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| Sl.No. | Category of the document | Name of the document | Remarks |
|  | **B** | **File Index** |  |
| 1. |  | 6-4 Tour program of SE, EE,AE & other |  |
| 2. |  | 6-5 Correspondence relating to census of Election |  |
| 3. |  | 6-8 Correspondence relating to jeep and truck |  |
| 4. |  | 6-9 Correspondence relating to telephone bill |  |
| 5. |  | 6-13 Correspondence relating to National festival |  |
| 6. |  | 6-17 correspondence relating to holiday list |  |
| 7. |  | 6-19 correspondence relating to misissuance |  |
| 8. |  | 6-25 Correspondence relating to Trade union |  |
| 9. |  | 6-33 Correspondence relating to visit of VIP/VVIP |  |
| 10. |  | 6-86 correspondence relating to memos & notes |  |
| 11. |  | 6-70 correspondence relating to Supply of power |  |
| 12. |  | 6-88 correspondence relating to Kutir Jyoti scheme |  |
| 13 |  | 6-92 correspondence relating to observation of energy conservation |  |
| 14. |  | 6-95 correspondence relating to all circular |  |
| 15. |  | 6-98 correspondence relating to factory licence |  |
| 16. |  | 6-99 correspondence relating to guard file |  |
| 17. |  | 6-107 correspondence relating to Jarwa reserved |  |
| 18. |  | 6-114 correspondence relating to phgrelamum question minutes of meeting of LGCs & other |  |
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| 22. |  | 6-11 correspondence relating to allotment of residential accommodation |  |
| 23. |  | 6-104 correspondence relating to issue of identity card |  |
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| 1. |  | 2-1 correspondence relating to 6th pay commission |  |
| 2. |  | 2-2(A) correspondence relating to pay fixation |  |
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| 5. |  | 2-7 correspondence relating to Transfer and posting of ministry and Industrial staff |  |
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| 8. |  | 2-14 correspondence relating to reneval and convertion temporary posting |  |
| 9. |  | 2-18 correspondence relating to medical attendance rules |  |
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| 11. |  | 2-28 correspondence relating to pension cases |  |
| 12. |  | 2-30 correspondence relating to motor car/motor cycle/personal computer |  |
| 13. |  | 2-40 correspondence relating to issue of no demand certificate |  |
| 14. |  | 2-24 correspondence relating to Hindi |  |
| 15. |  | 2-31 correspondence relating to house building advance |  |
| 16. |  | 2-34 correspondence relating to DPC of clerk |  |
| 17. |  | 2-39 correspondence relating to appointment of cashier and cashier special pay |  |
| 18. |  | 2-13 correspondence relating to festival advance |  |
| 19. |  | 2-17 correspondence relating to LTC/TTA/one month pay advance |  |
| 20. |  | 2-33 correspondence relating to GPF/withdrawal advance |  |
| 21. |  | 2-29 correspondence relating to Children education allowance |  |
| 22. |  | 2-42 correspondence relating to typing test procurement |  |
| 23. |  | 2-74 correspondence relating to medical examination |  |
| 24. |  | 2-44 correspondence relating to Immovable property return |  |
| 25. |  | 2-51 correspondence relating to Management and disciplinary instruction |  |
| 26. |  | 2-61 correspondence relating to seniority list of the staff |  |
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| 28. |  | 2-63 (A) correspondence relating to ACP/ MACP |  |
| 29. |  | 2-82 correspondence relating to verification of character and antecedent of govt. servant |  |
| 30. |  | 2-83 correspondence relating to allocation of work in Division/sub-Division |  |
| 31. |  | 2-154 correspondence relating to productivity links scheme for central employees/bonus |  |
| 32. |  | 2-180 correspondence relating to declaration of DDO to AE, D/Pur, Mayabunder and RBPH |  |
| 33. |  | 2-183 correspondence relating to sanction of special casual leave and increment |  |
| 34. |  | 2-188 correspondence relating to CAT case |  |
| 35. |  | 2-189 correspondence relating to apprenticeship training |  |
| 36. |  | 2-193 correspondence relating to confirmation of Mazdoor |  |
| 37. |  | 2-196 correspondence relating to Attendance statement of staffs |  |
| 38. |  | 2-197 correspondence relating to NAD Division |  |
| 39. |  | 2-200 correspondence relating to one year contract basis |  |
| 40. |  | 2-207 correspondence relating to Handicapped |  |
| 41. |  | 2-109 correspondence relating to handing over/taking over charges of EE(R) and others |  |
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| 43. |  | 2-191 correspondence relating to forwarding of cheque |  |
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| 45. |  | 2-193 correspondence relating to confirmation of Group ‘c’ & ‘D’ staff |  |
| 46. |  | 2-195 correspondence relating to introduction of new pension scheme |  |
| 47. |  | 2-209 correspondence relating to Public Grievances |  |
| 48. |  | 2-204 correspondence relating to EPF |  |
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| 50. |  | 2-201 correspondence relating to RTI 2005 |  |
| 51. |  | 2-194 correspondence relating to Night duty allowance |  |
| 52. |  | 2-163 correspondence relating to Overtime of Division office |  |
| 53. |  | 2-169 correspondence relating to Mayabunder staff overtime |  |
| 54. |  | 2-165 correspondence relating to T&D Rangat staff overtime |  |
| 55. |  | 2-202 correspondence relating to Kadamtala staff overtime |  |

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| Sl.No. | Category of the document | Name of the document | Held By | Remarks |
|  | **B** | List of register maintained in Establishment section of this Division |  |  |
|  |  | Dairy Register | Smti Sumati Baroi |  |
|  |  | Despatch Register | Smti Bharti |  |
|  |  | Order Book Register |  |  |
|  |  | Stamp Accounts Register |  |  |
|  |  | Signal Register |  |  |
|  |  | Quotation Register |  |  |
|  |  | Casual Leave account Register |  |  |
|  |  | Children Education Register | Shri Prakash Minj |  |
|  |  | Festival Advance |  |  |
|  |  | GPF advance/withdrawal |  |  |
|  |  | LTC advance |  |  |
|  |  | Stationary stock register | Shri Sawrab Das |  |
|  |  | Liveries Register |  |  |
|  |  | Printing stock register |  |  |
|  |  | Dead stock register |  |  |
|  |  | Rubber stamp stock register |  |  |
|  |  | Comparative statement register |  |  |
|  |  | Bill verification register |  |  |

1. **STATEMENT OF THE DOCUMENTS**

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| Sl.No. | Category of the document | Name of the document | Held By | Remarks |
|  | **B** | **File Index** | **O/Supdt.** |  |
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| 2. |  | 6-5 Correspondence relating to census of Election |  |  |
| 3. |  | 6-8 Correspondence relating to jeep and truck |  |  |
| 4. |  | 6-9 Correspondence relating to telephone bill |  |  |
| 5. |  | 6-13 Correspondence relating to National festival |  |  |
| 6. |  | 6-17 correspondence relating to holiday list |  |  |
| 7. |  | 6-19 correspondence relating to misissuance |  |  |
| 8. |  | 6-25 Correspondence relating to Trade union |  |  |
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| 10. |  | 6-86 correspondence relating to memos & notes |  |  |
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| 14. |  | 6-95 correspondence relating to all circular |  |  |
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| 23. |  | 6-104 correspondence relating to issue of identity card |  |  |
| 24. |  | 6-A correspondence relating to stationary |  |  |
| 1. |  | 2-1 correspondence relating to 6th pay commission |  |  |
| 2. |  | 2-2(A) correspondence relating to pay fixation |  |  |
| 3. |  | 2-3 correspondence relating to DA other additional |  |  |
| 4. |  | 2-5 correspondence relating to Leveries |  |  |
| 5. |  | 2-7 correspondence relating to Transfer and posting of ministry and Industrial staff |  |  |
| 6. |  | 2-8 correspondence relating to Adhoc appointment /leave vacancy |  |  |
| 7. |  | 2-10 correspondence relating to Post of DA and Sub-Division |  |  |
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| 9. |  | 2-18 correspondence relating to medical attendance rules |  |  |
| 10. |  | 2-23 correspondence relating to GPF allotment of account number |  |  |
| 11. |  | 2-28 correspondence relating to pension cases |  |  |
| 12. |  | 2-30 correspondence relating to motor car/motor cycle/personal computer |  |  |

1. **Statement of the Document**

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| **Sl. No.** | **CATEGORY OF THE DOCUMENT** | **NAME OF THE DOCUMENT** | **HELD BY** | **REMARKS** |
| 1. | **BUDGET** | BUDGET AND ESTIMATE | SMTI MANDO DEVI, DA |  |
| 2. |  | MONTHLY EXPENDITURE STATEMENT | SMTI MANDO DEVI, DA |  |
| 3. |  | EXPENDITURE SANCTION FOR THE CONTINGENT | SMTI MANDO DEVI, DA |  |
| 4. |  | MONTHLY EXPENDITURE STATEMENT FOR MAYABUNDER SUB DIVISION | SMTI MANDO DEVI, DA |  |
| 5. |  | ALLOTTMENT OF FUND | SMTI MANDO DEVI, DA |  |
| 6. |  | AUDIT FILE OF RURAL DIVISION, RANGAT BAY | SHRI DEV ANAND, LGC |  |
| 7. |  | AUDIT FILE FOR MAYABUNDER SUB-DIVISION | SHRI DEV ANAND, LGC |  |
| 8. |  | CORRESSPONDENCE OF CONTINGENT | SMTI MANDO DEVI, DA |  |
| 9 |  | INCOME TAX | SHRI DEV ANAND, LGC , SHRI BISWAJIT BAIRAGI, LGC & SMTI JAMILA, LGC |  |
| 10. | **GENERAL** | GENERAL CORRESPONDENCE | SHRI DEVANAND, LGC |  |
| 11. |  | CORRESSPONDENCE OF PERMANENT ADVANCE | SMTI JAMILA, LGC |  |
| 12. |  | ORDER FILE | SHRI DEV ANAND, LGC , SHRI BISWAJIT BAIRAGI, LGC & SMTI JAMILA, LGC |  |
| 13. |  | GPF FILE | SHRI DEV ANAND, LGC , SHRI BISWAJIT BAIRAGI, LGC & SMTI JAMILA, LGC |  |
| 14 |  | CIRCULAR FILE | SMTI JAMILA, LGC |  |
| 15. |  | CORRESSPONDENCE OF LTC/TA | SMTI JAMILA, LGC |  |
| 16. |  | CORRESPONDENCE OF LPC | SHRI DEV ANAND, LGC , SHRI BISWAJIT BAIRAGI, LGC & SMTI JAMILA, LGC |  |
| 17. |  | CORRESPONDENCE OF ADA/DA/BONUS/WA | SHRI DEV ANAND, LGC , SHRI BISWAJIT BAIRAGI, LGC & SMTI JAMILA, LGC |  |
| 18. |  | GUARD FILE | SHRI BISWAJIT BAIRAGI, LGC |  |
| 19. |  | CHALLAN FILE | SHRI YOUSUF,HGC |  |
| 20. |  | MINUTES OF THE CO-ORDINATION MEETING | SMTI MANDO DEVI, DA |  |
| 21. |  | CORRESSPONDENCE OF UNION ACTIVITY | SMTI MANDO DEVI, DA |  |
| 22. |  | HRA/QUARTER ALLOTTMENT/CASHIER SPECIAL ALLOWANCE | SHRI DEV ANAND, LGC , SHRI BISWAJIT BAIRAGI, LGC & SMTI JAMILA, LGC |  |
| 23. |  | EXTENSION ORDER FILE FOR T&D | SMTI JAMILA , LGC |  |
| 24. |  | SERVICE VARIFICATION OF T & D | SHRI DEV ANAND, LGC & SMTI JAMILA, LGC |  |
| 25. |  | OTA FOR RBPH & T &D | SHRI DEV ANAND, LGC & SHRI BISWAJIT BAIRAGI, LGC |  |
| 26. |  | RECOVERY OF LOAN AND HBA | SHRI DEV ANAND, LGC , SHRI BISWAJIT BAIRAGI, LGC & SMTI JAMILA, LGC |  |
| 27. |  | CORRESSPONDENCE OF NIGHT DUTY ALLOWANCE | SHRI DEV ANAND, LGC , SHRI BISWAJIT BAIRAGI, LGC & SMTI JAMILA, LGC |  |
| 28. |  | PROFORMA ACCOUNT | SMTI MANDO DEVI, DA |  |
| 29. |  | RECONCILED FROM PAO STATEMENT | SHRI YOUSUG, HGC |  |
| 30. |  | REQUISITION OF STATIONERY ITEMS | SHRI DEV ANAND, LGC |  |
| 31. |  | NEW PENSION SCHEME | SHRI BISWAJIT BAIRAGI, LGC |  |
| 32. |  | CORRESSPONDENCE OF EPF | SHRI BISWAJIT BAIRAGI, LGC |  |
| 33. |  | CORRESSPONDENCE OF UTGIES | SHRI DEV ANAND, LGC , SHRI BISWAJIT BAIRAGI, LGC & SMTI JAMILA, LGC |  |
| 34. |  | HANDING OVER FILE | SMTI MANDO DEVI, DA |  |
| 35. |  | CORRESSPONDENCE OF LEAVE VACANCY | SHRI DEV ANAND, LGC , SHRI BISWAJIT BAIRAGI, LGC & SMTI JAMILA, LGC |  |
| 36. |  | CORRESSPONDENCE OF LEAVE SALARY | SHRI DEV ANAND, LGC , SHRI BISWAJIT BAIRAGI, LGC & SMTI JAMILA, LGC |  |
| 37. |  | COURT FILE OF SHRI PAPA RAO & SHRI APPAL KONDA | SHRI YOUSUF, HGC |  |
| 38. |  | CORRESSPONDENCE OF COMPUTER | SHRI BISWAJIT BAIRAGI. LGC |  |
| 39. |  | CORRESSPONDENCE OF MADICAL REIMBURSEMENT | SMTI JAMILA, LGC |  |
| 40. | **PENSION** | CORRESSPONDENCE OF PENSION PAPER | SHRI DEV ANAND, LGC , SHRI BISWAJIT BAIRAGI, LGC & SMTI JAMILA, LGC |  |
| 41. | **REVENUE** | CORRESSPONDENCE OF RECEIPT BOOK AND T.R.5 | SMTI MANDO DEVI, DA |  |
| 42. |  | INDENT FILE | SMTI MANDO DEVI, DA |  |
| 43. |  | REVENUE STATEMENT AND OTHERS | SHRI YOUSUF, HGC |  |
| 44. |  | CHALLAN RECONCILED FROM THE PAO | SHRI YOUSUF, HGC |  |

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| **Sl No** | **Category of the Document** | **Name of the Document** | **Held By** | **Remarks** |
| 1. | POL file | 1-2 | JE(M) |  |
| 2. | Correspondence of SDSS file | 1-3 | JE(M) |  |
| 3. | MIR file | 1-6 | JE(M) |  |
| 4. | Loan file | 1-9 | JE(M) |  |
| 5. | Personal file | 2-1 | JE(M) |  |
| 6. | Acknowledgement file | 2-2 | JE(M) |  |
| 7. | General correspondence file | 2-3 | JE(M) |  |
| 8. | Requisition file | 2-8 | JE(M) |  |
| 9. | Staff file | 3-0 | JE(M) |  |
| 10. | Empty drum and waste oil file | 3-1 | JE(M) |  |
| 11. | Progress report file | 3-2 | JE(M) |  |
| 12. | Despatch letter of JE(R) | 2-10 | JE(M) |  |
| 13. | Supply order file | 3-5 | JE(M) |  |
| 14. | Job order file | 3-7 | JE(M) |  |
| 15. | NTPC Power house file | 3-9 | JE(M) |  |
| 16. | Signal file | 3-6 | JE(M) |  |
| 17. | D/G sets correspondence file | 2-7 | JE(M) |  |
| 18 | POL register | POL | JE(M) |  |
| 19 | 1000 KVA spares register, | 43,43B,43C | JE(M) |  |
| 20 | Hardware items register, | 40,41,40/A | JE(M) |  |
| 21 | Electrical spares | 38,39,39/A | JE(M) |  |
| 22 | Consumable items | 41/A,42 | JE(M) |  |
| 23 | Tools & Plants | T&P | JE(M) |  |
| 24 | Asset register | Asset | JE(M) |  |
| 25 | Dismantled register | D1 &D2 | JE(M) |  |
| 26 | Spares of Jeep(AN 4407) | Jeep | JE(M) |  |
| 27 | Transformer maintenance register | Transformer | JE(M) |  |
| 28 | Fork lift history book register | H(11) | JE(M) |  |
| 29 | Battery maintenance register | B/Maint | JE(M) |  |
| 30 | Performance register(1000 KVA) | P(1 to 4) | JE(M) |  |
| 31 | Generation register(1000 KVA) | G1 | JE(M) |  |
| 32 | Performance register(1250 KVA) | P(5 to 9) | JE(M) |  |
| 33 | Generation register(1250 KVA) | G2 | JE(M) |  |
| 34 | History book of 1000 Kva D/G sets | H(1to4) | JE(M) |  |
| 35 | History book of 1250 Kva D/G sets | H(5to 9) | JE(M) |  |
| 36 | Computer history and spares register | H(10) | JE(M) |  |
| 37 | Bill verification register | Bill (A to C) | JE(M) |  |
| 38 | Dairy register | Diary | JE(M) |  |
| 39 | Despatch register | Despatch | JE(M) |  |
| 40 | Material receipt register | M/R | JE(M) |  |
| 41 | Material issue register | MIR | JE(M) |  |
| 42 | HSD consignment receipt register | HSD/R | JE(M) |  |
| 43 | HSD vehicle issue register | HSD/I | JE(M) |  |
| 44 | Attendance register | Attendence | JE(M) |  |
| 45 | Work allocation register | Work register | JE(M) |  |
| 46 | Overtime register | OT | JE(M) |  |
| 47 | Indent register | Indent | JE(M) |  |
| 48. | Casual leave register | C/L | JE(M) |  |

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| **Sl No** | **Category of the Document** | **Name of the Document** | **Held By** | **Remarks** |
| 1. | Store file | 1-1 | AE (RBPH) |  |
| 2. | POL file | 1-13 | AE (RBPH) |  |
| 3. | Vehicle file | 1-19 | AE (RBPH) |  |
| 4. | Waste Oil file | 1-26 | AE (RBPH) |  |
| 5. | Govt Accommodation file | 1-4 | AE (RBPH) |  |
| 6. | 1000 KVA Cummins KC-I Set | 2-7 | AE (RBPH) |  |
| 7. | 1000 KVA Cummins KC-II Set | 2-8 | AE (RBPH) |  |
| 8. | 1000 KVA Cummins KC-III Set | 2-9 | AE (RBPH) |  |
| 9. | 1000 KVA Cummins KC-IV Set | 2-23 | AE (RBPH) |  |
| 10. | Power House Correspondence file | 2-10 | AE (RBPH) |  |
| 11. | Monthly Progress Report file | 3-1 | AE (RBPH) |  |
| 12. | Factory Report file | 3-2 | AE (RBPH) |  |
| 13. | Over time Allowance file | 3-6 | AE (RBPH) |  |
| 14. | Condemnation file | 3-7 | AE (RBPH) |  |
| 15. | NTPC Correspondence file | 3-8 | AE (RBPH) |  |
| 16. | Factory Licence file | 3-9 | AE (RBPH) |  |
| 17. | Power Interruption details file | 3-3 | AE (RBPH) |  |
| 18. | Diesel storage tank file | 3-10 | AE (RBPH) |  |
| 19. | Audit file | 5-6 | AE (RBPH) |  |
| 20. | Staff of RBPH file | 5-2 | AE (RBPH) |  |
| 21. | Handing/Taking over charge file | 5-9 | AE (RBPH) |  |
| 22. | Contract basis staff correspondence file | 5-3 | AE (RBPH) |  |
| 23. | General correspondence file | 5-1 | AE (RBPH) |  |
| 24. | Disaster Management file | 5-20 | AE (RBPH) |  |
| 25 | Dairy register | Dairy | AE (RBPH) |  |
| 26 | Despatch register | Despatch | AE (RBPH) |  |
| 27 | Office order book | Order book | AE (RBPH) |  |
| 28 | Local Bill verification register | B1 | AE (RBPH) |  |
| 29 | Consumer Bill verification register | B2 | AE (RBPH) |  |
| 30 | Telephone Bill verification register | B3 | AE (RBPH) |  |
| 31 | Stationary register | Stationary | AE (RBPH) |  |
| 32 | R/C Bill verification register | B4 | AE (RBPH) |  |
| 33 | Credit Bill verification register | B5 | AE (RBPH) |  |

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| **Sl No** | **Category of the Document** | **Name of the Document** | **Held By** | **Remarks** |
| 1. | Monthly progress report file | 6-1 | JE Long Island |  |
| 2. | Requisition file | 6-4 | JE Long Island |  |
| 3. | Staff correspondence file | 6-5 | JE Long Island |  |
| 4. | Power House correspondence file | 6-7 | JE Long Island |  |
| 5. | Electrification of Sickmondera file | 6-20 | JE Long Island |  |
| 6. | General correspondence file | 6-16 | JE Long Island |  |

**A.E(T&D), RANGAT**

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| **Name of the Document** | |
| **1-1/Appointment of Regular staff, Temporary posting training and other matters.** | |
| **1-2/Supply of uniform liveries** | |
| **1-3/Correspondance Reg. Computer Machine** | |
| **1-4/Confidential report, inquiry of regular staffs service matter** | |
| **1-5/Tuor of offices under study,resevation of guest house.** | |
| **1-6/Pradesh council metting, visit of VVIPs & VIPs, PRIs metting and Election matter** | |
| **1-11/Correspondance of Fax machine and Xerox machine** | |
| **2-1/Attendance statement of all regular staffs** | |
| **2-2/sanction of GPF,EPF,FA,CEA & UTGEIS** | |
| **2-3/Sanction of OTA,TA,DA,HRA,Bonus,LTC & Night Duty allownces** | |
| **2-5/Verification of all kinds bills-supply order & quotation** | |
| **2-7/Performa accounts** | |
| **2-8/Income Tax, Tele phone, Mobil phone, water & Vigilence report.** | |
| **2-10/cordination metting,circular and Union matters** | |
| **2-11/Purchase of stationary items and other articels.** | |
| **2-12/Details of revenue receipts & forwarding letters** |
| **2-14/Audit correspondance of re-cancellation of expenditure** |
| **3-1/All purchaes of line materials and store acknowledgement receipt** |
| **3-2/Survey report, physical verification of store and disposal of unsurvisable store items** |
| **3-3/All correspondance of requirment on Departmental vehicle** |
| **3-4/vehicle file tata truck AN 01 B 0327** |
| **3-5/vehicle file tatavan AN 01 A 8240** |
| **3-6/vehicle file tatavan AN 01 A 9314** |
| **3-7/vehicle file tata truck AN 01 B 0480** |
| **3-8/vehicle file Jeep AN 4284** |
| **3-9/Tata truck AN 4652** |
| **3-10/Bolero AN 01 B 0194** |
| **3-11/Cherry picker cum crane AN 01 F 4580** |
| **3-12/Cargoauto AN 01 5972** |
| **3-13/Cargoauto of Bakultala** |
| **4-1/Preparation of all Govt. & Semi Govt. building estimate and bills** |
| **4-2/Complaints of consumers,stop metter discanection, NOC,Metter checking and reding** |
| **4-2(A)/RTI** |
| **4-3/III phase connection to industrials** |
| **4-4/Village electrification** |
| **4-5/Monthly progress report of revenue** |
| **4-5(A)/Monthly achievment report, 20 point,09 point deposit work & annual plan** |
| **4-6/Handing and Taking over charges** |
| **4-7/Outstanding dues of street light** |
| **4-8/Security deposite, Clearence certificate and teporary connection** |
| **4-9/Details of New electric connection** |
| **4-10/Energy charges** |
| **4-10(A)/Outstanding bills through Cheque** |
| **4-11/Coroespondence of IREP & NRSE** |
| **4-12/JTP campany (Closed)** |
| **4-13/Electrical accident** |
| **4-14(I)/Electric connection to Encroachment land** |
| **4-14(II)/Check list for encrochment connection** |
| **4-14(III)/BPL elctric connection** |
| **4-15/No-demand certificate** |
| **4-16/Case file** |
| **4-17/Case file** |
| **4-18/Case file** |
| **4-19/Case file** |
| **4-20/General purpose** |
| **4-21/Community power house at Bangaon** |
| **4-22/Panchayat street light** |
| **4-22(I)/Mandays** |
| **4-23/Idustrial estaite Bakultala** |
| **4-24/BSNL** |
| **4-25/Fisheries Department N/Tala** |
| **4-26/BSNL Kalsi & K/Nagar** |
| **4-27/SBI Rangat** |
| **4-28/DG set** |
| **4-29/BSNL Panchawati & S/Puram** |
| **4-30/Community power house Rut land** |
| **4-31/Case file** |
| **5-1/Annual Budget, Plan & estimate** |
| **5-2/Building constuction and land allotment** |
| **5-3/Repair of Govt. Building (APWD)** |
| **5-4/Allotment order of Govt. Qtrs. & Barrack** |
| **5-5/Vigilance report** |
| **5-6/District planing commette programme** |
| **5-7/Materials ackno.** |
| **5-8/Pre-febricated stracture ALIIN** |
| **5-8(A)/PGCIL** |
| **5-9/Wiedening of ATR** |
| **5-10/Section file (General) RBS** |
| **5-11/Bakultala** |
| **5-12/Betapur** |
| **5-13/Rangat** |
| **7-1/Earth quake 26/12/2004** |
| **7-3/NTPC** |
| **7-4/VHF** |
| **7-5/all corr. Of DRM & TSM (closed)** |
| **7-6/NTPC Rangat Bay power house** |
| **7-7/Details of distribution transformers** |
| **7-8/Power interruption of Mayabunder feeder** |
| **7-9/DT Rangat Bay** |
| **7-10/DT Rangat** |
| **7-13/Power supply of T&D system, line lose, load sheuding, line clearence** |
| **7-14/Inspection report of Voltage problems** |
| **7-15/DRM attedance (closed)** |
| **7-17/General file Betapur section** |
| **7-19/General file Bakultala** |
| **7-20/Attedance statement TSM (Closed)** |
| **9-1/Technical Guard file** |
| **9-2/Revised new tariff** |
| **9-5/Check list Bakultala** |
| **9-6/Check list RBS** |
| **9-7/Rangat check list** |
| **9-9/Unserviseble store item of all Vehicle GFR - 17** |
| **9-10/Check list Betapur** |
| **Register** |
| **1. Dairy** |
| **2. Despatch** |
| **3. Bill register** |
| **4. Energy register** |
| **5. Telephone register** |
| **6. Stamp register** |
| **7. Estimate register** |
| **8. Store meterials issue register** |
| **9. Receipt Book** |
| **10. Security deposit register** |
| **11. Store indent register** |
| **12. TA, LTC claim regst.** |
| **13. encroachment's register** |
| **14. New service connection register** |
| **15. Office machineries register and furniture** |
| **16. Stock regst. For all forms** |
| **17. Order book** |
| **18. stationery Regist.** |
| **19. Over time regist.** |
| **20. CL Register** |
| **21. History book of vehicle** |
| **22. Indent register for Bolero** |

**Statement of the Documents of implementation of Section 4 of the RTI Act, 2005**

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| **Sl.No.** | **Category of the Document** | **Name of the Document** | **Held by** | **Remarks** |
|  | **B** | **FILE**  **BETAPUR SECTION** | **JE** |  |
| **1-1/Revenue statement & Progress report** |
| **1-2/Attendance Statement** |
| **1-3/ Transfer and Posting- Staff** |
| **1-4/ Power Grade Circular File** |
| **1-5/ Quarter Allotment** |
| **1-6/ OTA Statement** |
| **1-7/ Perform Account** |
| **1-8/ Improved Chullah Biogas** |
| **1-9/ Handing Over & Taking Over Note** |
| **1-10/ Office Order & Order from AE, T&D, Rangat** |
| **1-11/ Departmental Labour Barracks** |
| **1-12/ Store Indent** |
| **1-13/ Night Duty Allowance** |
| **1-14/ BPL Beneficiaries & IAY Scheme** |
| **1-15/ Acknowledgement Receipts** |
| **2-1/ Requirement of Stationery Items** |
| **2-2/ Bill Verification** |
| **2-3/ Plan and Maintenance Work** |
| **2-4/ C.L. File (Casual Leave)** |
| **2-5/ U/S Stock (Un-serviceable items)** |
| **2-6/ Load Shedding** |
| **2-7/ Motor Cycle & Vehicle** |
| **2-8/ Correspondence with other Department** |
| **3-2/ Revenue Deposited to EE(R)** |
| **3-3/ Street Light** |
| **3-5/ Security Deposited** |
| **3-6/ Outstanding Dues** |
| **3-7/ New Connection** |
| **3-9/ Tariff Rate** |
| **4-1 Request for study Power Supply** |
| **4-2/ Disconnection & Re-connection Notice** |
| **4-4/ Meter Removed & Meter Shifting** |
| **4-5/ Complaint Received from Consumers** |
| **4-6/ Nil** |
| **4-7/ Clearance Certificate** |
| **4-9/ Meter reading & Energy meter Shifting** |
| **4-10/ Distribution Transformer** |
| **4-11/ Temporary Connection** |
|  |  | **4-12/ Check Receipt from Party & Payment Details** |  |  |
| **4-13/ Low Voltage Installation Inspection** |
| **4-14/ JNV Vidyalaya Panchawati** |
| **4-15/ Signal File** |
| **5-12/ RTI (Right to Information** |
| **REGISTER** |
| 1. **Despatch** |
| 1. **Dairy** |
| 1. **Security Deposit & Clearance** |
| 1. **Complaint** |
| 1. **Allocation Register** |
| 1. **New Connection** |
| 1. **Materials Issued Register** |
| 1. **Log Book (Auto)** |
| 1. **Materials Received Register** |
| 1. **Spare parts Auto Register** |
| 1. **Log Book for Motor Cycle Register** |
| 1. **Temporary Connection** |
| 1. **Distribution/ Transformer History** |
| 1. **Receipt Book Entry Register** |
| 1. **Outstanding Dues** |
| 1. **Interruption of Power Supply Register** |
| 1. **Stationery Stock Register** |
| 1. **Bill Verification Register** |
| 1. **Meter Sealing Register** |
| 1. **Subsidiary Cash Book** |
| 1. **Main Cash Book** |
| 1. **Estimate and Security Deposit** |
| 1. **T&P Register – Vol-IV** |
| 1. **Stock Register Issued (Material Vol-III)** |
| 1. **T&P Register Issued** |
| 1. **Encroachment Register** |
| 1. **New Connection Register** |
| 1. **Attendance Register** |
| 1. **Street Light Maintenance Register** |
| 1. **D/C & R/C Register** |
| 1. **Indent Register** |
| 1. **HSD & Lub Oil Indent Register** |

**Statement of the Documents of implementation of Section 4 of the RTI Act, 2005**

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| **Sl.No.** | **Category of the Document** | **Name of the Document** | **Held by** | **Remarks** |
|  | B | **FILE**  **BAKULTALA SECTION** | **JE** |  |
| **1-1/ Stationery** |
| **1-2/ Store** |
| **1-3/ Attendance** |
| **1-4/ Staff** |
| **1-5/ Consumer** |
| **1-6/ General** |
| **1-7/ New Connection** |
| **1-8/ Challan** |
| **1-9/ Office Correspondence** |
| **1-10/ Monthly Progress Report** |
| **1-11/Bangaon** |
| **1-12/ O/Order, Notes, Memo Signal** |
| **1-13/ Receipt Notice** |
| **1-14/ Panchayat** |
| **1-15/ Line Estimate** |
| **1-16/ Temporary Connection** |
| **1-17/ Encroachment** |
| **1-18/ Indent** |
| **1-19/ Accident** |
| **1-20/ Transformer** |
| **1-21/Audit** |
| **1-23/ Materials Receipt** |
| **1-24/ B.P.L.** |
| **1-25/ PGCL Work** |
| **1-26/ Auto & Motor Cycle** |
| **1-27/ C.G.R.F.** |
| **1-28/ Requisition** |
| **1-29/ Telephone Bill** |
| **REGISTER** |
| 1. **Material Received** |
| 1. **Material Issue** |
| 1. **Tools & Plant** |
| 1. **New Connection for Allotment & BPL Category** |
| 1. **New Connection for encroachment category** |
| 1. **New Connection for Estimate** |
| 1. **Line Estimate** |
| 1. **New Connection & Security Deposit** |
| 1. **Material Acknowledgement** |
| **10 Material Indent** |
| **11. Stationery** |
| **12. History Book for 20 KVA DG Set of Bangaon** |
| **13. Power Interruption** |
| **14.Bill Verification** |
| **15. Store Stock** |
| **16. Telephone Bill** |
| **17. Cash Receipt Account** |
| **18. Requisition** |
| **19. Stock for Spare Parts of Bangaon Community Power House** |
| **20. Log Book of Motor Cycle** |
| **21. Log Book of Cargo Auto** |
| **22. Spare Parts Stock of Cargo auto alfa & Hero Honda Passion plus** |
| **23. Diary** |
| **24. Despatch** |
| **25. Outstanding Dues** |
| **26. Disconnection and reconnection** |
|  | **27. Casual and Compensatory leave.** |
| **28. Meter Sealing** |
| **29. Panchayat Street light maintenance** |
| **30. Meter Replacement and Sealing** |
| **31. Meter Dismantle** |
| **32.Overtime** |
| **33. Attendance of Regular staff** |
| **34.Attendance of Regular DRM** |
| **35. Work Diary of R/Staff** |
| **36. Work Diary of DRM** |
| **37. Main Cash book** |
| **38. Subsidiary Cash book** |
| **39. Complaint of No Light** |
| **40. Transformer Connection** |
| **41. Temporary Connection** |
| **42. POL of Bangaon Community Power House** |
| **43. Peon Book** |
| **44. Meter Reading Book** |
| **45. Consumer Ledger** |

**Statement of the Documents of implementation of Section 4 of the RTI Act, 2005**

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| **Sl.No.** | **Category of the Document** | **Name of the Document** | **Held by** | **Remarks** |
|  | **B** | **FILE** | **JE** |  |
| **T&D RANGAT** |
| **1-11/ Accident** |
| **1-10/ Establishment/ NRSE** |
| **1-2/ Attendance** |
| **1-10/ Confidential** |
| **1-3/ Duty Roster** |
| **1-4/ Overtime Allowance** |
| **1-5/ Night Duty** |
| **1-6/ Handing Over/ Taking Over** |
| **1-7/ Office Building** |
| **1-8/ Audit** |
| **2-1/ Circular** |
| **2-2/ General File** |
| **2-3/ Block Mela/ BNI** |
| **3-1/ Estt. For NSC** |
| **3-2/ Temporary Connection** |
| **3-8/ Transfer of Ownership** |
| **3-6/ Correspondence of Consumers** |
| **3-3/ Encroachment Connection** |
| **3-4/ BPL Connection** |
| **3-5/ Industrial Connection** |
| **3-7/ Security Release** |
| **4-2/ Gram Panchayat Rangat** |
| **4-3/ Gram Panchayat, Sabari** |
| **4-4/ Gram Panchayat, Parnashala** |
| **4-5/ Gram Panchayat. Dasrathpur** |
| **4-1/ Pramukh Panchayat Samiti** |
| **5-1/ Stop Meter** |
| **5-2/ Meter Shifting** |
| **5-3/ Disconnection** |
| **5-4/ Re-connection** |
| **9-1/ Stationery** |
| **9-2/ Store Requirement** |
| **9-3/ Store Indent** |
| **9-4/ Store Acknowledgement** |
| **9-5/ GFR** |
| **7-1/ Estt. For HT/LT Line** |
| **7-2/ Transformer** |
| **7-3/ Load-shedding/ Improvement of T&D System** |
| **8-1/ Motor Cycle** |
| **8-2/ Tata Truck** |
| **6-1 Revenue Remittance** |
| **6-2/ Outstanding dues** |
| **6-3/ Progress Report** |
| **10-1/ Bill for Govt.** |
| **2-4/ Guard file** |
| **4-6/ Street Light** |
| **5-5/ Meter Testing** |
| **2-5/ Election** |
| **7-4 Allotment of Quarter** |
| **7-6/ PGCL** |
| **7-7/ Master Plan** |
| **7-8/ Twenty Point Programme** |
| **7-9/ RTI Case File** |
| **8-3/ Notice for Illegal Connection** |
| **REGISTER** |
| 1. **Line Materials Stock Register** |
| 1. **T&D Asset Register** |
| 1. **Attendance Register** |
| 1. **Dismantle of material register** |
| 1. **T&D Issue Register** |
| 1. **Complaint Register** |
| 1. **Diary Register** |
| 1. **Despatch Register** |
| 1. **Daily Allocation Register** |
| 1. **Daily Material Issue Register** |
| 1. **SD Register** |
| 1. **Subsidiary Cash Book Register** |
| 1. **Main Cash Book Register** |
| 1. **Consumer Ledger** |
| 1. **Meter Reading Book** |
| 1. **Notice Board** |
| 1. **Material Receipt Register** |
| 1. **SD Release Register** |
| 1. **Details of Receipt Book Register** |
| 1. **Estimate Register** |
| 1. **Telephone/ Energy bill Stock Register** |
| 1. **Bill verification register** |
| 1. **Stock Register for Truck** |
| 1. **Log Book for Truck** |
| 1. **MBL Register** |
| 1. **New Connection Register** |
| 1. **Casual Leave Register** |
| 1. **Temporary Connection Register** |

**Statement of the Documents of implementation of Section 4 of the RTI Act, 2005**

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| **Sl.No.** | **Category of the Document** | **Name of the Document** | **Held by** | **Remarks** |
|  | **B** | **FILE** | **JE** |  |
| **RANGAT BAY SECTION** |
| **1-1/ Correspondence with EE(R)** |
| **1-2/ Correspondence with AE/T&D Rgt** |
| **3-1/ Correspondence regarding Revenue** |
| **3-2/ Monthly Progress Report** |
| **3-3/ Application for New Connection** |
| **3-7/ Estimate Register** |
| **3-4/ Correspondence regarding Disconnection** |
| **3-5/ Correspondence regarding Dismantling** |
| **3-6/ Meter Testing** |
| **3-8/ Street Light Panchayat** |
| **3-9/ Consumer Complain** |
| **3-10/ Correspondence for Meter Shifting** |
| **3-11/ No Dues Certificate** |
| **3-12/ Clearance Certificate** |
| **4-1/ HT Line** |
| **4-2/ LT Line** |
| **4-3/ Transformer** |
| **5-1/ Supply Order** |
| **5-2/ Indent** |
| **5-3/ Requisition of Store** |
| **5-4/ Acknowledgement Receipt** |
| **5-6/ MIR Rangat Bar Section** |
| **6-1/ Order/ Memo** |
| **6-2/ Attendance Statement** |
| **6-3/ Casual Leave** |
| **6-4/ Over time** |
| **7-1/ Electrical Accident** |
| **7-2/ Mechanical Accident** |
| **8-2/ Correspondence regarding Truck** |
| **8-3/ Fassi Crane** |
| **1-9/ Load Shedding Notice** |
| **3-14/ Connection under Kutir Jyoti** |
| **3-15/ Connection under IAY** |
| **REGISTER** |
| 1. **Consumer Ledger-3** |
| 1. **Meter reading Book- 3** |
| 1. **Subsidiary Cash Book -5 Vol-25** |
| 1. **Main Cash Book Vol-7** |
| 1. **Consumable Stock Register {Running)** |
| 1. **Material Issue & Allocation Register** |
| 1. **Daily Work Register** |
| 1. **Log Book for Truck AN 01 G 7807** |
| 1. **Spare parts register for Truck AN 01 G 7807** |
| 1. **Transformer History Book** |
| 1. **T&D Register** |
| 1. **Indent Register** |
| 1. **New Connection Register** |
| 1. **Estimate Register** |
| 1. **Log Book & Truck AN 01 F 4580** |
| 1. **Spare parts register for Truck AN 01 F 4580** |
| 1. **Log Book for Motor Cycle AN 01 G 5610** |
| 1. **Spare parts Register for Motor Cycle AN 01 G 5610** |
| 1. **Attendance Register** |
| 1. **Diary Register** |
| 1. **Despatch Register** |