

Service Book

1. Shri.M.Ravichandran, EE (C)
2. Shri.D.K.Pandey, EE (C)
3. Shri.V.Ramaswamy, AE (C)
4. Shri.M.Sankaran, AE (C)
5. Smti.Kalaichelvi Manickavelu, AE (C)
6. Shri.E.Mahalingam, AE (C)
7. Shri.B.Vardharajan, MS
8. Shri.A.Shanmugam, JE (Elect)
9. Shri.Akash Kishen, JE (C)
10. Shri.M.Sukesh, JE (Mech)
11. Shri.S.P.Senthinathan, JE (C)
12. Shri.M.A.Feroz, JE (C)
13. Shri.A.Babu, JE (C)
14. Shri.S.Subramanian, JE (C)
15. Shri.E.S.Sarath, JE (C)
16. Shri.S.Perumal, JE (C)
17. Shri.R.Hariharan, JE (C)
18. Shri.Sashi.Kumar, JE (C)
19. Shri.Mahesh Chandra, JE (Mech)
20. Smti.M.Sasikala, JE (C)
21. Shri.M.Senguttuvan, JE (C)
22. Shri.Biswajit Kayal, JE (C)
23. Smti.Asha Latha, JE (Elect)
24. Smti.Zulekha Bibi, JE (C)
25. Smti.I.Munniswari Anbarasan, JE (C)
26. Shri.S.Kasinathan, JE (C)
27. Shri.D.Jeyapaul, JE (C)
28. Shri.R.Prabhakaran, JE (C)
29. Shri.P.Prasanth, JE (C)
30. Shri.S.Ravichandran, JE (C)
31. Shri.T.S.Shende, D/Man Gr-II
32. Shri.Sukumar Ghosh, D/Man Gr-II
33. Shri.A.Durai Raj, D/Man Gr-III
34. Smti.Prema Murugan, D/Man Gr-III
35. Shri.Sunil Minj, D/Man Gr-III
36. Shri.K.N.Swamy, D/Man Gr-III
37. Shri.G.Rajan, Steno Gr-I

38 Shri.M.Anhuchamay, Assistant
39 Shri.K.J.Philip, UDC
40 Shri.N.Sammikannu, UDC
41 Smti.M.Lakshmi, UDC
42 Smti.C.Gnanatheepam, UDC
43 Shri.Montu Chakraborty,UDC
44 Shri.M.Ganesan, UDC
45 Shri.V.Mohammed Ali, UDC
46 Shri.O.Thangam, LDC
47 Shri.Y.Sreeramulu, LDC
48 Shri.K.Ganapathy, LDC
49 Shri.C.Pullaiah, Steno Gr-II
50 Smti.V.Amuda Raju, UDC
51 Shri.A.Senthil Kumar, Watchman
52 Smti.Kalaiarasi Ravi, Peon
53 Shri.C.Muthuramalingam, Peon
54 Shri.D.Nageswara Rao, Watchman
55 Shri.Man Bahadur, Watchman
56 Shri.C.Chellamaiah, Peon
57 Shri.K.Marhupanidan, Safaiwala
58 Shri.D.Easter Raj, Watchman
59 Shri.C.H.Mohammed, Peon
60 Smti.Katrina Ekka, Safaiwala
61 Shri.G.Raja Rao, Watchman
62 Shri.K.Arumugam, watchman
63 Shri.Hakim Singh, AAO
64 Shri.K.V.Rao, UDC
65 Shri.P.Ramachandran, AE (C)
66 Shri.Devraj, JE (C)

Personal File

1	DCE/DD/PF-621/	Shri.Bimal Sinha, DCE (C)
2	DCE/DD/PF-638/	Shri.D.K.Pandey, EE (C)
3	DCE /DD/PF-562/Vol-I-II/	Shri.M.Ravichandran, EE (C)
4	DCE/DD/PF-582/	Shri.Hakim Singh, AAO
5	DCE/DD/PF-624/	Shri.V.Ramaswamy, AE (C)
6	DCE/DD/PF-622/	Shri.E.Mahalingam, AE (C)
7	DCE/DD/PF-573/Vol-II	Shri.M.Sankaran, AE (C)
8	DCE/DD/PF-599	Smti.Kalaichelvi Manickavelu, AE (C)
9	DCE/DD/PF-644	Shri.P.Ramachandran, AE (C)
10	DCE/DD/PF-646/	Shri.B.Vardharajan, MS
11	DCE/DD/PF-418/Vol-II	Shri.G.Rajan, Steno Gr-I
12	DCE/DD/PF-584/	Shri.E.S.Sarath, JE (C)
13	DCE/DD/PF-625	Shri.Asha Latha, JE (Elect)
14	DCE/DD/PF-641	Shri.C.P.Babu, JE (C)
15	DCE/DD/PF-635	Shri.S.Ravichandran, JE (C)
16	DCE/DD/PF-581/Vol-II	Shri.A.Babu, JE (C)
17	DCE/DD/PF-605	Shri.A.Shanmugam, JE (Elect)
18	DCE/DD/PF-512/Vol-II	Shri.S.Subramanian, JE (C)
19	DCE/DD/PF-633	Shri.M.Sukesh, JE (Mech)
20	DCE/DD/PF-640	Shri.Mahesh Chandra, JE (Mech)
21	DCE/DD/PF-602	Shri.P.Prasanth, JE (C)
22	DCE/DD/PF-645	Shri.M.A.Feroz, JE (C)
23	DCE/DD/PF-559	Shri.S.Kasinathan, JE (C)
24	DCE/DD/PF-620	Shri.Sashi Kumar, JE (C)
25	DCE/DD/PF-569	Smti.Zulekha Bibi, JE (C)
26	DCE/DD/PF-552	Shri.Biswajit Kayal, JE (C)
27	DCE/DD/PF-574	Shri.R.Prabhakaran, JE (C)
28	DCE/DD/PF-642	Shri.Devraj, JE (C)
29	DCE/DD/Pf-516	Shri.T.S.Shende, D/Man Gr-II
30	DCE/DD/PF-636	Shri.Sunil Minj, D/Man Gr-III
31	DCE/DD/PF-531	Smti.Prema Murugan, D/Man Gr-III

32	DCE/DD/PF-623	Shri.M.Senguttuvan, JE (C)
33	DCE/DD/PF-533	Smti.M.Sasikala, JE (C)
34	DCE/DD/PF-554	Smt.I.Munniswari Anbarasan
35	DCE/DD/PF-556	Shri.D.Jeyapaul, JE (C)
36	DCE/DD/PF-634	Shri.A.Durai Raj, D/Man Gr-III
37	DCE/DD/PF-627	Shri.S.P.Senthinathan, JE (C)
38	DCE/DD/PF-583	Shri.S.Perumal,JE (C)
39	DCE/DD/PF-626	Shri.R.Hariharan, JE (C)
40	DCE/DD/PF-639	Shri.K.N.Swamy, D/Man Gr-III
41	DCE/DD/PF-597	Shri.Sukumar Ghosh, D/Man Gr-II
42	DCE/DD/PF-590	Shri.C.Pullaiah, Steno Gr-II
43	DCE/DD/PF-606	Shri.M.Anguchamy, Assistant
44	DCE/DD/PF-612	Smti.C.Gnanatheepam, UDC
45	DCE/DD/PF-588	Shri.N.Samikannu, UDC
46	DCE/DD/PF-611	Shri.K.J.Philip, UDC
47	DCE/DD/PF-508	Shri.M.Ganesan, UDC
48	DCE/DD/PF-547	Smti.M.Lakshmi, UDC
49	DCE/DD/PF-629	Shri.V.Mohammed Ali, UDC
50	DCE/DD/PF-535	Shri.Montu Chakraborty, UDC
51	DCE/DD/PF-637	Shri.K.V.Rao, UDC
52	DCE/DD/PF-519	Smti.V.Amuda Raju, UDC
53	DCE/DD/PF-576	Shri.O.Thangam, LDC
54	DCE/DD/PF-539	Shri.K.Ganapathy, LDC
55	DCE/DD/PF-532	Shri.Y.Sreeramulu, LDC
56	DCE/DD/PF-643	Shri.S.K.Chakraborty, Office Superintendent
57	DCE /DD/PF-593	Shri.D.Easter Raj, Watchman
58	DCE/DD/PF-548	Smti.Kalaiarasi Ravi, Peon
59	DCE/DD/PF-585	Shri.K.Arumugam, Watchman
60	DCE/DD/PF-324	Smti.Kathrina Ekka, Safaiwala
61	DCE/DD/PF-506	Shri.C.Chellamaiah,Peon
62	DCE/DD/PF-607	Shri.G.Raja Rao, Watchman
63	DCE/DD/PF-120	Shri.K.Marthupandian, Safaiwala

64	DCE/DD/PF-594	Shri.A.Senthil Kumar, Watchman
65	DCE/DD/PF-608	Shri.Man Bahadur, Watchman
66	DCE/DD/PF-551	Shri.D.Nageswara Rao, Watchman
67	DCE/DD/PF-591	Shri.Bimal Sinha, DCE (C)
68	DCE/DD/PF-505	Shri.C.Muthuramalingam, Peon
69	DCE/DD/PF-520	Shri.C.H.Mohammed, Peon
70	DCE/DD/PF-495	Shri.P.Ramachandran,AE (C)

ESTABLISHMENT FILES

1	DCE/DD/E-207	Introduction of New Pension Scheme
2	DCE/DD/A-27/F-27	Audit
3	DCE/DD/IAAD/E-235	Local Audit Correspondence reg. audit for the period from 09/03 to 05/09 by the Principal auditor, Port Blair
4	DCE/DD/E-157	DAG Audit for the period 08/92 to 04/95 (Audited from 30.05.95 to 08.06.95) & from 05/95 to 12/98
5	DCE/DD/E-200	Correspondence reg. audit for the period from 09.09.03 to 24.09.03 by the Principal auditor, Port Blair
6	DCE/DD/E-233	WP.No.180/08 (Bhuneshwari-Vs-A&N administration & ORS)
7	DCE/DD/E-136/Vol-XXI	Quarter allotment
8	DCE/DD/E-127/Vol-II	Correspondence on Work Allocation
9	DCE-I/PB/E-45(Vol-II)	Correspondence reg. Pension/DCRG/Service Verification
10	DCE/DD/E-18/Vol-XII	Scooter/Motor Cycle/Cycle adv/Computer Adv
11	DCE/DD/E-211	Audit Reply
12	DCE/DD/E-125	Correspondence on Reveation Club & Staff Association
13	DCE/DD/E-19/Vol-VI/	Correspondence on verification of character & Antecedents
14	DCE/DD/E-229/	General correspondence with EE (C), AHW , Rangat Bay division w.e.f 16.07.08
15	DCE/DD/E-28/Seniority	Seniority list of Group 'A','B','C' &'D' officers/staff of ALHW as on 01.01.2008
16	DCE/DD/E-232/	Correspondence on General Election to Lok Sabha 2009 Panchyat/ Municipal
17		Authorized to sign the Pay bills of Gazetted officers/Non - Gazetted officers
18		VI th Sixth pay Commission pay fixation orders
19	DCE/DD/E-164/Vol-II	Permission of retention of Govt. accommodation at Port Blair & its correspondence
20	DCE/DD/E-231/Vol-II	6 th Pay commission correspondence
21	DCE/DD/E-238	Correspondence on Port Blair Port Trust
22	DCE/DD/E-28/Vol-IV	House Building Correspondence
23	DCE/DD/E-109	NOC for issuing Passport
24	DCE/DD/E-226	Station Seniority in r/o of Staff of DCE -I, Circle
25	DCE/DD/E-56	Appointment/promotion of Group A & B Officers
26	DCE/DD/E-58	Correspondence on CGEGIS
27	DCE/DD/E-35	Holidays observed in Govt. Department & its corr.

28	PE/DD/E-15	Posting of Divisional Accountants
29	DCE/DD/E-105/Vol-II	Corr. of constitution of Benevolent fund
30	DCE/DD/E-227	Cadre Review
31	DCE/DD/E-46/Vol-21	Appointment/promotion of Group C & D employees
32	DCE/DD/E-137/Vol-II	Corr. on deputation
33	DCE/DD/E-6/Vol-II	Continuation/Creation of Post for the year 10-11
34	DCE/DD/E-161/Vol-II	Corr./Minutes of Meeting of the CGEWCC
35	DCE/DD/E-234	MACP for the central Govt. Civilian employees
36	DCE/DD/E-145/Vol-II	Vacation /Occupation of Quarters
37	DCE/DD/E-139/Vol-III	Corr. Medical reimbursement Claim
38	DCE/DD/E-45/(A)/Vol-II	Corr. on Retirement/Case
39	DCE/DD/E-156	Corr. on Stepping of Pay
40	DCE/DD/E-1/Vol-II	General Correspondence
41	DCE/DD/E-142	Circular on celebration of Independence day/Republic Day
42	DCE/DD/E-179/Vol-III	Corr. on Training Programme of Officers/Staff
43	DCE/DD/E-174/	Corr. on Superior Staff Group A &B
44	DCE/DD/E-16/Vol-III	Corr. on DPC
45	DCE/DD/E-60	Corr. on Confirmation of regular Staff
46	DCE/DD/E-20/Vol-II	Govt. of India Orders

REGISTERS

1. Incumbent Register
2. Incumbent Registers 5051 for the year 2007-08, 2008-09 & 2009-10.
3. Incumbent Registers 3051 for the year 2007-08, 2008-09 & 2009-10.
4. Quarter Allotment Register.
5. Retirement benefits register of regular establishment of DCE Circle.
6. File Index Register.
7. Superannuation details of officer & officials.

1	DCE/DD/E-47/Vol-II	Transfer and posting of Regular Staff- Gr "C" & "D" w.e.f 04/2005
2	DCE/DD/E-14/Vol-IV	Sanction of Children Education Allowance
3	DCE/DD/E-136/Vol-XX	Quarter Allotment
4	DCE/DD/E-139/Vol-II	Correspondence on medical reimbursement claims
5	DCE/DD/E-137	Correspondence on deputation
6	DCE/DD/E-136/VolVI	Allotment of Departmental Accommodation and its correspondence
7	DCE/DD/E-136/Vol-III	Allotment of Quarters
8	DCE/DD/E-136/Vol-III	Allotment of Departmental Residential accommodation w.e.f 14.05.02 to 17.07.03
9	DCE/DD/E-46/Vol-20	Appointment and Promotion of Group "C" & "D" Employees
10	DCE/DD/E-231/Vol-1	Sixth Pay Commission and its Correspondence
11	DCE/DD/E-136/Vol-XII	Allotment of Quarter
12	DCE/DD/E-136/Vol-19	Quarter Allotment File
13	DCE/DD/E-45(A)	Corr. on Retirement/Death cases
14	DCE-I/PB/E-136/Vol-XVI	Allotment of Quarters
15	DCE/DD/E-14/Vol-2	Sanction of Children Education Allowance/Tuition Fee
16	DCE/DD/E-164/Vol-1	Permission of retention of Govt. Quarters, Port Blair
17	DCE/DD/E-139	Correspondence on medical reimbursement claims
18	DCE/DD/E-136/Vol-18	Quarter Allotment File
19	DCE/DD/E-136/Vol-X	Allotment of Department Accommodation
20	DCE/DD/E-136/Vol-14/Vol-III	Sanction of CEA and its correspondence
21		Fixation Orders VI th Pay Commission option & undertaking for fixation of pay & Drawl of arrears in DCE -I, Circle
22	DCE/DD/E-18	Scooter/Motor Cycle/Cycle advance its correspondence
23	DCE/DD/E-145	Occupation/Vacation reports of Quarters
24	DCE/DD/E-1	General Correspondence
25	DCE/DD/E-28/Vol-III	Corr. regarding House Building Advance
26	DCE/DD/E-122	Corr. On ACP
27	DCE/DD/E-6/Vol-I	Continuation/Creation of Posts
28	DCE/DD/E-14/Vol-V	Sanction of Children Education Allowance

Stitched File

29	DCE/DD/E-136/Vol-XI	Allotment of Departmental Quarters
30	DCE/DD/E-136/Vol-IX	Allotment of Departmental residential accommodation
31	DCE/DD/E-136/Vol-VII	Allotment of Departmental residential accommodation from 01.01.01 to 14.05.02
32	DCE/DD/E-136/Vol-XIII	Allotment of Quarters
33	DCE/DD/PF-422	Personal File of Smti.Asha Latha, JE (elect)
34	DCE/DD/E-136/Vol-XVII	Corr. On allotment of Quarter
35	DCE/DD/E-67/Vol-V	Movable/Immovable property returns
36	DCE/DD/E-20/Vol-I	Govt. of India Orders
37	DCE/DD/E-136/Vol-XV	Corr. On allotment of Quarter

Personal File of Retired Employees

1	DCE/DD/PF-603	Shri.T.Bairagi, O/S (ST)
2	DCE/DD/PF-613	Shri.M.Kamatchi, DCCMO (ST)
3	DCE/DD/PF-413	Shri.C.Subramaniam, MED (ST)
4	DCE/DD/PF-614	Shri.R.Rajappan, O/S (ST)
5	DCE/DD/PF-424/Vol-II	Shri.K.Gopala Krishnan Pillai, UDC (ST)
6	DCE/DD/PF-604	Shri.P.Janardhana Rao, O/S (ST)
7	DCE/DD/PF-442	Shri.E.Thathaiah, Watchman (ST)
8	DCE/DD/PF-411/Vol-II	Shri.E.Thangaraj, Peon (ST)
9	DCE/DD/PF-543/Vol I-II	Shri.T.V.Balasubramaniam, Sr. AE (C) (ST)
10	DCE/DD/PF-523/Vol-II	Shri.G.Jaganantha Rao, Accountant (ST)
11	DCE/DD/PF-538/Vol-I/II	Shri.O.K.Abdul Hameed, EE (C)
12	DCE/DD/PF-536/Vol-II	Shri.M.K.Sarkar, AE (C)
13	DCE/DD/PF-561	Shri.B.Jagannathan, AE (C)
14	DCE/DD/PF-580	Shri.Avirup Sircar, JE (C)
15	DCE/DD/PF-489	Shri.Vijay Dadu, Accounts Officer
16	DCE/DD/PF-536	Shri.M.K.Sarkar, AE (C) (STC)
17	DCE/DD/PF-567	Shri.C.Chacko, D/Man Gr-I (ST)
18	DCE/DD/PF-411	Shri.E.ThangaRaj, Peon (ST)
19	DCE/DD/PF-244	Smti.Madhu Mohan, Stenographer Gr-III (ST)
20	DCE/DD/PF-575	Shri.R.Nagarajulu, IOW (C) ST
21	DCE/DD/PF-550	Shri.B.M.J.Gandhiraj, AE (C) (ST)
22	DCE/DD/PF-502	Shri.N.Sethu, UDC (ST)
23	DCE/DD/PF-370	Shri.Arul Raja, Peon (ST)
24	DCE/DD/PF-571	Smti.V.Raji, JE (C) with Service Book (ST)

25	DCE/DD/PF-557	Shri.I.C.Chacko, LDC (ST)
26.	DCE/DD/PF-565	Shri.M.Dhanraj, AE (C) (ST)
27.	DCE/DD/PF-564	Shri.R.L.Das, EE (C) (ST)
28	DCE/DD/PF-528	Shri.S.Thiruvalluivan, JE (C) (ST)
29	DCE/DD/PF-619	Smti.Nasreen Banu, JE (C) (ST)
30	DCE/DD/PF-503	Shri.P.Trinadh, LDC (ST)
31	DCE/DD/PF-472	Shri.O.K.Syed Ahamed, EE (C) (ST)
32	DCE/DD/PF-500	Shri.K.Balasubramaniam, JE (C) (ST)
33	DCE/DD/PF-416	Shri.Ranjan Daniel, AMS (ST)
34	DCE/DD/PF-578	Shri.Anand Prakash Dixit, JE (C) (ST)
35	DCE/DD/PF-577	Shri.D.Prasad Rao, UDC (ST)
36	DCE/DD/PF-558	Shri.G.Prabhakaran, JE (Mech) (ST)
37	DCE/DD/PF-540	Shri.S.Ravichandran, JE (C) (ST)
38	DCE/DD/PF-534	Shri.Bichitra Kumar Goyary, AMS (ST)
39	DCE/DD/PF-598	Shri.E.Anjaiah, EE (C) (ST)
40	DCE/DD/PF-572	Shri.S.Thiruppathi, LDC (ST)
41	DCE/DD/PF-499	Shri.G.Seerapany, AE (C) (ST)

Service Book of Retired Employees

- 1 Shri.Arindam Ghosh, JE (C)
- 2 Shri.K.Gopalakrishna Pillai, UDC
- 3 Shri.C.Subramanian, Ex-MED
- 4 Shri.M.Kamatchi, DCCMO
- 5 Shri.S.Rajan Daniel, AMS
- 6 Shri.I.C.Chacko, LDC
- 7 Shri.E.Thathaiah, Watchman
- 8 Shri.P.Janardhana Rao,O/S
- 9 Shri.R.Rajappan, O/S
- 10 Shri.T.Bairagi, O/S
- 11 Shri.G.Jagannadha Rao, Accountant
- 12 Shri.G.Seerapany, AE (C)
- 13 Shri.E.Thanga Raj, Peon
- 14 Shri.M.Dhanaraj, AE (C)

Files

1	PEM/ADM/1(66)/F/92	Copy Cat Order on allotment of quarters
2	DCE/DD/E-120	Corr. on time bound placement of Engineering personal of ALHW
3	DCE/DD/E-214	Corr. on Adhoc Bonus
4	DCE/DD/E-218	Corr. of Tsunami effected victim outstation
5	DCE/DD/E-209	Corr.on Home Guards
6	DCE/DD/E-147	Corr.on Movable Property
7	DCE/DD/E-148	Arrangement of accommodation in ALHW Guest House
8	DCE/DD/E-8/Vol-III	Corr. Regarding SC/ST/OBC
9	DCE/DD/E-213	Corr.on Recovery of Quarter Rent
10	DCE/DD/E-44/Vol-II	Family Planning Allowance
11	DCE/DD/E-130	Part-time Appointment & its Corr.
12	DCE/DD/E-193	Corr. Regarding celebration of Island Tourism Festival
13	DCE/DD/E-206	Disbursement of salary of employees through Bank
14	DCE/DD/E-221	Corr. Task Force due to Earth Quake/Tsunami
15	DCE/DD/E-212	ALHW employees Joint Committee Union Corr.
16	DCE/DD/E-219	Corr. Of Tsunami effected victims Port Blair
17	DCE/DD/E-210	Corr. Of Home Guards
18	DCE/DD/E-72	Setup of Task Force for preparing estimates for IX five year plan (08.01.1997)
19	DCE/DD/E-151	Applications for Employment outside department correspondence-Thereof
20	DCE/DD/E-183/Vol-II	Corr. Regarding Island Special (D) Allowance
21	DCE/DD/E-201	Freedom of Information Act 2002- Information Relating to works of AHW
22	DCE/DD/E-178-A/Vol-II	Copy of Orders from other circles based on Vth CPC
23	DCE-I/PB/E-191	Corr.on department vehicle accident claims
24	DCE/DD/E-75	Promotion to the post of Gr'B','C' & 'D' corr.on DPC
25	DCE/DD/E-225	Forwarding of GPF Account Slips Gr-'C'

26	DCE/DD/E-128	GPF Corr in r/o Gr-'D' employees R/E
27	DCE/DD/E-178/Vol-III	Vth Central Pay Commission's Report- Copy of Orders
28	DCE/DD/E-31	Corr file of posting of Cashier & sanction of Cashier Special Pay
29	DCE/DD/E-70/Vol-II	Corr. With Seniority of Gr'C & D
30	DCE/DD/E-173/Vol-II	Budget Corr of Establishment
31	DCE/DD/E-220	Flood/Drought/Cyclonic Advance
32	DCE/DD/E-180	Compassionate appointment & Corr.
33	DCE/DD/E-185	Work measurement study -Report on WSU
34	DCE/DD/E-149	Appointment of Estate Officer Eviction of unauthorized occupants - Corrs. Reg (ST.FI)
35	DC DCE/DD/E-197	Relating to an accident at Haddo Wharf Container Yard (ST)
36		Corr. of PLI (ST)
37	DCE/DD/E-208	Corr. against Medical bill of Shri.C.Subramanian, MED (ST)

Extra

DCE/DD/PF-527	Shri.R.Vallabhanarayan, O/S
DCE/DD/PF-570/	Shri.P.Venkatalakshmi, LDC
DCE/DD/PF-563	Shri.K.Sekar, DCE (C)
DCE/DD/PF-628	Shri.Selva Kumar, JE (C)
DCE/DD/PF-567/Vol-II	Shri.C.Chacko, D/Man Gr-I
DCE/DD/PF-544	Shri.Rufus, Peon
DCE/DD/PF-555	Shri.M.Balakrishna, Watchman
DCE/DD/PF-482	Shri.Anis Mohammed, JE (C)
DCE/DD/PF-493	Smti.Sumitra Velu, Hindi Translator
DCE/DD/PF-609	Shri.P.Muthaiah, AE (C)
DCE/DD/PF-610	Smti.T.P.Beena, JE (C)
DCE/DD/PF-530	Shri.Mathew John, D/Man Gr-III
DCE/DD/PF-631	Shri.S.Prathap Kumar, JE (C)
DCE/DD/PF-630	Smti.Mamtha Jijith, EE (C)
DCE/DD/PF-615	Smti.Chamanwati, UDC

BILL SECTION

I. Registers

1.	Pay Bill Register (3051)	-	01 No.
2.	Pay Bill Register (5051)	-	01 No.
3.	Bill Register (FY 2010-2011)	-	01 No.
4.	Bill Register (New Pension Scheme)	-	01 No.
5.	Medical Reimbursement Register	-	01 No.
6.	Children Education Allowances Register	-	01 No.
7.	HBA Advance Register of Smti.M.Lakshmi, UDC	-	01 No.

II. Files

1.	F/No.DCE/DD/Budget/2008-09- Budget File	-	01 No.
2.	F/No.EE/DD/A-27- Correspondence of Pay & Allow	-	01 No.
3.	F/No.DCE/DD/A-28- Correspondence on Retirement	-	01 No.
4.	F/No.DCE/DD/A-29/Vol.IV- Correspondence on LPC	-	01 No.
5.	F/No.DCE/DD/A-18/- Correspondence Income Tax 10-11	-	01 No.
6.	F/No.DCE/DD/A-222/Vol.II- Correspondence GPF Withdrawal	-	01 No.

Account Section

Files

1. Monthly account Correspondence - EE/DD/ Accts/ A-29/
2. Budget Correspondence - DCE-I/DD/Budget/ Accts/ A-19/
3. TDS Returns - DCE-I/DD/ Accts/ Q-63/
4. General Correspondence - DCE -I/DD/ Accts/ GL-1/
5. Phy. Verification reports - DCE-I/DD/ Accts/ A-20/
6. Correspondence on PMF. Imprest - DCE -I/DD/ Accts/ A-16/
7. Correspondence on Electricity bills - DCE-I/DD/ Accts/ A-15/
8. Correspondence on water Supply Bills - DCE-I/DD/ Accts/ A-14/
9. Correspondence on of issue of new M/Books- DCE-I/DD/ Accts/ A-13/
10. Correspondence on Audit - DCE-I/DD/ Accts/ A-12/
11. Correspondence on salary statement - EE/DD/ Cash/ Accts/ A-28/
12. Correspondence on forwarding on Cheque. - EE/DD/ Cash/ Accts/ A-26/
13. Correspondence on Cash Assignment - EE/DD/ Cash/ Accts/ A-25/
14. Correspondence on Payment received through
outstation. - EE/DD/ Cash/ Accts/ A-23/
15. Correspondence on Forwarding of Receipt - EE/DD/ Cash/ Accts/ A-27/
16. Correspondence on Forwarding of A-51 - EE/DD/ Cash/ Accts/ A-24/
17. Correspondence on Cheque Book - EE/DD/ Cash/ Accts/ A-10/
18. Correspondence on P.G - EE/DD/ Cash/ Accts/ A-9/

Register

1. Part-II Register
2. Part-V Register
3. Part-III Register
4. Contracts Bill Register
5. Local Supplies/MSO Bill Register (N&S/DD)
6. NIT Bill Register N&S/DD
7. Final Bill Register N&S/DD
8. M/B Movement Register
9. Imprest Register
10. Electricity Bill Register
11. Water Bill Register
12. New M/Book Register
13. Log Book Register
14. Cash Book
15. EMD Register
16. Challan register
17. Recovery of Admn. Cess Register

18. Control Register
19. Agreement Register
20. Bill diary Register for account section
21. Leth diary register for account section
22. Contractor Ledgers.
23. Cash Book
24. Cheque book issue Register
25. Remittance Register
26. Cheque book stock Register
27. Receipt
28. Cash Book & receipt book Stock Register
29. P.G. Register
30. EMD Register
31. B.G. Register
32. Key Register
33. Tender Document issue Register

हिन्दी प्रकोष्ठ से संबंधित निम्नलिखित फाइल :

<u>क्र० सं०</u>	<u>फाइल संख्या</u>	<u>फाइल का नाम</u>
1.	सं० अमुअ/निगो/स्था-10/खंड-1	- त्रैमासिक हिन्दी प्रगति रिपोर्ट
2.	सं० अमुअ/मासिक/हिन्दी-1(3)/06/खंड-1	- हिन्दी के प्रगामी प्रयोग से संबंधित मासिक रिपोर्ट ।
3.	सं० अमुअ/निगो/हिन्दी-1(6)/2003	- हिन्दी दिवस एवं पखवाड़ा तथा कार्यशाला से संबंधित पत्राचार ।
4.	सं० अमुअ/निगो/हिन्दी-1(11)/2006	- कम्प्यूटर पर हिन्दी में प्रशिक्षण से संबंधित पत्राचार ।
5.	सं० उमुअ/मासिक/हिन्दी-1(4)/2010/खंड-11	- हिन्दी के प्रगामी प्रयोग से संबंधित मासिक रिपोर्ट ।
6.	सं० अमुअ/निगो/हिन्दी-1(6)/2003	- सामान्य पत्राचार ।
7.	सं० अमुअ/निगो/हिन्दी-1(7)/2004	- जाँच बिन्दु से संबंधित पत्राचार ।
8.	सं० अमुअ/निगो/हिन्दी -1(1)/2000	- हिन्दी पुस्तकों के क्रय से संबंधित पत्राचार ।
9.	सं० अमुअ/निगो/हिन्दी-1(5)/2002	- संसदीय राजभाषा समिति से संबंधित पत्राचार ।
10.	सं० अमुअ-1/निगो/हिन्दी -1(12)/2007	- अर्धवार्षिक रिपोर्ट से संबंधित पत्राचार ।
11.	सं० अमुअ/निगो/हिन्दी-1(9)/2004	- हिन्दी टंकण पत्राचार पाठ्यक्रम से संबंधित पत्राचार ।
12.	सं० अमुअ/निगो/हिन्दी-1(4)/खंड-5	- हिन्दी शिक्षण योजना से संबंधित पत्राचार ।
13.	सं० अबनिका/निगो/हिन्दी -1(2)/2004/खंड-1	- मासिक /त्रैमासिक बैठक से संबंधित पत्राचार ।
14.	सं० अमुअ/निगो/हिन्दी-1(10)/2004	- मंत्रालय से प्राप्त पत्रादि से संबंधित पत्राचार ।
15.	सं० अमुअ/निगो/हिन्दी-1(8)/2004	- कम्प्यूटर क्रय से संबंधित पत्राचार ।

हिन्दी प्रकोष्ठ से संबंधित निम्नलिखित पंजिका

1. मिसिल पंजिका ।
2. हिन्दी कार्यशाला से संबंधित पंजिका ।
3. हिन्दी प्रकोष्ठ के लेखन-सामग्रियों के क्रय से संबंधित पंजिका ।
4. पुस्तकालय हेतु हिन्दी पुस्तकों की खरीद पंजिका ।
5. हिन्दी समाचार-पत्र एवं पत्रिकाओं से संबंधित पंजिका (जुलाई 2005 से प्रभावी)

हिन्दी प्रकोष्ठ के पुस्तकालय से संबंधित पुस्तकें - पंजिका के सूची के अनुसार

1. तकनीकी शब्दावली ।
2. प्रशासनिक शब्दावली ।

SECTION EC -3 (Shri. Y. Sreeramulu)

1.	Monthly returns		
2.	Quarterly returns		
3.	Half yearly returns		
4.	Correspondence on Telephone Telegram	-	DCE/DD/E-3
5.	Correspondence on water charges	-	DCE/DD/E-5
6.	Correspondence purchase of service/ Rubber stamp/ Postage stamp	-	DCE/DD/E-2
7.	Stationery correspondence	-	DCE/DD/E-2

REGISTER

1.	Contingent bill register	-	1 No.
2.	Telephone bill register (old & New)	-	2 Nos.
3.	Water charges register	-	1 No.
4.	Register of forms	-	1 No.
5.	Electricity charges	-	1 No.

SECTION WC -1

1. Retirement Register up to dated
2. Current (2003-04) Register of Personal file with files
3. Current (2003-04) Register of service Book with service books
4. Register of (Old stock) service book of retired employees with service books
5. Register of current closed service book with service books
6. Incumbent Register (up to dated) = 02 Nos (old & New)
7. Register of ACP scheme
8. Increment Register (Current) = 03 Nos.
9. Register of correspondence of Establishment files with files
10. File index register]
11. Levies register
12. Pensioner's Identity card register
13. Register for service books sent to PAO, New Delhi.

FILES (REGULAR)

1. DCE-I/DD/E-175 - Correspondence on LTC/ FSP
2. DCE-I/DD/E-176 - Correspondence on Tour/ Transfer

3. DCE/DD/E-176(A) - Correspondence monthly returns of FSP/LTC/Tr.TA/Tour T.A

4. DCE/DD/E-146 - Correspondence GPF Group D Transfer/ Account slip
5. DCE/DD/E-40 - GPF advance withdrawal correspondence
6. DCE/DD/E-40(A) - GPF missing credit correspondence
7. DCE/DD/E-32 - Apprentices correspondence
8. DCE/DD/E-162 - Sanction of festival advance
9. DCE/DD/E-115 - Correspondence of casual leave

REGISTER

1. LTC/FSP advance register
2. TA Bill register
3. CL register

DAIRY / DISPATCH

1. Speed Post Record Register
2. Dairy Register
3. Dispatch Register
4. Office Order Register
5. Service Stamps - DCE/DD/E-02/Vol-III

Sl. No.	Category of the Document	Name of the Document	Held by	Remarks
	AE C-I Sub Division		AE C-I Sub Division	
1	Category -A	Circular/ office Order file	do	
2	do	Regular Establishment	do	
3	do	Work Charged Establishment file	do	
4	do	Permanent/ Temporary Imprest	do	
5	do	MAS Tools & Plant	do	
6	do	Stationary Indent/ Procurement File	do	
7	do	Supply Order File & verification of Supply Order Bills	do	
8	do	Allocation of Fund/ Expenditure Statement/ Progress Report	do	
9	do	Technical Sanctioned Estimate Electrical	do	
10	do	Technical Sanctioned Estimate (Civil)	do	
11	do	Note & Order / Inspection Note/ Audit Report	do	
12	do	Completion Report on works	do	
13	do	General File (N.I.T)/Tender Files	do	
14	do	Providing water supply arrangement to AHW colony at Shadipur	do	
15	do	Verification of telephone bill, water charges bill of municipal	do	
16	do	(A) Departmental Qtrs. allotment order / occupation	do	
17	do	(B) Quarter vacation report	do	
18	do	Hand Receipt/ Security deposit	do	
19	do	Corresponding of Handling over/ taking over charges	do	
20	do	M/o residential buildings of AHW colony at Austinabad in Port Blair.	do	
21	do	Draft estimate of Civil works	do	
22	do	All electrical details estimate	do	
23	do	M/o Shadipur/ South Point AHW colony in Port Blair.	do	
24	do	M/o new DCE-I Cell complex	do	
25	do	M/o store complex building works	do	
26	do	All electrical maintenance work	do	
27	do	C/o CE & A office complex buildings at Mohanpura in Port Blair.	do	
28	do	Monthly of progress reports	do	
29	do	Providing watch and ward duty at AHW office building (DCE-I) /Duty Roster for W/Man	do	
30	do	Test Cubes Result - Construction of CE &A office for ALHW in Port Blair.	do	

Sl.No.	Category of the Document	Name of the Document	Held by
	AE C-II Sub Division		AE C-II Sub Division
1	do	Circular/ office Order	do
2	do	General Correspondence	do
3	do	Correspondence of Regular Establishment	do
4	do	Attendance particulars regular staff	do
5	do	Correspondence of Permanent/ Temporary Imprest	do
6	do	Procurement of materials	do
7	do	MAS & T & P & Survey Report	do
8	do	M/o AHW buildings at Junglighat/ Shantipath	do
9	do	M/o AHW buildings at Quarry Hill sub Division	do
10	do	Completion Report	do
11	do	Monthly Expenditure and Budget	do
12	do	Occupation/ Vacation Report	do
13	do	Maintenance of buildings Jawahar colony	do
14	do	Draft estimate	do
15	do	Technically sanctioned estimate	do
16	do	Maintenance of Aberdeen jetty	do
17	do	Correspondence of SSRA claims/ TEO	do
18	do	Providing water supply to Junglighat, Shantipath & Quarry Hill	do
19	do	Monthly Progress Report	do
20	do	Providing of security arrangement for Junglighat, Shantipath, Quarry Hill.	do
21	do	Handing over & taking over charges	do
22	do	Block estimate	do
23	do	Bill for maintenance of AHW building at Junglighat/ Shantipath	do
24	do	Bill for maintenance of AHW building at Quarry Hill Sub- Division	do
25	do	Bill for maintenace of Aberdeen jetty	do
26	do	Bill for maintenance of building Jawahar colony	do
27	do	Bill for water supply to Junglighat, Shantipath & quarry Hill	do
28	do	Tender Notice	do
29	do	Notes and Orders/ Inspection Note/ Audit report	do

CHATHAM SUB - DIVISION

Sl. No.	Category of the Document	Name of the Document	Held By	Remarks
1	Regular staff/ work charged staff & Beno.Fund	File-1	Assistant Engineer, Chatham	
2	Office Orders/ Circulars	File-2	Assistant Engineer, Chatham	
3	M.A.S and T & P	File-3	Assistant Engineer, Chatham	
4	Transfer Entry Order (T.E.O)	File-4	Assistant Engineer, Chatham	
5	Hand Receipt	File-5	Assistant Engineer, Chatham	
6	Budget/Expenditure Statement	File-6	Assistant Engineer, Chatham	
7	Stationery/ Indent & Supply Orders	File-7	Assistant Engineer, Chatham	
8	General Correspondens	File-8	Assistant Engineer, Chatham	
9	Imprest/M.Book Movement	File-9	Assistant Engineer, Chatham	
10	Telephones Bills/ Electricity bills	File-10	Assistant Engineer, Chatham	
11	S.S.A Claims/ Supply order verification	File-11	Assistant Engineer, Chatham	
12	Progress reports/ Inspection Notes	File-12	Assistant Engineer, Chatham	
13	Completion reports/ Surveys reports	File-13	Assistant Engineer, Chatham	
14	Technically sanction	File-14	Assistant Engineer, Chatham	
15	Handing over/ Taken over notes	File-15	Assistant Engineer, Chatham	
16	Drawings/ Sounding chart	File-16	Assistant Engineer, Chatham	
17	Water supply	File-17	Assistant Engineer, Chatham	
18	Maintenance of Chatham/ Foreshore building	File-18	Assistant Engineer, Chatham	
19	Maintenance of PCT & Tidel Observatory	File-19	Assistant Engineer, Chatham	
20	Maintenance of old vehicle ferry jetty/ Meenakshi jetty	File-20	Assistant Engineer, Chatham	
21	Maintenance of Chatham causeway/ Bus parking	File-21	Assistant Engineer, Chatham	
22	Maintenance of new vehicle ferry jetty	File-22	Assistant Engineer, Chatham	
23	Deposite work: (Forest) Renovation of Log pond	File-23	Assistant Engineer, Chatham	
24	Deposite work: (Forest) PCC sea wall/ loop pit	File-24	Assistant Engineer, Chatham	
25	Construction of transit marker (Navoids)/ signal bouys	File-25	Assistant Engineer, Chatham	
26	Special repairs to CH/ Causeway	File-26	Assistant Engineer, Chatham	
27	Security deposit (S.D)	File-27	Assistant Engineer, Chatham	
28	Electrical file	File-28	Assistant Engineer, Chatham	
29	Block Estimate	File-29	Assistant Engineer, Chatham	
30	Renovation of sea wall/ cum- cumpound wall at Chatham (Deposit work of Forest)	File-30	Assistant Engineer, Chatham	
31	Berthing programme (PMB)	File-31	Assistant Engineer, Chatham	
32	Notice Inviting Tender	File-32	Assistant Engineer, Chatham	
33	"Asset -file"	File-33	Assistant Engineer, Chatham	

FILE INDEX (DRAWING BRANCH)

Sl. No.	Category of the Document	File No.	Name of the Document	Held by	Remarks
	AE (DB)				
	Category -A				
1	do	No. ACE/DB/GL-1	General correspondence	A.E.(DB)	
2	do	No. ACE/DB/GL-2	Circulars	A.E.(DB)	
3	do	No. ACE/DB/GL-3	Monthly progress report	A.E.(DB)	
4	do	No. ACE/DB/GL-4	Miscellaneous	A.E.(DB)	
5	do	No. ACE/DB/GL-5	Registration of contractor	A.E.(DB)	
6	do	No. ACE/DB/GL-6	Environmental clearance	A.E.(DB)	
7	do	No. ACE/DB/GL-7	Budget correspondence	A.E.(DB)	
8	do	No. ACE/DB/GL-8	Verification of bill	A.E.(DB)	
8(a)	do	No. ACE/DB/GL-8(a)	Verification of supply order bill for DB (W.E.F 25.09.2004)	A.E.(DB)	
9	do	No. ACE/DB/GL-9	Extension of time for contractor	A.E.(DB)	
10	do	No. ACE/DB/GL-10	Quarry correspondence	A.E.(DB)	
11	do	No. ACE/DB/GL-11	Notes and orders (CE & A)	A.E.(DB)	
12	do	No. ACE/DB/GL-12	Allocation of cement & steel	A.E.(DB)	
13	do	No. ACE/DB/GL-13	Explosives	A.E.(DB)	
14	do	No. ACE/DB/GL-14	Maintenance of Haddo	A.E.(DB)	
15	do	No. ACE/DB/GL-15	Block estimate	A.E.(DB)	
16	do	No. ACE/DB/GL-16	Tide tables	A.E.(DB)	
17	do	No. ACE/DB/GL-17	Rate analysis	A.E.(DB)	
18	do	No. ACE/DB/GL-18	Notes and orders (Handing & taking over notes)	A.E.(DB)	
19	do	No. ACE/DB/GL-19	Drawing branch materials and machineries	A.E.(DB)	
20	do	No. ACE/DB/GL-20	Maintenance of Hope Town wharf and ferry jetty	A.E.(DB)	
21	do	No. ACE/DB/GL-21	General correspondence from other circle	A.E.(DB)	
22	do	No. ACE/DB/GL-22	Maintennce of building	A.E.(DB)	
23	do	No. ACE/DB/GL-23	Tender correspondence and deligation of power	A.E.(DB)	
24	do	No. ACE/DB/GL-24	Survey and investigation	A.E.(DB)	
25	do	No. ACE/DB/GL-25	Correspondence of Neil, Havelock & straight Island	A.E.(DB)	
26	do	No. ACE/DB/GL-26	Escalation bill & correspondence	A.E.(DB)	
26(a)	do	No. ACE/DB/GL-26(a)	Copies of cost index from Jan 1990	A.E.(DB)	
27	do	No. ACE/DB/GL-27	Correspondence of drawing details	A.E.(DB)	
28	do	No. ACE/DB/GL-28	Action plan	A.E.(DB)	
29	do	No. ACE/DB/GL-29	Correspondence of PBC & Dry dock, cholunga and DSS	A.E.(DB)	
30	do	No. ACE/DB/GL-30	Audit records	A.E.(DB)	
31	do	No. ACE/DB/GL-31	Completion Report	A.E.(DB)	
32	do	No. ACE/DB/GL-32	Quotation	A.E.(DB)	
33	do	No. ACE/DB/GL-33	LEO correspondence	A.E.(DB)	
33(a)	do	No. ACE/DB/GL-33(a)	Date of commencement & completion of works	A.E.(DB)	
34	do	No. ACE/DB/GL-34	ALHW computer center	A.E.(DB)	
35	do	No. ACE/DB/GL-35	Permanent imprest	A.E.(DB)	
36	do	No. ACE/DB/GL-36	Draft papers	A.E.(DB)	

37	do	No. ACE/DB/GL-37	Administration approval and expenditure sanction	A.E.(DB)
38	do	No. ACE/DB/GL-38	Department assests and service charges	A.E.(DB)
39	do	No. ACE/DB/GL-39	Maintenance of ALHW air conditions.	A.E.(DB)
40	do	No. ACE/DB/GL-40	Maintenance programme	A.E.(DB)
41	do	No. ACE/DB/GL-41	Performance review of T & P	A.E.(DB)
42	do	No. ACE/DB/GL-42	Nineth 5 year plans	A.E.(DB)
43	do	No. ACE/DB/GL-43	Land allotment	A.E.(DB)
44	do	No. ACE/DB/GL-44	PMB correspondence	A.E.(DB)
45	do	No. ACE/DB/GL-45	Correspondence with DSS	A.E.(DB)
46	do	No. ACE/DB/GL-46	Correspondence fo floating craft	A.E.(DB)
47	do	No. ACE/DB/GL-47	Correspondence on repairs and maintenance of inspection vehicles and cargo handling equipments and other mechanical electricals	A.E.(DB)
48	do	No. ACE/DB/GL-48	Minutes of the meeting of review of expenditure progress by CE & A (ALHW)	A.E.(DB)
49	do	No. ACE/DB/GL-49	Correspondnce of sand.	A.E.(DB)
50	do	No. ACE/DB/GL-50	Issue of completion certificate for the completed contract works	A.E.(DB)
51	do	No. ACE/DB/GL-51	Correspondence related to inaugaration of finger jetty No. 3 at Phoenix Bay complex at Port Blair, Chatham, New vehicle ferry jetty.	A.E.(DB)
52	do	No. ACE/DB/GL-52	Testing concrete cubes	A.E.(DB)
53	do	No. ACE/DB/GL-53	A-M. of computer (work file)	A.E.(DB)
54	do	No. ACE/DB/GL-54	Bore holes data of port Blair Harbour	A.E.(DB)
55	do	No. ACE/DB/GL-55	A.M.C of computer (Tender file)	A.E.(DB)
56	do	No. ACE/DB/GL-56	Technical data	A.E.(DB)
57	do	No. ACE/DB/GL-57	National costal protection project	A.E.(DB)
58	do	No. ACE/DB/GL-58	VVIP Visit	A.E.(DB)
59	do	No. ACE/DB/GL-59	National costal protection project	A.E.(DB)
60	do	No. ACE/DB/GL-60	Correspondence with ministry and furnishing of materials for answering parliament question	A.E.(DB)
61	do	No. ACE/DB/GL-61	Water supply scheme for Jarwas	A.E.(DB)
62	do	No. ACE/DB/GL-62	Fender for wharf	A.E.(DB)
63	do	No. ACE/DB/GL-63	Island tourism festival	A.E.(DB)
64	do	No. ACE/DB/GL-64	Review of works	A.E.(DB)
65	do	No. ACE/DB/GL-65	Rain wate harvesting	A.E.(DB)
66	do	No. ACE/DB/GL-66	Maintenance of chatham wharf and foreshore buildings	A.E.(DB)
67	do	No. ACE/DB/GL-67	Natural Calamity-ATR	A.E.(DB)
69	do	No. ACE/DB/GL-69	Tsunami Estimate	A.E.(DB)
70	do	No. ACE/DB/GL-70	New Container Yard Haddo Port Blair	A.E.(DB)
71	do	No. ACE/DB/GL-71	Turn Key Projects	A.E.(DB)
72	do	No. ACE/DB/GL-72	Consultancy	A.E.(DB)
73	do	No. ACE/DB/GL-73	Legal Correspondence	A.E.(DB)
74	do	No. ACE/DB/GL-74	Action Taken Report	A.E.(DB)
75	do	No. ACE/DB/GL-75	TSE By CE& A Office	A.E.(DB)
76	do	No. ACE/DB/GL-76	Correspondence of Rangat	A.E.(DB)

77	do	No. ACE/DB/GL-77	Handling over/Taking over Various office/school building/Assets	A.E.(DB)
78	do	No. ACE/DB/GL-78	Power of Attorney	A.E.(DB)
79	do	No. ACE/DB/GL-79	RTI Correspondence	A.E.(DB)
80	do	No. ACE/DB/GL-80	Service Tax	A.E.(DB)
81	do	No. ACE/DB/W-22	Construction of security wall around reclaimed area WIMCO and up to Noval wharf at Haddo in Port Blair	A.E.(DB)
82	do	No. ACE/DB/W-23	Construction of vehicle ferry ramp berth near Chatham causeway	A.E.(DB)
83	do	No. ACE/DB/W-24	Extension of deep water wharf at Hope Town in Port Blair	A.E.(DB)
84	do	No. ACE/DB/W-25	Development of Junglighat Harbour	A.E.(DB)
85	do	No. ACE/DB/W-26	Deposit works for PMB minor works	A.E.(DB)
86	do	No. ACE/DB/W-27	Modification of wave house in to passenger hall at Haddo berth No. 2 (E) providing aproach road to passenger hall with canpering facility	A.E.(DB)
87	do	No. ACE/DB/W-28	Development of fresh water lake at flat bay in Port Blair	A.E.(DB)
88	do	No. ACE/DB/W-29	Construction of sea wall for reclaiming of the sea are between Chatham and Port Blair	A.E.(DB)
89	do	No. ACE/DB/W-30	Providing container yard and for the Haddo wharf at Port Blair	A.E.(DB)
90	do	No. ACE/DB/W-31	Construction of residential Qtrs. for ALHW staff for A & N Island (Port Blair)	A.E.(DB)
91	do	No. ACE/DB/W-32	Renovation and extension of dry dock No. 1	A.E.(DB)
92	do	No. ACE/DB/W-33	Construction of dry dock No. III (Bambooflat)	A.E.(DB)
93	do	No. ACE/DB/W-34	Development of fishing and sand transportation harbour at Phoenix Bay (Lighter harbour)	A.E.(DB)
94	do	No. ACE/DB/W-35	Special repairs to causeway at Chatham	A.E.(DB)
95	do	No. ACE/DB/W-36	Special repairs to the residential quarters of DSS at Jawahar colony at Minnie Bay, Port Blair	A.E.(DB)
96	do	No. ACE/DB/W-37	Modification of dangerous cargo shed into welfare centre for post worker at Haddo wharf berth No. 1 at Port Blair	A.E.(DB)
97	do	No. ACE/DB/W-38	Special repairs at electric wiring of existing residential quarters at Minnie Bay t Jawahar colony	A.E.(DB)
98	do	No. ACE/DB/W-39	Construction of office accomodatin for PRI wings of A & N Island at Port Blair	A.E.(DB)

99	do	No. ACE/DB/W-40	Formation of link road from Chatham and Haddo berth No. 2 entrance	A.E.(DB)
100	do	No. ACE/DB/W-41	Construction of transit shed/godown for Haddo berth No. III & IV at Port Blair	A.E.(DB)
101	do	No. ACE/DB/W-42	Construction of roof over lipway No. 2 at Dry Dock in Port Blair	A.E.(DB)
102	do	No. ACE/DB/W-43	Development of area in connection with re-habilitation purpose for construction berth No. II entrance.	A.E.(DB)
103	do	No. ACE/DB/W-44	Development of area at the route of Chatham causeway	A.E.(DB)
104	do	No. ACE/DB/W-45	Strengthening of existing sea wall in power house complex at Chatham in Port Blair	A.E.(DB)
105	do	No. ACE/DB/W-46	Providing pollution control at Port Blair Harbour/ Haddo wharf	A.E.(DB)
106	do	No. ACE/DB/W-47	Repair and renovation work to branch building, staff quarter and Guest House with other filled works of the state bank of India at Port Blair.	A.E.(DB)
107	do	No. ACE/DB/W-48	Construction of fish landing centre at Dairy farm	A.E.(DB)
108	do	No. ACE/DB/W-49	Augmentation of water supply at Bambooflat and north ay revenue village in South Andaman under PMGY. Rural drinking water scheme.	A.E.(DB)
109	do	No. ACE/DB/W-50	Panchayat works	A.E.(DB)
110	do	No. ACE/DB/W-51	Construction of school building	A.E.(DB)
111	do	No. ACE/DB/W-52	Construction of 4 Nos, of platforms on RCC bored cast in site piler for erection of transmission tower between Viper Island and Minnie Bay for power evocation from	A.E.(DB)
112	do	No. ACE/DB/W-53	Construction of pump house & pipe line at sea near 20 MW power project at Bambooflat- Allotment of undeveloped space on payment basis	A.E.(DB)
113	do	No. ACE/DB/W-54	Deposit work of IOC- Construction of canopy over the put island of IO could ANIDCO, J/Ghat in Port Blair.	A.E.(DB)
114	do	No. ACE/DB/W-55	Renovation of bushighat jetty at Chatham for forest department	A.E.(DB)
115	do	No. ACE/DB/W-56	Extension of office building of PBMC (Indira Bhavan)	A.E.(DB)
116	do	No. ACE/DB/W-57	Construction of Hotel complex for ANIDCO Port Blair near Hotel Megapode Nest	A.E.(DB)
117	do	No. ACE/DB/W-58	Providing water supply to PMB from chain Nallah of Rutland Island	A.E.(DB)

118	do	No. ACE/DB/W-59	Construction of office building for IA & AD at South Point, Port Blair	A.E.(DB)
119	do	No. ACE/DB/W-60	Providing mooring buoy - Deposit work of forest department.	A.E.(DB)
120	do	No. ACE/DB/W-61	Construction of Police Motor transport workshop at Mohanpura	A.E.(DB)
121	do	No. ACE/DB/W-62	Conducting survey and investigation for preparation of DPR for integrity water sources of Rutland for Port Blair water supply	A.E.(DB)
122	do	No. ACE/DB/W-63	Rutland RM point water sources	A.E.(DB)
123	do	No. ACE/DB/W-64	DMC for Port Blair water supply	A.E.(DB)
124	do	No. ACE/DB/W-65	Laying pipeline from Haddo to lambaline treatment plat for pumpline water from Haddo in Port Blair	A.E.(DB)
125	do	No. ACE/DB/W-66	Specail repairs to school building complex of Kendriya Vidyalaya No. - I at Port Blair in Andaman & Nicobar Island	A.E.(DB)
126	do	No. ACE/DB/W-67	Renovation and repairs to the residential and non residential buildings of NIOT at Dollygunj	A.E.(DB)
127	do	No. ACE/DB/W -69	Construction of fish landing centre at Guptapara	A.E.(DB)
128	do	No. ACE/DB/W-70	Construction of RCC jetty near Ayyanar Temple, South Point in Port Blair	A.E.(DB)
129	do	No. ACE/DB/W-71	Conducting the preliminary survey works for construction of fish landing centre at Panighat	A.E.(DB)
130	do	No. ACE/DB/W-72	Milan - 2003	A.E.(DB)
131	do	No. ACE/DB/W- 73	Construction works of new biological park at Chidiyatapu	A.E.(DB)
132	do	No. ACE/DB/W-74	Attending special repairs to i) Fisheries jetty ii) Phoenix Bay jetty	A.E.(DB)
133	do	No. ACE/DB/W-75	Removal of shallow patches in the seabed on the western side of the PBC stage-III jetty	A.E.(DB)
134	do	No. ACE/DB/W-76	Construction of Air cargo handling complex in Port Blair	A.E.(DB)
135	do	No. ACE/DB/W- 77	Construction of auditorium at Govt. Polytechnic	A.E.(DB)
136	do	No. ACE/DB/W-78	Development of container stacking yard (Stage-II) behind Haddo wharf berth No. 3	A.E.(DB)
137	do	No. ACE/DB/W-79	Development of foreshore area for PMB at Bambooflat	A.E.(DB)
138	do	No. ACE/DB/W-80	Construction of temporary timber jetty at North Bay Shoal Bay	A.E.(DB)
139	do	No. ACE/DB/W- 81	Execution of work under the Sarva Shiksha Abhiyan programme	A.E.(DB)
140	do	No. ACE/DB/W- 82	Beautification of road from Aberdeen memorial to Cholunga jetty	A.E.(DB)

141	do	No. ACE/DB/W-83	Construction of community shelter for the victims of Natural calamities at Port Blair	A.E.(DB)
142	do	No. ACE/DB/W-84	Construction of office building of ALHW in Mohanpura complex at Port Blair	A.E.(DB)
143	do	No. ACE/DB/W-85	Extension of Dry Dock No. 2	A.E.(DB)
144	do	No. ACE/DB/W-86	Attending modification and improvement to the existing passenger hal near DDSS office building at Phoenix Bay in Port Blair	A.E.(DB)
145	do	No. ACE/DB/W-88	Tsunami disaster management WAPCOS spot study for Dry Dock- 2 and PBC	A.E.(DB)
146	do	No. ACE/DB/W-89	Construction / repair of dykes in A & N Islands	A.E.(DB)
147	do	No. ACE/DB/W-90	Planning, elevation of modern passenger hall at Haddo wharf in Port Blair.	A.E.(DB)
148	do	No. ACE/DB/W-91	Proof consultancy for the design of sheet pile wall foreshore protection and raising of existing road level at Bamboolfat area in Port Blair	A.E.(DB)
149	do	No. ACE/DB/W- 92	Renovation of log pond at Chatham and construction retaining wall at Chatham sea wall	A.E.(DB)
150	do	No. ACE/DB/W-93	Construction of state Emergency operation centre at Port Blair	A.E.(DB)
151	do	No. ACE/DB/W- 87	Modification of existing jetty and providing vehicle ferry ramp at Dundas Point in Port Blair	A.E.(DB)
152	do	No. ACE/DB/W- 94	Construction of ticketing counter for mainland and inter island ships at Phoenix Bay complex in Port Blair	A.E.(DB)

153	do	No. ACE/DB/W- 95/05-06	Development of Junglighat Harbour at Port Blair (Phase-II)	A.E.(DB)
154	do	No. ACE/DB/W-96/05-06	Construction of additional local navaidas at Port Blair for facilitating night berthing	A.E.(DB)
155	do	No. ACE/DB/W - 97/05-06	Special repairs to peripheral road from Chatham saw mill gate to entrance gate of Chatham wharf including special repairs to sea wall	A.E.(DB)
156	do	No. ACE/DB/W-98/06-07	Re-construction of fisheries jetty at Port Blair	A.E.(DB)
157	do	No. ACE/DB/W-99/06-07	RCC jetty for berthing of tourist yatches and inter island vessels at PBC	A.E.(DB)
158	do	No. ACE/DB/W- 100/06-07	Internal arrangement of modular system at DSS office building at PBC in Port Blair	A.E.(DB)
159	do	No. ACE/DB/W- 101/06-07	Modification of existing ticketing counter and waiting hall at P/ Bay in Port Blair	A.E.(DB)
160	do	No. ACE/DB/W- 102/06-07	Fencing of 23.29 hectre area of revenue land allotted for forest department at Aberdeen village	A.E.(DB)
161	do	No. DCE-I/DB/W- 103/06-07	Construction of RCC jetty at Hathitapu	A.E.(DB)
162	do	No. DCE-I/DB/W- 104/07-08	Construction of power supply infrastructure in A & N Island	A.E.(DB)
163	do	No. DCE-I/DB/W- 105	Construction of computer lab with toilet block of Kendriya Vidyalaya at Port Blair.	A.E.(DB)
164	do	No. DCE-I/DB/W- 106/07-08	Construction of base for Rajiv Gandhi statue at water sports complex of Aberdeen jetty at Port Blair	A.E.(DB)
165	do	No. DCE-I/DB/W- 107/09-10	Construction of three storied building	A.E.(DB)
166	do	No. DCE-I/DB/W- 108/09-10	Renovation of marine club buildings and complex near Marine Dock Yard at Port Blair.	A.E.(DB)
167	do	No. DCE-I/DB/W- 109/09-10	Construction of jetty at burning ghat ward No. 4 Prem Nagar	A.E.(DB)
168	do	No. DCE-I/DB/W- 110/10-11	Department work of Police department	A.E.(DB)

REGISTER'S (DB)

- 1 Technically sanctioned estimate Registered - EE(DD) & EE(N&S)
- 2 Fund Register
- 3 Tender Index Register - EE(DD) & EE(N&S)
- 4 Tender Register - EE(DD) & EE(N&S)
- 5 Agreement Register - EE(DD) & EE(N&S)
- 6 Earnest Money Deposit Register
- 7 Performance Guarantee Bond Register.
- 8 Cautioned Money Register (PR)
- 9 Quotation Register (PR)
- 10 Comparative Statement Register (PR)
- 11 Supply Order Register (PR) - EE(DD) & EE(N&S)

Sl.No	Category of the Document	Name of the Document	Held By	Remarks
1	Regular Establishment	File-1	Assistant Engineer,Hope Town	
2	Work chage Estblishment	File-2	Assistant Engineer,Hope Town	
3	Offic Order File	File-3	Assistant Engineer,Hope Town	
4	Notre&Order	File-4	Assistant Engineer,Hope Town	
5	Draft Estimate	File-5	Assistant Engineer,Hope Town	
6	Technical santioned Estimate	File-6	Assistant Engineer,Hope Town	
7	Confidential report	File-7	Assistant Engineer,Hope Town	
8	Maintenance of quarts Jetty& other Foreshore building.	File-8	Assistant Engineer,Hope Town	
9	Allotment ofQuarters	File-9	Assistant Engineer,Hope Town	
10	Budget Expenditure	File-10	Assistant Engineer,Hope Town	
11	Procurement	File-11	Assistant Engineer,Hope Town	
12	Contractors /Suppliers bill Reg.	File-12	Assistant Engineer,Hope Town	
13	Permanent / Temporary Imprest	File-13	Assistant Engineer,Hope Town	
14	General Corespondence/ Benovol Fund.	File-14	Assistant Engineer,Hope Town	
15	Progress Report	File-15	Assistant Engineer,Hope Town	
16	Operation of Quarry Brookshabad Hope Town	File-16	Assistant Engineer,Hope Town	
17	M.A .S. Account/ T&vP Details	File-17	Assistant Engineer,Hope Town	
18	S.S. R.A. Claim	File-18	Assistant Engineer,Hope Town	
19	Survey Report	File-19	Assistant Engineer,Hope Town	
20	M. Book correspondence	File-20	Assistant Engineer,Hope Town	
21	Security Deposit	File-21	Assistant Engineer,Hope Town	
22	Completion Report	File-22	Assistant Engineer,Hope Town	
23	Telephone/ Electricity/ Water Chares	File-23	Assistant Engineer,Hope Town	
24	T.E.O (Transfer Entry Order) Despatch Invoice	File-24	Assistant Engineer,Hope Town	
25	Extention of Time	File-25	Assistant Engineer,Hope Town	
26	Tender Notice	File-26	Assistant Engineer,Hope Town	
27	Restoration of Ferry jetties and around Port Blair Hathitapu etc.	File-27	Assistant Engineer,Hope Town	
28	Construction of Vehicle ramp ferry Jetties at Dundas Point	File-28	Assistant Engineer,Hope Town	
29	Electrical corrspondence	File-29	Assistant Engineer,Hope Town	
30	Conduction Boring/drilling of 32No bore holes 33 KV .	File-30	Assistant Engineer,Hope Town	
31	Special repairs for Jetties	File-31	Assistant Engineer,Hope Town	
32	Special repairs Woks Under Hope Town Sub-Division.	File-32	Assistant Engineer,Hope Town	
33	33KV Transmission Tower Bambooflat	File-33	Assistant Engineer,Hope Town	

1. Statemen of the documents:

Sl.No.	Category of the Document	Name of the Document		Held by	Remarks
		File No.	Subject		
1	"B"	AE/C/JG/F-07	Confidential Report	AE (Civil) Junglighat Sub Division	
2	"A"	AE/C/JG/F-01	Regular Establishment	AE (Civil), Junglighat Sub Division	
3		AE/C/JG/F-02	Work charged establishment	Do	
4		AE/C/JG/F-03	Office Order File	Do	
5		AE/C/JG/F-04	Notes & Order / Circular	Do	
6		AE/C/JG/F-05	Draft Estimate	Do	
7		AE/C/JG/F-06	Technical Sanctioned Estimate (T.E.S)	Do	
8		AE/C/JG/F-08	Development of Junglighat Harbour (Phase-I)	Do	
9		AE/C/JG/F-09	Development of Junglighat Harbour (Phase-II)	Do	
10		AE/C/JG/F-9 (1)	Construction of Transit No. 1	Do	
11		AE/C/JG/F-9 (2)	Construction of cargo hndlling equipment shed	Do	
12		AE/C/JG/F- 9(3)	Construction of Transit No. 2	Do	
13		AE/C/JG/F- 9 (4)	Construction of passenger transit shed	Do	
14		AE/C/JG/F- 9 (5)	Construction of RCC over head water tank	Do	
15		AE/C/JG/F- 9 (6)	Development of Junglighat Harbour (Phase-II)	Do	
16		AE/C/JG/F- 9 (7)	Providing generator shed at Junglighat harbour in Port Blair.	Do	
17		AE/C/JG/F- 10	Budject Expenditure	Do	
18		AE/C/JG/F- 11	Procurement	Do	
19		AE/C/JG/F- 12	Contractors/ Suppliers Bill	Do	
20		AE/C/JG/F- 13	Permanet Imprest	Do	
21		AE/C/JG/F- 14	Benevolent Fund	Do	
22		AE/C/JG/F- 15	Progress Report	Do	
23		AE/C/JG/F- 16	Anrakli ALHW Guest House	Do	
24		AE/C/JG/F- 17	MAS Account	Do	
25		AE/C/JG/F- 18	SSRA Claim	Do	
26		AE/C/JG/F- 19	Survey Report	Do	
27		AE/C/JG/F- 20	M.Book Correspondence	Do	
28		AE/C/JG/F- 21	Security Deposit	Do	
29		AE/C/JG/F- 22	Completion Report	Do	
30		AE/C/JG/F- 23	Relephone bills/ Electricity bills	Do	
31		AE/C/JG/F- 24	Transfer Entry Order	Do	
32		AE/C/JG/F- 25	EOT	Do	
33		AE/C/JG/F- 26	Tender Notice	Do	
34		AE/C/JG/F- 27	Right to information Act 2005	Do	
35		AE/C/JG/F- 28	Asset	Do	
36		AE/C/JG/F- 29	Despatch Invoice	Do	
37		AE/C/JG/F- 30	Correspondence on Electrical and Mechanical Works (including estimates)	Do	
38		AE/C/JG/F- 31	RCC Sump, Weigh Bridge, pump House	Do	
39		AE/C/JG/F- 32	Audit quarry Report	Do	

40		AE/C/JG/F- 33	Loan Details of Steel	Do	
41		AE/C/JG/F- 90	Construction of Fish landing centre	Do	
42		AE/C/JG/F- 90(2)	Construction of toewall in the sea bed & forming ramp for FLC	Do	
43		AE/C/JG/F- 90 (3)	RCC jetty at Fish Landing	Do	
44		AE/C/JG/F- 90 (4)	Construction of Administrative building for FLC	Do	
45		AE/C/JG/F- 90 (5)	Sump & Overhead water tank	Do	
46		AE/C/JG/F- 90 (6)	Netmending, guard workshop/ bid foreshore for FLC	Do	

Registers

47		M.B. Movement Register		AE (Civil) Junglighat Sub Division	
48		Despatch register		Do	
49		Dairy Register		Do	
50		Casual Leave Register		Do	
51		Stationary Register		Do	
52		Tele Phone Bill Register		Do	
53		Electricity Bill Register		Do	
54		Contractors Bill Register		Do	
55		T.E.O Register		Do	
56		Attendance register of Regular Staff.		Do	
57		Attendance register of Work Charged Staff.		Do	

FILE INDEX

Sl. No.	File No.	Name of the Document	Held by
1	1 Vol-I	Office Order	AE (Civil) PBC Sub Division
2	2 Vol- II	Circular	Do
3	3 Vol- I	Budget and fund (Expenditure)	Do
4	4 Vol- I	Completion Report	Do
5	5 Vol-II	Work charge staff correspondence	Do
6	6 Vol-II	Regular Staff correspondence	Do
7	7	Temporary/ Permanent Imprest	Do
8	8 Vol-III	Procurement and supply order for civil work	Do
9	9 Vol- I	Progres report	Do
10	10 Vol-I	Handing and taking over	Do
11	11 Vol-I	Telephone Bill correspondence	Do
12	12 Vol-I	MAS Account	Do
13	13 Vol-I	Maintenance of stage-I, Cholunga marine jetty	Do
14	14 Vol-II	Maintenance of stage-II, III, IV & Fisheries jetty	Do
15	15 Vol-I	Survey Report	Do
16	16 Vol-I	Correspondence of MB	Do
17	17 Vol-I	TEO & SS & SR and Hire charges bill for department	Do
18	18 Vol - I	Beautification of road	Do
19	19 Vol-III	Correspondence of IOW (M)	Do
20	20 Vol-III	Correspondence of DSS/DD	Do
21	21 Vol-I	Correspondence of PMB	Do
22	22 Vol-VII	Contractor bill for DSS/DD	Do
23	23 Vol-I	Contractor bill for PMB	Do
24	24 Vol-II	Contractor bill for JE (Mech)	Do
25	25 Vol-I	Cube test	Do
26	26 Vol-II	TSE	Do
27	27 Vol-I	Block estimate	Do
28	28 Vol-IV	Estimate	Do
29	29 Vol-I	AMS Correspondence	Do
30	30 Vol-I	Procurement & supply order for Mechanical & Electrical Works	Do
31	31 Vol-I	Benevolent Fund	Do
32	32 Vol-I	Security Deposit correspondence	Do
33	33 Vol-I	Stationary file	Do
34	34 Vol-I	Despatch Invoice	Do
35	35 Vol-I	Power of Attorney	Do
36	36 Vol-II	Re-construction berth fisheries jetty	Do
37	37 Vol-I	Quarry product	Do
38	38 Vol-I	JE (M) Electrical Works	Do
39	39 Vol-I	RTI Act 2005	Do
40	40 Vol-III	MP Land	Do
41	41 Vol-I	Construction of Audit report	Do

Sl.No.	Name of the Document	Held by	Remarks
1	Dairy Register	Sub - Division	
2	Despatch Register	Sub - Division	
3	M.B. Movement Register	Sub - Division	
4	C.L. register	Sub - Division	
5	Contractor bill Register	Sub - Division	
6	Local supply bill Register	Sub - Division	
7	Electricity bill Register	Sub - Division	
8	Water supply Register	Sub - Division	
9	H.R. Register	Sub - Division	
10	TEO Register	Sub - Division	
11	Hindrance Register	Section	
12	Cement Register	Section	
13	Tools & Plant Register	Section	
14	MAS Register	Section	

**Assistant Engineer (C-I)
Haddo Sub Division,
AHW, Port Blair**

Sl.No	Category of Document	Name of the Document / File	Held by	Remarks
1	F-1	Regular Establishment	Sub- Divisional Officer	
2	F-2	Work charged Establishment		
3	F-3	Office Order, Circular & Notes issued from Circle Office		
4	F-4	Pay Bill Correspondence/ Attendance		
5	F-5	Estimate & Drawing		
6	F-6	Technical Sanction Estimate		
7	F-7	Block Estimate		
8	F-8	Stationary Indents		
9	F-9	T& P and MAS Accounts		
10	F-10	TEO/OTEO		
11	F-11	Contractors Bill file		
12	F-12	Master Plan/ Drawings		
13	F-13	Work Orders File		
14	F-14	Measurement Books Correspondence.		
15	F-15	Permanent & Temporary Imprest		
16	F-17	Office Order, Circular & Notes issued from Sub Division		
17	F-18	Despatch Invoice/ Indents/ USR		
18	F-19	Expenditure Statements		
19	F-20	Site Order Notes		
20	F-21	Handing over/ Taking Over Notes		
21	F-22	B.T.Bills / SSRA Claims		

22	F-23	Survey & Investigation	Sub- Divisional Officer	
23	F-24	Monitoring progress of Port development works/ Central Audit		
24	F-25	Correspondence regarding State sector plan works		
25	F-26	Releasing of Security Deposit		
26	F-27	Miscellaneous Correspondence		
27	F-28	Confidential File		
28	F-29	Correspondance on Deposit works		
29	F-30	Rate Analysis		
30	F-31	Completion Report		
31	F-32	Progress Report		
32	F-33	Correspondence regarding State sector non plan works		
33	F-34	Survey Report		
34	F-35	Rectification of of weigh bridge		
35	F-36	Tide chart		
36	F-37	Performance report of tools & plants		
37	F-38	Inspection report of CE & A		
38	F-39	Telephone Correspondence		
39	F-40	Cube Test Result		
40	F-41	Computer File		
41	F-42	Acceptance of Tender cCorrespondance		
42	F-43	Correspondance with Wharf Supdt., PMB		
43	F-44	Three Storied Building		
44	F-45	Demarkation/ Assets		
45	F-46	Reconstruction of Passenger Hall Behind Berth No.2 at Haddo Wharf		

LIST OF REGISTERS

Sl.No	Name of the Document / File	Held by	Remarks
1	Site Order Register	Section Officer, Shri.D.Jeyapaul	
2	Inspection Register		
3	Hinderance Register		
4	Test cube Register		
5	Cement Register		
6	MAS Register		
7	T & P Register		
8	Asset Register		
9	Bill Register		
10	TEO Register		
11	Despatch Register		
12	Diary Register		
13	Casual Leave Register		
14	Despatch Invoice Register		
1	MAS Register	Section Officer, Shri. M.A.Feroz	For the work of "Reconstruction of Passenger Hall Behind Berth No.2 at Haddo Wharf"
2	Cement Register		
3	Hinderance Register		
4	Inspection Register		
5	Site Register		
6	USR Register		
7	Secured Advance Register		
8	Expenditure statement Register		
9	Test Cube Register		
10	Pile driving Register		

**Assistant Engineer -II
Haddo Sub Division,
AHW, Port Blair**

Sl.No.	Category of Document	Name of the Document/File	Held by	Remarks.
			AE (C-II) Sub-Divisional	
1	F-1	REGULAR ESTABLISHMENT		
2	F-2	MAS CORESPONDENCE		
3	F-3	CIRCULAR		
4	F-4	SECURITY ADVANCE CORESPONDENCE		
5	F-5	ESTIMATE FILE		
6	F-6	TECHNICAL SANCTIONED FILE		
7	F-7	SUPPLY ORDER CORESPONDENCE		
8	F-8	EOT CORESPONDENCE		
9	F-9	COMPLETION REPORT CORESPONDENCE		
10	F-10	PMB CORESPONDENCE		
11	F-11	BILL CORESPONDENCE		
12	F-12	WORK FILE /CONSTRUCTION OF VEHICLE SERVICE RAMP.		
13	F-13	WORK FILE /CONSTRUCTION OF VEHICLE PARKING SHED FOR RACH STACKER.		
14	F-14	WORK FILE /RENOVATION OF GODOWN NO 2 HADDO PORT COMPLEX IN PORT BLAIR		
15	F-15	ROUTINE MAINTANANCE OF HADDO WHARF BERTH 1 to 4		
16	F-16	WORK FILE /CONSTRUCTION OF VEHICLE SERVICE RAMP AT HADDO PORT COMPLEX IN PORT BLAIR		

LIST OF REGISTER

SLNO	Name of the Document /File	Held by	Remarks
		Section officer	
1	Dispatch Register,	Shri.R.Prabakaran	
2	Dairy Register		
3	M. Book movement Register.		
4	Bill register		
5	Dispatch invoice Register		
6	Transfer entry order Register		
7	Dismantled Register		
8	Pile driving Register		
9	Cube test Register		
10	Hindrance Register		
11	MAS Register.		
12	Cement Register		
13	Inspection Register		
14	Site order note Register		