<u>List of Files & Registers in respect of Regular Establishment</u>

SI. No	File Name	Details
	FILES	
1	DCE/LA/ESTT-01(VOL-II)	Station Seniority & Posting
2	DCE/LA/ESTT-05(VOL-V)	General File
3	DCE/LA/ESTT-10	Holiday List
4	DCE/LA/ESTT-11	Creation & Continuation of Post
5	DCE/LA/ESTT-11(A)	Appointment order
6	DCE/LA/ESTT-12	Appointment & Promotion to Group "A" & "B"
7	DCE/LA/ESTT-13	Movable & Immovable Property returns
8	DCE/LA/ESTT-14(Vol-II	Government Accommodation
9	DCE/LA/ESTT-15	Medical Re-imbursement
10	DCE/LA/ESTT-16	Character & Antecedents
11	DCE/LA/ESTT-20	Festival Advance
12	DCE/LA/ESTT-21('C)/Vol-V	GPF (Advance & Withdrawal)
13	DCE/LA/ESTT-31	Work Allocation
14	DCE/LA/ESTT-32	Children's Education Allowance
15	DCE/LA/ESTT-32A(Vol-IV)	Hindi Teaching Scheme
16 17	DCE/LA/ESTT-27	Income Tax / TAN / PAN
	DCE/LA/ESTT-36A	Pay & Allowances
18 19	DCE/LA/ESTT-38(Vol-III)	Loans & Advance file
20	DCE/LA/ESTT-40(Vol-IV) DCE/LA/ESTT-56(Vol-IV)	Pension Correspondence Apprenticeship for Technical Staff
21	DCE/LA/ESTT-115	Family Planning Allowance
22	DCE/LA/ESTT-93	Declaration of Permanency
23	DCE/LA/ESTT-590	Annual Increment
24	DCE/LA/ESTT-191	Benevolent Fund
25	DCE/LA/ESTT-148(Vol-III)	Training
26	DCE/LA/ESTT-114(Vol-III)	CGEGIS
27	DCE/LA/RE-BE/Estt-116	Estimate for Pension
28	DCE/LA/ESTT-263	ACP/MACP
29	DCE/LA/RE/BC-18	LPC
30	DCE/LA/Attendance	Attendance particulars in r/o Regular Staff
31	DCE/LA/BC/RE-4	Income Tax
32	DCE/LA/ESTT-34	Pay & Allowances
33	DCE/LA/E-26	Stationery Correspondence file- Books & Forms
34	DCE/LA/E-24	Procurement of Rubber seal
35	DCE/LA/E-159	Department Identity Card
	DCE/LA/E-21(D)	GPF correspondence of group"D"
37	DCE/LA/RE/Budget	Budget File
38	DCE/LA/E-23	Payment of Supplier bill (O.E)
	DCE/LA/E-02	CL & RH
	DCE/LA/E-28	Audit Correspondence
41	DCE/LA/E-62	Govt. of India orders
42	DCE/LA/E-30	Circular File
43	DCE/LA/E-53	Supply of uniforms to Gr'D"staff
44	DCE/LA/E-50	Correspondence of Telephone Connection
45	DCE/LA/BC/RE-3	FSP/LTC correspondence
46 47	DCE/LA/E-59	Correspondence of Cadre restructure and merging of Group C & D Staff
	DCE/LA/E-60	Correspondence of Cadre restructure and merging of Group A & B Officer
48 49	DCE/LA/E-61 DCE/LA/RTI/E-62	Relaxation of time limit for journey on FSP/LTC Right to infortmation act
50	DCE/LA/VI-RP/08/E-63	Correspondence of 6th Pay Commission
51	DCE/LA/VI-RP/08/E-63 DCE/LA/E-79	Passport correspondence
52	DCE/LA/NPS/RE/E-65	Corresp. Of New Pension Scheme
53	DCE/LA/RE/E-66	Court Case
54	DCE/LA/E-67	CGEWCC Corresp.
55	DCE/LA/E-68	Corresp. Of Port Trust
56	DCE/LA/RETN/M-01	Monthly Returns (Loans & Advances)
57	DCE/LA/BC/RE-1	Officers & staff sent on duty
58	DCE/LA/RETN/M-08	Officers & staff due to retire from service with six months
59	DCE/LA/RETN/M-09	Volunatry retirement / Death during the month and fate of Pensionery benefit
60	DCE/LA/RETN/M-10	Govt. Servant who retired in the previous month
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61	DCE/LA/RETN/M-11	Officers & staff due to retire from service with eight months		
62	DCE/LA/RETN/M-13	Details of Suspension, Major/Minor penality cases		
63	DCE/LA/RETN/Q-11 Voluntary retirement cases			
64	DCE/LA/RETN/Q-14 Disciplinary proceedings			
65	DCE/LA/RETN/Q-17	Recording / Indexing /weeding of files		
66	DCE/LA/RETN/Q-20	Quarterly Return ER-1		
67	DCE/LA/RETN/Q-23	PPO Cases		
68	DCE/LA/RETN/Q-25	Establishment Strength		
69	DCE/LA/RETN/HY-08	Officers/ Officials due to retire within next 24-30 months		
70	DCE/LA/RETN/Yearly	Details of Superior staff group A & B		
	REGISTERS			
1	Incumbent Register			
2	File index Register			
3	Increment Register			
4	Pay Bill Register			
5	Bill Register			
6	NPS Bill Register			
7	Appropriation Register			
8	Contingency Register			
9	DD & Cheque Disburement Register			
10	Telephone Register			
11	Electricity Register			
12	Medical Re-imburement Regi	ster		
13	Scooter Advance Register			
14	Children's Education Allowance Register			
15	FSP/LTC Register			
16	Stationery Register			
17	Rule Books & Form Register			
18	Uniform & Footwear Register			
19	Rubber Seal Register .			
20	Dead Stock Register Croup Lodger Crip!			
21	Group Ledger Gr'D'			

Office Superintendent Andaman Harbour Works Little Andaman

<u>List of Files & Registers in respect of Work-charged Establishment</u>

FILES 1 EEM/LA/WC-1 (A) Correspondence of Retirement of WC Staff 2 EEM/LA/WC-1 (A) Correspondence of Superannuation 3 EEM/LA/WC-2 General Correspondence 4 EEM/LA/WC-3 Circular file 5 EEM/LA/WC-4 Corresp. Of LTC /Tour T.A. Bill 6 EEM/LA/WC-5 Corresp. Of Festival Advance 8 EEM/LA/WC-6 Corresp. Of Festival Advance 8 EEM/LA/WC-7 Corresp. Of Festival Advance 10 EEM/LA/WC-9 Corresp. Of Pestival Advance 11 EEM/LA/WC-9 Corresp. Of Oguarter Allotment 12 EEM/LA/WC-9 Corresp. Of Operative Advance Department Photo Identity Card 13 EEM/LA/WC-10 Corresp. Of Pomotion/ Appointment 14 EEM/LA/WC-11 Corresp. Of Promotion/ Appointment 15 EEM/LA/WC-11 Corresp. Of Promotion/ Appointment 16 EEM/LA/WC-12 Corresp. Of Pomotion/ Appointment 17 EEM/LA/WC-13 Corresp. Of Disbursement certificate with PAO 18 EEM/LA/WC-14 Corresp. Of Assistance from Benevolent fund. 19 EEM/LA/WC-15 Corresp. Of Filling up vacant post/ trade test 19 EEM/LA/WC-15 Corresp. Of Filling up vacant post/ trade test 18 EEM/LA/WC-15 Corresp. Of Filling up vacant post/ trade test 19 EEM/LA/WC-19 Corresp. Of Final payment of GPF 20 EEM/LA/WC-19 Corresp. Of Final payment of GPF 21 EEM/LA/WC-19 Corresp. Of Final payment of GPF 22 EEM/LA/WC-20 W/o Late M. Murthy, Ex- Helper 23 EEM/LA/WC-21 Corresp. Of Final payment of GPF 24 EEM/LA/WC-22 Corresp. Of Final payment of GPF 25 EEM/LA/WC-23 Corresp. Of Medical Claim 26 EEM/LA/WC-24 Dayment received from CE & A 27 EEM/LA/WC-25 Re & BE on Pension & tother retirement benefits. 28 EEM/LA/WC-26 Corresp. Of Adeption CE & A 29 EEM/LA/WC-27 Corresp. Of New Pensions Scheme service after 01.01.2004 29 EEM/LA/WC-30 Corresp. Of New Pension Scheme service after 01.01.2004 20 EEM/LA/WC-30 Corresp. Of Medical Claim 21 EEM/LA/WC-31 Corresp. Of New Pension Scheme service after 01.01.2004 22 EEM/LA/WC-33 Corresp. Of Medical Claim 23 EEM/LA/WC-34 Dayment received from CE & A 24 EEM/LA/WC-35 Corresp. Of Scheme School Corresp. Of Pension Scheme Service after 01.01.2004 21 EEM/LA/WC-36 Corresp. Of Scheme School Corresp. Of Scheme School Corresp. Of S	SI. No	File No	Details
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Office Superintendent Andaman Harbour Works Little Andaman

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2	DCE/LA/VIG/	- Vigilance file
2		
3	DCE/LA/CON-2	- APAR file
4	DCE/LA/CON-3	- File reg. transferred staff
		Adverse remarks in respect of Group "B", "C" & 'D' (91 papers) and Note Pages
5	DCE/LA/C-4	09 . Correspondence up to 22-2-2007
		File regarding forwarding of IC/VC/ACR & connected documents etc. to
6	DCE/LA/DPC/	CE&A(ALHW)'S office
7	DCE/LA/C-5	- Corresp. on Qtrly Reports on Probity Perception
	FILE NO. EEM/LA/AUC/ CON/2/ - Correspondence	
8	regarding D/B work only.	Correspondence regrading D/B works.(W.e.f. 08/2009 to 11/2009)
9	File No. DCE/LA/E-05/CON	Regarding conducting of Typing Test for LDC.
10	File No. DCE/LA/Genl/1/	Genl. Corresp. of DCE-IV
11	File No. EEM/LA/GenI	Genl. Corresp. of EE(M)
12	File No. DCE/LA/DB/GL-66/	RTI - Monthly Returns
13	DCE/LA/RTI/QRTN	File regarding RTI Quarter Return /Annual Return –
14	DCE/LA/RETURN/	Secret File – reg – War Book / Safe Custody of Return

Personal files

- 1. Personal File of Shri T.N. Krishnamoorthi, Deputy Chief Engineer-IV.
- 2. Tour file in respect of Shri T.N. Krishnamoorthi, Deputy Chief Engineer-IV

Confidential Files: (Direct corresp. by EE(Marine), AHW, Hut Bay).

1.	EEM/LA/WC-47/CON -	Enquiry File.
2.	EEM/LA/WC -1/ -	CR Correspondence of W/C Staff
3.	File regarding Trade Test/Interview -	W/C staff (up to July, 2006 .)
4.	File No. EEM/LA/CON-2 -	in respect of General Correspondence EE(M)

Personal file of Shri E. Anjaiah, EE(Marine) along with other correspondences/ Confidential files belonging to EE(Marine)

Closed files:

Personal file of Shri D.K. Pandey, EE(Marine) along with other correspondences/
Confidential files belonging to EE(Marine) - CLOSED
Personal file of Shri P. Ramachandran, EE(Marine) along with other correspondences/
Confidential files belonging to EE(Marine) - CLOSED

REGISTERS under steno's custody:

1	Registers – regarding – Incoming & outgoing Fax -	2 Nos.	
2	Confidential Diary Register	: 1 No.	
3	Confidential Despatch Register	: 1 No.	
4	Register reg: – APAR (Communication of all entries (opened during the year 2009 only)	for fairness & Transparency in Public Admn.) –	
5	Measurement Book Register – Regarding (M. Books Receiving thro' Dak Box from Port Blair, C/Nicobar, OIC(ALHW) (Kolkatta & Chennai.)		
6	Register regarding personal bill/Tour bill register of DCE-IV		
7	Register regarding - Maintaining of list of applica	ation receiving & disposing under RTI ACT- 2005	

LIST OF SUB-DIVISION REGISTERS

Category A/B	SI. No.	NAME OF REGISTER	DESCRIPTION	DOCUMENTS HELD BY
Category B	1	DISPATCH & DAIRY REGISTER	All types of documents collected from divisional office & despatch from sub-divisional office.	Assistant Engineer (Port)
Category B	2	WATER SUPPLY REGISTER	Statement for the supply of fresh water to ships at wharf at Hut Bay.	Junior Engineer (Port)
Category B	3	TOOLS AND PLANTS REGISTER	All Tools and Plants available at site.	Junior Engineer (Port)
Category B	4	WIND DATA REGISTER	Direction of wind and Temperature records.	Junior Engineer (Port)
Category B	5	LOG BOOK		
Category B	á	a) Diesel water pump - 1 No. pump (2 Nos for each pump)	Statement for total running hours of diesel water pump and electrical water pump monthly wise.	Junior Engineer (Port)
Category B	k	 Electrical water pump - 2 Nos. pump (2 Nos for each pump) 		Junior Engineer (Port)
Category B	6	LAB REGISTER	Correspondence regarding Test Analysis of material at site.	
Category B	ē	a) General Test Register - 2 Nos	For compressive strength test of concrete for Other works and aggregate test for Restoration of Breakwater	Junior Engineer (Port)
Category B	k	o) Restoration of Breakwater (Vol - I)	For compressive strength test of concrete for Restoration of Breakwater	Junior Engineer (Port)
Category B	(c) Restoration of Breakwater (Vol -II)		
Category B	C	d) Restoration of Breakwater (Vol - II)		
Category B	6	e) Marine Hard Cube Test Register	For compressive strength test of Marine Hard	Junior Engineer (Port)

Category B	7	MEASUREMENT BOOK MOVEMENT REGISTER		
Category B	а	ı) Part - I	The movement of MB's from sub-division to divisional office and vice-versa.	Assistant Engineer (Port)
Category B	b) Part - II		Assistant Engineer (Port)
Category B	8	BILL REGISTER	List of all contractors Bill which is send to divisional office.	Assistant Engineer (Port)
Category B	9	ESTIMATE REGISTER	List of all Estimate which is prepared & send to divisional office for approval.	Assistant Engineer (Port)
Category B	10	CASUAL LEAVE REGISTER	C.L. Detail of staffs.	Assistant Engineer (Port)
Category B	11	ELECTRICITY BILL / TELEPHONE BILL REGISTER	Details of verified electric and Telephone bills.	Assistant Engineer (Port)
Category B	12	STATIONERY REGISTER	List of Stationery items for office use.	Assistant Engineer (Port)
Category B	13	ATTENDENCE REGISTER OF REGULAR STAFFS	Attendence Particulars of Regular staffs.	Assistant Engineer (Port)
Category B	14	ATTENDENCE REGISTER OF WORKCHARGED	Attendence Particulars of Work charged.	Assistant Engineer (Port)
Category B	15	LIST OF WORK REGISTERS		
Category B	l.	SITE ORDER REGISTER	For communication between contractor's and departments	
Category B		For the following works:		
Category B	а	i) Formation of Break Water with stones & tetrapods at Hut Bay in Little Andaman.		Junior Engineer (Port)

Category B	b) For Construction of Marine Hard at Hut Bay in Little Andaman.	Junior Engineer (Port)
Category B	 c) Manufacturing and supplying of 60 sets of 8T tetrapod steel mould with all fitting at Hutbay in Little Andaman 	Junior Engineer (Port)
Category B	d) Supply of River sand for casting of Tetrapods	Junior Engineer (Port)
Category B	II. HINDRANCE REGISTER List of hindrance comes in between execution of work.	een the
Category B	For the following Work:	
Category B	 a) Additional works to the newly Constructed Port Fire Force Building @ Hut Bay in Little 	Junior Engineer (Port)
Category B	 b) Manufacturing and supplying of 60 sets of 8T tetrapod steel mould with all fitting at Hutbay in Little Andaman 	Junior Engineer (Port)
Category B	c) Supply of River sand for casting of Tetrapods	Junior Engineer (Port)
Category B	 d) Formation of Break Water with stones & tetrapods at Hut Bay in Little Andaman. 	Junior Engineer (Port)
Category B	 e) For Construction of Marine Hard at Hut Bay in Little Andaman. 	Junior Engineer (Port)
Category B	 f) Providing and laying GI pipe line from sump at Port Area to wharf and Tsunami Jetty at Hutbay in Little Andaman 	Junior Engineer (Port)
Category B	III. CEMENT REGISTER Daily Accounts of cement.	
	For the following work	
Category B	 a) Formation of Break Water with stones & tetrapods at Hut Bay in Little Andaman. 	Junior Engineer (Port)

Category B	t	b) For Construction of Marine Hard at Hut Bay in Little Andaman.		Junior Engineer (Port)
Category B	C	c) Construction of Incharge office cum Mess for Fire Force Building		Junior Engineer (Port)
Category B	IV.	TETRAPOD CASTING REGISTER	Details of tetrapods casting day wise for Formation of Breakwater with Stones and Tetrapods.	Junior Engineer (Port)
Category B	V.	TETRAPOD ACCOUNT REGISTER	Accounts of tetrapods, for Formation of Breakwater with stone and Tetrapods.	Junior Engineer (Port)
Category B	VI.	MATERIAL AT SITE REGISTER (MAS Registe	All accounts of materials present at site.	
		For the following work		
Category B	a)	MAS for Additional works to the newly Constructed Port Fire Force Building @ Hut Bay in Little Andaman.		Junior Engineer (Port)
Category B	b)	MAS for Quarrying, collection, stacking of boulders of various sizes at quarry stackyard and transportation and dumping at same in the alignment of Break Water (Phase - I).		
Category B	c)	MAS for Quarrying, collection, stacking of boulders of various sizes at quarry stackyard and transportation and dumping at same in the alignment of Break Water (Phase - II).	Four Works in One register	Junior Engineer (Port)
Category B	d)	MAS for Quarrying, collection, stacking of boulders of various sizes at quarry stackyard and transportation and dumping at same in the alignment of Break Water (Phase -III).		

Category B	e)	MAS for Repleneshing of Breakwater at Carnicobar		
Category B	f)	MAS for Permanent Imprest of AE(Port).		Assistant Engineer (Port)
Category B	g)	MAS for Construction of Marine Hard at Hut Bay in Little Andaman.		Junior Engineer (Port)
Category B	h)	MAS for Formation of Break Water with stones & tetrapods at Hut Bay in Little Andaman.		Junior Engineer (Port)
Category B	i)	MAS for Maintainance of Deep water wharf - 2 Vol.		Junior Engineer (Port)
Category B	j)	MAS for Construction of Incharge office and Mess facilities for Fire Force building		Junior Engineer (Port)
Category B	k)	MAS for Port Fire station with barrack facility for Fireman at Hut bay		Junior Engineer (Port)
Category B	I)	MAS for Casting conveying and placing of Tetrapods 8T and 10T on the sea side of B/water at hut bay in Little andaman.		
Category B	m)	MAS for Casting of 165 Nos of 8T tetrapod for restoration of B/W at Hutbay in L/Andaman	3 Work in One Register	Junior Engineer (Port)
Category B	n)	MAS for Casting of 170 Nos of 8T tetrapod for restoration of B/W at Hutbay in L/Andaman		
Category B	0)	MAS for Construction of retailing wall around monument at the root of Breakwater at Hutbay	2 Works in one register	Junior Engineer (Port)

Category B	p)	MAS for Providing barbed wire fencing around the fresh water sump near port area.		
Category B	q)	MAS for Construction of Labour barrack at Hut bay- 1 No		
Category B	r)	MAS for Construction heavy machinery shed 2 Nos near Breakwater at Hutbay	_ 3 Nos 1 register	Junior Engineer (Port)
Category B	s)	MAS for Construction of Multipurpose shed at Hutbay		
Category B	t)	MAS for Repair and maintainance of PMB office Building		
Category B	u)	MAS for Repair and maintainance of PMB quarter Type -I and Type- II	3 Nos in 1 register	Junior Engineer (Port)
Category B	v)	MAS for Supply of Pulverised stone sand from approved quarry at Portblair for construction of Marine Hard at Hutbay		
Category B	w)	MAS for Construction of Laboratory building at Hutbay in L/Andaman.	2 nos in 1 register	Junior Engineer (Port)
Category B	x)	MAS for Construction of Generator shed near breakwater at Hutbay.		

Category B	y)	MAS for Manufacturing and supplying of 60 sets of 8T tetrapod steel mould with all fitting at Hutbay in Little Andaman		Junior Engineer (Port)
Category B	z)	MAS for Renovation of Assistant Engineer (Port) office building at Hutbay in Little Andaman.		Junior Engineer (Port)
Category B	aa)	MAS for Construction of Sump 100 T capacity at Port area at Hutbay		
Category B	ab)	MAS for Painting of Light Post, Pump house, weigh Bridge at Hutbay in Little Andaman	3 No in 1 register	Junior Engineer (Port)
Category B	ac)	MAS for Construction of Stopper block for the inner end ofDeep water wharf at Hutbay.		
Category B	ad)	MAS for Construction of Store for AE(Port) subdivision at Hutbay	2 Nos in 1 register	Junior Engineer (Port)
Category B	ae)	MAS for Renovation of Cement Godown for Port Subdivision.		
Category B	af)	MAS for Transportation and dumping of Stone boulder of various sizes to the breakwater and dumping on the alignment of breakwater at Hutbay in Little Andaman	•	Junior Engineer (Port)
Category B	ag)	MAS for Maintainance of Breakwater		Junior Engineer (Port)

Category B	ah)	MAS Register Vol 1	21 works in one register	Junior Engineer (Port)
Category B	ai)	MAS Register Vol 2 22 works in One register		Junior Engineer (Port)
Category B	aj)	MAS Register Vol 3	10 works in One register	Junior Engineer (Port)
Category B	ak)	MAS register for supply of fresh water		Junior Engineer (Port)
Category B	al)	MAS for Construction of Port Control Tower		Junior Engineer (Port)
Category B	VII.	NSPECTION REGISTER Entries regarding site visit of senior Officers.		
Category B		For the work		
Category B	a)	Formation of Break Water with stones & Junior sterrapods at Hut Bay in Little Andaman.		Junior Engineer (Port)
Category B	b)	For Construction of Marine Hard at Hut Bay in Little Andaman. Jun		Junior Engineer (Port)
Category B	c)	Construction of Incharge office and Mess facilities for Fire Force building		Junior Engineer (Port)
Category B	VIII.	LABORATORY INVENTRY	For records of all available laboratory Equipement	Junior Engineer (Port)

Office of the Assistant Engineer (Quarry), Andaman Harbour Works, Hut Bay, Little Andaman. I. Details of files

I. Details of files			
SI No	File No	Name of the file	Remarks
	F-01	General Correspondence	
	F-02	Circular	
	F-03	Regular Establishment General Correspondence	
	F-04	Workcharged Establishment General Correspondence	
	F-05	Workcharged Pay bill / Temporary advance	
	F-06	Permanent Imprest	
	F-07	Stationary	
	F-08	Procurement / Indenting to Division Office	
	F-09	MAS	
	F-10	Dispatch Invoice	
	F-11	Confidential	
	F-12	Inspection report	
	F-13	Progress report	
	F-14	Operation and Maintenance of Quarry	
	F-15	Electricity bill	
	F-16	Work Order and Agreement	
	F-17	Budget and Expenditure	
	F-18	Explosive Returns	
	F-19	Handing / Taking Over	
	F-20	Transfer Entry Order	
	F-21	Estimate / Proposals of work	
	F-22	Notes and Orders	
	F-23	Contractor bills (Petty works)	
	F-24	MB Correspondence	
	F-25	Survey report	
	F-26	Uniform, Footwear and Raincoat	
	F-27	Tools & Plants and Machinery	
	F-28	EHL Correspondence	E
	F-29	T&P Log book Correspondence to EHL	File colsed
	F-30	Correspondence on C/o. Breakwater at Mus in Car Nicobar	File colsed
	F-31	EHL bill	File colsed
	F-32	Land Allotment	
	F-33	Permit: Stone chips, Stone metal and Stone Crusher Dust	
	F-34	Rates Releasing of Security deposit	
	F-35 F-36	Releasing of Security deposit Office Order	
	F-36 F-37	Reacon Correspondence	File colsed
	F-37 F-38	Reacon Bills	File coised File colsed
	F-30 F-39	Technically Sanctioned Estimate	File COISEU
	F-40	Telephone Connection	
	F-41	Proposed New Quarry	
	F-42	RDS Correspondence	
	F-42A	RDS Bill Correspondence	
	F-42A	Correspondence of Quarry Land / Bldgs / Assets	
	F-44	Daily Report	
I 43	· -++	Daily Nepolt	

II Details of Register

SI No	Name of Register	No.of Register	Remarks
1	MAS Register (General)	3 Nos	
2	MAS Register (Works)	3 Nos	
3	MAS Register (Mining)	1 No	
4	Stack Measurement Register (Stone Metal 40mm)	1 No	
5	Weighment Register (Stone Boulders)	3 Nos	
6	Hindrance Register	2 Nos	
7	USR Register	1 No	
8	Tools & Plants Register	2 Nos	
9	Imprest Account Register	1 No	
10 Inspection Register		1 No	
11	Site Order Book	1 No	
12	Asset Register	1 No	
13	Daily Explosive Issue Register	1 No	
14	Explosive Stock Register (In Magazine)	1 No	
15	Form - B Register	1 No	
16	Diary Register	1 No	
17	Dispatch Register	1 No	
18	Contractors Bill Register	1 No	
19	MB Movement Register	1 No	
20	Electricity Bills & Telephone Bills Register	1 No	
21	Statinary Register	1 No	

LIST OF FILES & FILE No. MAINTAINED BY AE (MECH)		
FILE INDEX - 2011		
No. AE/MECH/AHW/LA/F-1/	Temporary and permanent Imprest Account	
No. AE/MECH/AHW/LA/F-2/	Uniform, Liveries and Raincoat	
No. AE/MECH/AHW/LA/F-3/	MAS and T&P Accounts	
No. AE/MECH/AHW/LA/F-4/	Despatch Invoices	
No. AE/MECH/AHW/LA/F-5/	Indent for Procurement	
No. AE/MECH/AHW/LA/F-6/	Supply orders	
No. AE/MECH/AHW/LA/F-7/	Measurement Book Correspondence	
No. AE/MECH/AHW/LA/F-8/	Bill Verification	
No. AE/MECH/AHW/LA/F-9/	Estimate	
No. AE/MECH/AHW/LA/F-10/	Agreements and Work orders	
No. AE/MECH/AHW/LA/F-11/	Loan Correspondence	
No. AE/MECH/AHW/LA/F-12/	Operation of Quarry	
No. AE/MECH/AHW/LA/F-13/	Registration and Fitness certificates	
No. AE/MECH/AHW/LA/F-14/	Store Verification and Survey reports	
No. AE/MECH/AHW/LA/F-15/	Confidential	
No. AE/MECH/AHW/LA/F-16/	Servive Claims / Hire Charges	
No. AE/MECH/AHW/LA/F-17/	Budget and Expenditure	
No. AE/MECH/AHW/LA/F-18/	Log book & Fuel Consumption reports	
No. AE/MECH/AHW/LA/F-19/	SS &SR Accounts correspondence	
No. AE/MECH/AHW/LA/F-20/	Stationery Correspondence	
No. AE/MECH/AHW/LA/F-21/	Audit, queries and replies	
No. AE/MECH/AHW/LA/F-22/	CE & A, DCE and EE notes and orders	
No. AE/MECH/AHW/LA/F-23/	25 Ton TIL Crane Correspondence	
No. AE/MECH/AHW/LA/F-24/	Shore crane operation	
No. AE/MECH/AHW/LA/F-25/	Work Charged Staff Correspondence	

No. AE/MECH/AHW/LA/F-26/	Circulars and Tender Notices
No. AE/MECH/AHW/LA/F-27/	General Correspondence
No. AE/MECH/AHW/LA/F-28/	Repairs of Machineries, Vehicles and vessels
No. AE/MECH/AHW/LA/F-29/	Indent for Vehicles, vessels and Machineries
No. AE/MECH/AHW/LA/F-30/	Regular staff Correspondence
No. AE/MECH/AHW/LA/F-31/	30 Ton Mobile Crane (RT -630 C)
No. AE/MECH/AHW/LA/F-32/	Suppliers Manufacture's introduction letter
No. AE/MECH/AHW/LA/F-33/	Monthly Progress Report Correspondence
No. AE/MECH/AHW/LA/F-34/	Bull Dozer BD 80 Correspondence
No. AE/MECH/AHW/LA/F-35/	Crawler mounted drilling machine Corsp. File
No. AE/MECH/AHW/LA/F-36/	Tata Friction Crane - (TFC- 280)
No. AE/MECH/AHW/LA/F-37/	Tata Hitachi - EX 300 LC Correspondence
No. AE/MECH/AHW/LA/F-38/	Tata Friction Crane - (TFC- 75)
No. AE/MECH/AHW/LA/F-39/	T.S.E Copy File Correspondence
No. AE/MECH/AHW/LA/F- 40/	HMT Tractor File Correspondence
No. AE/MECH/AHW/LA/F- 41/	R.D.S Correspondence File.
No. AE/MECH/AHW/LA/F- 42/	Completion Report File Correspondence
No. AE/MECH/AHW/LA/F- 43/	125 KVA Genset Correspondence File.
No. AE/MECH/AHW/LA/F- 44/	Asset Register Correspondence
No. AE/MECH/AHW/LA/F- 45/	R.T.I Act File correspondence

Registers under AE (Mech) Custody:-

- 1. Diary Register
- 2. Despatch Register
- 3. Permanent Imprest Register
- 4. Measurement Book Movement Register
- 5. Contractors Bill Register
- 6. Casual leave Account Register
- 7. MAS Account Register
- 8. Bill Verification Register (Electricity Bill & Telephone Bill)
- 9. Uniform Issue Register.
- 10. T &P Ledger Part I, II & III.

SL. NO	NAME OF BIN CARD	BIN CARD NO
1	CEMENT	1
2	POL/HSD	2
3	STEEL	3
4	ELECTRICAL ITEMS	4
5	G.I. FITTINGS	5
6	HARDWARE & AC SHEETS	6
7	TIMBER / HARDWOOD	7
8	KIRLOSKAR ITEMS	8
9	TOOLS & PLANTS	9
10	STATIONARY ITEMS	10
11	WELDING ITEMS	11
12	SPARE PARTS FOR JEEP	12
13	TRUCK ITEMS	13
14	BATTERY / TYRE & TUBE	14
15	QUARRY ITEMS	15
16	AIR COMPRESSOR	16
17	BULLDOZER SPARE PARTS	17
18	COLES CRANE	18
19	BELT ITEMS	19
20	LUCAS TVS SPARE PARTS	20
21	BEARING ITEMS	21
22	TATA HITACHI	22
23	TIL CRANE 25 – TON CAP.	23
24	CAR SPARE PARTS	24
25	FORK LIFT OF 3 – TON CAP.	25
26	SPARES FOR SIMPSON	26
27	TATA SUMO (AMBULANCE)	27
28	TRACTOR SPARES	28

REGISTERS UNDER AE (STORES) CUSTODY-

SL.NO	NAME OF REGISTER
1	Diary Register
2	Depatch Register
3	Permanent Imprest Register
4	Casual leave Account Register
5	SSRA Claim Register
6	Measurement Book Movement Register
7	MAS Account Register
8	Electricity Bill Verification Register
9	Suppliers Bill Register
10	Unloading /Loading Register
11	Contractors Bill Register
12	Repair Register
13	Tools & Plants Ledger

Sl.No	File No.	Subject
1	No.AES/AHW/LA/F-1/	Correspondence For W/C & R/Staff
2	No.AES/AHW/LA/F-2/	Procurement Stationary Items
3	No.AES/AHW/LA/F-3/	Supply Order/3A (OIC)/3B DCE (Mech)
4	No.AES/AHW/LA/F-4/	Contractor Bill
5	No.AES/AHW/LA/F-5/	Circular Government Orders
6	No.AES/AHW/LA/F-6/	Despatch Invoice
7	No.AES/AHW/LA/F-7/	Work Order & Agreement
8	No.AES/AHW/LA/F-8/	SSRA CLAIM
9	No.AES/AHW/LA/F-9/	General/Expenditure Statement
10	No.AES/AHW/LA/F-10/	TEO/GRS/M.Book/Imprest Account
11	No.AES/AHW/LA/F-11/	Handing Over & Taking Over Note
12	No.AES/AHW/LA/F-12/	MAS /Tools & Plants
13	No.AES/AHW/LA/F-13/	Suppliers Bill Verification
14	No.AES/AHW/LA/F-14/	Watchman Roaster
15	No.AES/AHW/LA/F-15/	Delivery Challan / Receipt
16	No.AES/AHW/LA/F-16/	Store Indent Copies
17	No.AES/AHW/LA/F-17/	Computer Copies
18	No.AES/AHW/LA/F-18/	TS - Estimate & Detailed Estimate
19	No.AES/AHW/LA/F-19/	Store Verification
20	No.AES/AHW/LA/F-20/	Uniform Foot Wear
21	No.AES/AHW/LA/F-21/	Loan
22	No.AES/AHW/LA/F-22/	Survey Report & Condemantion Board
23	No.AES/AHW/LA/F-23/	Audit Correspondence
24	No.AES/AHW/LA/F-24/	Materials Repairs And Returned OIC / L/A
25	No.AES/AHW/LA/F-25	Stock Position Of Materials
26	No.AES/AHW/LA/F-25/	R.T.I
27	No.AES/AHW/LA/F-27/	Car Nicobar
28	No.AES/AHW/LA/F-28/	Inspection Note

LIST OF FILES & FILE No. MAINTAINED BY AE (STORES)