

Section 4 (1) (a) (VI)

Statement of Categories of documents held in the office of P.H.E.D

Sr. No.	Subject	Type of Document file/muster/ register/voucher etc	Particulars of Heading/type in the document	Periodicity of preservation
1	Establishment of Departmental Minister	Files	To make supply of stationary- furniture's etc, appointment of admissible forth grade staff, payment of electric and phone bill.	As per Provision of Bihar secretariat instruction
2	Telephone/Fax/Mobile/ E.P.B.X.	Files	Installation and maintenance of Telephone/Fax/EPBX/ Mobile and payment of its bills.	
3	Appointment of Junior Engineer (Civil and Mechanical)	Files		
4	Confirmation of Service of the Junior Engineer.	File		
5	Transfer and Posting of Junior Engineer	File		
6	Promotion of Junior Engineer (Assured Career Promotion)	File		
7	Seniority of Junior Engineer	File		
8	General Provident Fund of Junior Engineer	File		
9	Sanction of Leave/increment/ Service History of Junior Engineer.	File and Register		
10	Pension/ Other Retiral Benefits of Junior Engineer	File		
11	Character Roll of the Junior Engineer	Folder		
12	Court Cases regarding Establishment of Junior Engineer/ question/Assurance of Bihar State Assembly and Council	File		

Statement of Categories of documents held in the office of P.H.E.D (H.Q.) Patna

Sr. No.	Subject	Type of Document file/muster/ register/voucher etc	Particulars of Heading/type in the document	Periodicity of preservation
1	Purchase of stationery & Consumable items for Computer/electronic Machines	File & Stock Register	Purchase of stationary & Misc. article and Consumable items for computer/electronic Machines for the P.H.E.D. (Head Quarter)	As Per Provision of Bihar Secretariat instruction.
2	Electric Bill	File	Payment of Electric Bill for the P.H.E.D. (H.Q.)	As Per Provision of Bihar Secretariat instruction.
3	Purchase of Computer/Fax machine/ Photo Copier Machine	File/Stock Register.	Purchase of Computer/Fax/Photo copier Machines for the P.H.E.D. (Head Quarter)	As Per Provision of Bihar Secretariat instruction.
4	Purchase of Uniforms	File/Stock Register	Purchase of Uniforms for Fourth grade employee for the P.H.E.D. (H.Q.)	As Per Provision of Bihar Secretariat instruction.
5	News Paper Bill	File	Payment of News Paper Bill for Secretary, P.H.E.D., Bihar, Patna	As Per Provision of Bihar Secretariat instruction.
6	A.M.C. Bill	File	Payment of A.M.C. Bill of the Computer/Fax/Zero AND Ac Machines for the P.H.E.D. (H.Q.)	As Per Provision of Bihar Secretariat instruction.
7	Establishment Work	Files and Service books	Establishment work such as transfer, posting, promotion, leave, Pay-fixation, departmental proceedings etc. of grade-III employees including section officers and personal assistants posted in the head quarter.	As per the provision of Bihar Secretariat Instruction.
8	Pensionary Benefits	Files	Regarding issue of sanctioning orders for pension etc. of the Grade III employees posted in the headquarter.	As Per Provision of Bihar Secretariat instruction.
9	Advances	Files	Regarding issue of sanctioning orders of all types of advances for Grade III employees of the headquarter.	As Per Provision of Bihar Secretariat instruction.
10	Out of State Journey	Files	Regarding issue of sanctioning orders for out of state journey	As Per Provision of Bihar Secretariat instruction.
11	Quarter Allotment	Files	Forwarding of applications for quarter	As Per Provision

			allotment to Grade III employees of the headquarter and related office.	of Bihar Secretariat instruction.
12	Regarding Cadre division/ Bifurcation of the state.	Files	Forwarding of applications of the employees (Grade III) to the state Advisory committee related to cadre division is the context of bifurcation of the state.	As Per Provision of Bihar Secretariat instruction.
13	Building rent	File	To grant rent of office/ store buildings of regional offices	As Per Provision of Bihar Secretariat instruction.
14	Legal expenses	File	To grant advance payment for legal expenses.	As Per Provision of Bihar Secretariat instruction.
15	Establishment of Departmental Minister	Files/ Stock- Registers	To make supply of stationary- furniture's etc, appointment of admissible forth grade staff, payment of electric and phone bill.	As Per Provision of Bihar Secretariat instruction.
16	Telephone/Fax/Mo bile/ E.P.B.X.	Files/ Stock- Register	Installation and maintenance of Telephone of Telephone/Fax/ EPBX/ Mobile and payment of its bills.	As Per Provision of Bihar Secretariat instruction.
17	Establishment of Class IV employees	Files	Appointment, promotion, posting, leave, pay fixation pension benefits etc.	As Per Provision of Bihar Secretariat instruction.
18	Departmental meeting of Advisory Committee	Files	Meeting and other instruction	As Per Provision of Bihar Secretariat instruction.
19	Honorarium	Files	The Honorarium to the staff for hard and extra work.	As Per Provision of Bihar Secretariat instruction.
20	Work related to S.C./S.T. reservation.	Files	To provide information regarding S.C./S.T. reservation as and where necessary.	As Per Provision of Bihar Secretariat instruction.

Statement of Categories of documents held in the office of P.H.E.D(Section 6)

Sr. No.	Subject	Type of Document file/muster/ register/voucher etc	Particulars of Heading/type in the document	Periodicity of preservation
1	Rural Wayer Supply Scheme	File	Schemewise File	As per Secretariat Instruction.
	(a) piped Wayer Supply	File	File	As per Secretariat Instruction
	(b) Ordinary Hand	File	File	As per Secretariat

	tubewells/ Drilled Tubewells			Instruction
2	Monitoring of Rural Water Supply/ Tubewells	File	Progress Report	As per Secretariat Instruction
3	Registration of Contractors	File	Registration	As per Secretariat Instruction
4	Legislative Works	File	Question wise	As per Secretariat Instruction
5	Centrally Sponsored Scheme	File	File Related to sanctioned of Schemes Allotment	As per Secretariat Instruction
6	Material management for pipes Water Supply and Tube well. Drilled Tube Well	File	Material wise	As per Secretariat Instruction
7	Water quality monitoring Files Surveillance	File	Scheme Wise file Related to Water quality	As per Secretariat Instruction
8	Machinery and Equipments.	File	Machinery and equipments	As per Secretariat Instruction

Statement of Categories of documents held in the office of P.H.E.D (Section-5)

Sr. No.	Subject	Type of Document file/muster/ register/voucher etc	Particulars of Heading/type in the document	Periodicity of preservation
1	Allegation against Engineers	File	Various allegation against the different categories of engineers like.	As per Government rules & regulated
2	Departmental proceeding against prima facie charges against engineers	File	1. Non-submission of site A/C. 2. Irregularities committed implementing Govt. Schemes. 3. Misappropriation and defalcation of Govt. money. 4. Un-authorized absence from the duties etc.	

Statement of Categories of documents held in the office of P.H.E.D (Section-1)

Sr. No.	Subject	Type of Document file/muster/ register/voucher etc	Particulars of Heading/type in the document	Periodicity of preservation
1	Appointment	Files	Direct appointment to the post of Assistant Engineer (Civil) and Mechanical	As per Secretariat instructions
2	Promotion	Files	1. Promotion from Junior Engineer to Assistant Engineer (Civil and Mechanical)	As per Secretariat instructions

			2. Promotion from Assistant Engineer to Executive Engineer (Civil and Mechanical) 3. Promotion from Executive Engineer to Superintending Engineer (Civil and Mechanical) 4. Promotion from Superintending Engineer to Chief Engineer (Civil and Mechanical) 5. Promotion from Chief Engineer (Civil) to Engineer-in-chief	
3	Transfer & Posting	Files	Transfer and Posting and Deputation of Assistant Engineer and above upto Chief Engineer (Civil and Mechanical)	As per Secretariat instructions
4	Pensionary Benefit	Files	Pension and Pensionary Benefits (Gratuity, Leave encashment, final withdrawal of G.P.F & G.I.S.) through Individual file	As per Secretariat instructions
5	Sanction of Advance	Files	Advance from G.P.F. (Refundable and Non	