

## MANUAL-6

### Statement of the categories of the documents that are held by it or under its control

<b>Sr. No.</b>	<b>Category of the document</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by/under control of</b>
01.	'A' Class (Permanent)	i) Circulars ii) Advance Payments related to Railways iii) MCA/CAG/state Government audit books iv) Muster v) Dead Stock vi) Deposit Register	Through RTI	Administrative officer to Chief Engineer (Bridges)
02.	'B' Class (30 Years)	i) Measurement books ii) Original Administrative sanction files iii) Original Contract documents iv) Allocation /SAP Bill file	Through RTI	Administrative officer to Chief Engineer (Bridges)
03.	'C-2' Class (15 Years)	i) Right To Information Act 2005-Registers	Through RTI	Administrative officer to Chief Engineer (Bridges)
04.	'C-1' Class (10 Years)	i) Audit note copies ii) Worksheet Register iii) Bill Register	Through RTI	Administrative officer to Chief Engineer (Bridges)
05.	'C' Class (5 Years)	i) Files of construction/Repairs of bridges. ii) Extension of time period files iii) Bank Guarantee noting book iv) Foreclosure sanction files v) Imprest Bills vi) Inward Outward Register (Dispatch Register) vii) Effective Register	Through RTI	Administrative officer to Chief Engineer (Bridges)
06.	'D' Class (1 year)	i) Non accepted tenders ii) Refund of EMD	Through RTI	Administrative officer to Chief Engineer (Bridges)