

SECTION - VI

Statement of categories of documents held / under control:

- 1) Contract documents which include:
 - a) A complete set off drawings showing the general dimensions of the proposed work, and so far as necessary, details of the various parts.
 - b) A complete specification of the work to be done and of the materials to be used, unless reference can be made to some standard specification.
 - c) A schedule of the quantities of the various descriptions of work.
 - d) A set of “conditions of contract” to be complied with by the person whose tender may be accepted.
- 2) Detailed estimates of works after being sanctioned by the Competent Authority are available with divisional office.
- 3) Standard plans of buildings.
- 4) As built drawings of buildings and bridges showing the work actually constructed.
- 5) Inspection reports of inspections carried out by Chief Engineers and Superintending Engineers.
- 6) Records connected with expenditure on works.
- 7) Monthly stock balance including register of T&P.
- 8) Statement of receipt issues and balance of road metal.