

Detail of files available in the office of DWDO, HPMHWDP, Renukaji WDD, at Nahan
Estt. Section

Sl.No.	Case File/Particulars of file
1.	Kandi Van Majdoor Mamla with labour Commissioner Shimla.
2.	Correspondence regarding appointment of Para accountant and motivator
3.	Order/Instructions Right to Information Act, 2005
4.	Annual increment, E.L. and ACP file
5.	Complaint received from Hon'ble CM/FM etc.
6.	Dainik Bhogi Majdooron Bare Patrachar file
7.	Promotion and transfer to Ministerial Staff file.
8.	LPC & Personal record of officers/Official file
9.	Regarding High Court & Tribunal case file
10.	Regarding allocation of post file
11.	Demand/No demand certificate file
12.	Transfer and promotion of field staff file
13.	Reg. Contractual staff of MHWDWP Nahan file.
14.	Reg. Assumption of charge
15.	Monthly progress report Public servant under suspension
16.	Quarterly progress report vig. Case/Court case/complaint
17.	Quarterly progress report of pending cases of pension/Gratuity.
18.	Quarterly progress report of 50/55 or completed 30 years of service
19.	Monthly progress report of Efficiency in Administration
20.	Monthly progress report of cadre control file
21.	Quarterly progress report of violation of provision CCS conduct Rule 1964
22.	Monthly progress report of Hon'ble members of Parliament etc.
23.	Monthly progress report of Deptt. Enquiries.
24.	Monthly progress report of cadre control of FR, DR, Fgd.
25.	Monthly progress report of Disciplinary cases against govt. servants.
26.	Monthly progress report ex-gratia for the family
27.	Monthly progress report of staffing position.
28.	Monthly progress report of alleged atrocities SCs and STs.
29.	Personal file and service book of Sh. Shailesh Sharma, Jr.asstt.(Vol.I)
30.	Personal file and service book of Sh. Sukh Darshan Singh Sr.Asstt.(CVol.I & II)
31.	Personal file and service book of Sh. Sat Pal, Dy.Ranger
32.	Personal file and service book of Sh. Ishwar Chand, Dy.Ranger
33.	Personal file and service book of Sh. Arun Kumar, Dy.Ranger.(Vol.I)
34.	Personal file and service book of Sh. Kaku Ram, Dy.Ranger
35.	Personal file and service book of Sh. Ayodhya Kumari, Fgd
36.	Personal file and service book of Sh. Satya Parkash, Fgd
37.	Personal file and service book of Sh. Abhay Kumar, Fgd
38.	Court case file Sh. Phool Singh v/s state of H.P.
39.	Allotment of Govt. Accommodation file
40.	Instructions/Notification file
41.	Karamcharyon ki varshik ganna bare report and Nirwachan Sambandi Patrachar.
42.	ACRs file.
43.	Appointment of Para accountant and motivators
44.	Transfer & posting of Fgd.
45.	Correspondence regarding FRs, ACFs
46.	Transfer & Posting of DR
47.	Performance Security File
48.	Coprespondence regarding Pay Fixation
49.	Daily Waged (Vol.II)
50.	Enquiry
51.	Zila Shikayat Nivaran & panchayat Samiti ki Baithak

Store Section

Sl.No.	Case File/Particulars of file
1.	Correspondence regarding Vety. Sector
2.	Tender regarding material 4/2013 onwards Vol.III
3.	Rate Contract File
4.	G(2)-1/2010-Purchase of Store Items
5.	G(2)-2/2010-Vol.II-Purchase of Stationery articles
6.	Correspondence regarding Agriculture Sector
7.	Procurement of P/Bags/Seeds/P.Pipes
8.	Procurement of Horticulture Plants
9.	Procurement of Stock/store Items
10.	Financial Sanction
11.	Correspondence regarding vehicles
12.	Stock Form No. 16, Material Form No.7, Stationery register, Vehicle register
13.	

Camp Section

Sl.No.	Case File/Particulars of file
1.	Monthly Diaries file of Shri Nishant Sharma, JE
2.	Monthly Diaries file of Shri Joginder Singh, Vety. Ph.
3.	Monthly Diaries file of Shri Attar Singh, AHA
4.	Monthly Diaries file of WDC Renukaji
5.	Monthly Diaries file of WDC Kaffota
6.	Monthly Diaries file of WDC Shillai
7.	Monthly Diaries file of WDC Nahan
8.	Monthly Diaries file of DWDO/AWDO and correspondence
9.	Monthly Diaries file of Smt. Neelam Devi, Fgd.
10.	Monthly Diaries file of Shri Sita Ram, Fgd
11.	. Monthly Diaries file of Shri Dinesh Kumar, Surveyor
12.	Monthly Diaries file of Smt. Reena Sharma, WPDF
13.	Monthly Diaries file of Shri Ishwar Chand, DR.
14.	Monthly Diaries file of Shri Arun Walia, DR
15.	Monthly Diaries file of Shri Baldev Singh, DR
16.	Monthly Diaries file of Smt. Ayodhya Devi. Fgd
17.	Monthly Diaries file of Shri Kaku Ram, Fgd.
18.	Monthly diaries file of Sh. Satya Parkash, Fgd.
18.	Monthly diaries file of Sunita Devi, WPDF.
19.	Monthly diaries file of Sh Sat Pal, DR
20.	T.A.Bill Sanction Register
21.	Medical Bill Sanction Register
22.	Rule and regulation for sanction of TA Bills(File No. B-II-9 & B-II-10)
23.	Mandatory Field Inspection

Account Section


Sl.No.	
1.	Physical and Financial Report File
2.	Misc. correspondence file
3.	Admn./Technical Sanction file
4.	Income Tax File
5.	Form No. 13 File 1.10.2005 onward.
6.	Monthly progress report of SCCP
7.	Plantation Broucher
8.	CTR file
9.	Central Audit objection
10.	Cheque book File
11.	20-Point Programme File
12.	Monthly Summary File
13.	Cash/Detailed account
14.	Half Yearly Nursery Stock Return File
15.	Damaged caused due to heavy rains/draught/Flood
16.	Objection statement/Bills file
17.	Form No. 14
18.	Payment file
19.	Order and Instruction file
20.	Form No. 38 register
21.	IDT/ICT file
22.	Indexed Group Personal Accident Insurance File
23.	Post Procurement Review File
24.	House rent/Livery File
25.	GIS file
26.	ADA order file
27.	Schedule and labour rate file
28.	HBA/CAR/Scooter advance file
29.	Bids and RFQ WDC Kaffota
30.	Bids and RFQ WDC Nahan
31.	Bids and RFQ WDC Shillai
32.	Bids and RFQ WDC Renuka
33.	Telephone file
34.	G.P.s file Nahan=13+5, Renukaji=15+3, Shillai=8+2, Kaffota=13+3(Total= 62 file)
35.	Year wise Audit files of kandi and MHWDP with Special audit file.(1990-91 to 2014-15)
36.	Register of GPF
37.	Register of Form No. 15
38.	Pay bill register
39.	GIS register
40.	Register of material procured without quotation
41.	File opening register
42.	Register of token No. of bills passed by Nahan Treasury.
43.	Bill sanction register from Treasury
44.	Bill sanction register WDC Nahan, Renukaji, Kaffota, Shillai, Supdt. DWDO Nahan.
45.	Treasury Voucher files(8/2010 onwards year wise)
46.	Correspondence with treasury file change of salary etc. file
47.	Budget file-science and technology

Misc. /Monitoring/Despatch Section

Sl.No.	Case File/Particulars of file
1.	Miscellaneous correspondence(Misc. section)
2.	DLCC Meeting File
3.	Tour Programme of VIP Officers
4.	Proceedings of DWDO Meeting
5.	Proceedings Executive/DWDOs/Staff Meeting file
6.	Aide Memorie/World Bank Supervision Mission file
7.	Science and Technology file(Consent of motivators and WPDFs)
8.	Zila Parishad Meeting File
9.	Institutional/HRD capacity report file
10.	Model GPs file
11.	Bio carbon (CDM) file
12.	Mid Term Review file
13.	Tribal Action plan
14.	Training/workshop/exposure visit file
15.	Farmers tour
16.	Change in land use pattern
17.	Formation of SHG/CIG/UGs
18.	Sanction of Sub-project under MLE
19.	ICR/BCR data file
20.	G.P. Withdrawal
21.	Monitoring and evaluation of plantation and works
22.	Livelihood/service sector/Income Generation file
23.	Office order file
24.	Service postage stamps file
25.	Dak challan file
26.	Service postage stamps register
27.	Diary and dispatch register

Engineering Section

Sl.No.	Case File/Particulars of file
1.	Sanction of estimates WDC Nahan
2.	Sanction of estimates WDC Renukaji
3.	Sanction of estimates WDC Kaffota
4.	Sanction of estimates WDC Shillai
5.	Submission of estimates to RPD/CPD
6.	Misc.-cum-office order file
7.	Right to information Act, 2005
8.	Agreement file
9.	Award letter file
10.	Various information file


DWDO Nahan