

MANUAL – VI

A Statement of the categories of Documents that are held it under its control.

SL. NO.	Name/Nature Category of the Document/file	Name of the Documents & its instruction.	Procedure To obtain the document	Held by/under Control of
1	Administrative	1) Administrative correspondence 2) Circulars relating to establishment 3) Correspondences on establishment matters		1) Registrars in E-In-C/ Chief Engineers Offices. 2) Head Assts in Circle/Divisional Offices
2	Accounts/Budgets	1) Budgets/sanctions 2) Expenditures 3) Inspection Reports (Audit)		1) With Accounts Officer in CEs Officers 2) D.A.Os in Divisional Office.
		1) Cash Books 2) Pay Registers 3) Payment vouchers/ Receipts.		Cashiers of respective Offices.
3	Technical	1) Tenders 2) Estimates/DPRs 3) Technical sanctions 4) Works Programme		1) EE(D) in CEs Offices/Tech Branches 2) Technical Branches of respective Offices.
4	Confidential Matters	1) ACRs 2) Disciplinary Procedures 3) Inquiry Reports		Confidential Branches Of respective Offices.
5	Legal matters	Court cases		1) Legal Officer of the E-In-C
6	Others	1) Leave matters 2) Stationary 3) Receipt/Dispatch 4) Miscellaneous Correspondences		1) Respective Superintendents / HA
7	Right to Information	RTI Queries/ Answers.		1) Respective PIOs/ APIOs
8	Measurement Books	Record entries of work executed.		Divisional/Sub-Divisional Offices.