

Manual 6
[Section 4(1)(b)(vi)]

A Statement of the Categories of Documents that are held by it for under its control

A statement of the categories of documents held

S.No	Nature of Record	Details of Information Available	Unit / Section where available	Retention Period, where Available
1.	Agreements with the contracting firms	Terms & conditions for execution of work.	Executive Engineer (IT)	-
2.	Stock Register	All entries regarding receipt and issue of Hardware & Software	Executive Engineer (IT)	-
3.	Tender Sale & Opening Register	Information regarding Opening Date of Tenders, Firms / Agency to whom Tenders have been issued.	Accounts Branch	-
4.	Hardware/Software manuals	Specifications about Hardware & Software being used.	Executive Engineer (IT) / Programmers	-
5.	Licenses of software	Indicates about legality and quantum of permitted use.	Executive Engineer (IT)	-
6.	Work order Supply order Register	All entries related with issuance of Word order and Supply Order	Executive Engineer (IT)	-