

सूचना का अधिकार अध्याय 6

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.

S No.	Name Of The Document	Purpose Of The Document	Maintained at
1.	Site Order Work Book	Register for instructions written by Higher Officers during inspections	At Site
2.	Quality Control Registers	Gives Quality Control observations	Division
3.	Agreement	Contains agreement details between Department and contractor to execute the work.	Division
4.	Culverts Register	Shows list of culverts	Division
5.	Traffic censes Register	Shows traffic intensity details	Division
6.	Registers of Land owned by P.W.D. Department	Contains details of Government Land	Division
7.	Register for weak and Narrow Bridges	It gives list of weak & Narrow Bridges Road wise & Km. wise.	Division
8.	Tender Register	Gives list of works for which Tenders are called for.	Division
9.	Register for Land Acquisition	Contains Land Acquisition details.	Division
10.	Buildings Registers	It reflects details of all Residential and non-residential Government Buildings under the control of UP PWD Department.	Division
11.	Bridge Registers	It reflects details of all the Bridges under the control of UP	Division

		PWD department Road-wise and Km.-wise.	
12.	M-Books	Shows detailed measurements of executed works recorded for making payment to the contractor	At Site
13.	Cash Books	Contains transactions of payments made to the contractor through cheque	Division
14.	Accounts (Minor & Major)	Materials accounts, receipts issued to a particular work	Division
15.	Schedule of rates	Shows standard schedule of rates for all materials used in all Engineering Departments and it will be revised every year.	Division
16.	Revenue Receipts	Details of rents of Buildings, Lands, Tolls on Bridges and roads, fees and penalties, recoveries and receipts from encroachments	Division
17.	Service Registers	Gives service Details, leave account, disciplinary action if any etc., of Employees maintained in the Head offices.	Division
18.	Register of Incumbency	Shows the incumbency particulars of the officers and staff in that particular office.	Division
19.	Increments	Contains Particulars of increments of Employees.	Division
20.	Pensions	Particulars of pension /Gratuity sanctioned.	Division
21.	T.A. Bills	Shows TA grant expenditure during particular year	Division
22.	Casual Leaves / Optional Holidays	Account of Casual Leaves and Optional Holidays availed by the staff in a year	Division
23.	Pay Bills	Office copies of monthly salaries of the officers and staff.	Division
24.	Recoveries Registers	Shows the outstanding loans, advances and recoveries affected	Division

every month.

Form No.	Description of forms
1	Cash Book
2	Imprest cash account
3	Receipt for payments of Government
4	Treasury Remittance Book
5	Cash Balance Report
6	Indent for Stores
7	Register of Stock Receipts/Issues
8A	Sectional Officer's Daily Transaction Register of Stock/Tools and Plant
8B	Sectional Officer's Maukawar Register of Stocks
9	Abstract of Stock Receipts
9A	Abstract of Stock Receipts
10	Abstract of Stock Issues
10A	Abstract of Stock Issues
11	Half-yearly Balance Return on Stock

11A	Half-yearly Balance Return of Stock
12	Half-yearly Register of Stock
12A	Half-yearly Register of Stock
13	Account of Receipts of Tools and Plant
13A	Account of Receipts of Tools and Plant (for I.B. only)
14	Account of Issue of Tools and Plant
14A	Account of Issue of Tools and Plant
15	Register of Tools and Plant
15A	Sectional Maukawar Register of Tools and Plant
15B	Sub-Divisional Tools and Plant Register by Sections
15C	Divisional Tools and Plant Register by Sub-Divisions
16	Rules for the upkeep of the Road Metal Return
16A	Statement of Receipts, issues and balances of Tars and Bitumen for Patch work
17	Road Metal Rate Book
18	Survey Report of Stores
19	Sale Account

20	Muster Roll
21A	Ditto (Modified for Public Works Department)
21B	Register of Unpaid Wages
22	Casual Labor Roll
23	Measurement Book
24	First and Final Bill
25	Running Account Bill
26A	Account of Secured Advances
27A	Running Account Bill
27B	Final Bill
28	Hand Receipt
29	Pay Bill of Work-charged Establishment
30	Indenture for secured advances
31	Petty Works Requisition and Account
32	Works Abstract A
33	Works Abstract B

34	Detailed Statement of materials compared with estimated requirements
35A	Account of material issued to contractors
36	Outturn statement of manufacture
37	Register of Clearance of Suspense Accounts "Materials"
38	Works Slip
39	Register of Works A-For Works exceeding Rs. 10,000
40	Register of Works B-For Works not exceeding Rs. 10,000
41	Register of Manufacture
42	Contractor's Ledger
43	Detailed Completion Report
44	Completion Statement of Works and Repairs
45	(1) Register of Revenue Realized
