

List of Files & Registers in respect of Regular Establishment

Sl. 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-imburement
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	DCE/LA/ESTT-27	Income Tax / TAN / PAN
17	DCE/LA/ESTT-36A	Pay & Allowances
18	DCE/LA/ESTT-38(Vol-III)	Loans & Advance file
19	DCE/LA/ESTT-40(Vol-IV)	Pension Correspondence
20	DCE/LA/ESTT-56(Vol-IV)	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
36	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)
39	DCE/LA/E-02	CL & RH
40	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	DCE/LA/E-59	Correspondence of Cadre restructure and merging of Group C & D Staff
47	DCE/LA/E-60	Correspondence of Cadre restructure and merging of Group A & B Officer
48	DCE/LA/E-61	Relaxation of time limit for journey on FSP/LTC
49	DCE/LA/RTI/E-62	Right to information act
50	DCE/LA/VI-RP/08/E-63	Correspondence of 6th Pay Commission
51	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

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 penalty 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 Register	
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	
21	Group Ledger Gr'D'	

Office Superintendent
Andaman Harbour Works
Little Andaman

List of Files & Registers in respect of Work-charged Establishment

Sl. No	File No	Details
FILES		
1	EEM/LA/WC-1	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. GPF (Advance & Withdrawal)
7	EEM/LA/WC-6	Corresp. Of Festival Advance
8	EEM/LA/WC-7	Corresp. Of Station Seniority
9	EEM/LA/WC-8	Corresp. Of Quarter Allotment
10	EEM/LA/WC-9	Corresp. Of Department Photo Identity card
11	EEM/LA/WC-10	Corresp. Of Transfer/ Posting/ on tour Duty to other sub-division
12	EEM/LA/WC-11	Corresp. Of Promotion/ Appointment
13	EEM/LA/WC-12	Corresp. Of Pay & allowances
14	EEM/LA/WC-13	Corresp. Of Disbursement certificate with PAO
15	EEM/LA/WC-14	Corresp. Of sanction of Advance/ withdrawal
16	EEM/LA/WC-15	Corresp. Of Assistance from Benevolent fund.
17	EEM/LA/WC-16	Corresp. Of Filling up vacant post/ trade test
18	EEM/LA/WC-17	Corresp. Of Related to CGEGIS 1980.
19	EEM/LA/WC-18	Corresp. Of Casual leave
20	EEM/LA/WC-19	Corresp. Of Final payment of GPF
21	EEM/LA/WC-20	Corresp. Of Family pension case of Smti. Muthammal, w/o Late M. Murthy, Ex- Helper
22	EEM/LA/WC-21	Corresp. Of Income Tax
23	EEM/LA/WC-22	Issue of Pensioner Identity Card
24	EEM/LA/WC-23	Corresp. Of Medical Claim
25	EEM/LA/WC-24	Corresp. Of Disbursement certificate of GPF payment received from CE & A
26	EEM/LA/WC-25	RE & BE on Pension & other retirement benefits.
27	EEM/LA/WC-26	Corresp. Of depute of staff to other station
28	EEM/LA/WC-27	Corresp. On Compassionate Appointment
29	EEM/LA/WC-28	Corresp. Of New Pension Scheme service after 01.01.2004
30	EEM/LA/WC-29	Corresp. Of uniforms
31	EEM/LA/WC-30	Corresp. Of Creation & Continuation of Permanent/ Temporary post
32	EEM/LA/WC-31	Expenditure statement
33	EEM/LA/WC-32	Medical Examination/ Character and Antecedents
34	EEM/LA/WC-33	Corresp of Annual returns.
35	EEM/LA/WC-34	Corresp. Of MACP scheme
36	EEM/LA/WC-35	Corresp.of Scooter /Motorcycle advance
37	EEM/LA/WC-36	Returns of Liabilities and date of 1st Appointment of new employees.
38	EEM/LA/WC-37	Corresp. Of Pay & Allowances (NPS)
39	EEM/LA/WC-38	Corresp. Of OTA
40	EEM/LA/WC-39	Corresp of IS(D)A
41	EEM/LA/WC-40	Corresp of Ex- Gratia payment
42	EEM/LA/WC-41	Corresp. Of Seniority of WC employees
43	EEM/LA/WC-42	Bill Clerk copies
44	EEM/LA/WC-43	Expenditure statement
45	EEM/LA/WC-44	Corresp of Stitching charges
46	EEM/LA/WC-45	Corresp. Of Stepping up of pay
47	EEM/LA/WC-46	Payment of employees thro' Bank
48	EEM/LA/WC-47	Inquiry against Smti. G. Santhi, USM
49	EEM/LA/WC-48	Audit Correspondence
50	EEM/LA/WC-49	Corresp. Of Childrens education allowance
51	EEM/LA/WC-50	Implementation of 6th Pay Commission
52	EEM/LA/WC-51	Corresp. Of Revised Pension cases
53	EEM/LA/WC-52	Corresp. Of Increment of W/C staff

Sl. No	File No	Details
REGISTERS		
1		Register of allotment of Unique accounts in r/o NPS employees
2		Register for creation / continuation for the post of W/C employees
3		Register for Demand Draft
4		Register for Photo Identity Card / Pensioners Identity Card
5		Annual increment register
6		Register for Casual leave
7		Register for Medical re-imbusement
8		Register for Advances
9		Pay Bill Register
10		File Index Register
11		Register for Chidren's Education Allowance
12		Bill Register
13		Register for Retirement benefits sent to PAO
14		Register for Bills sent to Account Section
15		Group Ledger Gr'D' staff
16		GPF broad sheet

Office Superintendent
Andaman Harbour Works
Little Andaman

File Index - maintained by steno, DCE-IV Circle, AHW, Hut Bay.

Confidential Files:

1	DCE/LA/CON/ GENL-I	- General Confidential correspondence
2	DCE/LA/VIG/	- Vigilance file
3	DCE/LA/CON-2	- APAR file
4	DCE/LA/CON-3	- File reg. transferred staff
5	DCE/LA/C-4	Adverse remarks in respect of Group "B","C" & 'D' (91 papers) and Note Pages 09 . Correspondence up to 22-2-2007
6	DCE/LA/DPC/	File regarding forwarding of IC/VC/ACR & connected documents etc. to CE&A(ALHW)'S office
7	DCE/LA/C-5	- Corresp. on Qtrly Reports on Probity Perception
8	FILE NO. EEM/LA/AUC/ CON/2/ - Correspondence 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/Genl	Genl. Corresp. of EE(M)
12	File No. DCE/LA/DB/GL-66/	RTI - Monthly Returns
13	<u>DCE/LA/RTI/QRTN</u>	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 for fairness & Transparency in Public Admn.) – (opened during the year 2009 only)	
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 application receiving & disposing under RTI ACT- 2005	

LIST OF SUB-DIVISION REGISTERS

<u>Category A/B</u>	<u>Sl. No.</u>	<u>NAME OF REGISTER</u>	<u>DESCRIPTION</u>	<u>DOCUMENTS HELD BY</u>
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	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	b)	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	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	b)	Restoration of Breakwater (Vol - I)		Junior Engineer (Port)
Category B	c)	Restoration of Breakwater (Vol -II)		
Category B	d)	Restoration of Breakwater (Vol - II)		
Category B	e)	Marine Hard Cube Test Register		For compressive strength test of Marine Hard

Category B	7	MEASUREMENT BOOK MOVEMENT REGISTER		
Category B	a)	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	<u>LIST OF WORK REGISTERS</u>		
Category B	I.	SITE ORDER REGISTER	For communication between contractor's and departments	
Category B		<u>For the following works:</u>		
Category B	a)	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 the execution of work.	
Category B	<u>For the following Work:</u>		
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.	
Category B	<u>For the following work</u>		
Category B	a) 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) 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 Register)	All accounts of materials present at site.	
<u>For the following work</u>			
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).	Four Works in One register	Junior Engineer (Port)
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).		
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 Replenishing 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	l)	MAS for Casting conveying and placing of Tetrapods 8T and 10T on the sea side of B/water at hut bay in Little andaman.	}	3 Work in One Register
Category B	m)	MAS for Casting of 165 Nos of 8T tetrapod for restoration of B/W at Hutbay in L/ Andaman		
Category B	n)	MAS for Casting of 170 Nos of 8T tetrapod for restoration of B/W at Hutbay in L/ Andaman		
Category B	o)	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.	} 3 Nos 1 register	Junior Engineer (Port)
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		
Category B	s)	MAS for Construction of Multipurpose shed at Hutbay	} 3 Nos in 1 register	Junior Engineer (Port)
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		
Category B	v)	MAS for Supply of Pulverised stone sand from approved quarry at Portblair for construction of Marine Hard at Hutbay	} 2 nos in 1 register	Junior Engineer (Port)
Category B	w)	MAS for Construction of Laboratory building at Hutbay in L/Andaman.		
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	} 3 No in 1 register	Junior Engineer (Port)
Category B	ab)	MAS for Painting of Light Post, Pump house, weigh Bridge at Hutbay in Little Andaman		
Category B	ac)	MAS for Construction of Stopper block for the inner end of Deep 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	a)	MAS for Construction of Port Control Tower		Junior Engineer (Port)
Category B	VII.	INSPECTION REGISTER	Entries regarding site visit of senior Officers.	
Category B		<u>For the work</u>		
Category B	a)	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)	Construction of Incharge office and Mess facilities for Fire Force building		Junior Engineer (Port)
Category B	VIII.	LABORATORY INVENTORY	For records of all available laboratory Equipment	Junior Engineer (Port)

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

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

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 Corssp. 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)