

Sl. No.	Category of the Document	Name of the Document	Held by	Remarks
	CAMPBELL BAY			
	BREAK WATER SUB DIVISION			
1	A	Stationary Register	Sub Divisional Officer	From 2005 onwards
2	A	Tools & Plants Register	Sub Divisional Officer	From 2005 onwards
3	A	Bill Register	Sub Divisional Officer	From 2005 onwards
4	A	M.B. Movement Register	Sub Divisional Officer	From 2005 onwards
5	A	Diary Register	Sub Divisional Officer	From 2005 onwards
6	A	Despatch Register	Sub Divisional Officer	From 2005 onwards
7	A	MAS Register	Sub Divisional Officer	From 2005 onwards
8	A	Transfer Entry Order Register	Sub Divisional Officer	From 2005 onwards
9	B	Cement Register	Sectional Officer	From 2005 onwards
10	B	Hinderance Register	Sectional Officer	From 2005 onwards
11	B	Site Order Book	Sectional Officer	From 2005 onwards
12	B	Stock Measurement Register	Sectional Officer	From 2005 onwards
13	B	Bore Pile Register	Sectional Officer	From 2005 onwards
14	B	Cube Test Register	Sectional Officer	From 2005 onwards
	STORE SECTION			
1	A	Diary and Despatch Register	Store Section	From 2005 onwards
2	A	MAS Register	Store Section	From 2005 onwards
3	B	Bin Card- No-01 to 50	Store Section	From 2005 onwards
4	B	Goods Receipt Sheet	Store Section	From 2005 onwards
5	B	M.B. Movement Register	Store Section	From 2005 onwards
6	B	Loan Register	Store Section	From 2005 onwards
7	B	Supplier and Freight Bill Register	Store Section	From 2005 onwards
8	B	CSSA Claim Register	Store Section	From 2005 onwards
9	B	Un serviceable material Register	Store Section	From 2005 onwards
10	B	Gate Pass Book	Store Section	From 2005 onwards
11	B	Indent Books	Store Section	From 2005 onwards
	MECHANICAL SECTION			

1	A		Diary and Despatch Register	Mechanical Section	From 2005 onwards
2	A		MAS Register		From 2005 onwards
3	A		T&P Ledger		From 2005 onwards
4	A		Log Book for all machines & vehicles		From 2005 onwards
5	B		History Book for Machines & Vehicles		Available from 2009
6	B		Indent Books		From 2005 onwards
7	B		Despatch Invoice Books		From 2005 onwards
8	B		Trip Sheet Books		From 2005 onwards
9	B		Imprest Cash Acc. Book		From 2005 onwards
	DRAWING BRANCH				
1	A		Technical Sanction Register - EE(Civil)/ DCE-III	AE(DB)	From 2006 onwards
3	A		Agreement Register	AE(DB)	From 2005 onwards
4	A		Fund Allocation Register (TRP/Central Sector/ State Sector/ Deposit work)	AE(DB)	From 2005 onwards
5	A		Tender Opening Register	AE(DB)	From 2005 onwards
6	A		Quotation Opening Register	AE(DB)	w.e.f 04/2008
7	A		M.B. Movement Register	AE(DB)	w.e.f 25.09.2007
			Bill Register	AE(DB)	w.e.f 15.05.2009
8	A		Diary Register	AE(DB)	From 2005 onwards
9	A		Despatch Register	AE(DB)	From 2005 onwards
10	A		Enlistment Register	AE(DB)	w.e.f Jan 06
11	A		Enlistment Form Register	AE(DB)	w.e.f April 2005
12	A		Work Order Register	AE(DB)	Jan 2005to March 06
13	A		Stationary Register	AE(DB)	From Feb 2005
14	A		Supply order register	AE(DB)	w.e.f 01-04-08
15	A		Computer Register-03 nos.	AE(DB)	
16	A		Library Books	AE(DB)	From 2005 onwards
17	A		Drawing Materials Register	AE(DB)	From 2005 onwards
18	A		Drawing Register	AE(DB)	From 2005 onwards
			<u>TECHNICAL FILES</u>		From 2005 onwards
1	A	T-1	C/O Deep water Wharf	AE(DB)	"
2	A	T-2	Work Order	AE(DB)	"
3	A	T-3	Technical Sanction Estimates	AE(DB)	"
4	A	T-4	Block Estimates	AE(DB)	"

5	A	T-5	POL Installation @ C/Bay	AE(DB)	..
6	A	T-6	C/O Community Shelter for victims of Natural Calamities @ C/Bay	AE(DB)	..
7	A	T-7	Tools Plants and Floating Crafts @ C/Bay	AE(DB)	..
8	A	T-8	MPLADS Correspondence	AE(DB)	..
9	A	T-9	Dredging @ C/Bay/Katchal & Teressa	AE(DB)	..
10	A	T-10	Hire Charges & Machineries	AE(DB)	..
11	A	T-11	Naviads @ C/Bay	AE(DB)	..
12	A	T-12	Hydrographic Survey & Soil@ C/Bay	AE(DB)	..
13	A	T-16	Rate Analysis	AE(DB)	..
14	A	T-17	Tidal Readings/Tables	AE(DB)	..
15	A	T-18	Correspondence regarding Tender	AE(DB)	..
16	A	T-20	C/O Bailey Bridge for Jetty approach @ C/Bay	AE(DB)	..
17	A	T-21	Construction of Timber Jetty @ 30 Km(GN)	AE(DB)	..
18	A	T-22	R.C.C Jetty @ Katchal	AE(DB)	..
19	A	T-23	General Correspondence with AE(M) ,AE(BW) AE (Maint)	AE(DB)	..
20	A	T-24	Correspondence with other Departments	AE(DB)	..
21	A	T-25	Technical Sanction Mechanical Works	AE(DB)	..
22	A	T-26	Site Orders / Inspection Notes of CE& A visit	AE(DB)	..
23	A	T-28	Special repairs of Approach Trestle of B/W @ C/Bay	AE(DB)	..
24	A	T-29	Special repairsto RCC Jetty @ C/Bay	AE(DB)	..
25	A	T-30	Rate Analysis for Mechanical & Elecfrtical works	AE(DB)	..
26	A	T-31	General Correspondence with Kamorta Division	AE(DB)	..
27	A	T-32	Construction of OCR Complex @ C/Bay	AE(DB)	..
28	A	T-33	Vehicle Correspondence	AE(DB)	..
29	A	T-34	Renovation ,Testing & Commisioning Of POL Installation@ C/Bay	AE(DB)	..
30	A	T-35	Construction of Seawall @ Campbell Bay	AE(DB)	..
31	A	T-36	Quaterly Return	AE(DB)	..
32	A	T-37	Port Control Tower @ C/Bay	AE(DB)	..
33	A	T-38	Completion Report	AE(DB)	..
34	A	T-39	Correspondence of Teressa & Chowra	AE(DB)	..
35	A	T-41	General Correspondence of Fisheries Dept @ C/Bay.	AE(DB)	..
36	A	T-42	Technical Sanction Chowra & Teressa	AE(DB)	..
37	A	T-44	O&M of Quarry and department magazine @ Jogindar Nagar GN	AE(DB)	..
38	A	T-45	General Correspondence of Magarnallah work	AE(DB)	..
39	A	T-46	CONFIDENTIAL- AE (DB)	AE(DB)	..
40	A	T-47	Correspondence of Audit Query	AE(DB)	..

41	A	T-48	Survey Report	AE(DB)	..
42	A	T-49	EOT General	AE(DB)	..
43	A	T-50	Correspondence Reg. Hand Receipt	AE(DB)	..
44	A	T-51	State Emergency Operation Centre	AE(DB)	..
45	A	T-52	Tide Guage	AE(DB)	..
46	A	T-53	MPLAD	AE(DB)	..
47	A	T-54	Cold Storage & Ice Plant for fisheries Dept	AE(DB)	..
48	A	T-55	XI th Five Year Plan	AE(DB)	..
49	A	T-56	Transhipment port at south Bay & C/Bay	AE(DB)	..
50	A	T-57	Shore protection Works	AE(DB)	..
51	A	T-58	C/O Jetty @ Gandhi Nagar, Shastri Nagar, Vijay Nagar Laxmi Nagar.	AE(DB)	..
52	A	T-59	C/O jetty / other works for Coast Guard Dept.	AE(DB)	..
53	A	T-60	M.T. Bharath	AE(DB)	..
54	A	T-61	Rehabilitation Of B/W @ C/Bay	AE(DB)	..
55	A	T-62	RTI Act 2005.	AE(DB)	..
56	A	T-65	General Correspondence of Lo, CBC	AE(DB)	..
57	A	T-66	Construction of 30 T Capacvity ElectronicsWeigh bridge@ C/Bay	AE(DB)	..
58	A	T-67	POL Installation @ Kamorta.	AE(DB)	..
59	A	T-68	Miscellaneous Correspondence with DCE-III	AE(DB)	..
60		T-69	Nil		
61	A	T-70	General Correspondence to the AE(Maint)	AE(DB)	..
62	A	T-71	General Correspondence with CE& A (ALHW)	AE(DB)	..
63	A	T-72	General Correspondence to the AE(B/W)	AE(DB)	..
64	A	T-73	General Correspondence	AE(DB)	..
65	A	T-74	Maintenance Programe for the Year 2010-2011	AE(DB)	..
66	A	T-75	Fish Landing Centre @ Kamorta Division	AE(DB)	..
67	A	T-76	Correspondence related to Teresa/Chowra/Katchal/Champin	AE(DB)	..
68	A	T-77	Fish Landing Centre @ C/Bay.	AE(DB)	..
69	A	T-78	C/O Jetty @ Gandhi Nagar in GN Island	AE(DB)	..
70	A	T-79	C/O Berthing jetty with approach at Hitui and Munak in NanCowry Islands.	AE(DB)	..
71	A	T-80	Technical Sanction Estimates- Kamorta Division	AE(DB)	..
72	A	T-81	Block Estimates- Kamorta Division	AE(DB)	..
73	A	T-82	Tender Related Correspondence - Kamorta Division	AE(DB)	..

			NON TECHNICAL FILES		From 2005 onwards
1	A	NT-1	Earth Quake/Tsunami Releif.	AE(DB)	"
2	A	NT-2	Tsunami Losses & Damages / Survey Report	AE(DB)	"
3	A	NT-3	Stationery	AE(DB)	"
4	A	NT-4	Damaged Caused By Tsunami	AE(DB)	"
5	A	NT-5	Correspondence on Allotment of Qtr	AE(DB)	"
6	A	NT-6	Administrative Approval	AE(DB)	"
7	A	NT-7	Land Allotment for AHW	AE(DB)	"
8	A	NT-8	Correspondence with PMB/DSS	AE(DB)	"
9	A	NT-9	Correspondence on Computers, Xerox machine	AE(DB)	"
10	A	NT-10	Enlistment of Contractors	AE(DB)	"
11	A	NT-11	Circular/ Office Orders/Notes	AE(DB)	"
12	A	NT-12	Bills Correspondence	AE(DB)	"
13	A	NT-13	Explosives Licence /Quarry Permit	AE(DB)	"
14	A	NT-14	Sawmill/Forest Dept Correspondence	AE(DB)	"
15	A	NT-15	Traffic Data	AE(DB)	"
16	A	NT-16	Correspondence for Principal Employees & L.E.Correspondence	AE(DB)	"
17	A	NT-17	Monthly Progress Report	AE(DB)	"
18	A	NT-18	Action Taken Note	AE(DB)	"
19	A	NT-19	Expenditure Statement	AE(DB)	"
20	A	NT-20	Office Order	AE(DB)	"
21	A	NT-21	Regular/ Work Charge Staff Paper Correspondence.	AE(DB)	"
22	A	NT-22	Environmental Clearence	AE(DB)	"
23	A	NT-23	Permanent Imprest (DB)	AE(DB)	"
24	A	NT-24	Water Yeild Particulars	AE(DB)	"
25	A	NT-25	Correspondence with Court	AE(DB)	"
26	A	NT-26	Re-Establishment of Local Navigational aids in A&N Islands.	AE(DB)	"
27	A	NT-28	Despatch Invoices	AE(DB)	"
28	A	NT-29	Confidential File	AE(DB)	"
29	A	NT-30	Office Maintainence of AE (DB)	AE(DB)	"
30	A	NT-31	Library Books	AE(DB)	"
31	A	NT-32	Advertisement Bill File.	AE(DB)	"
32	A	NT-33	Erection of Indira Gandhi Statue	AE(DB)	"
33	A	NT-34	Weekly Progress Report	AE(DB)	"
34	A	NT-35	Daily Progress Report	AE(DB)	"

35	A	NT-36	Details on Award of Contract	AE(DB)	..
36	A	NT-37	Performance Report of Tools & Plants.	AE(DB)	..
			Correspondence files for Procurement Section	JE(Mech)	..
			ALL TENDER FILES PERTAINING TO CAMPBELL BAY DIVISION	JE's in DB section	..
	MAINTENANCE SUB DIVISION				
1	A		Tools & Plants Register	Sub Divisional Officer	From 2005 onwards
2	A		Bill Register	Sub Divisional Officer	From 2005 onwards
3	A		MB Movement Register	Sub Divisional Officer	From 2005 onwards
4	A		Diary Register	Sub Divisional Officer	From 2005 onwards
5	A		Despatch Register	Sub Divisional Officer	From 2005 onwards
6	A		MAS Register	Sub Divisional Officer	From 2005 onwards
7	B		Cement Register	Sectional Officer	From 2005 onwards
8	B		Hinderance Register	Sectional Officer	From 2005 onwards
9	B		Site Order Book	Sectional Officer	From 2005 onwards
	ESTABLISHMENT SECTION				
			Correspondence files - As Per Following Lists	Smti Chamanwati, UDC	
1	A		DCE-III/CB/ADM/PF/E-92 - CEWCC		
2	A		DCE-III/CB/ADM/PF/E-1 - Creation of posts		
3	A		DCE-III/CB/ADM/PF/E-24 - CEA		
4	A		DCE-III/CB/ADM/PF/E-60 - Deputing training		
5	A		DCE-III/CB/ADM/PF/E-12 - Retirement correspondent		
6	A		DCE-III/CB/ADM/PF/E-46 - GPF Correspondent		
7	A		DCE-III/CB/ADM/PF/E-94 -Filling JE's Vol. I &II		
8	A		DCE-III/CB/ADM/PF/E-19A - Pensioners Identity Card		
9	A		DCE-III/CB/ADM/PF/E-30 - Benevolent Fund		
10	A		DCE-III/CB/ADM/PF/E-95 - Filling MW/AE		
11	A		DCE-III/CB/ADM/PF/E-10 - Handing over note		
12	A		DCE-III/CB/ADM/PF/E-1 - Post Creation		
13	A		DCE-III/CB/ADM/PF/E-18 - GPF Sanction orders		
14	A		DCE-III/CB/ADM/PF/E-7 - Allotment of quarters		
15	A		DCE-III/CB/ADM/PF/E-35 - Hindi teaching scheme		
16	A		DCE-III/CB/ADM/PF/E-91 - ACP correspondence		
17	A		DCE-III/CB/ADM/PF/E-4 - Seniority list		

18	A		DCE-III/CB/ADM/PF/E-104 - Freedom of Act		
19	A		DCE-III/CB/ADM/PF/MISC - Misc correspondence		
20	A		DCE-III/CB/ADM/PF/E-15 - Govt. orders		
21	A		DCE-III/CB/ADM/PF/E-16 - Festival Advance and loans		
22	A		DCE-III/CB/ADM/PF/E-6 - Confirmation		
23	A		DCE-III/CB/ADM/PF/E-8 - Circular DA/IR/Bonus		
24	A		DCE-III/CB/ADM/PF/E-5 - Cadre Review		
25	A		DCE-III/CB/ADM/PF/Refn - Ex gratia payment		
26	A		DCE-III/CB/ADM/PF/E-107 - Filling IOW		
27	A		DCE-III/CB/ADM/PF/E-102 - Station seniority		
28	A		DCE-III/CB/ADM/PF/E-106 - Qualifying service		
29	A		DCE-III/CB/ADM/PF/E-88 - Tour programme		
30	A		DCE-III/CB/ADM/PF/Allo - Work Allocation		
31	A		DCE-III/CB/ADM/PF/E-25 - Election Correspondence		
32	A		DCE-III/CB/ADM/PF/Genl - General Correspondence		
33	A		DCE-III/CB/ADM/PF/E-98 - Return of SC/ST		
34	A		DCE-III/CB/ADM/PF/E-22 - C&A Verification		
35	A		DCE-III/CB/ADM/PF/E-40(A) - Pay fixation		
36	A		DCE-III/CB/ADM/PF/E-12(A) - New pension scheme		
37	A		DCE-III/CB/ADM/PF/E-26(4) - Immovable Movable		
38	A		DCE-III/CB/ADM/PF/E-20 - Correspondence with Union		
39	A		DCE-III/CB/ADM/PF/E-37- Cashier Spl. Pay		
40	A		DCE-III/CB/ADM/PF/E-23 - Issue of uniform		
41	A		DCE-III/CB/ADM/PF/E-9 - CGEGIS		
42	A		DCE-III/CB/ADM/PF/E-11 - Amendment FR &SR		
43	A		DCE-III/CB/ADM/PF/E-28 - Apprentice Scheme		
44	A		DCE-III/CB/ADM/PF/E-96 - Delegation of power		
45	A		DCE-III/CB/ADM/PF/E-51 - Sanction of HRA		
46	A		DCE-III/CB/ADM/PF/E-99 - Transport Allowance		
47	A		DCE-III/CB/ADM/PF/GPF-"D" - Allotment of GPF A/C no.		
48	A		DCE-III/CB/ADM/PF/E-90 - Assesment of damage due to		
49	A		DCE-III/CB/ADM/PF/A-3 - Internal Audit para		
50	A		DCE-III/CB/ADM/PF/E-2 - Transfer and Posting		
51	A		DCE-III/CB/ADM/PF/E-101- Return Superior Officers		
52	A		DCE-III/CB/ADM/PF/E-1(53) - Sending Dak to P/Blair		
53	A		DCE-III/CB/ADM/PF/E-8 - Correspondence of IS(D)A		
54	A		DCE-III/CB/ADM/PF/E-19- Identity Card		

55	A		DCE-III/CB/ADM/PF/Medi- Medical Claim		
56	A		DCE-III/CB/ADM/ - IS(D)A		
			Personal files - 58 Nos.		
			Service Books - 57 Nos.		
			Registers - 05 Nos.		
1	A		Diary Register	Shri. M. Karuna Karan, LDC	01/2005 to till date
2	A		Despatch Register		
3	A		Stamp Register		
4	A		Stationary Register		
5	A		Correspondence for Postal Stamps		
1	A		All Service Books of W/C Employees Concern	Shri. Ram Ratan Katiyar, LDC	
2	A		All Personal Files of W/C Employees Concern		
3	A		EEM/CB/WC-14/Vol-I Retirement / Pension & its corrsp.		
4	A		EEM/CB/WC/Estt./Medical Corr. On Medical Claims		
5	A		EEM/CB/WC/Misc. Misc. Corrsp.		
6	A		EEM/CB/WC/Estt/NPS Corrsp. Related to NPS		
7	A		EEMCB/WC-52 Corrsp. Reg. Sanction of B/Fund		
8	A		EEM/CB/WC-81/Vol-II Corrsp. On A.C.P Scheme		
9	A		EEM/CB/WC-9/Vol-II Sanction of T.A. Adv.		
10	A		EEM/CB/WC-47/Vol-II Corrsp. On Compassionate appointment		
11	A		EEM/ CB/WC-24 Corrsp. On Station Seniority		
12	A		EEM/CB/WC-13/Vol-III Conversion of Temp W/C posts to Pmt.		
13	A		EEM/CB/WC/GOI Copies of Govt. of India's Orders		
14	A		EEM/CB/WC/GPF Corrsp. On GPF Adv./Withdrawal		
15	A		EEM/CB/WC/83 Issue of deptt. Identity Cards		
16	A		EEM/CB/WC-17 Corrsp. On issuing of Uniforms		
17	A		EEM/CB/WC/-14/Vol-I Sanction of Advances		
18	A		EEM/CB/WC/ Seniority Seniority & its Corrsp.		
19	A		EEM/CB/WC/Transfer Corrsp. On Transfer, Promotion		
20	A		EEM/CB/Estt/Tour Deputing Staff on Official Tour & Corrs.		
21	A		Closed Personal Files Register		
22	A		Increment Register		

23	A		Incubment Register		
24	A		Closed Service Book Register		
25	A		Register of S/Books of Employees in Service		
26	A		Retirement Register		
27	A		Register of Retirement/Death benefits payment		
28	A		Closed Form - "58" for the year 2009-10		
29	A		Closed Form - "58" for the year 2010-11		
30	A		Current Bill Register for the year 2009-10 & 2010-11		
31	A		Current LTC/FSP & Tour T.A Register for the year 2010-11		
32	A		Bill File of Bill Clerk of Work Charged		
			List of documents pertaining to Regular Establishment Bill Section of DCE-III Circle, AHW, C/Bay	Shri. Chandan Patra, LDC	
1	A		PBR	2005-06,06-07,07-08,08-09,09-10,10-11	
2	A		Bill Register	2005-06,2006-07,07-08 and 08-09, 09-10, 10-11	
3	A		Contingency Register	for the year 2006-07, 07-08, 08-09, 09-10 & 10-11'= 03 nos.	
4	A		Electricity Bill Register	08-09,09-10 & 10-11 = 02 nos.	
5	A		Telephone Bill Register	08-09,09-10 & 10-11 = 02 nos.	
6	A		FSP/LTC & TA Register	for the year 2009-10, 2007-08, 09-10 & 10-11	
7	A		GPF Gr. "D" Ledger- 01 No.		
	A		Correspondance file:		
1	A		Income Tax file -05 nos.		
2	A		Bill Clerk file-02 nos.		
3	A		Bills sent to PAO-01 no.		
4	A		FSP/LTC & Tour TA & Tr. TA File-01 no.		
5	A		Pay & Allowance file-01 no.		
6	A		Attendance file-01 no.		
7	A		GPF Gr. "D" Ledger Correspondance- 01 No.		
8	A		Electricity Correspondance-01 no.		
9	A		Telephone Correspondance-01no.		
1	B		Confidential Files	Stenographer	From 2005 onwards
2	B		APAR Dossiers (Regular/ Work Charged Employees)	„	From 2005 onwards
3	A		Correspondence Files operated by Steno	„	From 2005 onwards

ACCOUNTS SECTION			
		<u>FILES</u>	
1	A	Correspondence file of Temporary Advance/ Permanent Imprest	Shri. N.Madan Praveen, LDC
2	A	Measurement Book Correspondence	
3	A	Correspondence file on release of Security Deposit/ PGB/ EMD	
4	A	Correspondence file on Completion Report	
5	A	T.D.S Correspondence file	
6	A	Correspondence on Audit Querries	
7	A	Agreement files of B/Water Sub Division	
8	A	Agreement files of Kamorta Sub Division	
9	A	MAS account of AE(BW) Sub Division	
10	A	Correspondence file on RTI	
		<u>REGISTERS</u>	
1	A	Temporary Advance/ Permanent Imprest Register	
2	A	New Measurement Book Issue Register	
		<u>COMMON REGISTERS/ LEDGERS</u>	
1	A	Contractor's Bill Register	
2	A	Income Tax Register	
3	A	Secured/ Mobilisation/ Machinery Advance Register	
4	A	Contractor's Ledger	
		<u>FILES</u>	
1	A	Conducting Survey by MPSO during the survey session 2004-05	Shri. C.Neelamegam, LDC
2	A	File for contractor's payment	
3	A	Correspondence of CST,VAT & other Tax paid to the agencies for purchase of goods.	
4	A	File for contractor's payment	
5	A	Correspondence of berthing charges of MT Vivek Boat	
6	A	File for advance payment	
7	A	Correspondence of dues to the death of Govt. Contractors	
8	A	Correspondence of maintenance of MV Saroi & MV Duraa	
9	A	File for copies of Completion reports	
10	A	File for copies of Monthly progress report of works	
11	A	File for Abstract of Fuel consumption.	

12	A		File for verification of MAS & T&P correspondence		
13	A		Work Orders file		
14	A		File for copies of Negotiation and acceptance letter of tenders		
15	A		Correspondence of Budget for the year 2009-10		
16	A		Correspondence of out going and incoming claims		
17	A		Expenditure statements		
18	A		Correspondence of Advertisement Bills		
19	A		Correspondence of SS&SR Claims		
20	A		Correspondence of Supply Orders		
21	A		Correspondence of Deposit Works		
22	A		MAS accounts of LO,CBC, PB		
23	A		Correspondence of Hand receipt		
24	A		Correspondence of flash figure		
25	A		Correspondence of Freight Bills		
26	A		Correspondence of 10 months & 8 months expenditure		
27	A		Correspondence of Establishment matters		
28	A		Correspondence of Transfer Entry Orders		
29	A		Correspondence of House Rent		
30	A		MAS accounts of AE (Mech) Sub Division		
31	A		Correspondence of Reconciliation		
32	A		Monthly Accounts for the of month of 4/2010 (including from 12/04 to 3/2010)		
33	A		File for releasing of SD,EMD& PGB		
34	A		Agreement files of Maintenance Sub-division.		
35	A		Agreement files of M&S Sub-division		
36	A		Agreement files of Drawing Branch.		
			<u>REGISTERS</u>		
1	A		House Rent Register		
2	A		Transfer Entry Register		
3	A		Freight Bills Register		
4	A		Advance Register for SAIL and Suppliers		
5	A		Hand Receipt Register		
6	A		M.B.Movement Register		
7	A		Out going bills Register		
8	A		SS&SR Advance/Claims		

9	A	Treasury Register		
		<u>REGISTERS</u>		
1	A	Tender documents issue register		Shri. Sunil Indwar, LDC
2	A	Challan register		
3	A	Ty. Advance issue register		
4	A	Pmt. Imprest issue register		
5	A	Acquittance roll sending to outstation		
6	A	Acquittance roll for New entry to Govt. Servant		
7	A	Benevolent fund for ALHW		
8	A	Cheque issue register (Current)		
9	A	PGB as per Register		
10	A	EMD as per Register		
		KAMORTA DIVISION		
	Category	A		
		Accounts Section		
1	EEC/AHW/KMT/ADM-1/2010-11	General correspondence on Regular Estt.	AAO	
2	EEC/AHW/KMT/ADM-2/2010-11	General correspondence on Workcharged Estt.	AAO	
3	EEC/AHW/KMT/ADM-3/2010-11	Correspondence on procurement of Office stationery	AAO	
4	EEC/AHW/KMT/ADM-4/2010-11	Correspondence on Installation of Telephone & Internet	AAO	
5	EEC/AHW/KMT/ADM-5/2010-11	Correspondence with Local Admn. & Other departments	AAO	
6	EEC/AHW/KMT/ADM-6/2010-11	Miscellaneous correspondence	AAO	
7	EEC/AHW/KMT/ADM-7/2010-11	Correspondence on requisition of Guest House Accommodation	AAO	
8	EEC/AHW/KMT/ADM-8/2010-11	Correspondence on requisition for Ship/ Helicopter Tickets	AAO	
9	EEC/AHW/KMT/ADM-9/2010-11	Circular	AAO	
10	EEC/AHW/KMT/ADM-10/2010-11	Office order file	AAO	
11	EEC/AHW/KMT/ADM-11/2010-11	APAR correspondence file	AAO	
12	EEC/AHW/KMT/ADM-12/2010-11	Handing over/taking over note	AAO	
13	EEC/AHW/KMT/ADM-13/2010-11	Notes & Orders file	AAO	
14	EEC/AHW/KMT/ACCT-01/2010-11	Correspondence on Contractors bill	AAO	
15	EEC/AHW/KMT/ACCT-02/2010-11	Correspondence on suppliers bill/ freight bills	AAO	
16	EEC/AHW/KMT/ACCT-03/2010-11	Correspondence on EMD/SD etc.	AAO	
17	EEC/AHW/KMT/ACCT-04/2010-11	Correspondence on PGBs	AAO	

18	EEC/AHW/KMT/ACCT-05/2010-11	Correspondence on Salary/ misc payments of Regular/ WC Estt. & Acquittance Rolls	AAO	
19	EEC/AHW/KMT/ACCT-06/2010-11	Correspondence on Pmt. Temporary Imprest Advance	AAO	
20	EEC/AHW/KMT/ACCT-07/2010-11	Correspondence on issue of Tender Documents	AAO	
21	EEC/AHW/KMT/ACCT-08/2010-11	Correspondence on Measurement Books	AAO	
22	EEC/AHW/KMT/ACCT-09/2010-11	Copies of Supply order file	AAO	
23	EEC/AHW/KMT/ACCT-10/2010-11	Correspondence on Telephone/ Electric bills	AAO	
24	EEC/AHW/KMT/ACCT-11/2010-11	Copies of Expenditure Statement	AAO	
25	EEC/AHW/KMT/ACCT-12/2010-11	Correspondence on Central/ State Sector budget	AAO	
26	EEC/AHW/KMT/ACCT-13/2010-11	Correspondence on Attendance Particulars of Regular/ WC Estt.	AAO	
27	EEC/AHW/KMT/PF-1	P/File of Shri. S. Ramesh Chandra Kalabhai, EE(C)	AAO	
28	EEC/AHW/KMT/PF-2	P/File of Shri. Arun Kumar LRC, JE(Mech)	AAO	
29	EEC/AHW/KMT/PF-3	P/File of Shri. K.S Venkatesan, JE(Elec.)	AAO	
30	EEC/AHW/KMT/PF-4	P/File of Shri. Ranjit Ojha, JE(Civil)	AAO	
31	EEC/AHW/KMT/PF-5	P/File of Shri. P.Vijay Kumar, JE(Civil)	AAO	
32	EEC/AHW/KMT/PF-6	P/File of Shri. M.Velmurugan, JE(Civil)	AAO	
33	EEC/AHW/KMT/PF-7	P/File of Shri. K.Mohammed, AE(Civil)	AAO	
34	EEC/AHW/KMT/PF-8	P/File of Shri. M.Mohammed Haneefa, UDC	AAO	
35	EEC/AHW/KMT/PF-9	P/File of Shri. P.Muthaiah, AE(Civil)	AAO	
36	EEC/AHW/KMT/PF-10	P/File of Shri. Inder Kumar Khowal, AAO	AAO	
37	EEC/AHW/KMT/PF-11	P/File of Shri. B. Rajendra, JE(Elec)	AAO	
38	EEC/AHW/KMT/PF-12	P/File of Shri. Akhilesh Rajak, LDC	AAO	
39	EEC/AHW/KMT/PF-13	P/File of Shri. A.N. Raveendran, JE(Civil)	AAO	
40	EEC/AHW/KMT/PF-14	P/File of Shri. K.Ravikumar, AE(Civil)	AAO	
REGISTERS				
		Contractor's Bill Register	AAO	
		Suppliers Bill Verification Register	AAO	
		Measurement Book movement Register	AAO	
		PGB Register	AAO	
		EMD Register	AAO	
		File Index Register	AAO	
		Attendance Register	AAO	From Jan 2010
AE(DB) , Kamorta				
1	EEC/AHW/KMT/DB-01/2010-11	Technically Sanctioned Estimate	A.E.C(DB)	
2	EEC/AHW/KMT/DB-02/2010-11	Land Allotment at Kamorta	"	

3	EEC/AHW/KMT/DB-03/2010-11	Construction of Pre-fabricated Structure	..	
4	EEC/AHW/KMT/DB-04/2010-11	Construction of Navaid at Nancowrie	..	
5	EEC/AHW/KMT/DB-05/2010-11	General	..	
6	EEC/AHW/KMT/DB-06/2010-11	Correspondence of NIT/ Advertisements	..	
7	EEC/AHW/KMT/DB-07/2010-11	Budget Correspondence	..	
8	EEC/AHW/KMT/DB-08/2010-11	Supply Order	..	
9	EEC/AHW/KMT/DB-09/2010-11	Procurement of Materials	..	
10	EEC/AHW/KMT/DB-11/2010-11	Rate Analysis	..	
11	EEC/AHW/KMT/DB-12/2010-11	C/o Type II & Type III Qtrs at Kamorta	..	
12	EEC/AHW/KMT/DB-13/2010-11	Block Estimate	..	
13	EEC/AHW/KMT/DB-14/2010-11	Construction of Jetty at Katchal	..	
14	EEC/AHW/KMT/DB-15/2010-11	Construction of Jetty at Teresa	..	
15	EEC/AHW/KMT/DB-16/2010-11	Enlistment of Contractor	..	
16	EEC/AHW/KMT/DB-17/2010-11	Expenditure Statement	..	
17	EEC/AHW/KMT/DB-18/2010-11	Right to Information (RTI)	..	
18	EEC/AHW/KMT/DB-19/2010-11	Passed Final Bill Copy	..	
19	EEC/AHW/KMT/DB-20/2010-11	Inspection Report/ Tour Programme	..	
20	EEC/AHW/KMT/DB-21/2010-11	TRP Works	..	
21	EEC/AHW/KMT/DB-22/2010-11	POL Correspondence	..	
22	EEC/AHW/KMT/DB-23/2010-11	Completion Report of the Work	..	
23	EEC/AHW/KMT/DB-24/2010-11	Survey Investigation	..	
24	EEC/AHW/KMT/DB-25/2010-11	Correspondence of PMB Office	..	
25	EEC/AHW/KMT/DB-26/2010-11	C/o RCC Jetty at Kamorta for Mainland vessel	..	
26	EEC/AHW/KMT/DB-27/2010-11	C/o Marine Hard cum jetty at Chowra	..	
27	EEC/AHW/KMT/DB-28/2010-11	Contract Labour (Regulations & Abolitions)	..	
28	EEC/AHW/KMT/DB-29/2010-11	Hiring of Machinery and Vehicle/ Floating Crafts	..	
29	EEC/AHW/KMT/DB-30/2010-11	CPWD Manual & Memorandum	..	
30	EEC/AHW/KMT/DB-31/2010-11	Extension of Time for Contractors	..	
31	EEC/AHW/KMT/DB-32/2010-11	Correspondence for Tribal Pass	..	
32	EEC/AHW/KMT/DB-33/2010-11	Admn. Appro. & Exped. Statement	..	
33	EEC/AHW/KMT/DB-34/2010-11	All Drawings	..	
34	EEC/AHW/KMT/DB-35/2010-11	Corres. With Despatch/ Ship. of material	..	
35	EEC/AHW/KMT/DB-36/2010-11	Bored Pile Details	..	
36	EEC/AHW/KMT/DB-37/2010-11	Estimates	..	
37	EEC/AHW/KMT/DB-38/2010-11	Environment Report	..	

38	EEC/AHW/KMT/DB-39/2010-11	Work Order		
39	EEC/AHW/KMT/DB-40/2010-11	TSE Kamorta by CE&A (ALHW)		
	<u>TENDER FILES</u>			
1	EEC/KMT/DB/TEND-19/09-10	C/o JE's office cum residential building at Kamorta Island	A.E.C(DB)	
2	EEC/KMT/DB/TEND-20/09-10	C/o JE's office building at Kamorta	"	
3	EEC/KMT/DB/TEND-21/09-10	C/o JE's office cum residential building at Katchal	"	
4	EEC/KMT/DB/TEND-22/09-10	C/o JE's office cum residential building at Teressa	"	
5	EEC/KMT/DB/TEND-23/09-10	C/o JE's office cum residential building at Chowra	"	
6	EEC/KMT/DB/TEND-09/09-10	Marine Hard at Champin (Part File Vol-I)	"	
7	EEC/KMT/DB/TEND-10/09-10	Navais at Eastern Entrance (Part File Vol-I)	"	
8	EEC/KMT/DB/TEND-11/09-10	Navais at Western Entrance (Part File Vol-I)	"	
9	EEC/KMT/DB/TEND-27/09-10	C/o bundh/dyke compound wall around the POL tank area for DSS at Kamorta	"	
10	EEC/KMT/DB/TEND-12/09-10	Attending sp. Repairs 100 Ton capacity (DB Vandhana) at Kamorta	"	
11	DCE-III/KMT/DB/TEND-09/09-10	C/o Marine Hard at Champin Island	"	
12	DE-III/KMT/DB/TEND-10/09-10	C/o Additional RCC jetty at Eastern Entrance	"	
13	DCE-III/KMT/DB/TEND-11/09-10	C/o Additional RCC jetty at Western Entrance	"	
14	DCE-III/KMT/DB/TEND-13/09-10	C/o Marine Hard cum jetty at Chowra	"	
15	EEC/KMT/DB/TEND-01/09-10	Handling of stores at Kamorta for the year 2009-10	"	
	<u>REGISTERS (CATEGORY-A)</u>			
1		File Index	A.E.C(DB)	Information available from 2009
2		Quotation Register	"	"
3		Bill Movement Register(DB)	"	"
4		Enlistment Correspondence Register	"	"
5		NIT Register	"	"
6		Supply order register	"	"
7		Quotation opening register	"	"
8		Agreement Register	"	"
9		Assistant Diary Register	"	"
10		Tender Opening Register	"	"
11				
	Assistant Engineer (Civil), Sub Division			
1	AEC/AHW/KMT/W-01	Contractor's Bill File	A.E(C)	Information available from 2005 onwards

2	AEC/AHW/KMT/W-02	Block Estimates File
3	AEC/AHW/KMT/W-03	Katchal Correspondence File
4	AEC/AHW/KMT/W-06	Technically Sanctioned Estimate File
5	AEC/AHW/KMT/W-07	Progress Report File
6	AEC/AHW/KMT/W-08	Small Crafts and Machineries File
7	AEC/AHW/KMT/W-09	Correspondence of Teresa
8	AEC/AHW/KMT/W-13	Handling of stores at Kamorta
9	AEC/AHW/KMT/W-14	Estimates File
10	AEC/AHW/KMT/W-15	Survey & Investigation Reports
11	AEC/AHW/KMT/W-17	Inspection Notes and Site Order Notes
12	AEC/AHW/KMT/W-18	Supply Order File
13	AEC/AHW/KMT/W-19	Administrative Approval and Expenditure Statement Correspondence
14	AEC/AHW/KMT/W-21	Turnkey Projects at Katchal and Teresa
15	AEC/AHW/KMT/W-23	POL tank at Kamorta Correspondence
16	AEC/AHW/KMT/W-31	Tender Notice File
17	AEC/AHW/KMT/W-54	Correspondence of Navaidas at Kamorta
18	AEC/AHW/KMT/E-1	Office order File
19	AEC/AHW/KMT/E-2	Regular Establishment File
20	AEC/AHW/KMT/E-3	Work Charged Establishment
21	AEC/AHW/KMT/E-7	GPF, CGEGIS for Reg. and WC Staffs Correspondence
22	AEC/AHW/KMT/E-8	Handing over/taking over note
23	AEC/AHW/KMT/A-3	Suppliers & Freight bill, SS&SR Claims correspondence	..	Information available from 2005 onwards
24	AEC/AHW/KMT/A-4	Electricity/Telephone Bill Correspondence
25	AEC/AHW/KMT/A-7	Store Indent File
26	AEC/AHW/KMT/A-9	Measurement Books Correspondence
27	AEC/AHW/KMT/A-13	Despatch Invoice Correspondence
28	AEC/AHW/KMT/A-14	Audit Correspondence
29	AEC/AHW/KMT/GL-01	Circular File
30	AEC/AHW/KMT/GL-02	General Correspondence
31	AEC/AHW/KMT/GL-09	Allotment of Accommodation File
32	AEC/AHW/KMT/GL-10	Releasing of SD Correspondence
33	AEC/AHW/KMT/F-6	Permanent/ Temporary Imprest Correspondence

34	DCE-III/CB/DB/TEND-02/2004-05	Design, Manufacturing, Supply and Installation of Rubberised Mooring Buoy at Katchal, Teressa Islands
35	DCE-III/CB/DB/TEND-02/2004-05 (Vol-II)	Design, Manufacturing, Supply and Installation of Rubberised Mooring Buoy at Katchal, Teressa Islands
LIST OF REGISTERS				
1		Despatch Register
2		Diary Register
3		MB Movement Register
4		Contractor's Bill Register
5		Casual Leave Register
6		Inventory Register
7		Attendance Register for Regular Staffs	..	From 2009 onwards
8		Attendance Register for W.C Staffs
Note:	<u>Statement of the documents</u>			
a)	These information may be compiled from the File Index & List of Registers maintained in each Sections/ Sub Divisions.			
b)	The Category of the Documents are of two Category viz Category A: Document which can be disclosed Voluntarily; Category B: Document which cannot be disclosed Voluntarily but would examine its disclosure under RTI Act;			
c)	Name of the Document such as File Name & Name of Registers			
d)	The document held under whose custody			
e)	Remarks shows the year from which information is available etc to be mentioned.			