH-15	Category-A	Correspondence of Short receipts	O.I.C	
TECH-17	Category-A	Correspondence of explosives	O.I.C	
TECH-18	Category-A	Correspondence on survey report of all unserviceable materials in office	O.I.C	
TECH-19	Category-A	Correspondence reg repairs of Vehicles,Machineries & Electrical equipments	O.I.C	
TECH-20	Category-A	Includes Inspection notes of all materials received	O.I.C	
TECH-21	Category-A	Copies of completion report of works	O.I.C	
TECH-22	Category-A	Supply order of steel received from DCE(Mech)	O.I.C	
TECH-23	Category-A	Delivery of steel	O.I.C	
TECH-23A	Category-A	Purchase order received from DCE(Mech),DCE-I	O.I.C	
TECH-27	Category-A	Letter sent/received from other departments and subdivisions	O.I.C	
TECH-34	Catergory-A	Indent for materials placed b DCE(Mech)	O.I.C	
TECH-35	Catergory-A	Maintenance of computers,fax printers,UPS etc	O.I.C	

CFS-1	Catergory-A	Letter sent to and received from other departments and subdivisions	O.I.C	
CFS-2	Catergory-A	All correspondence with Directorate of supplu &Disposal,DSS etc.	O.I.C	
CFS-3	Catergory-A	Correspondence with CSA Agent	O.I.C	
CFS-5	Catergory-A	Forwarding of DI	O.I.C	
CFS-6	Catergory-A	All Acknowledged D.I	O.I.C	
CFS-10	Catergory-A	Intimation of Damaged lock	O.I.C	
ACCT-1	Catergory-A	Monthly Accounts	O.I.C	
ACCT-2	Catergory-A	Form-51	Assistant	
ACCT-3	Catergory-A	Correspondence with PAO	Assistant	
ACCT-4	Catergory-A	Stamp Receipt	O.I.C	
ACCT-5	Catergory-A	Agreement & Tender	O.I.C	
ACCT-6	Catergory-A	Challan	O.I.C	
ACCT-7	Catergory-A	Permanent/Temporary Imprest	O.I.C	
ACCT-8	Catergory-A		O.I.C	
ACCT-9	Catergory-A	M.Book file	O.I.C	
ACCT-20	Catergory-A	Audit Notes	O.I.C	
1	Catergory-A	M.A.S Register	O.I.C	
2	Catergory-A	P.O.L Register	JE(M)	
3	Catergory-A	D.M.T.(Island) Register	JE(M)	
4	Catergory-A	D.M.T(Kolkata)Register	JE's	
5	Catergory-A	Log Book-WB 02 s 4828	JE(M)	
6	Catergory-A	Log Book-An 01 F 0057	JE(M)	
7	Catergory-A	Repair register	JE(M)	
8	Catergory-A	Dead stock	JE(M)	
9	Catergory-A	H.R.Register	JE's	
10	Catergory-A	Telephone Bill Register	JE's	
11	Catergory-A	S/o Register	JE's	
12	Catergory-A	Cheque Book Register	Assistant	
13	Catergory-A	Service Postage Stamp Register	Assistant	
14	Catergory-A	Assignment Register	Assistant	
15	Catergory-A	M/Book Register	Assistant	
16	Catergory-A	Benovalent Register	Work/Assit	
17	Catergory-A	Stationary Register	Work/Assit	
18	Catergory-A	Quotation cum Comparative statement	JE's	
19	Catergory-A	Dairy Register	Work/Assit	
20	Catergory-A	Dispatch Register	Work/Assit	
21	Catergory-A	Cash Book	Assistant	
22	Catergory-A	CI Register	Assistant	

1. LIST OF FILES AND REGISTERS MAINTAINED IN OFFICER IN-CHARGE, ALHW, CHENNAI

Sl. No	File No.	Subject
1	OIC/ALHW/CHN/1 (1)	Miscellaneous (Corrs. Reg. Hindi class, Expenditure statement)
2	OIC/ALHW/CHN/1 (2)	Office order(s) issued from Chennai.
3	OIC/ALHW/CHN/1 (3)	Copies of all Govt. order, Circular, Benevolent fund etc.
4	OIC/ALHW/CHN/1 (4)	Site order/Note issued by CE & A and other officers
5	OIC/ALHW/CHN/1 (5)	Corres. Reg. R.Estt. [Attendance particulars/ Handing & Taking over] CGHS
6	OIC/ALHW/CHN/1 (6)	Corres. Reg. R.Estt. [Attendance particulars]
7	OIC/ALHW/CHN/1 (7)	Payment of Office Accommodation Boking of Guest House etc.
8	OIC/ALHW/CHN/1 (8)	Tour programme of all officers and D. O letters
9	OIC/ALHW/CHN/1 (9)	Interview file for various posts
10	OIC/ALHW/CHN/1 (10)	Confidential file
11	OIC/ALHW/CHN/1 (11)	Training of personnel corres with NIPM/ CWPRS/MPT/PMB and other Depts
12	OIC/ALHW/CHN/1 (14)	Correspondence and issue of C.G.H.S card.
13	OIC/ALHW/CHN/1 (15)	RTI
ACCOUNTS FILES		
1	OIC/ALHW/CHN/2 (6)	Performa Invoices, DD receipts & Regular Bills of all Circles
2	OIC/ALHW/CHN/2 (7)	Measurement Book [M.B] Movement file
3	OIC/ALHW/CHN/2 (8)	Telex/Telephone/ Telegram/ Electricity
4	OIC/ALHW/CHN/2 (9)	Aquittance roll of Regular Estt.staff/ Hand Receipt etc.,
5	OIC/ALHW/CHN/2 (11)	Corres. Reg. Temporary advance/Imprest of all circles
6	OIC/ALHW/CHN/2 (12)	Corres. Reg. Permanent imprest of all circles
PERSONAL FILES		
1	OIC/ALHW/CHN/1(PF-22)	Personal File of Shri.T. Suryaprakasham, Driver Gr-I
2	OIC/ALHW/CHN/1(PF-23)	Personal File of Shri.S. Hepzibah, LDC
3	OIC/ALHW/CHN/1(PF-27)	Personal File of Shri.T. Rajkumar, JE(Civil)
4	OIC/ALHW/CHN/1(PF-28)	Personal File of Shri. L. Manoharan, UDC
5	OIC/ALHW/CHN/1(PF-29)	Personal File of Shri. V. Asokan, JE(CIVIL)
6	OIC/ALHW/CHN/1(PF-31)	Personal File of Shri. P. Selvakumar, Peon
7	OIC/ALHW/CHN/1(PF-32)	Personal File of Shri. S.Shaifin, Driver Gr-I
8	OIC/ALHW/CHN/1(PF-33)	Personal File of Shri. R.Sivakumar, JE(M) Officer - in- Charge [ALHW]
9	OIC/ALHW/CHN/1(PF-33)	Personal File of Shri. R.Prabhakaran, JE(Civil)
CLEARING & FORWARDING FILES		
1	OIC/ALHW/CHN/3 (3)	Corres.With Harbour Entry Passes For Vehicle and staffs.
2	OIC/ALHW/CHN/3 (5)	Corres. Reg.DI & Acknowledged DI for all circle offices
3	OIC/ALHW/CHN/3 (6)	Bill of Lading of all circles

TECHNICAL FILES		
1	OIC/ALHW/CHN/4 (3)	Supply Order of DCE-I,Port Blair & Rangat Bay and its Correspondence
2	OIC/ALHW/CHN/4 (3)	Supply Order of DCE-III, Campbell Bay and its releating correspondence
3	OIC/ALHW/CHN/4 (3)	Supply Order of DCE-IV, L/A and its releating correspondence
4	OIC/ALHW/CHN/4 (3)	Supply Order of DCE-V, Kvti and its releating correspondence
5	OIC/ALHW/CHN/4 (3)	Matter releated to OIC[ALHW], Chennai
6	OIC/ALHW/CHN/4 (3)	Indent, Supply Orders of all circles placed by DCE[Mech]
7	OIC/ALHW/CHN/4 (3)	Amendment/Inspection Note etc. of DCE[Mech] Circle
8	OIC/ALHW/CHN/4 (3)	[Guard file] supply orders of all circles placed by DCE[Mech]
9	OIC/ALHW/CHN/4 (3)	Environment & Its releated subject[M/s Kingsway]
10	OIC/ALHW/CHN/4 (3)	Corres with EE7LO,N.Delhi/OIC Kolkutta/Cochnin/Mangalore&SHS Mumbai
11	OIC/ALHW/CHN/4 (3)	Computer and its related matters.
12	OIC/ALHW/CHN/4 (3)	Vehicle,Log Abstract and related matters
13	OIC/ALHW/CHN/4 (3)	Correspondence with I.I.T., chennai
14	OIC/ALHW/CHN/4 (3)	Quotations inviting at Chennai and its corres. Of all Circles
15	Guard file	Bussiness information

REGISTERS	
SI.No	Description of Register
1	Diary Register
2	Despatch Register
3	Demand Draft Register
4	Postage Stamp Register
5	Proforma Invoice Register
6	Measurement Book Movement Register
7	Bill of Lading Register
8	History Book Toyoto Qualis TN-01-T-7268 Register
9	History Book Tata Sumo TN -01 -AL-3412
10	History Boo Mahindra Jeep LD-487 Register
11	LOG BOOK Toyoto Qualis TN -01-T-7271
12	LOG BOOK Sumo TN - 01-AL-3412 Register
13	LOG Book Jeep LD -487 Register
14	Telephone Register
15	DMT Register
16	Supply Order Register
17	Tool & Plant Register