

### Chapter VI Section 4 (1) (b) (vi)

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

Sr.No.	Nature of Record	Details of Information Available	Unit/Section where available
1	Inward Register	Details of all correspondence received	EDP(S&E)
2	Outward Register	Details of all correspondence issued	EDP(S&E)
3	File movement Register	Movement of internal files within the section	EDP(S&E)
4	Legal cases Register	Details of files forwarded to legal dept	EDP(S&E)
5	Hall File	Assonora	EDP(S&E)
6	Hall File	Valpoi	EDP(S&E)
7	Hall File	Marcel	EDP(S&E)
8	Hall Register	Assonora	EDP(S&E)
9	Hall Register	Valpoi	EDP(S&E)
10	Hall Register	Marcel	EDP(S&E)
11	Circular File	Compilation of all circulars	EDP(S&E)
12	Order Files	Compilation of all orders	EDP(S&E)
13	BOD File	Compilation of all Agenda's & Resolution	EDP(S&E)
14	LAQ File	Compilation of all LAQ's & replies	EDP(S&E)
15	RTI File	Compilation of all RTI's request & reply	EDP(S&E)

16	Leave Register	Maintaining of Leave Records	EDP(S&E)
17	Publication File	Floating of Tenders for shops	EDP(S&E)
18	Internal Audit File	Compilation audit replies	EDP(S&E)
19	TPC File	Finalisation of Tenders	EDP(S&E)
20	ATR File	Compilation of ATR's of BOD resolutions	EDP(S&E)
21	General Correspondence file	Processing of bills & other miscellaneous work	EDP(S&E)

Sr.No.	Chapter	Section of the Act	Title	Information along with size (MB/GB)
01	Chapter-VI	Section 4(1)(b)(vi)	Statement of the categories of documents that are held by it or under its control	<p>Concerned job files relating to maintenance, repair, and technical works.</p> <p>Tender files including Notices Inviting Tender (NIT), bid documents, comparative statements, and work orders.</p> <p>Files related to Annual Maintenance Contracts (AMC) and service agreements.</p> <p>Inspection, testing, and technical evaluation reports.</p> <p>Correspondence files with vendors, suppliers, and other departments and also other records/documents maintained by the Technical Section in connection with its functions.</p>

Sr. No.	Chapter	Section of the Act	Title	Information along with size (MB/GB)
1	Chapter-VI	Section 4 (1) (b) (vi)xz	Statement of Categories of Documents that are held by it or under its control.	<p>Statement of Categories of Documents that are held by the Statistical Department: -The Statistical department maintains records on daily, monthly &amp; financial yearly basis. The details of such records are as follows:</p> <ol style="list-style-type: none"> <li>1. <b><u>Administrative Documents:</u></b> -This includes internal communications, guidelines and standard operating procedures issued or received by the department.</li> <li>2. <b><u>Earning Report:</u></b> - Collection &amp; Compilation of Daily, Monthly &amp; yearly Earning of all Intra-State &amp; Inter-Sate routes.</li> <li>3. <b><u>Daily Vehicle Position report:</u></b> - Collection and compilation of daily vehicles position report of all the depots and Central Workshop.</li> <li>4. <b><u>Daily Operational report:</u></b> - Scrutinizing and compiling the data on daily operational reports of the depots and preparation of monthly and yearly depot-wise consolidated daily operational reports.</li> <li>5. <b><u>KMPL report:</u></b> - Posting of Vehicle-wise kms operated, diesel consumed &amp; KMPL and also Preparation of Monthly &amp; Yearly KMPL report.</li> <li>6. <b><u>Initial Tyre Mileage Report:</u></b> - Collection &amp; compilation of make-wise &amp; size-wise initial tyre mileage and prepare monthly &amp; yearly consolidated Initial Tyre Mileage Report.</li> <li>7. <b><u>Scrap Tyre Report:</u></b> -Preparation of Make-wise &amp; size-wise Scrap tyre report which includes new tyre mileage, retreated mileage, retread factor, etc.</li> <li>8. <b><u>Accident Report:</u></b> - Collection &amp; Compilation of monthly &amp; yearly depot-wise Accident report.</li> <li>9. <b><u>Breakdown Report:</u></b> - Preparation of Make-wise, vehicle -wise &amp; category-wise monthly &amp; yearly Breakdown report.</li> <li>10. <b><u>Line Checking Report:</u></b> -Collection &amp; compilation of group-wise monthly and yearly line checking report.</li> <li>11. <b><u>Legislative Assembly Question:</u></b> - Collection of LAQ`s replies from the various sections of the KTCL, compile and forwarded to various Government departments.</li> </ol>