

**4.2.4 LIST OF RECORDS:  
FORMS AND REGISTERS USED IN TRAFFIC DEPARTMENT:**

SL NO	FORM NO	DESCRIPTION	Responsibility	Location
01	TD/DTM/OPN/STAT/01/01/0	MASTER PARTICULAR OF VESSEL	DTM [OPN]	Office of DTM [OPN]
02	TD/DTM/OPN/STAT/02/01/0	VESSEL WISE PERFORMANCE REPORT	DTM [OPN]	DO
03	TD/DTM/OPN/STAT/03/01/0	MINUTES OF DTR MEETING	DTM [OPN]	DO
04	TD/DTM/OPN/MAR/01/05/0	PORT DUES BILLS	DTM [OPN]	DO
05	TD/DTM/OPN/MAR/02/05/0	OIL TANKER WHARFAGE	DTM [OPN]	DO
06	TD/DTM/OPN/MAR/03/05/0	PORT DUES BILLS [A/CPPL]	DTM [OPN]	DO
07	TD/DTM/OPN/MAR/04/05/0	RECOVERY OF PORT CHARGES	DTM [OPN]	DO
08	TD/DTM/OPN/ MAR/05/05/0	OIL MISC. BILL FROM CESS BILL	DTM [OPN]	DO
09	TD/DTM/OPN/MAR/06/05/0	REMITTANCE OF OIL POLLUTION CESS	DTM [OPN]	DO
10	TD/DTM/OPN/MAR/07/05/0	WATER CHARGES BILLS	DTM [OPN]	DO
11	TD/DTM/OPN/MAR /08/05/0	LUNCH HIRE CHARGES	DTM [OPN]	DO
12	TD/DTM/OPN/MAR 09/05/0	OT CHARGES	DTM [OPN]	DO
13	TD/DTM/OPN/MAR /10/05/0	PORT DUES BILL CALCULATION OF BERTH USE FOR L.B	DTM [OPN]	DO
14	TD/DTM/OPN/MAR /11/05/0	LASH BARGES BILL	DTM [OPN]	DO
15	TD/DTM/OPN/MAR/12/05/0	VESSEL ENTRY & CLEARANCE CERTIFICATE	DTM [OPN]	DO
16	TD/DTM/OPN/MAR /13/05/0	SHIPPING MOVEMENT	DTM [OPN]	DO
17	TD/DTM/OPN/MAR/R/14/05	BILLS FOR ROND STEAD CHARGE	DTM [OPN]	DO
18	TD/DTM/OPN/GEAR/01/02/0	APPLICATION FOR CH EQUIPMENT	DTM [OPN]	DO
19	TD/DTM/OPN/GEAR/02/02/0	EQUIPMENT REQUISITION	DTM [OPN]	DO
20	TD/DTM/OPN/GEAR/03/02/0	ACCIDENT REPORT FORMS	DTM [OPN]	DO
21	TD/DTM/OPN/GEAR/04/02/0	MONTHLY ACCIDENT REPORT FORM-II	DTM [OPN]	DO
22	TD/DTM/OPN/GEAR/05/02/0	MONTHLY ACCIDENT REPORT FORM-I	DTM [OPN]	DO
23	TD/DTM/OPN/GEAR/08/02/0	COLLECTION MEMO FORM	DTM [OPN]	Office of DTM [OPN]
24	TD/DTM/OPN/PLOT /01/05/0	APPL. FOR ALLOTMENT /RENEWAL OF PLOT	DTM [OPN]	DO
25	TD/DTM/OPN/ PLOT /02/05/0	COLLECTION MEMO	DTM [OPN]	DO



<b>SL NO</b>	<b>FORM NO</b>	<b>DESCRIPTION</b>	<b>Responsibility</b>	<b>Location</b>
26	TD/DTM/OPN/ PLOT /03/05/0	BILL FORM	DTM [OPN]	DO
27	TD/DTM/OPN/ PLOT /04/05/0	PERMIT FORM	DTM [OPN]	DO
28	TD/DTM/OPN/ PLOT /05/05/0	ADVANCE NOTICE FORM FOR RENEWAL	DTM [OPN]	DO
29	TD/DTM/OPN)/ PLOT /06/05/0	NOTICE FOR PLOT MEASUREMENT	DTM [OPN]	DO
30	TD/DTM/OPN/ PLOT /07/05/0	JOINT MEASUREMENT REPORT	DTM [OPN]	DO
31	TD/DTM/OPN/IMP/01/02/0	IMPORT APPLICATION	DTM [OPN]	DO
32	TD/DTM/OPN/IMP/02/02/0	BANK ADVICE	DTM [OPN]	DO
33	TD/DTM/OPN/IMP/01/02/0	COLLECTION MEMO	DTM [OPN]	DO
37	TD/DTM/OPN/IMP/02/02/0	DEPOSITING THE BALANCE AMOUT	DTM [OPN]	DO
38	TD/DTM/OPN/IMP/03/02/0	WHARFAGE,IPT,ITC BILL FORM	DTM [OPN]	DO
39	TD DTM/OPN/IMP/04/02/0	WHARFAGE FOR LOCAL CAUGHT FISH/ CONDEMNED MATERIALS BILL	DTM [OPN]	DO
40	TD/DTM/OPN/IMP/05/02/0	VESSELHISTORY FORM	DTM [OPN]	DO
41	TD/DTM/OPN/IMP/06/02/0	SUBMIT DOCUMENTS LIKE IGM, DRAUGHT SURVEY ETC	DTM [OPN]	DO
42	TD/ DTM/OPN/IMP/08/02/0	DEMURRAGE BILL	DTM [OPN]	DO
43	TD/ DTM/OPN/IMP/09/02/0	VESSEL OUT TURN REPORT	DTM [OPN]	DO
44	TD/ DTM/OPN/EXP/01/02/0	EXPORT APPLICATION AND SHIPPING BILL	DTM [OPN]	DO
45	TD/ DTM/OPN/EXP/02/02/0	BANK ADVANCE	DTM [OPN]	DO
46	TD/ DTM/OPN/EXP/01/02/0	COLLECTION MEMO	DTM [OPN]	DO
47	TD/ DTM/OPN/EXP/02/02/0	DEPOSITING THE BALANCE AMOUNT	DTM [OPN]	DO
48	TD/ DTM/OPN/EXP/03/02/0	WHARFAGE,IPT BILL FORM	DTM [OPN]	DO
49	TD/ DTM/OPN/EXP/04/02/0	VESSEL HISTORY FORM	DTM [OPN]	DO
50	TD/ DTM/OPN/EXP/05/02/0	TRANSIT DUES BILL FORM	DTM [OPN]	DO
51	TD/ DTM/OPN/EXP/06/02/0	LETTER TO PARTY TO SUBMIT DOCUMENT	DTM [OPN]	DO
52	TD/ DTM/OPN/EXP/07/02/0	RETURN EXPORT APPLICATION	DTM [OPN]	DO
53	TD/ DTM/OPN/WB/01/03/0	BILL FORM	DTM [OPN]	DO
54	TD/ DTM/OPN/WB/02/03/0	COLLECTION MEMO FORM	DTM [OPN]	DO
55	TD/ DTM/OPN/WB/03/03/0	TRANSPORT NOTE FOR CARGO FOR WEIGHMENT	DTM [OPN]	DO
56	TD/ DTM/OPN/WB/04/03/0	WEIGHMENT STATEMENT	DTM [OPN]	DO
57	TD/ DTM/OPN/WB/05/03/0	GATE PASS	DTM [OPN]	DO
58	TD/ DTM/OPN/ATBGT/01/02/0	BILL FORM (DAILY CASH COLLECTION)	DTM [OPN]	DO
59	TD/ DTM/OPN/ ATBGT/ 02/02/0	CHALLAN FORM	DTM [OPN]	DO
60	TD/ DTM/OPN/ ATBGT /03/02/0	STATEMENT FORM	DTM [OPN]	DO
61	TD/ DTM/OPN/BERTH/01/02/0	BOOKING PROGRAM	DTM [OPN]	Office of DTM [OPN]
62	TD/ DTM/OPN/BERTH/02/02/0	REQUISITION FROM FOR EQUIPMENT	DTM [OPN]	DO
63	TD/ DTM/OPN/BERTH/03/02/0	TALL YSHEET	DTM [OPN]	DO
64	TD/ DTM/OPN/BERTH/04/02/0	WORK ORDER FOR IPT	DTM [OPN]	DO



SL NO	FORM NO	DESCRIPTION	Responsibility	Location
65	TD/ DTM/OPN/BERTH/05/02/0	GATE PASS	DTM [OPN]	DO
66	TD/ DTM/OPN/BERTH/06/02/0	SHIFT WISE PORFORMANCE REPORT FROM	DTM [OPN]	DO
67	TD/ DTM/OPN/BERTH/07/02/0	MORNING REPORT FROM	DTM [OPN]	DO
68	TD/ DTM/RLY/OPN/01/01/0	CARRLAGE/WAGONMEMO	DTM [RLY]	Office of DTM [RLY]
69	TD/ DTM/RLY/OPN/02/02/0	SICK WAGON MEMO	DTM [RLY]	DO
70	TD/ DTM//RLY/OPN/04/02/0	DRAWN OUT MEMO	DTM [RLY]	DO
71	TD/ DTM/RLY/OPN /05/02/0	STARTING ORDER	DTM [RLY]	DO
72	TD/ DTM/RLY/OPN /06/02/0	DAILY RLY REVIEW MINUITS	DTM [RLY]	DO
73	TD/ DTM/RLY/OPN /07/02/0	RELEASE MEMO	DTM [RLY]	DO
74	TD/ DTM/RLY/OPN /08/02/0	FORWARDING NOTE	DTM [RLY]	DO
75	TD/ DTM/RLY/OPN /09/02/0	RAILWAY RECEIPTS[R/R]	DTM [RLY]	DO
76	TD/ DTM/LAB/01/01/00	ATTENDANCE SHEET FOR DECKFOREMAN [A,B&C]	DTM [LAB]	Office of DTM [LAB]
77	TD/ DTM/LAB/02/01/00	ATTENDANCE SHEET FOR WINCH MAN GROUP-A	DTM [LAB]	DO
78	TD/ DTM/LAB/03/01/00	-DO-GROUP-B	DTM [LAB]	DO
79	TD/ DTM/LAB/04/01/00	-DO-GROUP-C	DTM [LAB]	DO
80	TD/ DTM/LAB/05/01/00	ATTENDANCE SHEET FOR SV/TC GROUP-A	DTM [LAB]	DO
81	TD/ DTM/LAB/06/01/00	-DO-GROUP-B	DTM [LAB]	DO
82	TD/ DTM/LAB/07/01/00	-DO-GROUP-C	DTM [LAB]	DO
83	TD/ DTM/LAB/08/01/00	ATTENDANCE SHEET FOR GL/MAZ GROUP-A	DTM [LAB]	DO
84	TD/ DTM/LAB/09/01/00	-DO-GROUP-B	DTM [LAB]	DO
85	TD/ DTM/LAB/10/01/00	-DO-GROUP-C	DTM [LAB]	DO
86	TD/ DTM/LAB/11/01/00	BOOKING SLEEPS	DTM [LAB]	DO
87	TD/ DTM/LAB/12/01/00	NOTICE FOR ABSENTEES	DTM [LAB]	DO
88	TD/ DTM/LAB/13/01/00	LABOUR RETURN FORM	DTM [LAB]	DO
89	TD/ DTM/LAB/14/01/00	DEPLOYMENT SLIP	DTM [LAB]	DO
90	TD/ DTM/LAB/15/01/00	FORWARDING LETTER FOR BILLS	DTM [LAB]	DO
91	TD/ DTM/LAB/16/01/00	STEVEDORING BILL FORMAT	DTM [LAB]	DO

**B: LIST OF REGISTERS.**

SL NO	REGISTER NO.	REGISTER TITLES	Responsibility	Location
01	TD/DTM/OPN/MAR/R/01/05	FILE INDEX REGISTER	DTM [OPN]	Office of DTM [OPN]
02	TD/DTM/OPN/MAR/R/02/05	PORT DUES BILL	DTM [OPN]	DO
03	TD/DTM/OPN/MAR/R/03/05	MISCELLANEOUS BILL	DTM [OPN]	DO
04	TD/DTM/OPN/MAR/R/04/05	BILLS FOR PPL VESSEL	DTM [OPN]	DO
05	TD/DTM/OPN/MAR/R/05/05	OIL TANKER WHARFAGE BILLS	DTM [OPN]	DO
06	TD/DTM/OPN/MAR/R/06/05	OIL CESS	DTM [OPN]	DO
07	TD/DTM/OPN/MAR/R/07/05	VESSELENTRY AND	DTM [OPN]	DO



SL NO	REGISTER NO.	REGISTER TITLES	Responsibility	Location
		CLEARANCE		
08	TD/DTM/OPN/MAR/R/08/05	DOLLAR RATE	DTM [OPN]	DO
09	TD/DTM/OPN/MAR/R/09/05	VIA REGISTRATION	DTM [OPN]	DO
10	TD/DTM/OPN/MAR/R/10/05	MARING DOCUMENTS REGISTER	DTM [OPN]	DO
11	TD/DTM/OPN/MAR/R/11/05	BILL FOR OCFL VESSEL	DTM [OPN]	DO
12	TD/DTM/OPN/MAR/R/12/05	BILL FOR CGS VESSEL	DTM [OPN]	DO
13	TD/DTM/OPN/MAR/R/13/05	BILL FOR INS VESEL	DTM [OPN]	DO
14	TD/DTM/OPN/MAR/R/14/05	BILL FORROAD STEAD CHARGE	DTM [OPN]	DO
15	TD/DTM/OPN/ACCT/R/01/05	FILE INDEX REGISTER	DTM [OPN]	DO
16	TD/DTM/OPN/ ACCT/R/02/05	TENDER OPERATION	DTM [OPN]	DO
17	TD/DTM/OPN/ ACCT /R/03/05	SECURITY AND EMD REFUND	DTM [OPN]	DO
18	TD/DTM/OPN/ ACCT /R/04/05	BILL REGISTER	DTM [OPN]	DO
19	TD/DTM/OPN/ EXP /R/01/05	FILE INDEX REGISTER	DTM [OPN]	DO
20	TD/DTM/OPN/ EXP /R/02/05	WHARFAGEBILL	DTM [OPN]	DO
21	TD/DTM/OPN/ EXP /R/03/05	WHARFAGE BILL FOR LOCAL	DTM [OPN]	DO
22	TD/DTM/OPN/ EXP /R/04/05	REFUND BILL	DTM [OPN]	DO
23	TD/DTM/OPN/ EXP /R/05/05	FILE MOVEMENT REGISTER	DTM [OPN]	DO
24	TD/DTM/OPN/ EXP /R/06/05	THERMAL COAL LOADING	DTM [OPN]	DO
25	TD/DTM/OPN/ EXP /R/07/05	TRANSIT DUES	DTM [OPN]	DO
26	TD/DTM/OPN/ IMP /R/01/05	FILE INDEX REGISTER	DTM [OPN]	DO
27	TD/DTM/OPN/ IMP /R/02/05	WHARFAGE BILL	DTM [OPN]	DO
28	TD/DTM/OPN/ IMP /R/03/05	WHARFAGE BILL (LOCAL CAUGHT FISH)	DTM [OPN]	DO
29	TD/DTM/OPN/ IMP /R/04/05	WHARFAGE BILL (CONDEMNED MATERIAL)	DTM [OPN]	DO
30	TD/DTM/OPN/ IMP /R/06/05	REFUNED BILL	DTM [OPN]	DO
31	TD/DTM/OPN/ IMP /R/07/05	MISCELLANEOUS	DTM [OPN]	DO
32	TD/DTM/OPN/ IMP /R/08/05	C.COAL HANDLED BY SAIL	DTM [OPN]	DO
33	TD/DTM/OPN/ IMP /R/09/05	ENDORSEMENT OF BILL OF ENTRY TO CUSTOMS	DTM [OPN]	DO
34	TD/DTM/OPN/ IMP /R/10/05	COOKING COAL AND LAM COAL HANDLED BY TISCO	DTM [OPN]	DO
35	TD/DTM/OPN/ IMP /R/11/05	IMPORT DEMURRAGE BILL	DTM [OPN]	DO
36	TD/DTM/OPN/ IMP /R/12/05	IMPORT DEMURRAGE BILLS FOR CONDMNED MATERIALS	DTM [OPN]	DO
37	TD/DTM/OPN/ IMP /R/13/05	VESSEL OUT TORN REPORT	DTM [OPN]	Office of DTM [OPN]
38	TD/DTM/OPN/ IMP /R/14/05	IMPORT DELIVERY	DTM [OPN]	DO
39	TD/DTM/OPN/ IMP /R/15/05	CONTAINER DETAILS	DTM [OPN]	DO
40	TD/DTM/OPN/ IMP /R/16/05	CONTAINER BILL REGISTER	DTM [OPN]	DO
41	TD/DTM/OPN/ GEAR /R/01/05	FILE INDEX	DTM [OPN]	DO
42	TD/DTM/OPN/ GEAR /R/02/05	BILL	DTM [OPN]	DO
43	TD/DTM/OPNGEAR /R/03/05	MISCELLANEOUS BILL	DTM [OPN]	DO
44	TD/DTM/OPN/ GEAR /R/04/05	ACCIDENT REPORT	DTM [OPN]	DO
45	TD/DTM/OPN/ GEAR/R/05/05	DAMAGE TO PORT TRUST PROPERTY BILL	DTM [OPN]	DO
46	TD/DTM/OPN/ GEAR /R/06/05	REFUND BILL REGISTER	DTM [OPN]	DO
47	TD/DTM/OPN/ PLOT /R/01/05	FILE INDEX	DTM [OPN]	DO
48	TD/DTM/OPN/ PLOT /R/02/05	COLLECTION MEMO	DTM [OPN]	DO
49	TD/DTM/OPN/ PLOT /R/03/05	PLOT RENT BILL	DTM [OPN]	DO



<b>SL NO</b>	<b>REGISTER NO.</b>	<b>REGISTER TITLES</b>	<b>Responsibility</b>	<b>Location</b>
50	TD/DTM/OPN/ PLOT /R/04/05	PLOT ALLOTMENT	DTM [OPN]	DO
51	TD/DTM/OPN/ PLOT /R/05/05	PERMIT	DTM [OPN]	DO
52	TD/DTM/OPNPLOT /R/06/05	ALLOTMENT OF SPACE FOR STORAGE OTHER THAN CARGO	DTM [OPN]	DO
53	TD/DTM/OPNPLOT /R/07/05	CREDIT BILL REGISTER	DTM [OPN]	DO
54	TD/DTM/OPN/ WB /R/01/05	FILE INDEX	DTM [OPN]	DO
55	TD/DTM/OPN/ WB/R/02/05	MISC.WEIGHMENT REGISTER	DTM [OPN]	DO
56	TD/DTM/OPN/ WB /R/03/05	TARE WEIGHT REGISTER	DTM [OPN]	DO
57	TD/DTM/OPN/ WB /R/04/05	WEIGHMENT REGISTER FOR EXPORT CARGO	DTM [OPN]	DO
58	TD/DTM/OPNWB /R/05/05	INSTRUCTION BOOK	DTM [OPN]	DO
59	TD/DTM/OPN/ WB /R/06/05	ATTENDANCE REGISTER	DTM [OPN]	DO
60	TD/DTM/OPN/ WB /R/07/05	WEIGHMENT BILL	DTM [OPN]	DO
61	TD/DTM/OPN/ WB/R/08/05	WEIGHMENT REGISTER FOR IMPORT CARGO	DTM [OPN]	DO
62	TD/DTM/OPN/ WB/R/09/05	WEIGHMENT REGISTER FOR LOCAL CAUGHT FISH	DTM [OPN]	DO
63	TD/DTM/OPN/WB /R10/05	WEIGHMENT REGISTER DEBRIS/SLUDGE	DTM [OPN]	DO
64	TD/DTM/OPN/WB /R11/05	WEIGHMENT BILL REGISTER FOR CARGO WEIGHTED AT TISCO W/B BY TISCO AND OTHERS	DTM [OPN]	DO
65	TD/DTM/OPN/ ATBKGT /R/01/05	FILE INDEX	DTM [OPN]	DO
66	TD/DTM/OPN/ ATBKGT /R/02/05	ATBK CASH COLLECTION	DTM [OPN]	DO
67	TD/DTM/OPN/ ATBKGT /R/03/05	SHIFT DIARY	DTM [OPN]	DO
68	TD/DTM/OPN/ ATBKGT /R/04/05	DAILY CASH COLLECTION	DTM [OPN]	DO
69	TD/DTM/OPN/ ATBKGT /R/05/05		DTM [OPN]	DO
70	TD/DTM/OPN/ ATBKGT /R/06/05	MR BOOK COLLECTION	DTM [OPN]	DO
71	TD/DTM/OPN/ BERTH /R/01/01	SHED DIARY-VOL-I	DTM [OPN]	DO
72	TD/DTM/OPN/ BERTH /R/02/01	SHED DIARY-VOL-II	DTM [OPN]	Office of DTM [OPN]
73	TD/DTM/OPN/ BERTH /R/03/01	SHIFT -IN-CHARGE DIARY	DTM [OPN]	DO
74	TD/DTM/OPN/ BERTH /R/04/01	INSTRUCTION BOOK	DTM [OPN]	DO
75	TD/DTM/OPN/ BERTH /R/05/01	LETTER ISSUE	DTM [OPN]	DO
76	TD/DTM/OPN/ BERTH /R/06/01	WATER SPRINKLING	DTM [OPN]	DO
77	TD/DTM/OPN/ BERTH /R/14/01	FILE INDEX REGISTER	DTM [OPN]	DO
78	TD/DTM/OPN/BERTH/R/15/05	COMPLAINT REGISTER	DTM[OPN]	DO
79	TD/DTM/OPN/ STAT /R/01/05	FILE INDEX	DTM [OPN]	DO
80	TD/DTM/OPN/ STAT /R/02/05	DAILY TRAFFIC	DTM [OPN]	DO
81	TD/DTM/OPN/STAT /R/03/05	AVERAGE OUTPUT	DTM [OPN]	DO



<b>SL NO</b>	<b>REGISTER NO.</b>	<b>REGISTER TITLES</b>	<b>Responsibility</b>	<b>Location</b>
82	TD/DTM/OPN/ STAT /R/04/05	STEVEDORES	DTM [OPN]	DO
83	TD/DTM/OPN/ STAT/R/05/05	VESSEL DIVERSION	DTM [OPN]	DO
84	TD/DTM/OPN/ STAT/R/06/05	BEST PERFORMANCE	DTM [OPN]	DO
85	TD/DTM/OPN/ STAT/R/07/05	MONTHLY LABOUR RETURN	DTM [OPN]	DO
86	TD/DTM/OPN/ STAT/R/08/05	SHIPPING REGISTER	DTM [OPN]	DO
87	TD/DTM/OPN/ COM/R/13/05	TERMINAL CHARGES	DTM [OPN]	DO
88	TD/DTM/OPN/COM/R/14/05	DAMAGE&DEFICIENCY	DTM [OPN]	DO
89	TD/DTM/OPN/ COM/R/15/05	WAGON HIRE CHARGES	DTM [OPN]	DO
90	TD/DTM/OPN/ COM/R/16/05	LOCOMOTIVE HIRE CHARGES	DTM [OPN]	DO
91	TD/DTM/OPN/ COM/R/17/05	SHUNTING CHARGES	DTM [OPN]	DO
92	TD/DTM/OPN/COM/R/18/05	DIESEL SUPPLY CHARGES	DTM [OPN]	DO
93	TD/DTM/OPN/ COM/R/19/05	DE-RAILMENT	DTM [OPN]	DO
94	TD/DTM/OPN/COM/R/20/05	MISE BILL	DTM [OPN]	DO
95	TD/DTM/OPN/ COM/R/21/05	HAULAGE/TRIPPLING ETC.	DTM [OPN]	DO
96	TD/DTM/OPN/ COM/R/22/05	DAILY PROGRESS REVIEWS	DTM [OPN]	DO
97	TD/CHD/ TECH/R/01/02	FILE INDEX REGISTER FOR ISO9002	EE, CHD	Office of EE, CHD
98	TD/CHD/ TECH/R/02/02	FILE INDEX REGISTER	EE, CHD	DO
99	TD/CHD/ TECH/R/03/02	INDENT REGISTER	EE, CHD	DO
100	TD/CHD/ TECH/R/04/05	AGREEMENT REGISTER	EE CHD	DO
101	TD/CHD/ TECH/R/05/03	SALE OF TENDER PAPER	EE, CHD	DO
102	TD/CHD/ TECH/R/06/02	TENDER OPNING	EE, CHD	DO
103	TD/CHD/ TECH/R/07/05	PROCUREMENT OF EQUIPMENT	EE, CHD	DO
104	TD/CHD/ TECH/R/08/05	DAILY UTILISATION EQUIPMENT	EE, CHD	DO
105	TD/CHD/TECH/R/09/02	DAILY DEMAND SUPPLY	EE, CHD	DO
106	TD/CHD/ TECH/R/10/02	DAILY DEPARTMENTAL USE OF EQUIPMENTS	EE, CHD	DO
107	TD/CHD/ TECH/R/11/03	DAILY DEBIT STATEMENT	EE, CHD	DO
108	TD/CHD/ TECH/R/12/02	EQUIPMENT INVENTORY	EE, CHD	DO
109	TD/CHD/ TECH/R/13/02	TESTING OF EQUIPMENT	EE, CHD	DO
110	TD/DTM/RLY/GS/R/03/05	WAGON INDENT REGISTER	DTM [RLY]	Office of DTM [RLY]
111	TD/DTM/RLY/GS/R/15/05	OUTWORD MESSAGE BOOK	DTM [RLY]	DO
112	TD/DTM/RLY/GS/R/35/05	INWORD MESSAE BOOK	DTM [RLY]	Office of DTM [RLY]
113	TD/DTM/RLY/CASH/R-1/5	CHEQUE ISSUE	DTM [RLY]	DO
114	TD/DTM/RLY/CASH/R-2/5	TELEPHONE BILLS	DTM [RLY]	DO
115	TD/DTM/RLY/CASH/R-3/5	UNPAID WAGES	DTM [RLY]	DO
116	TD/DTM/RLY/CASH/R-4/5	PAY BILL REGISTER	DTM [RLY]	DO
117	TD/DTM/RLY/CASH/R-5/5	T.A. BILL	DTM [RLY]	DO
118	TD/DTM/RLY/CASH/R-6/5	COMPUTER ANNEXURE	DTM [RLY]	DO
119	TD/DTM/RLY/CASH/R-7/5	MEDICAL ADVANCE	DTM [RLY]	DO
120	TD/DTM/RLY/CASH/R-8/5	L.T.C. ADVANCE	DTM [RLY]	DO
121	TD/DTM/RLY/CASH/R-9/5	MOTORCYCLE ADVANCE	DTM [RLY]	DO
122	TD/DTM/RLY/CASH/R-10/5	WORK BILL	DTM [RLY]	DO
123	TD/DTM/RLY/STRY/R-11/5	STATIONARY REGISTER	DTM [RLY]	DO
124	TD/DTM/RLY/STRY/R-12/5	UNIFORM REGISTER	DTM [RLY]	DO
125	TD/DTM/RLY/COM/R-13/5	TERMINAL CHARGES	DTM [RLY]	DO
126	TD/DTM/RLY/COM/R-14/5	DAMAGE AND DEFICIENCY	DTM [RLY]	DO
127	TD/DTM/RLY/COM/R-15/5	WAGON HIRE CHARGES	DTM [RLY]	DO



SL NO	REGISTER NO.	REGISTER TITLES	Responsibility	Location
128	TD/DTM/RLY/COM/R-16/5	LOCOMOTIVE CHARGES	DTM [RLY]	DO
129	TD/DTM/RLY/COM/R-17/5	SHUNTING CHARGES	DTM [RLY]	DO
130	TD/DTM/RLY/COM/R-18/5	DISEL SUPPLY CHARGES	DTM [RLY]	DO
131	TD/DTM/RLY/COM/R-19/5	DE-RAILMENT	DTM [RLY]	DO
132	TD/DTM/RLY/COM/R-20/5	MISC. BILL	DTM [RLY]	DO
133	TD/DTM/RLY/COM/R-21/5	HAULAGE/TIPPLING ETC.	DTM [RLY]	DO
134	TD/DTM/RLY/COM/R-22/5	DAILY PROGRESS REVIEW	DTM [RLY]	DO
135	TD/DTM/RLY/INDEX/R/23/5	FILE INDEX REGISTER	DTM [RLY]	DO

### LIST OF REFERAL DOCUMENTS

NO	DESCRIPTION	Location
01	MAJOR PORT TRUST ACT-1963	Office of DTM [OPN]
02	INDIA PORTS ACT-1908	DO
03	SCALE OF RATES-[APRIL-2000]	DO
04	HAND BOOK OF PORT RULES	DO
05	CIRCULARS ISSUED BY THE PORT [BLUE BOOK]	DO
06	LEASE DEEDS	DO
07	WAGE SETTLEMENT REPORTS [BWNC]	DO
08	FOREX RATE NOTIFICATIONS.	DO

### Lists Of Files And Forms:-

### LIST OF RECORDS:

### FORMS AND REGISTERS USED IN MARINE DEPARTMENT

REGISTERS	NUMBER	RESPONSIBILITY	LOCATION
1. Signal Station Log Book (Port Control)	--- MD/HM/R/01/3.	SHIFT I/C SS	SS
2. MSO Shift In charge Log Book	--- MD/HM/R/02/3.	SHIFT I/C MSO	MSO
3. Pilotage Certificate Register	--- MD/HM/R/03/3	SHIFT I/C MSO	MSO
4. PARVATI Log Book	--- MD/HM/R/06/3.	TUG MASTER	ON VSL
5. BALABHADRA Log Book	--- MD/HM/R/07/3.	CM/SERANG	ON VSL
6. BIRAJA Log Book	--- MD/HM/R/08/3.	CM/SERANG	ON VSL
7. RATNAGIRI Log Book VSL	--- MD/HM/R/09/3.	CM/SERANG	ON
8. CHANDI Log Book	--- MD/HM/R/10/3.	CM/SERANG	ON VSL
9. CHARCHIKA Log Book	--- MD/HM/R/11/3	CM/SERANG	ON VSL
10. JAGANNATH Log Book	--- MD/HM/R/12/3.	CM/SERANG	ON VSL
11. SUDARSHAN Log Book	--- MD/HM/R/13/3.	CM/SERANG	ON VSL
12. DURGA Log Book	--- MD/HM/R/34/3.	TUG MASTER	ON VSL
13. SUBHADRA Log Book VSL	--- MD/HM/R/35/3.	CM/SERANG	ON



14. SARALA Log Book	----	MD/HM/R/38/3	CM/SERANG	ON VSL
15. SAMALEI Log Book	----	MD/HM/R/39/3	CM/SERANG	ON VSL
16. Oil Pollution Register	----	MD/HM/R/24/5.	POL. CON CELL I/C	MSO
17. Fresh Water Supply Register	----	MD/HM/R/25/2.	SHIFT I/C MSO	MSO
18. Index of Files (General) OFFICE	----	MD/HM/R/27/5.	ASST SECT.	MD
19. Index of Files (Accounts)	----	MD/HM/R/28/5.	ASST SECT.	MD OFFICE
20. Index of Files (Office Establishment)	----	MD/HM/R/29/5.	ASST SECT.	MD OFFICE
21. Signal Station Shipping Register-		MD/HM/R/30/3.	SHIFT I/C SS	SS
22. SS Naval and Coast Guard Vsl Register	----	MD/HM/R/31/3.	SHIFT I/C SS	SS
23. SS Deep Sea Fishing Trawlers Register	----	MD/HM/R/32/3.	SHIFT I/C SS	SS
24. Survey Order Book	----	MD/SHS/R/01/5.	SHS	SHS OFFICE
25. Field Book	----	MD/SHS/R/02/3.	HS	SHS OFFICE
26. Sounding Book	----	MD/SHS/R/03/3.	HS	SHS OFFICE
27. Tide Register	----	MD/SHS/R/04/1.	AHS	SHS OFFICE
28. Drawing Issue Register	----	MD/SHS/R/05/3.	HS	SHS OFFICE
29. Dredging Log Book	----	MD/SHS/R/06/5.	HS	SHS OFFICE
30. Index of Files (Hydraulic Divn) OFFICE	---	MD/SHS/R/07/5.	AHS	SHS
31. Lead-Acid Battery & Generator Maintenance Register	---	MD/HM/R/33/3.	SHIFT I/C SS	SS
32. LAXMI Log Book	----	MD/HM/R/40/3.	CM/SERANG	ON VSL
33. SURENDRA SAI Log Book	----	MD/HM/R/41/3.	CM/SERANG	ON VSL
34. BIJU PATTNAIK Log Book	----	MD/HM/R/42/3.	CM/SERANG	ON VSL
35. Tug Tarini Log Book VSL	----	MD/HM/R/43/3	Tug Master	ON
36. File Index Register (Technical)		MD/SME/R-01/3	SME/HA	MED, Office
37. Non-conformance Register	----	MD/SME/R-02/5	- do -	- do -
38. Stores and spare indent Register	----	MD/SME/R-03/5	- do -	- do -
39. File Index Register		MD/SME/R-04/3	Tug I/C/AE(M)/ME	Tugs/ Site Office
40. Engine room Log Book		MD/SME/R-05/3	- do -	- do -
41. Site Account Register for Fuel Oil		MD/SME/R-06/3	- do -	- do -
42. Store Issue Register (SIB)		MD/SME/R-07/3	Tug I/C/ME/ Store I/C	R&M Section
43. Store Receipt Register (SRB)		MD/SME/R-08/3	ME	- do -
44. Site Account Register for Stores		MD/SME/R-09/3	ME/ Store I/C	- do -
45. Site Account Register for T&P		EM/ME/R-10/5	-do-	-do-
46. Site Account Register for T&P Acetylene gas		EM/ME/R-12/1	-do-	-do-
47. PMS Register for Greaves Engines		EM/ME/R-13/3	-do-	-do-
48. PMS Register for Cummins engines		EM/ME/R-14/3	-do-	-do-
49. Site Account Register for Lubricants		MD/SME/R-15/1	-do-	-do-
50. Site Account Register for Spares (Cummins Engine)		MD/SME/R-16/3	- do -	- do -
51. Site Account Register for Spares greaves Engine(MWM)		MD/SME/R-17/3	- do -	- do -
52. Site Account Register for Spare Greaves Schottel Units (Propulsion)		MD/SME/R-18/3	- do -	- do -
53. Site Account Register for Gear Boxes spares (Kirloskar)		MD/SME/R-19/3	- do -	- do -
54. Site Account Register for main Engine spares of tugs		MD/SME/R-20/3	- do -	- do -
55. Site A/c Register for auxiliary Engine Spares of tugs		MD/SME/R-21/5	Tug I/C/E.I/C	Tug
56. Site Account Register for Auxiliary Engine spare to tugs		MD/SME/R-21/5	- do -	- do -
57. Site Account Register for Shottel Unit Spares of tugs		MD/SME/R-22/5	- do -	- do -



<u>FORMS</u>	<u>NUMBER</u>	<u>RESPONSIBILITY</u>	<u>LOCATION</u>
1. Pilotage Certificate	MD/HM/01/03/1.	SHIP'S MASTER	MSO
2. Arrival Report	MD/HM/02/03/1.	SHIP'S MASTER	MSO
3. Departure Report	MD/HM/03/03/1.	SHIP'S MASTER	MSO
4. Ship-Shore Safety			
Check List for tanker	MD/HM/04/02/0.	POL. CON. CELL	MSO

#### Terminals

5. Shifting Memo	MD/HM/05/01/0.	SHIFT I/C MSO	MSO
6. Message Form	MD/HM/06/01/0.	SHIFT I/C MSO	MSO
7. Monthly Check List			
For Important items	MD/HM/07/03/0.	TUG MASTERS	
On Tugs		/TMC-I	TMC-I

#### OFFICE

8. Bill Format	MD/HM/08/05/0.	COF	MSO
9. Fresh Water Receipt From			
Vessel	MD/HM/09/02/0.	COF	MSO
10. Fresh Water Supply Form	MD/HM/10/02/0.	COF	MSO
11. Work Order	MD/HM/11/03/0.	COF	MSO
12. Fire Tender Requisition	MD/HM/12/01/0.	COF	MSO
13. Provisional Information			
Sheet	MD/SHS/14/01/0.	SHS	HYD. DIVN OFFICE



#### 14. Daily Report of Maintenance

**Dredging MD/SHS/15/03/0. SHS HYD. DIVN OFFICE**

#### 15. Floating Crafts maintenance

**Check List MD/HM/18/PP/0 CM/SERANG MSO/ON VSL**

- |  |                |                    |                 |
|--|----------------|--------------------|-----------------|
| 16. Daily Checklist of Tugs/<br>Floating Craft (Engine Side) | MD/SME/01/1/0  | ME/Tug I/C/AE(Mar) | Tugs /FC        |
| 17. Monthly report on Tug                                    | MD/SME/02/3/0  | Tug I/C / EIC      | Tug             |
| 18. POL Statement Form                                       | MD/SME/03/3/0  | SME                | MED, Office     |
| 19. Availability and Utilization<br>Of tugs                  | MD/SME/04/3/0  | -DO-               | MED, Office     |
| 20. Form to indent Stores/<br>Spares to MM Dept.             | MD/SME/05/3/0  | -DO-               | MED, Office     |
| 21. Form to indent Stores/<br>Spares to SME                  | MD/SME/05A/3/0 | ME/Tug I/C / ME    | Tug/Site Office |
| 22. Engine Room Log Book<br>Abstract                         | MD/SME/06/1/0  | AE(Marine)         | Opn. Sec.       |
| 23. Availability & Utilization<br>Reports of Floating Crafts | ME/SME/07/1/0  | AE(Marine)         | Opn. Sec.       |

<b>List of Files of Medical Department</b>				
Sl. No.	File No:	Subject	Responsibility	Location
1	CMO-OE-GL-61/10	Regarding Providing Intership Trg. Of Medical Student	CMO	O/o CMO
2	CMO-OE-A-GL-15/2009	Providing for 6 Months Intership for 6 Nos. of Bachelor of Physiotherapy Students in PPT Hospital.	CMO	O/o CMO
3	CMO-OE-A-GENL-27/05	Cadre Restructuring of Officers.	CMO	O/o CMO
4	CMO-OE-A-GL--71/05	Pay fixation of CI-III & IV Staff under ACP Scheme (Under MACPS) w.e.f. 19.01.2010	CMO	O/o CMO
5	CMO-OE-A-GL-30/10	Sanction of Special Casual Leave Reg.	CMO	O/o CMO
6	CMO-OE-GL-66/10	Half Yearly Return of Recording Reviewing and Weeding out of Public Record Act-1998.	CMO	O/o CMO
7	CMO-OE-A-GL-61/05	Recruitment for the post of Attendant.	CMO	O/o CMO
8	CMO-OE-A-GL-20/2012	Reservation for SC/ST/OBC, etc.	CMO	O/o CMO
9	CMO-OE-A-GL-I/10	Assembly / Parliament Question Reply	CMO	O/o CMO
10	CMO-OE-A-GL-37/98	Correspondance on confirmation of employees of medical Deptt.	CMO	O/o CMO
11	CMO-OE-A-GL-69/03	Filling up the Entry Level Post.	CMO	O/o CMO
12	CMO-OE-GENL-1/2015	Clasification and Categorisation of Class-III & IV Post Under Medical Department.	CMO	O/o CMO
13	CMO-OE-A-GL-25/2009	Correspondance on Medical Advances / M.R. Claim of Class-I & II Officers of Meedical Department.	CMO	O/o CMO



14	CMO-OE-A-GL-8/11	Filling up the post of Head Pharmacist Sr. Pharmacist by promotion.	CMO	O/o CMO
15	CMO/OE/A/GL-20/2005	Declaration of D.D.O. Power.	CMO	O/o CMO
16	CMO-OE-A-GENL-10/2011	Schedule of Employees of Medical Department.	CMO	O/o CMO
17	CMO-OE-GL-B-220/2010	Scrutine of Referral Case Reg.	CMO	O/o CMO
18	CMO-OE-A-GL-2/2005	Sanction of Conveyance Expenses.	CMO	O/o CMO
19	CMO-OE-A-GL-28/05	Correspondance with other Major Ports	CMO	O/o CMO
20	CMO-OE-A-GL-4205	Filling up of the Post of Chief Medical Officer in PPT	CMO	O/o CMO
21	CMO-OE-A-GL-63/05	Retirement Benefits to the Officers & Employees of Medical Department.	CMO	O/o CMO
22	CMO-OE-A-GL-16/2009	Physically Handi Capped Employees Return of Information.	CMO	O/o CMO
23	CMO-OE-A-GL-28/01-II	Staff Strength of Medical Department From April-04.	CMO	O/o CMO
24	CMO-OE-A-GL-64/08	Superior Staff of Medical Department, PPT.	CMO	O/o CMO
25	CMO-OE-A-GL-7/2008	Filling up the Post of Sr. Pharmacist & Head Pharmacist / Sr. Dresser	CMO	O/o CMO
26	CMO-OE-A-07/12	Supply of Medicines of First Aid for Army Recruitment Rally.	CMO	O/o CMO
27	CMO-OE-A-GL-35/05	Review of Recruitment Rules.	CMO	O/o CMO
28	CMO-OE-A-GL-6/07	Draft Advertisment text Office Order and Undertaking Pertaining to Engagement of Persons on Contract basis in Port Service.	CMO	O/o CMO
29	CMO-OE-A-GL-66/05	Correspondance on Contract Service for Various Posts of Medical Department.	CMO	O/o CMO
30	CMO-OE-A-GL-93/2006	Engagement of Safaiwalla Under PPT(H)	CMO	O/o CMO
31	CMO-OE-A-GL-5/07	Job Contract Under Medical Department	CMO	O/o CMO
32	CMO-STORE-4/08	Stamping System on Every Individual Unit for Hospital & Supply	CMO	O/o CMO
33	CMO-OE-A-GL-90/2006	Contractual Engagement of Medical Officer	CMO	O/o CMO
34	CMO-OE-A-GL-67/10	Tender for Contract Engagement Under Medical Department.	CMO	O/o CMO
35	CMO-OE-B-GL-26/2009	Engagement of an Ophthalmologist / Office Assistant on Contractual basis under PPT Hospital.	CMO	O/o CMO
36	CMO-OE-A-GL-21/2012	Deployment of Security Personel for Guarding of PPT Hospital Area.	CMO	O/o CMO
37	CMO-OE-A-GL-17/2012	Contractual Engagement of Staff Nurse under Medical Department.	CMO	O/o CMO
38	CMO-OE-A-GL-72/11	Correspondance on confirmation of employees of medical Deptt.	CMO	O/o CMO
39	CMO-OE-A-GL-86/2011	Filling up the Post of Specialist and Medical Officers.	CMO	O/o CMO
40	CMO-OE-A-GL-9/2011	Filling up the post of MO-CUM-AS & Dy. CMO (Spl.) under Medical Department.	CMO	O/o CMO
41	CMO-OE-A-GL-19/05	Correspondance Regarding Reservation for SC/ST/OBC.	CMO	O/o CMO



42	CMO-OE-A-PF-III-59/09	Implimentation of New Pension Scheme.	CMO	O/o CMO
43	CMO-OE-A-GL-69/05	Destruction of Old Records- Retention Period for Records Common to All Department.	CMO	O/o CMO
44	CMO-OE-A-GL-89/06	Employees' Profile.	CMO	O/o CMO
45	CMO-OE-A-GL-88/2006	Assesment & Requirement of Specialist Under PPT Hospital.	CMO	O/o CMO
46	CMO-OE-A-GL-91/06	Proposal for Smooth Function of O.T. and Up-Gradation of Endoscopy Unit.	CMO	O/o CMO
47	CMO-OE-A-GENL-7/07	Filling up of Vacant Promotional Post of Assistant Matron & Head Pharmacist, Nursing Sister & Sr. Pharmacist.	CMO	O/o CMO
48	CMO-OE-B-GL-39/2010	Man Power Planning of Medical Department.	CMO	O/o CMO
49	CMO-OE-A-GL-95/06	Engagement of Trade Apprentices Medical Laboratory Technician ( Radiology & Pathology)	CMO	O/o CMO
50	CMO-OE-A-GL-5-5/2010	Sanction of Encashment of E.L. in f/o: Class-I & Class-II Officers of Medical Department.	CMO	O/o CMO
51	CMO-OE-A-PF-I-22/10	Pay fixation of Class-I & II Officers After the Wage Revision vide Administrative Departement Office Memorandum No:AD-RR-II-08-09/3285, Dt:13.08.2010 (w.e.f. 01.01.2007)	CMO	O/o CMO
52	CMO/GEN/B-27/2010	Janani Surakhaya Yojana.	CMO	O/o CMO
53	CMO-GL-B-44/08	Correspondance with union matters	CMO	O/o CMO
54	CMO-GL-B-39/2007	Repair/Maintenance of Type Writer / Duplicating Machine & Equipments / Xerox Machine.	CMO	O/o CMO
55	CMO-GENL-B-I/2005	Expenditure incurred for BTL Family Planning Operation & Eye Camp.	CMO	O/o CMO
56	CMO-GL-B-212/2010	Miscellaneous Correspondance & Circulars.	CMO	O/o CMO
57	CMO-GL-B-51/07	Inspection of the dock area by the Chief Inspector of Dock Safety.	CMO	O/o CMO
58	CMO-GL-B-01/2012	Speech Therapist & Occupational Therapist Jagruty.	CMO	O/o CMO
59	CMO-GL-B-12/2011	Treatment of Outside Patients of Different Firms.	CMO	O/o CMO
60	CMO-GL-B-26/2010	Special Incentive/Increment for adopting Family Planning Operation.	CMO	O/o CMO
61	CMO-GL-B-57/2012	Function / Festival and Baliyatra at Paradip- Reg. Independence Day/ Port Day/ Republic day.	CMO	O/o CMO
62	CMO-GL-B-122/2010	Medical Board Regarding.	CMO	O/o CMO
63	CMO-GL-B-189/2007	Sanction of Special Casual Leave Reg.	CMO	O/o CMO
64	CMO-GL-B-44/2003-2004	Charter of Demand of Unions.	CMO	O/o CMO
65	CMO-GL-B-16/2010	Annual Administrative Report (Ministry Correspondance)	CMO	O/o CMO
66	CMO-GL-B-110/2010	Pulse Polio Immunisation.	CMO	O/o CMO
67	CMO-GL-B-27/2011-12	Re-imbursement of Medical Bills	CMO	O/o CMO
68	CMO-GL-B-55/2004	Identification of More Referral Hospital/Centres- Appolo Hospitals, Hyderabad.	CMO	O/o CMO



69	CMO-OE-GL-B-220/10	Constitution of Medical Bill scrutinisation Cell in Medical Department.	CMO	O/o CMO
70	CMO-GL-B-89/2010	Correspondance with Major Port Trust	CMO	O/o CMO
71	CMO-OE-A-GL-81/05	Correspondance with Ministry of Shipping	CMO	O/o CMO
72	CMO-GL-B-55/2003-04	Identification of More Referral Hospital/Centres- Appolo Hospitals.	CMO	O/o CMO
73	CMO-GL-B-113/11	Election Urgent	CMO	O/o CMO
74	CMO-GL-B-4/10	Renewal of Subscription for Swamys News.	CMO	O/o CMO
75	CMO-GL/B/55/07	Kalinga Hospital / TATA Memorial Hospital.	CMO	O/o CMO
76	CMO-GL-B-55/09	Referal cases to Kanga Hospital, Bhubaneswar & L.V. Prasad Eye Inistitute Bhubaneswar.	CMO	O/o CMO
77	CMO-GL-B-86/2005	Purchase of Auto Clave & accessories etc.	CMO	O/o CMO
78	CMO-GL-B-76/	Correspondance on Earthquake / Natural Calamity.	CMO	O/o CMO
79	CMO-GEN-B-58/05/06(Vol-II)	Revision of Hospital Charges.	CMO	O/o CMO
80	CMO-GL-B-21/2002-04	Correspondance on Compansation Act, Cases, Medical Board.	CMO	O/o CMO
81	CMO-GL-B-75/2004	Medical Facility / Hospital Charges for Inspectorate Dock Safety.	CMO	O/o CMO
82	CMO-GL-B-98/2004	Correspondance with I.P.A.	CMO	O/o CMO
83	CMO-GL-B-102/04	Theft Cases / Allegation.	CMO	O/o CMO
84	CMO-GL-B-114/2009	Strike of Port Employees.	CMO	O/o CMO
85	CMO-GL-B-125/2009	Spare of Ambulance ,First Aider, Helicopter Landing.	CMO	O/o CMO
86	CMO-OE-GL-B-131/2007	HOD Meeting.	CMO	O/o CMO
87	CMO-GL-B-52/2011	Engagement of Consultants / Specialist Psychiatry & Mental.	CMO	O/o CMO
88	CMO-OE-A-GL-53/2011	Correspondance on Roster Arrangements During Durga Puja Holidays.	CMO	O/o CMO
89	CMO-GL-B-29/2008	Medical Tariff of Different Referral Hospitals- Reg	CMO	O/o CMO
90	CMO-GL-B-11607	Empanelment of Bhubaneswar Eye Institute.	CMO	O/o CMO
91	CMO-OE-B-GL-92/2004(Vol-III)	Chief Medical Officers Conference at J.N.PT.	CMO	O/o CMO
92	CMO-GL-B-205/2009	Referral Hospital "Aditya Care Hospital" Cardiac Disease.	CMO	O/o CMO
93	CMO-GL-B-204/07	Physical Verification of Assets of Medical Department.	CMO	O/o CMO
94	CMO-GL-B-206/2009	Referal Hospital "Ashwini Hospital".	CMO	O/o CMO
95	CMO-GL-B-207/2009	Referal Hospital "Global Hospital".	CMO	O/o CMO
96	CMO-GL-B-209/2009	Referal Hospital "Health Care".	CMO	O/o CMO
97	CMO-GL-B-210/2009	Referal Hospital "West End" Hospital.	CMO	O/o CMO
98	CMO-GL-B-213/2009	Applications of Hospitals for Empanellment.	CMO	O/o CMO
99	CMO-GL-B-217/2009	Implementation ERP in PPT.	CMO	O/o CMO
100	CMO-GL-B-223/2010	Stepping of Pay.	CMO	O/o CMO
101	CMO-GL-B-224/2010	Shanti Hospital (Bills- Reimbursement)	CMO	O/o CMO
102	CMO-GL-B-131/2009	Minutes of Trust Board HOD Meeting	CMO	O/o CMO



103	CMO-GL-B-218/2009	Referral Office Order of Different Department to Different (H)	CMO	O/o CMO
104	CMO-GL-B-III/05	Computerisation of PPT(H)	CMO	O/o CMO
105	CMO-OE-B-GL-94/04	General Election to State Legislative Assembly and Lok Sabha -2004.	CMO	O/o CMO
106	CMO-GL-B-88/2010	Correspondance with Ministry Letters.	CMO	O/o CMO
107	CMO-GL-B-71/2011	Entitlement of Medical Facilities at PPT Hospital Reg. Treatment of Outsiders & Report.	CMO	O/o CMO
108	CMO-GL-B-27/2006	Eye camp.	CMO	O/o CMO
109	CMO-GL-B-214/09	Deputation of Doctors (Add Hospital)	CMO	O/o CMO
110	CMO-GL-B-113/2006	Treatment at Care (H), Ashwini (H) etc.	CMO	O/o CMO
111	CMO-GL-B-40/2008	Minutes of Meetings - Reg.	CMO	O/o CMO
112	CMO-GL-B-117/07	Enlistment of INDO-American Cancer Institute & Research Centre as a Referral (H) for the disease related to cancer.	CMO	O/o CMO
113	CMO-OE-A-GL-24/05	Filling up of the post of the post AM & NS.	CMO	O/o CMO
114	CMO-OE-A-14/2012 (Vol-II)	Staff Strength of Medical Department.	CMO	O/o CMO
115	CMO-OE-A-GL-II/2011	EMI Quarterly Return of Medical Department, PPT.	CMO	O/o CMO
116	CMO-OE-A-GL-16/2010(Pt.)	Requirement of Class-III & Class-IV staff under Medical Department.	CMO	O/o CMO
117	CMO-OE-A-GL-71/05(Pt.)	Pay fixation of Class-III & IV Staff under MACP w.e.f. 19.01.2010.	CMO	O/o CMO
118	CMO-OE-A-GL-16/2011(Pt-III)	Encashment of E.L. for Class-III employees of Medical Department.	CMO	O/o CMO
119	CMO-GL-B-06/2012(Pt-I)	Appeal for Allow for the Interview to the Post of Attendant (Reserved for SC) Special Recruitment Drive on Back Log Vacancies.	CMO	O/o CMO
120	CMO-GL-B-05/2012(Pt)	Appeal for Allow for the Interview to the Post of Pharmacist (Special Drieve on Back Log vacancies Reserved for OBC)	CMO	O/o CMO
121	CMO-OE-B-GL-02/2012	Permission for Study leave staff of Medical Department.	CMO	O/o CMO
122	CMO/RTI Act-1/2010(Pt-I)	Implementation of Right to Information Act-2010.	CMO	O/o CMO
123	CMO-GL-I/2011	Monthly Report Submitted to Vigilance Wing Regarding Tender Matters of Medical Department.	CMO	O/o CMO
124	CMO-OE-A-GL-13/2011	Details of Suspension Major / Minor Penalty Proceeding Cases Monthly Return.	CMO	O/o CMO
125	CMO-OE-A-GL-18/2008	Change Statement in Respect of Class-I & II Officer of Medical Department.	CMO	O/o CMO
126	CMO-OE-A-GL-26/2010	Encashment of Un-Utilised E.L. in F/O: Class-III Employees.	CMO	O/o CMO
127	CMO-OE-A-GL-55/2011	Pay Fixation of Class-II & II Employees.	CMO	O/o CMO
128	CMO-GL-B-44/2011(Pt.)	Correspondance with Union matter	CMO	O/o CMO



129				
130	CMO-GL-B-83/2008(Pt-I)	Aids Awareness.	CMO	O/o CMO
131	CMO-GL-B-89/10	Correspondance with Major Ports of India IPA.	CMO	O/o CMO
132	CMO-OE-A-GL-80/2010(Pt.)	Ministry correspondance clients charter of PPT for the year 2012-13	CMO	O/o CMO
133	CMO-OE-GL-B-68/2009	Progressive use of Hindi Language.	CMO	O/o CMO
134	CMO-GL-B-83/2012	HIV/AIDS Awarness programme.	CMO	O/o CMO
135	CMO-GL-B-83/2012	V.C.T.C. /ICTC Paradip Aids Awareness Cell, PPT Hospital.	CMO	O/o CMO
136	CMO-GL-18/2003(Pt-III)	Correspondance on PPTH Blood Bank.	CMO	O/o CMO
137	CMO-GL-B-18/2010(Pt)	Licence on PPT Blood Bank	CMO	O/o CMO
138	CMO-GL-B-18/2010	Managing committee of Blood Bank PPT Hospitals.	CMO	O/o CMO
139	CMO-GNL-2/2011(Pt-I)	Allotment of Cabin.	CMO	O/o CMO
140	CMO-GL-B-18/2012	Licence of Blood Bank of PPTH.	CMO	O/o CMO
141	CMO-OE-A-GL--36/2013	Anaesthetist (Contractual) for PPT Hospital.	CMO	O/o CMO
142	CMO-OE-A-GL-37/2013	Engagement of Job Contract Basis	CMO	O/o CMO
143	CMO-OE-A-GL-38/2013	Disposal of Dead Body from PPT (H)	CMO	O/o CMO
144	CMO/OE-A-GL-39/2013	Board Memorandum	CMO	O/o CMO
145	CMO-OE-A-GL-35(5)/13(Pt.)	Review of Recruitment Rules.	CMO	O/o CMO
146	CMO-OE-A-GL-40/2013	Purchase of Furnitures.	CMO	O/o CMO
147	CMO-OE-A-GL-42/2013	Implementation of e-Tendering	CMO	O/o CMO
148	CMO-OE-A-GL-43/2013	Purchase of Computer for PPT Hospital	CMO	O/o CMO
149	CMO-OE-A-GL-44/2013	Explanation/warning & Memo staff of Medical Department	CMO	O/o CMO
150	CMO-OE-A-GL-45/2013	Official Tour of PPT (H) Doctors	CMO	O/o CMO
151	CMO-OE-A-GL-46/2013	Engagement of Laboratory Technicians in Odisha SACS	CMO	O/o CMO
152	CMO-OE-A-GL-47/2013	Contractual engagement of Co-ordinator-cum-Receptionist at R.R.Section of PPT Hospital	CMO	O/o CMO
153	CMO-OE-A-GL-48/2013	Procurement of AC for PPT Hospital	CMO	O/o CMO
154	CMO-OE-A-GL-49/2013	Periodical Doctors Meeting of PPT Hospital	CMO	O/o CMO
155	CMO-OE-A-GL-50/2013	DPC for the post of Class-III Employees of Medical Department	CMO	O/o CMO
156	CMO-OE-A-GL-55/2013	W.R.C Pay fixation of Staff	CMO	O/o CMO
157	CMO-OE-A-GL-56/2013	Engagement of retired employees on contract basis	CMO	O/o CMO
158	CMO-OE-A-GL-58/2013	Providing Nursing Assistance works in PPT Hospital	CMO	O/o CMO
159	CMO-OE-A-GL-59/2013	Providing Assistance in Office, Medical wards & inside the medical campus on job work basis	CMO	O/o CMO
160	CMO-OE-A-GL-60/2013	Submission of Annual report Backlog vacancy to Ministry on SC, ST & OBC of others	CMO	O/o CMO
161	CMO-OE-A-GL-61/2013	Preparation of revised Roster on Reservatin policies of Govt. of India for SC, ST, OBC & others.	CMO	O/o CMO
162			CMO	O/o CMO
163	CMO-OE-A-GL-70/2013	Engagement of Attendant on Jon contract basis	CMO	O/o CMO



164	CMO-OE-A-GL-73/2013	Purchase of AED	CMO	O/o CMO
165	CMO-OE-A-GL-75/2013	Contractual engagemtn of Receptionist	CMO	O/o CMO
166	CMO-OE-A-GL-76/2013	Engagement of dependant family members of deceased Port employees in various works of Port through port enlisted contractors.	CMO	O/o CMO
167	CMO-OE-A-GL-78/2013	Accomodation of the DLRs engaged on jon contract basis under Medical Department	CMO	O/o CMO
168	CMO-OE-A-GL-83/2013	Encashment of E.L in favour of Class-I & II officers of Medical Deptt.	CMO	O/o CMO
169	CMO-OE-A-GL-84/2014	Establishment of a Super Speciality Hospital & Medical College at Paradip Port	CMO	O/o CMO
170	CMO-OE-G-GL-80/2011(Pt.)/14	Correspondance with Ministry Compliance to Ministry Letter.	CMO	O/o CMO
171	CMO-OE-A-GL--86/2014	Court Case for Pharmacist Interview	CMO	O/o CMO
172	CMO-OE-A-GL-87/2014	Contributory Outdoor and Indoor Medical Benefits After Retirement of PPT Employees.	CMO	O/o CMO
173	CMO-GL-B-90/2014	Issue of Service Certificate Regarding.	CMO	O/o CMO
174	CMO-GL-B-91/2014	Drawal of Temp. Advance for Imergency purpose of PPT Hospital.	CMO	O/o CMO
175	CMO-OE-A-GL-95/2014	Sanction of Cashier Allowance	CMO	O/o CMO
176	CMO-OE-A-GL-96/2014	Bill for outsourced lab charges for ceramic crowns & denture work	CMO	O/o CMO
177	CMO-OE-A-GL-48/2013(Pt)	Procurement of AC for PPT Hosital	CMO	O/o CMO
178	CMO-OE-A-GL-97/2014	Conversion / re-designation post of medical Deptt.	CMO	O/o CMO
179	CMO-OE-A-GL-90/06(Pt.I)	Contractual engagement Mo-cum-AS	CMO	O/o CMO
180	CMO-OE-A-GL-17/2013(Pt.II)	Contractual engagement of S.N under Medical Deptt.	CMO	O/o CMO
181	CMO-OE-A-GL-99/2014	Medical facilities to the Muck cleaning & Spillage Removal workers in PPT (H)	CMO	O/o CMO
182	CMO-OE-A-GL-100/2014	Payment of Bonus to Contract workers (on job contract basis) of Medical Department	CMO	O/o CMO
183	CMO-OE-A-GL-103/2014	Vigilance Matter of PPT Hospital	CMO	O/o CMO
184	CMO-OE-A-GL-104/2014	Health checkup at BBSR Guest House by the PPT Doctors	CMO	O/o CMO
185	CMO-OE-A-GL-107/2014	Contractual engagemtn of Retired employees in PPT (H)	CMO	O/o CMO
186	CMO-OE-A-GL-109/2014	Ebola Virus	CMO	O/o CMO
187	CMO-OE-A-GL-110/2014	Purchase of Dental instruments of PPT Hospital	CMO	O/o CMO
188	CMO-OE-A-GL-112/2014	Citizen's / Clients's Charter (CCC) and Grivance Redressal Management (GRM) system	CMO	O/o CMO
189	CMO-RTI Act-1/2010(pt-II)	Implementation of Right to Imformation Act	CMO	O/o CMO



190	CMO-OE-A-GL-116/20158	Filling up the post of Dresse/ First Aider in PPT Hospital	CMO	O/o CMO
191	CMO-OE-A-GL-118/2015	Payment of Honorarium to staff of Medical Department	CMO	O/o CMO
192	CMO-OE-A-GL-120/2015	Atrocity/ harasment case of Medical Department	CMO	O/o CMO
193	CMO-OE-A-GL-121/2015	Registration for Principal employer	CMO	O/o CMO
194	CMO-OE-A-GL-122/2015	Deligation of enhanced Financial Powers to Major Port Trusts.	CMO	O/o CMO
195	CMO-OE-A-GL-123/2015	DPC for the post for Class-IV employees of Medical Department	CMO	O/o CMO
196	CMO-OE-Bill/130/2015	Overtime Allowance of Medical Department	CMO	O/o CMO
197	CMO-OE-A-GL-131/2015	Providing Ortel Internet connection	CMO	O/o CMO
198	CMO-OE-A-GL-132/2015	Allotment of Qrs. to Medical staff on emergency duty	CMO	O/o CMO
199	CMO-OE-A-GL-135/2015	Swachha Bharat Abhiyan	CMO	O/o CMO
200	CMO-OE-A-GL-136/2015	Issue of Medicines to CGHS Beneficiaries	CMO	O/o CMO
201	CMO-OE-A-GL-137/2015	Issue of Medical certificate	CMO	O/o CMO
202	CMO-OE-A-GL-138/2015	Officiating Arrangement	CMO	O/o CMO
203	CMO-OE-A-GL-139/2015	Medical facilities to dependant sons of employees/ pensioners	CMO	O/o CMO
204	CMO-OE-A-GL-141/2015	Engagement of Occupational Health Doctor	CMO	O/o CMO
205	CMO-OE-A-GL-142/2015	Medical department review Meeting	CMO	O/o CMO
206	CMO-OE-A-GL-143/2015	Inspection Report	CMO	O/o CMO
207	CMO-OE-A-GL-144/2015	Disciplinary Proceeding against contract workers	CMO	O/o CMO
208	CMO-OE-A-GL-145/2015	Internal Audit	CMO	O/o CMO
209	CMO-OE-B-GL-13/2012	Sanction of Annual Increment of CI-IV staff	CMO	O/o CMO
210	CMO-OE-B-GL-15/2008	Temp. withdrawal of G.P.F	CMO	O/o CMO
211	CMO-OE-B-GL-14/2012	N.R GPF Adv.	CMO	O/o CMO
212	CMO-OE-B-GL-09/07	GPF Adv. Of Class-I & II Officers	CMO	O/o CMO
213	CMO-OE-B-GL-17/08	Sanction of Annual Increment of C.H employees	CMO	O/o CMO
214	CMO-OE-B-GL-04/10	Sanction of ACP of C.H. Employees	CMO	O/o CMO
215	CMO-OE-B-GL-1/07	Revenue Budget	CMO	O/o CMO
216	CMO-OE-B-GL-02/07	Training Programme of Medical Deptt.	CMO	O/o CMO
217	CMO-OE-B-GL-8/07	Sanction of Medical Advance	CMO	O/o CMO
218	CMO-GEN-B-25/04	Reimbursement of Medical claim	CMO	O/o CMO
219	CMO-OE-B-GL-2/10	Corr. with training programme	CMO	O/o CMO
220	CMO-OE-B-GL-12/08	Encashment of Earned leave	CMO	O/o CMO
221	CMO-OE-B-GL-2/05	Corr. Bank loan of staff	CMO	O/o CMO
222	CMO-OE-B-GL-15/07	Agreement / Mortgage Motor cycle/ scooter loan	CMO	O/o CMO
223	CMO-OE-B-GL-17/07	Cors. Motor car adv. Of Class-I & II staffs	CMO	O/o CMO
224	CMO-OE-B-GL-19/08	Flood advance	CMO	O/o CMO
225	CMO-OE-B-GL-2/04	Spl. Housing Finance Scheme	CMO	O/o CMO
226	CMO/Cash/1/2008	Reimbursement of Airtel of Mobile Telephone of Doctors of Medical Department	CMO	O/o CMO
227	CMO/OE/B-13/11(pt)	Sanction of LTC Medical Department	CMO	O/o CMO



228	CMO-OE-Cash/14	Correspondence on TA of PPT Hospital	CMO	O/o CMO
229	CMO-OE-Bill-11/2010	TA Bill O/c in favour of Class-III & IV employees	CMO	O/o CMO
230	CMO-OE-A-GL-21/07(Pt)	Correspondence on Retirement TA of Retired Port employees	CMO	O/o CMO
231	CMO-Cash-12/07	Deduction of P-Tax	CMO	O/o CMO
232	CMO-OE-Bill-130/2015	Overtime allowance of Medical Department	CMO	O/o CMO
233	CMO-OE-Bill-06/09	NW allowance of Medical Staff	CMO	O/o CMO
234	CMO-OE-A-Bill-06/12	Information regarding Financial implimentation on various allowances	CMO	O/o CMO
235	CMO-OE-Bill-02/2015	Jan Dhan Adhar Yojana	CMO	O/o CMO
236	CMO-OE-Cash-01/2014	Correspondence on Telephone charges of Medical Department	CMO	O/o CMO
237	CMO-GL-B-79/4(Pt)	ISO Audit 9001:2008	Sr.M.O	ISO Cell
		<b>CGHS CELL</b>		
1	CMO-CELL-01/2011	Hemalata Hospital & Research Centre, BBSR	CMO	CGHS Cell
2	CMO-CELL-02/2011	Sun Hospital Pct. Ltd. Cuttack	CMO	CGHS Cell
3	CMO-CELL-03/2011	Health Care Cuttack	CMO	CGHS Cell
4	CMO-CELL-04/2011	Apollo Hospital, BBSR	CMO	CGHS Cell
5	CMO-CELL-05/2011	Aswini Hospital, Cuttack	CMO	CGHS Cell
6	CMO-CELL-06/2011	L.V Prasad Eye Institure, BBSR	CMO	CGHS Cell
7	CMO-CELL-07/2011	Aditya Care Hospital	CMO	CGHS Cell
8	CMO-CELL-08/2011	Sparsh Hospitals & Critical Care(P) ltd. BBSR	CMO	CGHS Cell
9	CMO-CELL-09/2011	Regarding Pending Bills of Aditya Care	CMO	CGHS Cell
10	CMO-CELL-10/2011	Crescent Dental Care Hospital, Cuttack	CMO	CGHS Cell
11	CMO-CELL-11/2011	Global Hospital, Hyderabad	CMO	CGHS Cell
12	CMO-CELL-12/2012	Kalinga Hospital	CMO	CGHS Cell
13	CMO-CELL-13/2012	Panda Curie Cancer Hospital	CMO	CGHS Cell
14	CMO-CELL-15/2012	Apolo Hospital, Hyderabad	CMO	CGHS Cell
15	CMO-CELL-17/2013	Treatment facilities for cont. Pilots	CMO	CGHS Cell
16	CMO-CELL-18/2013	Permission for procuring of hearing aid machine for the PPT employees.	CMO	CGHS Cell
17	CMO-Cell-Retd./Corrs/19/15	Correspondence of Retired employees M.R.Bill	CMO	CGHS Cell
18	CMO/Cell/20/15	Seven Hill Hospital, Vishakhapatnam	CMO	CGHS Cell
19	CMO/Cell/21/15	AMRI Hospital, BBSR	CMO	CGHS Cell
20	CMO/Cell/22/15	Yashoda Hospital, Hyderabad	CMO	CGHS Cell
21	CMO/Cell/23/15	Agarwal Hospital, Cuttack	CMO	CGHS Cell
22	CMO/Cell/24/15	Sadguru Hospital, Cuttack	CMO	CGHS Cell
23	CMO/Cell/25/15	Kanungo Hospital, BBSR	CMO	CGHS Cell
24	CMO/Cell/26/15	Add Hospital, Cuttack	CMO	CGHS Cell
25	CMO/Cell/27/15	Add Annex Hospital, Cuttack	CMO	CGHS Cell
		<b>MEDICINE STORE</b>		



1	CMO/STORE/01/2015	Purchase of Medicines, Hospital appliances and disposables	M.O (Store)	Store Sect.
2	CMO/STORE/02/2015	Purchase procedure	M.O (Store)	Store Sect.
3	CMO/STORE/03/2015	Purchase of Spirit rectified	M.O (Store)	Store Sect.
4	CMO/STORE/04/2015	Purchase of Hepatitis "B" vaccine	M.O (Store)	Store Sect.
5	CMO/STORE/05/2015	Purchase/Refilling/of oxygen/nitrous oxide gas cylinder	M.O (Store)	Store Sect.
6	CMO/STORE/06/2015	Purchase of Anaesthesia machine	M.O (Store)	Store Sect.
7	CMO/STORE/07/2015	Repair maintenance of Anaesthesia machine	M.O (Store)	Store Sect.
8	CMO/STORE/08/2015	Purchase of Autoclave/steam sterilizer	M.O (Store)	Store Sect.
9	CMO/STORE/09/2015	Repair maintenance of Anaesthesia machine Autoclave/steam sterilizer	M.O (Store)	Store Sect.
10	CMO/STORE/10/2015	Purchase of ECG Machine	M.O (Store)	Store Sect.
11	CMO/STORE/11/2015	Repair maintenance of ECG machine	M.O (Store)	Store Sect.
12	CMO/STORE/12/2015	Purchase of ENT instruments and accessories	M.O (Store)	Store Sect.
13	CMO/STORE/13/2015	Repair maintenance of ENT instruments and accessories	M.O (Store)	Store Sect.
14	CMO/STORE/14/2015	Purchase of Eye Instruments and accessories	M.O (Store)	Store Sect.
15	CMO/STORE/15/2015	Repair maintenance of Eye Instruments and accessories	M.O (Store)	Store Sect.
16	CMO/STORE/16/2015	Purchase of Endoscopic machine and accessories	M.O (Store)	Store Sect.
17	CMO/STORE/17/2015	Repair maintenance of Endoscopic machine and accessories	M.O (Store)	Store Sect.
18	CMO/STORE/18/2015	Purchase of AED	M.O (Store)	Store Sect.
19	CMO/STORE/19/2015	Repair maintenance of AED	M.O (Store)	Store Sect.
20	CMO/STORE/20/2015	Purchase of Infusion Pump and syringe pump	M.O (Store)	Store Sect.
21	CMO/STORE/21/2015	Repair maintenance of Infusion Pump and syringe pump	M.O (Store)	Store Sect.
22	CMO/STORE/22/2015	Purchase of Laparoscopic machine	M.O (Store)	Store Sect.
23	CMO/STORE/23/2015	Repair maintenance of Laparoscopic machine	M.O (Store)	Store Sect.
24	CMO/STORE/24/2015	Purchase of Ultrasound machine and accessories	M.O (Store)	Store Sect.
25	CMO/STORE/25/2015	Repair maintenance of Ultrasound machine and accessories	M.O (Store)	Store Sect.
26	CMO/STORE/26/2015	Purchase of X-Ray machine & accessories	M.O (Store)	Store Sect.
27	CMO/STORE/27/2015	Repair maintenance of X-Ray machine & accessories	M.O (Store)	Store Sect.
28	CMO/STORE/28/2015	Corr. with Drugs inspector, Jagatsinghpur/Drugs Controller, Odisha	M.O (Store)	Store Sect.
29	CMO/STORE/29/2015	Purchase of Auto Analyser /Semi Auto Analyser	M.O (Store)	Store Sect.
30	CMO/STORE/30/2015	Repair maintenance of Auto Analyser /Semi Auto Analyser	M.O (Store)	Store Sect.
31	CMO/STORE/31/2015	Purchase of Microscope	M.O (Store)	Store Sect.
32	CMO/STORE/32/2015	Repair maintenance of Microscope	M.O (Store)	Store Sect.
33	CMO/STORE/33/2015	Analytical report of Medicines purchased for PPT Hospital	M.O (Store)	Store Sect.



34	CMO/STORE/34/2015	Corr. With firms/Distributors	M.O (Store)	Store Sect.
35	CMO/STORE/35/2015	Corr. on oxygen gas pipeline system	M.O (Store)	Store Sect.
36	CMO/STORE/36/2015	Purchase of Fogger machine/ Fumigation machine	M.O (Store)	Store Sect.
37	CMO/STORE/37/2015	Purchase of Thermal Imaging Scanner	M.O (Store)	Store Sect.
38	CMO/STORE/38/2015	Purchase of AED (Defibrillator)	M.O (Store)	Store Sect.
39	CMO/STORE/39/2015	Purchase of LED examination light and double drum autoclave	M.O (Store)	Store Sect.
40	CMO/STORE/40/2015	Purchase of ICU ventilator	M.O (Store)	Store Sect.
41	CMO/STORE/41/2015	Purchase of Bedside Multi parameter Monitor	M.O (Store)	Store Sect.
42	CMO/STORE/42/2015	Repair maintenance of Physiotherapy instruments	M.O (Store)	Store Sect.
43	CMO/STORE/43/2015	Hospital Management system	M.O (Store)	Store Sect.
44	CMO-VEHICLE-1-04/2008	Out Sourcing of Port Ambulance	M.O (Store)	Store Sect.
45	CMO-VEHICLE-1-05/2008	Eng. Ambulance Vehicle of PPT Hospital	M.O (Store)	Store Sect.
46	CMO-DIET-6/2006(pt)	Supply of dieting items to PPT Hospital	M.O (Store)	Store Sect.
47	CMO-OE-GL-B-72/2006(Pt)	MBO action plan privatisation of washing lines of PPT Hospital	M.O (Store)	Store Sect.
48	CMO-GEN-EPABX-1/06 (Pt)	Correspondence on EPABX systems in the Medical Department	M.O (Store)	Store Sect.
		<b>R.R. SECTION</b>		
1	CMO/RR/MLC/12/14-15	M.L.C	CMO	R.R.Section
2	CMO/RR/HC/RECOVERY/14-15	RECOVERY OF HOSPITAL CHARGES	CMO	R.R.Section
3	CMO/RR/UC/IP/14-15	UNPAID CASES OF INDOOR PATIENT	CMO	R.R.Section
4	CMO/RR/HC/BILL/01	CORRESPONDENCE HOSP. CHARGE (CUSTOME)	CMO	R.R.Section
5	CMO/RR/HC/BILL/02	CORRESPONDENCE HOSP. (C.G)	CMO	R.R.Section
6	CMO/RR/HC/BILL/03	CORRESPONDENCE HOSP. (D.C.I)	CMO	R.R.Section
7	CMO/RR/HC/BILL/04	CORRESPONDENCE HOSP. (I.O.C.L/M)	CMO	R.R.Section
8	CMO/RR/HC/BILL/05	CORRESPONDENCE HOSP. (I.O.C.L/R)	CMO	R.R.Section
9	CMO/RR/HC/BILL/06	CORRESPONDENCE HOSP. (METEROLOGY)	CMO	R.R.Section
10	CMO/RR/HC/BILL/07	CORRESPONDENCE HOSP. (SAIL)	CMO	R.R.Section
11	CMO/RR/HC/BILL/08	CORRESPONDENCE HOSP. (TISCO)	CMO	R.R.Section
<b>Sl. No</b>		<b>REGISTER</b>	<b>Responsibility</b>	<b>Location</b>
1		Cash Book Register	CMO	O/o CMO
2		Collection Register	CMO	O/o CMO
3		Cheque Register	CMO	O/o CMO
4		Hand Book	CMO	O/o CMO
5		EMD Register	CMO	O/o CMO
6		Challan Register	CMO	O/o CMO
7		Cash Register of Doctors	CMO	O/o CMO
8		Salary Cheque Register of Employees	CMO	O/o CMO
9		GPF Advance Register	CMO	O/o CMO



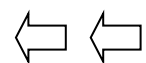
10		Increment Register	CMO	O/o CMO
11		Incumbency Register	CMO	O/o CMO
12		GPF Closing Balance Register	CMO	O/o CMO
		<b>Medicine Store</b>		
1		Stock Ledger of Medicine Register	M.O (Store)	Store Sect.
2		Stock Ledger of instruments	M.O (Store)	Store Sect.
3		Daily Medicine Issue Register	M.O (Store)	Store Sect.
4		Instrument Issue Register	M.O (Store)	Store Sect.
5		Medicine Receive Register	M.O (Store)	Store Sect.
6		Monthly Abstract Register	M.O (Store)	Store Sect.
7		Stationary Item Indent Register	M.O (Store)	Store Sect.
		<b>ASST.MATRON</b>		
1		Casualty Doctors Room Register	CMO	Asst.Matron
2		Daily Indoor & Outdoor Register	CMO	Asst.Matron
3		OPD Complaint Electrical Register	CMO	Asst.Matron
4		OPD Complaint maintenance Register	CMO	Asst.Matron
5		General Housekeeping Register	CMO	Asst.Matron
6		Office Messenger Register	CMO	Asst.Matron
7		Indent Register	CMO	Asst.Matron
8		Stock Ledger Register	CMO	Asst.Matron
9		Dhobi Register	CMO	Asst.Matron
		<b>Dispensing</b>		
1		Stock Ledger Register	Pramacist	Dispensing
2		Issue Register	Pramacist	Dispensing
3		Daily Medicine Abstract Register	Pramacist	Dispensing
4		Monthly Medicine Abstract Register	Pramacist	Dispensing
5		Medicine Indent Register	Pramacist	Dispensing
6		Disease Statistics Register	Pramacist	Dispensing
		<b>R.R SECTION</b>		
1		Indoor Register	Head Pharm.	R.R.Section
2		OPD Register	Head Pharm.	R.R.Section
3		EMP. Identification (G,A,D,T,E,F,Z, NP) Register	Head Pharm.	R.R.Section
4		Retd. Emp. Identification Register	Head Pharm.	R.R.Section
5		Employee monthly card Register	Head Pharm.	R.R.Section
6		Retd. Emp. Monthly card Register	Head Pharm.	R.R.Section
7		Stock ledger.	Head Pharm.	R.R.Section
8		Cons. Doctors Register.	Head Pharm.	R.R.Section
9		Injury Register	Head Pharm.	R.R.Section
10		M.L.C Register	Head Pharm.	R.R.Section
11		Doctors leave Register	Head Pharm.	R.R.Section
12		Complain Register	Head Pharm.	R.R.Section
13		C.G. Treatment Register	Head Pharm.	R.R.Section



14		Custome Treatment Register	Head Pharm.	R.R.Section
15		SAIL Treatment Register	Head Pharm.	R.R.Section
16		TISCO Treatment Register	Head Pharm.	R.R.Section
17		CMC Treatment Register	Head Pharm.	R.R.Section
18		IOCL (R) Treatment Register	Head Pharm.	R.R.Section
19		IOCL (M) Treatment Register	Head Pharm.	R.R.Section
20		DCI Treatment Register	Head Pharm.	R.R.Section
21		METEROLOGY Treatment Register	Head Pharm.	R.R.Section
22		Marriage Daughteer Register	Head Pharm.	R.R.Section
		<b>Female Ward</b>		
1		M.L.C Register	I/C F.Ward	F. Ward
2		Day & Night Order Register	I/C F.Ward	F. Ward
3		Indent Register.	I/C F.Ward	F. Ward
4		Pathology Register	I/C F.Ward	F. Ward
5		Special Cabin Allotment Register	I/C F.Ward	F. Ward
6		General Cabin Allotment Register	I/C F.Ward	F. Ward
7		Delivery Register	I/C F.Ward	F. Ward
8		Live Birth Register	I/C F.Ward	F. Ward
9		NMR Register	I/C F.Ward	F. Ward
10		NICU Register	I/C F.Ward	F. Ward
11		Death Register	I/C F.Ward	F. Ward
12		Discharge Register	I/C F.Ward	F. Ward
13		ECG Register	I/C F.Ward	F. Ward
14		Labour Room Culture & fumigation Register	I/C F.Ward	F. Ward
15		Dhobi Register	I/C F.Ward	F. Ward
16		Stationary indent Register	I/C F.Ward	F. Ward
17		Articles Indent Register	I/C F.Ward	F. Ward
18		Complain Register	I/C F.Ward	F. Ward
19		Stock ladger Register	I/C F.Ward	F. Ward
20		Round Register	I/C F.Ward	F. Ward
		<b>MALE WARD</b>		
1		Daily order Register	I/C M.ward	M. Ward
2		ECG Register	I/C M.ward	M. Ward
3		Blood Sugar Register	I/C M.ward	M. Ward
4		Diet Register	I/C M.ward	M. Ward
5		Freeze Temp.monitoring Register	I/C M.ward	M. Ward
6		Round Register	I/C M.ward	M. Ward
7		MLC Register	I/C M.ward	M. Ward
8		Death Register	I/C M.ward	M. Ward
9		Call Register	I/C M.ward	M. Ward
10		Deily Indent Register	I/C M.ward	M. Ward
11		Office Indent Register	I/C M.ward	M. Ward
12		Office Indent Register	I/C M.ward	M. Ward



13		Store Indent Register	I/C M.ward	M. Ward
14		Complain Register	I/C M.ward	M. Ward
15		Emergency Register	I/C M.ward	M. Ward
16		Kitchen Stock Register	I/C M.ward	M. Ward
17		MW Stock ledger Register	I/C M.ward	M. Ward
18		Gen. cabin allotment Register	I/C M.ward	M. Ward
19		Spl. cabin allotment Register	I/C M.ward	M. Ward
20		Pathology Register	I/C M.ward	M. Ward
21		Discharge Register	I/C M.ward	M. Ward
22		Dhohi Register	I/C M.ward	M. Ward
		<b>Pathology</b>		
1		OPD Investigation Register	Spl.(Patho)	Pathology
2		Indoor Investigation Register	Spl.(Patho)	Pathology
3		Indoor Despatch Register	Spl.(Patho)	Pathology
4		Instrument Stock Register	Spl.(Patho)	Pathology
5		Reagent Stock Register	Spl.(Patho)	Pathology
6		Furniture Stock Register	Spl.(Patho)	Pathology
7		Stationary Stock Register	Spl.(Patho)	Pathology
8		Indent Register	Spl.(Patho)	Pathology





# Electrical & Mechanical Departmental Procedure Manual

## Sec 7.5.2 LIST OF RECORDS/ REGISTERS/FORMS

Page 1 of 5

DOC NO:  
II/DPM/EM- 7.5.2

Rev.Date:07.08.17

Rev. No.00

**EM-PPT  
CONTROLLED**  
This document is uncontrolled if printed.

### A. REGISTERS:

SL.NO	REGISTERS NO.	SUBJECT	LOCATION	RESPONSIBILITY
1	EM/IOHP/R- 01/3	Register for report of Shift I/C on shiploding	I/C (Shipping)	I/C Shipping
2	EM/IOHP/R-02/3	Register for report of Shift -I/C on wagon Tippling	I/C (Receiving)	I/C Receiving
3	EM/IOH P/R-03/3	Log book (shift wise) on wagon tippling operation	I/C (Receiving)	I/C Receiving
4	EM/IOHP/R-04/1	Control Room Register	C/R	C/R
5	EM/IOHP/R-05/3	Non Conformance File	R&S	Receiving
6	EM/IOHP/ R-06/3	Weekly Review File	R&S	S. I/C (C/R)
7	EM/IOHP/ R-07/3	Maintenance log book	(Maint.) R/S	AEE/AE(R&S)
8	EM/IOHP/R-08/5	Store Stock Register	Store	AEE/AE(R&S)
9	EM/IOHP/R-09/5	Store issue Register	Store	AEE (Maint.)
10	EM/IOHP/R-10/5	File Index Register (Technical)	R&S	Store Supdt.
11	EM/IOHP/R-11/5	Weight meter Cablibration Register	C/R	Store Supdt.
12	EM/ WSD/R-01/3	Daily Progress Report & Shift Instruction Register	Locomotives	AEE/AE(R&S)
13	EM/WSD/R-02/20	History book of locomotives	S. I/C Office	S.I/C
14	EM/WSD/R-03/3	Log book of Locomotives	Locomotives	S.I/C
15	EM/WSD/R-04/20	Special T&P Register	S. I/C Office	AEE(M)
16	EM/WSD/R-05/5	Stores Register	-do-	S.I/C
17	EM/WSD/R-06/05	T&P Register	-do-	AEE(Store)
18	EM/WSD/R-07/5	Non-Conformance Register	-do-	-do-
19	EM/WSD/R-08/5	Joint Inspection Register	AEE/AE	-do-
20	EM/WSD/R-09/5	File Index Register (Technical)	-do-	-do-
21	EM/PED/R-01/05	T&P A/C Register	Site Office	AEE/AE
22	EM/PED/R- 02/3	Fuse Call Register	-do-(Except C/R)	-do-
23	EM/PED/R- 03/5	Fan Inventory Register	-do-	Concerned AEE/AE (LT)
24	EM/PED/R- 05/1	Maintenance Register	Site Office	-do-
25	EM/PED/R- 06/3	Transformer repairing Register of El. W/S	El. W/S Office	-do-
26	EM/PED/R-07/5	Shut down Register of 33/11 KV C/Room	C/R Office	-do-
27	EM/PED/R- 08/3	Control Room Log Book	-do-	-do-
28	EM/PED/R- 09/3	Non Conformance Register	Divn. Office/C/R	AEE/AE(Estimate)
29	EM/PED/R -11/5	File Index Register (Technical)	Divn. Office.	HA/AEE(Tech)



# Electrical & Mechanical Departmental Procedure Manual

Sec -7.5.2 LIST OF RECORDS/ REGISTERS/FORMS

Page 2 of 5

DOC NO:  
II/DPM/EM/7.5.2

Rev.Date:07.08.17

Rev. No.00

This document is uncontrolled if printed

**EM PPT**  
**CONTROLLED**

## A. REGISTERS:

SL.NO	REGISTERS NO.	SUBJECT	LOCATION	RESPONSIBILITY
30	EM/PED/R-12/5	Site Account Register	EI.W/S Office	Concerned AE
31	EM/PED/R-15/5	PMS Register	-do-	-do-
32	EM/PED/R-16/5	Index Register	132/33kV S/S	-do-
33	EM/PED/R-17/5	Line Clearance/ Shutdown Register	-do-	-do-
34	EM/PED/R-18/5	132 KV Control Room Log Book	-do-	-do-
35	EM/PED/R-19/5	33kV Switch Board Log Book	-do-	-do-
36	EM/PED/R-20/5	Daily Issue Register	33/11 kV S/S	-do-
37	EM/PED/R-21/5	Relay Testing Register	132/33 kVC/R	-do-
38	EM/MCHP/R-01/17	Index Register	P.M.R.	Concerned A.E.
39	EM/MCHP/R-02/17	Shift-In-Charge Register	P.M.R.	Concerned A.E.
40	EM/MCHP/R-03/17	P.M.R. Log Book	P.M.R.	O&M Contractor
41	EM/MCHP/R-04/17	Shiploading Log Book	P.M.R.	O&M Contractor
42	EM/MCHP/R-05/17	Receiving Log Book	P.M.R.	O&M Contractor
43	EM/MCHP/R-08/17	Operational Fault Register (Mechanical)	P.M.R.	O&M Contractor
44	EM/MCHP/R-09/17	Operational Fault Register (Electrical. & Automation)	P.M.R.	O&M Contractor
45	EM/MCHP/R-13/17	Stacker-1 Log Book	Stacker-1	O&M Contractor
46	EM/MCHP/R-14/17	Stacker-2 Log Book	Stacker-2	O&M Contractor
47	EM/MCHP/R-15/17	Reclaimer-1 Log Book	Reclaimer – 1	O&M Contractor
48	EM/MCHP/R-16/17	Reclaimer-2 Log Book	Reclaimer – 2	O&M Contractor
49	EM/MCHP/R-17/17	Shiploader-1 Log Book	Shiploader- 1	O&M Contractor
50	EM/MCHP/R-18/17	Shiploader-2 Log Book	Shiploader- 2	O&M Contractor
51	EM/MCHP/R-19/17	Operation observations & rectification Register (All machines, Sub-stations & conveyor system)	P.M.R.	O&M Contractor
52	EM/MCHP/R-21/17	Shutdown Register	P.M.R.	O&M Contractor
53	EM/MCHP/R-22/17	Utility Log Book	P.M.R.	O&M Contractor
54	EM/MCHP/R-25/17	Rake Information Log Book	R.R.S	O&M Contractor
55	EM/WS/TECH/R/01/02	File Index Register	O/o EE-I, WSD	AE(Stores)
56	EM/WS/TECH/ 02/02	Indent Register	O/o EE-I, WSD	AE(Stores)
57	EM/WSD/TECH/R/03/05	Agreement Register	O/o EE-I, WSD	EE, WSD
58	EM/WS/TECH/R/04/03	Sale of Tender Paper Register	O/o EE-I, WSD	AEE/AE



# Electrical & Mechanical Departmental Procedure Manual

Sec. 7.5.2 LIST OF RECORDS/ REGISTERS/FORMS

Page 3 of 5

DOC NO:  
II/DPM/EM 7.5.2

Rev.Date:07.08.17

Rev. No.00

**EM-PPT**  
This document is uncontrolled if  
printed  
**CONTROLLED**

## A. REGISTERS:

SL.NO	REGISTERS NO.	SUBJECT	LOCATION	RESPONSIBILITY
59	EM/WS/TECH/R/05/02	Tender Opening Register	O/o EE-I, WSD	AEE/AE
60	EM/WS/TECH/R/06/05	Equipment Inventory Register	O/o EE-I, WSD	AEE/AE(Stores)
61	EM/WS/TECH/R/07/01	Testing of Equipment	O/o EE-I, WSD	AEE/AE(Est)
62	EM/WS/TECH/R/07/02	Indenting of Spares	O/o EE-I, WSD	AEE/AE(Est)
63	EM/WS/TECH/R/07/03	Procurement of Emergent Spares	O/o EE-I, WSD	AEE/AE(Opn)
64	EM/WS/TECH/R/07/04	Monthly Report	O/o EE-I, WSD	AEE/AE(Est)
65	EM/PD-63-39/03	Non-Conformance File of E&M Dept.	P&D Cell	EE(P&D)
66	EM/MM/CS/R/01/3	Incoming Register (maintained Centrally Stores for all the materials that are being received in the Central Stores)	CS Office	SS/S.I(S)
67	EM/MM/CS/R/02/3	Bill /Issue /File Moving Register (is being maintained to keep the records.	CS Office	SS/S.I(S)
68	EM/MM/CS/R/03/5	Store Receipt Book after check measure and acceptance of materials the same are entered in the SRB.	Section Store	SS/S.I(CS)
69	EM/MM/CS/R/04/5	Gate pass used to issue the materials from different section to indentors.	Section Store	S.S / SI (CS)
70	EM/MM/CS/R/05/PP	Store Ledger (after acceptance of materials this is being maintained where the details maintained where the details of receipt, issued and stock are shown)	Section Store	S.S / SI (CS)
71	EM/MM/PUR/R/01/5	Indent Receipt Register (Indent Received from consuming Department are being entered this Register)	Office of MM Divn.	HA
72	EM/MM/PUR/R/02/5	P.O File Opening Register (maintained to allot a number to new file)	Office of MM Divn.	HA
73	EM/MM/PUR/R/03/5	Enq./Tender Issue Register	Office of MM Divn.	HA
74	EM/MM/PUR/R/04/5	P.O Issue Register	Office of MM Divn.	HA
75	EM/MM/PUR/R/05/5	File Movement Register	Office of MM Divn.	HA
76	EM/MM/PUR/R/07/5	T.C. Agenda Register	Office of MM Divn.	Dy.MM
77	EM/MM/PUR/R/08/5	Non-Conformance Register	Office of MM Divn.	-do-
78	EM/MM/PUR/R/09/5	Letter Issue Register	Office of MM Divn.	-do-
79	EM/MM/PUR/XX/01	Suppliers Evaluation	Office of MM Divn.	Dy.MM
80	EM/MM/CS/XX/01/2019/2020	Purchase Order Copy Guard File	Section Store	SS/S.I(S)
81	EM/MM/CS/XX/02/2019/2020	Challan & Bill Guard File	Section Store	SS/S.I(S)
82	EM/MM/CS/XX/03/2019/2020	SIB Guard File	Section Store	SS/S.I(S)
83	EM/MM/CS/XX/04	SRB Guard File	Section Store	SS/S.I(S)
84	EM/MM/CS/XX/05	Inspection Report Guard File	Section Store	SS/S.I(S)
85	EM/MM/PUR/06/5	Tender Opening Register	Office of MM Divn.	Sr. Dy. MM



# Electrical & Mechanical Departmental Procedure Manual

Sec. 7.5.2 LIST OF RECORDS/ REGISTERS/FORMS

Page 4 of 5

DOC NO:  
II/DPM/EM-7.5.2

Rev.Date:07.08.17

Rev. No.00

This document is uncontrolled if printed.

**EM-PPT  
CONTROLLED**

B. FORMS:				
SI.NO	FORM NO.	SUBJECT	LOCATION	RESPONSIBILITY
1	EM/IOHP/F-01/3/0	Daily Ship loading performance	AEE/AE/JE(R&S)	AEE/AE/JE(R&S)
2	EM/IOHP/F-02/3/0	Daily Operational Report	AEE/AE/JE(R&S)	AEE/AE/JE(R&S)
3	EM/IOHP/F-03/3/0	Shiftwise operational report	AEE/AE/JE(R&S)	AEE/AE/JE(R&S)
4	EM/IOHP/F-04/3/0	Daily Report of Wagon Tippler Operation	AEE/AE/JE(R&S)	AEE/AE/JE(R&S)
5	EM/IOHP/F-05/3/0	Wagon tippler daily performance report	AEE/AE/JE(R&S)	AEE/AE/JE(R&S)
6	EM/IOHP/F-06/3/0	Stoppages of Tippler	AEE/AE/JE(R&S)	AEE/AE/JE(R&S)
7	EM/IOHP/F-07/3/0	Daily Telex Message	AEE/AE/JE(R&S)	AEE/AE/JE(R&S)
8	EM/IOHP/F-08/3/0	Material receipt form	AE(Stores)	AE(Stores)
9	EM/IOHP/F-09/3/0	Material Indent form	AE(Stores)	AE(Stores)
10	EM/IOHP/F-10/5/0	PMS of Wagon Tippler-149(Mechl.)	AE(M) (R )	AE(M) (R )
11	EM/IOHP/F-11/5/0	PMS of Wagon Tippler-149(Electl.)	S.I.C, Gr.B	SIC, Gr.B
12	EM/IOHP/F-12/5/0	PMS of Wagon Tippler-150 (Mechl.)	AE(M) (R )	AE(M) (R )
13	EM/IOHP/F-13/5/0	PMS of Wagon Tippler-150(Electl.)	S.I.C, Gr.C	SIC, Gr.C
14	EM/IOHP/F-14/5/0	PMS of Reclaimer-I (Mechl.)	I.C, Gr.C	I.C, Gr.C
15	EM/IOHP/F-15/5/0	PMS of Reclaimer -I (Electl.)	S.I.C, Gr.C	S.I.C, Gr.C
16	EM/IOHP/F-16/5/0	PMS of Reclaimer-II(Mechl.)	I.C, Gr.B	I.C, Gr. B
17	EM/IOHP/F-17/5/0	PMS of Reclaimer-II(Electl.)	AE(E/M)	AE(E/M)
18	EM/IOHP/F-18/5/0	PMS of Stacker (Mechl.)	AE(Maint. Ship)	AE(Maint. Ship)
19	EM/IOHP/F-19/5/0	PMS of Stacker (Electl.)	S.I.C, Gr.A	SIC, Gr.A
20	EM/IOHP/F-20/5/0	PMS of Stacker (Mechl.)	I.C, Gr.B	I.C, Gr.B
21	EM/IOHP/F-21/5/0	PMS of Shiploader (Electl.)	S.I.C, Gr.B	S.I.C, Gr.B
22	EM/ IOHP/F-22/5/0	PMS of Conv. 1A (Mechl.)	AE(Maint. Recei.)	AE(Maint. Recei.)
23	EM/ IOHP/F-23/5/0	PMS of Conv. 1A (ELECT.)	AE(E/M Recei.)	AE(E/M Recei.)
24	EM/ IOHP/F-24/5/0	PMS of Conv. 1B (MECHL.)	AE(Maint. Ship)	AE(Maint.Ship)
25	EM/ IOHP/F-25/5/0	PMS of Conv. 1B (ELECT.)	AE(E/M)	AE(E/M Sp.Main.
26	EM/ IOHP/F-26/5/0	PMS of Conv.IIIA(Mechl.)	AE(Maint. Ship)	AE(Maint. Ship)
27	EM/ IOHP/F-27/5/0	PMS of Conv. IIIA(Electl.)	AE(E/M)	AE(E/M Spl. Main.
28	EM/IOHP/F-28/5/0	PMS of Conv. IIIB (MECHL.)	AE(Maint. Ship)	AE(Maint. Ship)
29	EM/IOHP/F-29/5/0	PMS of Conv. IIIB (ELECT.)	AE(E/M)	AE(E/M Spl. Main
30	EM/IOHP/F-30/5/0	PMS of Conv. IV (Electl.)	S.I./C. Gr. A	S.I./C, Gr.A
31	EM/IOHP/F-31/5/0	PMS of Conv. VI (Mechl.)	I.C, Gr.B (Ship)	I.C, Gr.B (Ship)
32	EM/IOHP/F-32/5/0	PMS of Conv. VI (Mechl.)	I.C, Gr.B (Ship)	I.C, Gr.B (Ship)
33	EM/IOHP/F-33/5/0	PMS of Conv. VI (Electl.)	S.I/C, Gr.B	S.I/C, Gr.B
34	EM/IOHP/F-34/5/0	PMS of Feeder. V	I.C, Gr.A (Ship)	I/C, Gr.A (Ship)
35	EM/IOHP/F-35/5/0	PMS of (Specific Elect. Maint.)	AE(E/M)	AE(E/M) Ship.
36	EM/IOHP/F-36/5/0	PMS for Pay loader	AE(M), Ship	AE(M) Ship.
37	EM/IOHP/F-37/5/0	PMS for Hydra crane(MOC-8E)	AE(M) (Sh.)	AE(M) (Sh.)
38	EM/IOHP/F-38/5/0	PMS of Reclaimer -III(MECH)	AE(M) (R )	AE(M) (R )
39	EM/IOHP/F-39/5/0	PMS of Reclaimer -III(ELECT)	AE(E&M)	E/M (Sh)
40	EM/IOHP/F-29/5/0	Test Certificate of Crane	AE(Maint.I)	AE(Maint. I)



Electrical & Mechanical Departmental Procedure Manual

Sec. 7.5.2 LIST OF RECORDS/ REGISTERS/FORMS

Page 5 of 5

DOC NO:  
II/DPM/EM 7.5.2

Rev.Date:07.08.17

Rev. No.00

This document is uncontrolled if printed

**EM-DPT CONTROLLED**

B. FORMS:

SI.NO	FORM NO.	SUBJECT	LOCATION	RESPONSIBILITY
41	EM/WSD/F-01/01	Engine fitness memo	Shift I/C, Office	Shift I/C
42	EM/WSD/F-02/01	Monthly POL statement	A.E (Store)	A.E(Store)
43	EM/WSD/F-03/01	Daily equipment position	Shift I/C	A.E(Store)
44	EM/WSD/F-04/01	Post Derailment Check list (Engine)	A.E.(M)	A.E.(M)
45	EM/WSD/WP-01/2	Weekly Schedule of Locomotive.	A.E.(M)	A.E.(M)
46	EM/WSD/WP-02/2	Monthly Schedule of Locomotive	A.E.(M)	A.E.(M)
47	EM/WSD/WP-03/2	Quarterly Schedule of Locomotive	A.E.(M)	A.E.(M)
48	EM/WSD/WP-04/2	Half Yearly Schedule of Locomotive	A.E.(M)	A.E.(M)
49	EM/PED/F-02/3/0	PM of Cargoberth	C.B & C/R Office	Concerned AE
50	EM/PED/F-03/3/0	PM of M.P. Berth S/S	C.B & C/R Office	Concerned AE
51	EM/PED/F-04/3/0	PM of Ghanagalia S/S	C.B & C/R Office	Concerned AE
52	EM/PED/F-06/3/0	PM of IOHP Electrical S/S No.II	C.B & C/R Office	Concerned AE
53	EM/PED/E-07/3/0	PM of IOHP Electrical S/S No.III	IOHP/CR Office	Concerned AE
54	EM/PED/F-08/3/0	PM of Gate No.II S/S Near Gate No-2	IOHP/CR Office	Concerned AE
55	EM/PED/F-09/3/0	PM of Oil jetty Sub-station Near Rador Station	IOHP/CR Office	Concerned AE
56	EM/PED/F-10/3/0	PM of Navigation Section Near Gate No.4	IOHP/CR Office	AE(N.N)
57	EM/PED/F-11/3/0	PM of Electrical Workshop	Workshop	AE(El. W/S)
58	EM/PED/F-12/3/0	PM of 33/11KV control room Atharabanki	33/11 KV C/R	AE(C/Room)
59	EM/PED/F-13/3/0	Work Instruction #1	132/33 kV S/S	AE(132/33 kV S/S)
60	EM/PED/F-14/3/0	Work Instruction #2	132/33 kV S/S	AE(132/33 kV S/S)
61	EM/PED/F-15/3/0	Work Instruction #3	132/33 kV S/S	AE(132/33 kV S/S)
62	EM/PED/F-16/3/0	Work Instruction #4	132/33 kV S/S	AE(132/33 kV S/S)
63	EM/PED/F-17/3/0	Work Instruction #5	132/33 kV S/S	AE(132/33 kV S/S)
64	EM/PED/F-18/3/0	Work Instruction #6	132/33 kV S/S	AE(132/33 kV S/S)
65	EM/PED/F-19/3/0	Work Instruction #7	132/33 kV S/S	AE(132/33 kV S/S)
66	EM/PED/F-20/3/0	Work Instruction #8	132/33 kV S/S	AE(132/33 kV S/S)
67	EM/PED/F-21/3/0	Work Instruction #9	132/33 kV S/S	AE(132/33 kV S/S)
68	EM/PED/F-22/3/0	Work Instruction #10	132/33 kV S/S	AE(132/33 kV S/S)
69	EM/PED/F-23/3/0	Work Instruction #11	132/33 kV S/S	AE(132/33 kV S/S)
70	EM/PED/F-24/3/0	Work Instruction #12	132/33 kV S/S	AE(132/33 kV S/S)
71	EM/PED/F-25/3/0	Work Instruction #13	132/33 kV S/S	AE(132/33 kV S/S)
72	EM/MCHP/OPN/F-02	Daily Performance Report	P.M.R.	O & M Contractor.
73	EM/MCHP/OPN/F-06	Starting Order for movement of rakes from RRS / backloading zone	R.R.S.	O & M Contractor.
74	EM/MCHP/OPN/F-07	Report on daily operation (Weekly Report)	P.M.R.	O & M Contractor.
75	EM/MCHP/OPN/F-08	Monthly Shiploading performance	P.M.R.	O & M Contractor.
76	EM/MCHP/OPN/F-09	Cumulative Receiving performance	P.M.R.	O & M Contractor.
77	EM/MCHP/OPN/F-12	Cumulative Monthly Turn Around Report	P.M.R.	O & M Contractor.
78	EM/MCHP/OPN/F-13	Non-conformance Report	P.M.R.	Concerned A.E
79	EM/MCHP/OPN/F-14	Monthly availability and utilization Report.	P.M.R.	Concerned A.E
80	EM/MCHP/OPN/F-15	Cumulative monthly unloading performance report w.r.t Oversize coal	P.M.R.	O & M Contractor.
81	EM/MCHP/OPN/F-21	Annual Performance Report	P.M.R.	O & M Contractor.
82	EM/MCHP/MANT/F-01/17	Daily Work Plan	P.M.R.	O & M Contractor.
83	EM/MCHP/MANT/F-02/17	Daily Work Status	P.M.R.	O & M Contractor.
84	EM/MCHP/MANT/F-06/17	Monthly Status of Main System	P.M.R.	O & M Contractor.
85	EM/MCHP/MANT/F-12/17	Monthly Major work status	P.M.R.	O & M Contractor.
86	EM/MM/CS/01/5/0	Intimation for check measurement	Section Office	SS/SI (S)
87	EM/MM/PUR/03/5/0	Enquiry Form	Office of MM Divn	AEE/AE/AMM
88	EM/MM/PUR/04/5/0	Tender Document Form (General terms & Conditions of tender)	Office of MM Divn	AEE/AE/AMM
89	EM/MM/PUR/05/5/0	P.O.Form	Office of MM Divn	AEE/AE/AMM

**FORMS AND REGISTERS USED IN ENGINEERING DEPARTMENT:**

<b>SL NO</b>	<b>Name of the Registers</b>	<b>Register No. With Retention Period</b>	<b>Responsibility</b>	<b>Location</b>
01	File Index Register	CE/HOD/R-01/01	Head Assistant	C.E's Office ( Technical Section)
02	Agreement Register	CE/HOD/R-02/03	Ditto	Ditto
03	Estimate sanction Register	CE/HOD/R-03/03	Ditto	Ditto
04	File Movement Register	CE/HOD/R-04/01	Ditto	Ditto
05	Enlistment of Suppliers Register	CE/HOD/R-05/03	Ditto	Ditto
06	Refund of EMD Register	CE/HOD/R-06/03	Ditto	Ditto
07	Non-conformity Register	CE/HOD/R-07/03	Ditto	Ditto
08	Ship Supply Register	CE/ECM/R-01/03	A.E. ( Civil)- in- Charge	E&CM Division
09	Demand Register	CE/ECM/R-02/03	Ditto	E&CM Division
10	Water Test Register	CE/PHD/R-01/03	Shift- in- Charge/ A.E- in-Charge	Balijhara Filter House, PHD (M) Division.
11	Inspection of Section Register-I & II	CE/PRD/R-01/03	A.E.(Civil)- in- Charge	Port Railway Division
12	Key man Register I &II	CE/PRD/R-02/03	Ditto	Ditto
13	Maintenance Register I &II	CE/PRD/R-03/03	Ditto	Ditto
14	Calibration of Railway Track Gauge Register	CE/PRD/R-04/03	Ditto	Ditto
15	Inspection of Railway Bridges Register	CE/PRD/R-05/03	Ditto	Ditto
16	Signal Station Maintenance Register	CE/HW-II/R-01/03	A.E.(Civil)- in- Charge	H.W. Division -II