

MANUAL-6
SECTION 4(1)(b)(vi)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR UNDER ITS CONTROL
ADMINISTRATIVE RECORDS

S. No.	Nature of Record	Details of information available	Unit/ Section where available.	Retention period, where available.
[1]	[2]	[3]	[4]	[5]
1	Assumption of charge, Reports regarding.	Charge taken/ assumed reports by officers/ officials.	Concerned offices.	One year.
2	Attachment of salaries of members of Public Works Department.	Details of attachment of salaries of PWD staff/ officials.	Concerned offices.	One year, after the decreased amounts are paid.
3	Attachment of bills of contractors.	Details of attachment of bills of contractor by courts.	Concerned divisions.	One year after the decreased amounts are paid.
4	Attendance Registers	Attendance records of non-gazetted staff.	Concerned offices.	One year.
5	Casual leave, correspondence regarding	C.L record of staff/ offices.	Concerned offices.	One year.
6	Cheque, Indent for Books.	Details of indent placed for cheque book.	Concerned divisions.	One year.
7	Cheque, Correspondence regarding dishonouring of	Details of cheque dishonoured.	Concerned divisions.	One year.
8	Contracts, Reports of sanctioned by Divisional Officers	List/ details of wokrs accepted by EE.	Concerned divisions.	One year.

9	Miscellaneous Returns, Register of	Details of various returns to be submitted.	Concerned divisions.	One year.
10	Nil returns.	Details of 'NIL' returns to be submitted.	Concerned divisions.	One year.
11	Office Furniture/ Tents, sanction Purchase of	Regarding purchase of office furniture	Concerned H.O.O.	One year.
12	Peon Books.	Details of letters delivered by peons.	Concerned H.O.O.	One year.
13	Printing and other contingent charges correspondence regarding	Details of order of printing forms etc.	Concerned H.O.O.	One year.
14	Receipts for Telegrams and Registered and Insured letters.	Receipts for telegrams and registered and insured letters.	Concerned H.O.O.	One year.
15	Tour Programmes	Details of tours programmes of PWD officers.	Concerned officers.	One year.
16	Accounts Book of Dusters, file baskets, waste paper baskets, dak bags etc.	Details of stationary etc. received and consumed.	Concerned officers.	Two years.
17	Furniture -Correspondence regarding supply of	Details of orders of supply of furnitures.	Concerned officers.	Two years.
18	Notice calling for tenders.	Press notice of tenders.	Concerned divisions.	Two years.
19	Telephone-Correspondence regarding	Sanction of telephone connection of PWD offices and at the residences of PWD officers.	Concerned offices.	Two years.

20	Age, Fifty-five Year's Statements	List of officials who attained age of 55.	Concerned offices.	Three years.
21	Appointment sanction to	Details of appointment made	Concerned offices.	Three years.
22	Appropriations and Reappropriations	Appointment and re-appropriation of Budget Allotment.	CE office.	Three years.
23	Bills, Register showing progress in check and payment	Details of contractors bill received for payment.	Concerned divisions.	Three years.
24	Building-Correspondence regarding hire of	Details of building hired.	Concerned divisions.	Three years.
25	Camp Despatch Registers	Details of orders/ letter issued during tour.	Concerned offices.	Three years.
26	Contractor's complaints and civil audits.	Complaints of contractor.	Concerned offices.	Three years.
27	Establishment, Temporary, Sanctions to and Correspondence regarding	Details of temporary sanction of posts.	Concerned offices.	Three years.
28	Establishment, increments and fines	Details of increment sanctioned/ fine imposed on staff.	Concerned offices.	Three years.
29	Indents for Stationary	Indents/ orders placed for purchase of stationary.	Concerned offices.	Three years.
30	Indents for forms	Indents/ orders placed for procuremet/ printing of forms.	Concerned offices.	Three years.
31	Indents for Measurement Books	Details of indents/ orders placed for procurement of M.B's	Concerned division office.	Three years.
32	Inspection Notes on Works by Superintending and Chief Engineers	Inspection notes issued by SE/CE.	Concerned circle office/ Zonal office.	Three years.

33	Inspection Notes of Subordinate and Sub-Divisional officers	Inspection notes of sub-ordinate and sub divisional officers.	Concerned site order book in sub divisions.	Three years.
34	Invoices of Measurement Books supplied to Divisional officer	Details of M.B's procured/ purchased.	Concerned division office.	Three years.
35	Leave Application for Correspondence regarding	Details of leave availed by staff.	Concerned offices.	Three years.
36	Railway, Receipt and Consignment Memoranda and Correspondence connected therewith.	Details of materials etc. received through Railways.	Concerned division office.	Three years.
37	Routine Matter, General	General/ Routine matter, reports.	Concerned offices.	Three years.
38	Road Maintenance Reports	Details of maintenance of road.	Concerned division office.	Three years.
39	Stationary Accounts Books	Details of stationary received and consumed.	Concerned offices.	Three years.
40	Stores, Indent for	Details of indents placed for procurement of store.	Concerned division office.	Three years.
41	Transfer Reports of divisional officers.	Charge handing over/ taken over report of Executive Engineers.	Concerned division office.	Three years.
42	Transfer Reports of Sub-Divisional officers.	Charge handing over/ taken over report of S.D.O	Concerned sub-division office.	Three years.
43	Transfer Reports of Superintending Engineers.	Charge handing over/ taken over report of SE's.	Concerned circle office.	Three years.

44	Estimates, sanctioned and revised for minor works and repairs of all kinds (including the original and revised sanctions and correspondence) and revised sanctioned plans and completion reports connected there with other than final completion plans.	Details of PE, D.E and revised P.E for minor works/ repair.	Concerned division office.	Five years.
45	Inspection, Superintending Engineers Reports of Divisional Officers.	Reports of inspection of division office made by SE's.	Concerned circle office/ division office.	Five years.
46	Inspection Divisional Officers Reports of Sub-Divisional officers.	Reports of inspection of sub divisions made by EE's.	Concerned division/ sub-division offices.	Five years.
47	Petitions, Importants	Details of petition, court notices etc.	Concerned offices.	Five years.
48	Progress Reports, Monthly and Individual	Status of work in progress.	Concerned division/ circle/ zonal offices.	Five years.
49	Registers of Letter received and issued.	Details of letters received and issued.	Concerned offices.	Five years.
50	Warm clothing, correspondence regarding.	Details of warm clothes issued to staff.	Concerned offices.	Five years.
51	Encroachments, Correspondence regarding.	Detail of encroachment of Govt. land.	Concerned division office.	Ten years.
52	Estimates, sanctioned and revised for major works (including original and revised sanctions and correspondence) and the plans and completion reports therefor, otherthan the final completion plans.	Details of P.E/D.E & R.P.E of major works.	Concerned division office.	Twenty-five years

53	Acquisition of Building Correspondence regarding	Details of acquisition of building by PWD.	Concerned division office.	Permanently
54	Award Statements, Correspondence regarding Land	Details of awards made for land.	Concerned division office.	Permanently
55	Buildinng, correspondence regarding transfer of	Details of building transferred by PWD.	Concerned division office.	Permanently
56	Buildings Demolition and sale of	Details of building demolished and sold by PWD.	Concerned division office.	Permanently
57	Codes and Manuals	Various rules/ regulations/ guide lines for official/ officers.	Concerned offices.	To be sold as waste paper on receipt of editions or retained as long as desired.
58	Inspection Notes on Works by Divisional Officers	Inspection of work made and notes issued by EE's.	Concerned division office.	Three years after completion of work.
59	Levelling Books.	Record of levels taken in works.	Concerned division office.	To be destroyed after the work to which they relate are completed.
60	Personal Registers.	Personal details like tranfer order, leave taken etc. of staff.	Concerned office.	Three years from the date of retirement or death whichever is earlier, of the Government servant concerned.
61	Schedule of Rates and Duties for Different Sorts of Sub-heads of Works.	Rates of different items of works.	Sub Division/ Division/ Circle/ Zonal office	Three years afater the new schedule is sanctioned.
62	Suits, Civil against Government	Details of court cases	Concerned offices.	Three years from the date of decisions.

63	Tenders, Unaccepted	Details of tenders rejected.	Concerned division office.	To be retained till next inspection of Superintending Engineer and Audit.
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LIST-II

A STATEMENT OF THE CATEGORIES OF DOCUMENTS HELD
Account Records

S.No.	Nature of Record	Details of information available	Unit/ Section where available.	Retention period, where available.
[1]	[2]	[3]	[4]	[5]
1	Cash Book	Details of payments received and made by divisional offices.	Concerned division	
	Original	Details of payments received and made by divisional offices.	Concerned division	20 Years
	Copy	Details of payments received and made by divisional offices.	Concerned division	20 Years
2	Imprest Cash Account	Details of Petty payments made from imprest Account.	Concerned division	10 Years (3 Years for copy or copy foil)
3	Treasury Remittance Book	Details of various amounts remitted to Govt.	Concerned division	3 Years
4	Receipt for payment to Govt.	Details of various payment remittances made to bank/ treasury.	Concerned division	3 Years
5	Cash Balance Report	Monthly report of cash balance.	Concerned division	3 Years (2 Years for copy or copy foil)
6	B.W Cheque (C.Foil)	C. Foils of cheque issued.	Concerned division	5 Years

7	Indent and Invoice for Stores	Indents placed for procurement of stores.	Concerned division	10 Years (5 Years for copy or copy foil)
8	Abstract of Stock Receipts	Abstract of stock received.	Concerned division	5 years
9	Register of Stock Receipts/ Issues	Details of stores received/ issued	Concerned division	5 years (5 Years for copy or copy foil)
10	Abstract of Stock Issues	Abstract of stock issued.	Concerned division	5 Years (5 Years for copy or copy foil)
11	Half yearly Balance Return of Stock	Reports of balance stock	Concerned division	5 years
12	Half yearly register of stock	Reports of stock	Concerned division	5 years
13	Account of Receipt of Tools and Plants	Details of T&P received.	Concerned division	5 Years (5 Years for copy or copy foil)
14	Accounts of Issues of Tools and Plants	Details of issue of T&P.	Concerned division	5 years
15	Register of Tools and Plant	Details of T&P	Concerned division	5 years
16	Statement of receipts and balance of road metal	Details of receipt/ balance of road metal.	Concerned division	5 years
17	Road metal road book.	Details of receipt & issue of road metal (roadwise)	Concerned division	10 years
18	Survey report of stores	Details of stores survey reported.	Concerned division	5 years
19	Sale Account	Details of sale made by division office.	Concerned division office.	5 years.

20	Muster Roll	Details of muster rolls labour employed.	Concerned division office.	10 years.
21	Casual Labour Roll	Details of casual labour employed.	Concerned division office.	10 years.
22	Measurement Book	Details of measurements of works.	Concerned division office.	10 years.
23	First and final bill	Details of one time payment made to contractors on first & final bill.	Concerned division office.	10 years (5 Years for copy or copy foil)
24	Running Accounts Bills	Details of payments made to contractors (more than once).	Concerned division office.	5 years
	A			
	B			
	C			
25	Hand receipt	Details of miscellaneous payments made on hand receipt.	Concerned division office.	10 years (5 Years for copy or copy foil)
26	Pay bill of work-charged establishment	Details of salary of work staff.	Concerned division office.	35 years
27	Indenture for secured advances	Details of secured advance made.	Concerned division office.	10 years.
28	Petty works requisition and account	Details of petty works done.	Concerned division office.	10 years.
29	Works Abstract A	Abstract of major works account.	Concerned division office.	10 years.

30	Works Abstract B	Abstract of minor works account.	Concerned division office.	10 years.
31	Report of value and verification of unused materials.	Details of unused materials issued by department.	Concerned division office.	10 years.
32	Register of clearance of suspense head materials.	Details of suspense head 'Materials'.	Concerned division office.	10 years.
33	Register of Works A	Details of various accounts / head of major works.	Concerned division office.	10 years.
34	Register of Works B	Details of various accounts / head of minor works.	Concerned division office.	10 years.
35	Contractor's ledger	Details of transaction made with contractors.	Concerned division office.	10 years.
36	Detailed completion Report	Completion report of works.	Concerned division office.	3 years (3 Years for copy or copy foil)
37	Completion statement of works etc.	Completion statement of works.	Concerned division office.	3 years (3 Years for copy or copy foil)
38	Register of revenue, refund of revenue and receipt on Capital and Revenue Accounts.	Details of receipt/ refund of revenue.	Concerned division office.	5 Years
39	Statement of rents recoverable from pay bills.	Details of rent recovered from pay bills of staff.	Concerned division office.	5 years (3 Years for copy or copy foil)
40	Register of rents, buildings and lands	Details of rent received/ paid for building/ land by PWD.	Concerned division office.	5 Years

41	Schedule of monthly settlement with treasuries.	Details of settlements of remittances made to treasuries/ bank	Concerned division office.	5 years for copy.
42	Register of Cheque Receipt Books	Details of cheque books received.	Concerned division office.	5 Years
43	Transfer Entry order	Details of transfer entry order by EE.	Concerned division office.	5 years (5 Years for copy or copy foil)
44	Transfer Entry Book	Details of transfer entries made by EE.	Concerned division office.	5 Years
45	Register of sanctions for fixed charges	Details of sanctions of fixed charges.	Concerned division office.	5 Years
46	Register of Miscellaneous sanctions	Details of miscellaneous sanction.	Concerned division office.	5 Years
47	Register of Divisional Accounts Audit objections	Details of objections made by Divisional Account.	Concerned division office.	5 Years
48	Schedule of Works Expenditure (Office Copy)	Details of works expenditure.	Concerned division office.	5 Years
49	Schedule of deposit works	Details of works undertaken as deposit works.	Concerned division office.	5 years (5 Years for copy or copy foil)
50	Suspense Deposit Register	Details of suspense head deposits.	Concerned division office.	5 Years
51	Schedule of Miscellaneous Public Works Advances.	Details of head M.P.W.A.	Concerned division office.	--

52	Schedule of debits to stock	Details of debits to stock.	Concerned division office.	5 Years
53	Stock Account	Details of transaction of stock.	Concerned division office.	5 Years
54	Schedule of Debits/ Credits to Miscellaneous Heads of accounts.	Details of debits/ credits to miscelenious heads of accounts.	Concerned division office.	5 Years (5 Years for copy or copy foil)
55	Schedule of remittances.	Details of remittances made to bank/ treasury.	Concerned division office.	5 Years (5 Years for copy or copy foil)
56	Monthly Accounts	Details of transactions made in a division office during a month.	Concerned division office.	5 Years (5 Years for copy or copy foil)
57	List of accounts submitted to audit.	List of accounts submitted to audit.	Concerned division office.	5 Years (5 Years for copy or copy foil)
58	Divisional officer's report of Scrutiny of accounts.	Report of divisional office of scruting of accounts.	Concerned division office.	5 Years (5 Years for copy or copy foil)
59	Register of interest bearing securities	Details of securiting furnished by contractor.	Concerned division office.	10 Years (5 Years for copy or copy foil)
60	Account of interest bearing securities	Details of securities furnished by contractor.	Concerned division office.	--
61	Annau certificate of balances	Details of balance cash etc.	Concerned division office.	5 Years (5 Years for copy or copy foil)
62	Register of measurement books Part-I for ordinary measurements book, Part-II for standard measurement book.	Details of receipt & issue of MB's	Concerned division office.	5 Years.

63	List of monthly Sub-Divisional Accounts	Details of monthly sub - divisional accounts.	Concerned division office.	5 Years.
64	Detailed list of Works Abstracts	List of work abstracts.	Concerned division office.	5 Years.
65	Register of miscellaneous recoveries.	Details of miscellenious recoveries made.	Concerned division office.	5 Years.
66	Memorandum of periodical review of register.			
67	Register of destruction of records Permanently.	Details of records destructed.	Concerned office.	Permanently.
68	Confidential Report of the work and conduct of Divisional Accountants.			