

**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



SL NO	FORM NO	DESCRIPTION	Responsibility	Location
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



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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	VESSELENTY 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



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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



SL NO	REGISTER NO.	REGISTER TITLES	Responsibility	Location
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

<u>REGISTERS</u>	<u>NUMBER</u>	<u>RESPONSIBILITY</u>	<u>LOCATION</u>
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 (Kirkoskar)		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



PARADIP PORT AUTHORITY MEDICAL DEPARTMENT List of important files , register and documents				
Sl No	Subject	File No.	Responsibility	Location
	CMO Office.			
1	CONTRACTUAL ENGAGEMENT OF STAFF NURSE UNDER MEDICAL DEPARTMENT	CMO/OE/A/GL/17/2013(PT.)	CMO	O/o CMO
2	CONTRACTUAL ENGAGEMENT OF STAFF NURSE UNDER MEDICAL DEPARTMENT	CMO/OE/A/GL/17/2012	CMO	O/o CMO
3	CONTRACTUAL ENGAGEMENT OF STAFF NURSE UNDER MEDICAL DEPARTMENT	CMO/OE/A/GL/17/2012(PT.)	CMO	O/o CMO
4	CONTRACTUAL ENGAGEMENT OF STAFF NURSE UNDER MEDICAL DEPARTMENT	CMO/OE/A/GL/17/2012(PT.1)	CMO	O/o CMO
5	CONTRACTUAL ENGAGEMENT OF STAFF NURSE UNDER PPT HOSPITAL	CMO/OE/A/GL/354/2020(PT.)	CMO	O/o CMO
6	CONTRACTUAL ENGAGEMENT OF LAB. TECHNICIAN		CMO	O/o CMO
7	LEAVE SANCTION OF OUTSOURCE WORKER IN PPT HOSPITAL	CMO/OE/A/GL/377/2020	CMO	O/o CMO
8	ENGAGEMENT OF LAB. TECHNICIAN IN PPT HOSPITAL	CMO/OE/A/GL/159/2015(PT.1)	CMO	O/o CMO
9	CONTRACTUAL ENGAGEMENT OF STAFF NURSE/ PHARMASIST UNDER MEDICAL DEPARTMENT	CMO/OE/A/GL/375/2020	CMO	O/o CMO
10	CONTRACTUAL ENGAGEMENT OF PHARMACIST IN PPT HOSPITAL	CMO/OE/A/GL/347/2019	CMO	O/o CMO
11	CONVERSION OF DY.CMO(SPECIALIST) POSTS TO DY.CMO (GENERAL DUTY) CORRECTION OF SYLLABUS FOR SR. MO DESIGNATION SR. DY.CMO	CMO/OE/A/GL/351/2020	CMO	O/o CMO
12	TENDER FOR CONTRACT ENGAGEMENT UNDER MEDICAL DEPARTMENT	CMO/OE/GL/67/10(PT.)	CMO	O/o CMO
13	TENDER FOR CONTRACT ENGAGEMENT UNDER MEDICAL DEPARTMENT	CMO/OE/A/GL/366/2020	CMO	O/o CMO
14	TENDER FOR CONTRACT ENGAGEMENT UNDER MEDICAL DEPARTMENT	CMO/OE/GL/67/10(PT-1)	CMO	O/o CMO
15	CONTRACTUAL ENGAGEMENT OF SAFAIWALLA	CMO/OE/A/GL/293/2018	CMO	O/o CMO
16	CORRESPONDENCE ON REMUNERATION OF CONTRACTUAL WORKERS	CMO/OE/A/GL/337/2019	CMO	O/o CMO
17	CONTRACTUAL ENGAGEMENT OF RADIOGRAPHER UNDER MEDICAL DEPARTMENT	CMO/OE/A/GL/362/2020	CMO	O/o CMO
18	CORRESPONDENCE ON NURSING STAFF	CMO/OE/A/GL/325/2019	CMO	O/o CMO
19	OUTSOURCING OF HOSPITAL CLEANING ATTENDING TO THE PATIENTS AND WORKING IN OPERATION THEATRE ETC. OF PPT HOSPITAL	CMO/OE/A/GL/228/2017	CMO	O/o CMO
20	DEPLOYMENT OF SECURITY PERSONNEL OF GUARDING OF PORT TRUST AREA	CMO/OE/A/GL/21/2012(PT.1)	CMO	O/o CMO
21	MEDICAL BENEFIT AFTER RETIREMENT OF CLASS-I & ii OFFICERS	CMO/OE/GL/B/384/2021	CMO	O/o CMO
22	CONTRACTUAL ENGAGEMENT OF RECEPTIONIST OF R.R. SECTION OF PPT HOSPITAL	CMO/OE/A/GL/75/2013(PT.)	CMO	O/o CMO
23	MISCELLANEOUS CORRESPONDENCE	CMO/MISC/COR/177/2015(PT.)	CMO	O/o CMO
24	CIRCULAR	CMO/OE/A/GL/287/2018	CMO	O/o CMO
25	CORRESPONDENCE ON COVID DEATH BEGINNING FROM 01.04.2021	CMO/OE/A/GL/386/2021	CMO	O/o CMO
26	CORRESPONDENCE ON OFFICERS CLUB	CMO/OE/GL/B/385/2021	CMO	O/o CMO
27	MISCELLANEOUS CORRESPONDENCE	CMO/MISC/COR/177/2015	CMO	O/o CMO
28	CORRESPONDENCE ON CSR FUNDS	CMO/OE/A/GL/389/2021	CMO	O/o CMO
29	EXCHANGE OF QUARTERS ON MEDICAL GROUND	CMO/OE/A/GL/367/2020	CMO	O/o CMO
			CMO	O/o CMO

31	PERFORMANCE OF MEDICAL DEPARTMENT	CMO/OE/A/GL/176/2015	CMO	O/o CMO
32	PERIODICAL INSPECTION OF WORKS BY VIGILANCE DEPARTMENT, PPT	CMO/OE/A/GL/197/2016	CMO	O/o CMO
33	ANNUAL ADMINISTRATION REPORT	CMO/GL/B/16/2010	CMO	O/o CMO
34	CORRESPONDENCE ON JAGANNATH LALIT KALA SANSAD	CMO/OE/A/GL/382	CMO	O/o CMO
35	CORRESPONDENCE ON DEATH REVIEWS IN THE HOSPITAL	CMO/OE/A/GL/391/2021	CMO	O/o CMO
36	RETIREMENT OF OFFICER/EMPLOYEES & BENEFITS THERE ON OF MEDICAL DEPARTMENT	CMO/OE/B/GL/74/2011	CMO	O/o CMO
37	CORRESPONDENCE ON SECURITY INSPECTION	CMO/OE/A/GL/322/2018	CMO	O/o CMO
38	DECLARATION OF DDO POWER	CMO/OE/A/GL/20/2005	CMO	O/o CMO
39	CMO/GL/B/27/2013	CMO/GL/B/27/2013	CMO	O/o CMO
40	BUILDING OF DEAD BODY ROOM	CMO/OE/A/GL/251/2017	CMO	O/o CMO
41	MEDICAL LEGAL CASE	CMO/OE/A/GL/198/2016	CMO	O/o CMO
42	INSPECTION REPORT OF DY. CHAIRMAN & CHAIRMAN	CMO/OE/A/GL/143/2015	CMO	O/o CMO
43	PRACTICAL TRAINING FOR B.PHARM STUDENTS IN PPT HOSPITAL	CMO/OE/A/GL/242/2017	CMO	O/o CMO
44	SUPPLY OF MEDICINES & FIRST AID FOR ARMY RECRUITMENT RALLY	CMO/OE/A/61/07/2012	CMO	O/o CMO
45	MISC. CORRESPONDENCE/ JOB CONTRACT	CMO/OE/A/GL/75/2011(PT.)	CMO	O/o CMO
46	ACCIDENTAL INSURANCE POLICY OF DLRS & CONTRACTUAL WORKERS	CMO/OE/A/GL/166/2015	CMO	O/o CMO
47	ISSUE OF DEMAND/ NO-DEMAND CERTIFICATE	CMO/OE/A/GL/342/2019	CMO	O/o CMO
48	CORRESPONDENCE ON INSURANCE COVERAGE OF PPT HOSPITAL STAFF (NOTE TO BOARD)	CMO/OE/A/GL/356/2020	CMO	O/o CMO
49	STRENGTHENING OF ADMINISTRATION (56 J)	CMO/OE/A/GL/222/2017	CMO	O/o CMO
50	ELECTION URGENT	CMO/GL/B/115/2011	CMO	O/o CMO
51	FILLING UP THE POST OF MEDICAL OFFICER (DR. s.Baral)	CMO/OE/A/GL/387/2021	CMO	O/o CMO
52	ENGAGEMENT OF CONSULTANTS/SPECIALISTS/MEDICINE SKIN & VD DISEAS(DR. P.SAMAL)	CMO/GL/B/52/2010(PT.)	CMO	O/o CMO
53	ENGAGEMENT OF CONSULTANTS/SPECIALISTS/MEDICINE SKIN & VD DISEAS(DR. B.B.KARAN)	CMO/GL/B/52/2010(PT.II)	CMO	O/o CMO
54	ENGAGEMENT OF CONSULTANT/ MEDICINES(Dr. p.mishra)	CMO/OE/A/GL/263	CMO	O/o CMO
55	ENGAGEMENT OF CONSULTANT/ DENTIST(DR. D.DAS)	CMO/OE/A/GL/262/2018	CMO	O/o CMO
56	ENGAGEMENT OF CONSULTANT & PAEDIATRIC(DR.M.SAHOO)	CMO/OE/A/GL/270/2018	CMO	O/o CMO
57	CONTRACTUAL ENGAGEMENT OF PHYSIOTHERAPIST (D.BASTIA)	CMO/OE/A/GL/27/2012(PT)	CMO	O/o CMO
58	ENGAGEMENT OF CONSULTANTS/SPECIALISTS/MEDICINE/SKIN & VD DISEASE	CMO/GL/B/52/2010(PT.)	CMO	O/o CMO
59	ENGAGEMENT OF CONSULTANTS/SPECIALISTS/MEDICINE/SKIN & VD DISEASE	CMO/GL/B/52/2010	CMO	O/o CMO
60	ENHANCEMENT OF REMUNERATION IN RESPECT OF CONTRACTUAL DOCTORS	CMO/OE/A/GL/349/2020	CMO	O/o CMO
61	CORRESPONDENCE OF CONTRACTUAL DOCTORS (DR. D.SWAIN)	CMO/OE/A/GL/266/2018	CMO	O/o CMO
62	ENGAGEMENT OF CONSULTANT & CARDIOLOGY (DR. S.N.PANDA, DR. S.K. SAHOO)	CMO/OE/A/GL/269/2018	CMO	O/o CMO
63	CONTRACTUAL ENGAGEMENT OF MEDICAL OFFICER	CMO/OE/A/GL/90/2006(PT.I)	CMO	O/o CMO
64	ENGAGEMENT OF NEW CONSULTANTS DOCTORS (FULL TIME CONTRACTUAL)	CMO/OE/A/GL/271/2018	CMO	O/o CMO
65	CONTRACTUAL ENGAGEMENT OF PHYSIOTHERAPIST (SUJATA MURMU)	CMO/OE/A/GL/313/2018	CMO	O/o CMO

66	CORRESPONDENCE ON PART TIME VISITING CONSULTANT (SKIN & VD) (DR. P.K.KAR)	CMO/OE/A/GL/291/2018	CMO	O/o CMO
67	engagement of new CONSULTANTS DOCTORS (FULL TIME CONTRACTUAL) (DR. KUMARI GEETANJALI)		CMO	O/o CMO
68	CONTRACT ENGAGEMENT OF RETIRED EMPLOYEES PPTH (SAFAIWALLA)	CMO/OE/A/GL/107/2014(PT)	CMO	O/o CMO
69	CONTRACTUAL ENGAGEMENT OF RETIRED EMPLOYEES IN PPTH	CMO/OE/A/GL/107/2014(PT)	CMO	O/o CMO
70	CONTRACTUAL ENGAGEMENT OF PHARMACIST	CMO/OE/A/GL/18(PT)	CMO	O/o CMO
71	CONTRACT ENGAGEMENT FOR MEDICAL DEPARTMENT	CMO/OE/A/GL/229/2017	CMO	O/o CMO
72	ENGAGEMENT OF RETIRE EMPLOYEES ON CONTRACT BASIS (SRI S.N.SINGH)	CMO/OE/A/GL/296/2018	CMO	O/o CMO
73	CONTRACTUAL ENGAGEMENT OF PHYSIOTHERAPIST ON CONTRACT BASIS (U.BARIK)	CMO/OE/A/GL/27/2012	CMO	O/o CMO
74	ENGAGEMENT OF RETIRED EMPLOYEES ON CONTRACT BASIS	CMO/OE/A/GL/107/2014(PT-IV)	CMO	O/o CMO
75	ENGAGEMENT OF AN OPTHALMICASSISTANCE(SRI. A.K.DAS)	CMO/OE/B/GL/26/2009	CMO	O/o CMO
76	CONTRACT ENGAGEMENT OF RETIRED EMPLOYEE PPTH (ATTENDANT)	CMO/OE/A/GL/107/2014(PT-III)	CMO	O/o CMO
77	CONTRACTUAL ENGAGEMENT OF RADIOGRAPHER (SRI S.C.TRIPATHY)	CMO/OE/A/GL/373/2020	CMO	O/o CMO
78	CONTRACT ENGAGEMENT OF RETIRED EMPLOYEE PPTH (M.H.KHAN)	CMO/OE/A/GL/357/2020	CMO	O/o CMO
79	CONTRACTUAL ENGAGEMENT OF PHARMACIST	CMO/OE/A/GL/18/2009(PT-I)	CMO	O/o CMO
80	CONTRACTUAL ENGAGEMENT OF ATTENDANT (S.DEI)	CMO/OE/A/GL/374/2020	CMO	O/o CMO
81	TARIFF RATE OF TATA MEMORIAL HOSPITAL MUMBAI	CMO/GL/B/55/07(PT.)	CMO	O/o CMO
82	CONTRACTUAL ENGAGEMENT OF RETIRED EMPLOYEES IN PPTH	CMO/OE/A/GL/107/2014(PT-I)	CMO	O/o CMO
83	CONTRACTUAL ENGAGEMENT OF STAFF NURSE UNDER MEDICAL DEPARTMENT(J.Trirey)	CMO/OE/A/GL/361/2020	CMO	O/o CMO
84	ENGAGEMENT OF RETIRED EMPLOYEES ON CONTRACT BASIS(N.C.Mallick	CMO/OE/A.GL/274	CMO	O/o CMO
85	CONTRACTUAL ENGAGEMENT OF SRI.B. PATTANAIK, EX. ATTENDANT	CMO/OE/A/GL/333/2019	CMO	O/o CMO
86	DEPLOYMENT OF SECURITY PERSONNEL FOR GUARDING OF PORT TRUST AREA	CMO/OE/A/GL/21/2012	CMO	O/o CMO
87	CONTRACTUAL ENGAGEMENT OF STAFF NURSE UNDER MEDICAL DEPARTMENT	CMO/OE/A/GL/327/2019	CMO	O/o CMO
88	PROGRESSIVE USE OF HINDI LANGUAGE	CMO/GL/B/68/2009(PT.)	CMO	O/o CMO
89	PROVIDING DRUGS TO THE FRONTLINE MEDICAL STAFF	CMO/OE/A/GL/363/2020	CMO	O/o CMO
90	DEPLOYMENT OF SECURITY PERSONNEL FOR GUARDING OF PORT TRUST AREA	CMO/OE/A/GL/21/2012(PT)	CMO	O/o CMO
91	DEPLOYMENT OF SECURITY PERSONNEL FOR GUARDING OF PORT TRUST AREA	CMO/OE/A/GL/328/2019	CMO	O/o CMO
92	DEPLOYMENT OF SECURITY PERSONNEL FOR GUARDING OF PORT TRUST AREA	CMO/OE/A/GL/391/2021	CMO	O/o CMO
93	TENDER FOR CONTRACT ENGAGEMENT UNDER MEDICAL DEPARTMENT	CMO/OE/A/GL/334/2019	CMO	O/o CMO
94	OVER TIME ALLOWANCE IN F/O OFFICERS & STAFFS OF MEDICAL DEPARTMENT	CMO/OE/A/GL/248/2017	CMO	O/o CMO
95	CORRESPONDENCE ON SPORTS/ CULTURAL PROGRAMMEE	CMO/OE/B/GL/5/12	CMO	O/o CMO
96	PAYMENT OF BONUS TO CONTRACTOR WORKERS ON JOB CONTRACT BASIS OF MEDICAL DEPARTMENT	CMO/OE/A/GL/100/2014	CMO	O/o CMO
97	PAYMENT OF BONUS/ REMUNERATION OF CONTRACTUAL STAFF	CMO/OE/A/GL/314/2018	CMO	O/o CMO

98	CORRESPONDENCE ON PRADHANMANTRY NATIONAL DIALYSIS PROGRAMME	CMO/OE/A/GL/341	CMO	O/o CMO
99	CITIZEN'S /CLIENTS CHARTER (C.C.C) AND GRIVANCE REDRESSAL MANAGEMENT (GRM) SYSTEM)	CMO/OE/A/GL/112/2014	CMO	O/o CMO
100	ANOMALY OF WGES	CMO/OE/A/GL/161/2015	CMO	O/o CMO
101	COMPLIANCE TO THE SAFETY AUDIT	CMO/OE/A/GL/213	CMO	O/o CMO
102	PRADHAN MANTRI JANA AUSADHI SCHEME	CMO/OE/A/GL/236/2017	CMO	O/o CMO
103	MINUTES OF HOD MEETING	CMO/OE/GL/B/131/2007	CMO	O/o CMO
104	PLAGUE SURVEILLANCE AND RODENT FITOPARASITIC SURVEY BY NCDC	CMO/OE/A/GL/317/2018	CMO	O/o CMO
105	PREVENTIVE MEASURES FOR DENGUE AND MALERIA DISEASE	CMO/OE/A/GL/205/2016	CMO	O/o CMO
106	ALLOTTMENT OF PORT QUARTERS TO CONTRACTUAL STAFF OF MEDICAL DEPARTMENT	CMO/OE/B/GL/57/2012(PT-II)	CMO	O/o CMO
107	ALLOTTMENT OF QUARTERS OF CONTRACTUAL STAFF OF MEDICAL DEPARTMENT	CMO/OE/B/GL/57/2012(PT-I)	CMO	O/o CMO
108	ALLOTTMENT OF QRS TO MEDICAL STAFF OF EMERGENCY DUTY	CMO/OE/A/GL/132/2015	CMO	O/o CMO
109	FUNCTION/FESTIVAL & BALIYATRA-REGARDING INDEPENDENCE DAY/ RE-PUBLIC DAY/ PORT DAY	CMO/GL/B/57/2012(PT)	CMO	O/o CMO
110	FUNCTION/FESTIVAL & BALIYATRA-REGARDING INDEPENDENCE DAY/ RE-PUBLIC DAY/ PORT DAY	CMO/GL/B/57/2012	CMO	O/o CMO
111	FUNCTION/FESTIVAL & BALIYATRA-REGARDING INDEPENDENCE DAY/ RE-PUBLIC DAY/ PORT DAY	CMO/GL/B/57/2012(PT-I)	CMO	O/o CMO
112	FUNCTION/FESTIVAL & BALIYATRA-REGARDING INDEPENDENCE DAY/ RE-PUBLIC DAY/ PORT DAY	CMO/GL/B/57/2012	CMO	O/o CMO
113	FELICITATION ON THE OCCASION OF RE-PUBLIC DAY-2018	CMO/OE/A/GL/261/2018	CMO	O/o CMO
114	INSTALLATION OF FIRE SUPPRESSION SYSTEM	CMO/OE/A/GL/269/2020	CMO	O/o CMO
115	SPECH THERAPIST & OCCUPATIONAL THERAPIST JAGRUTY	CMO/GL/B/01/2012	CMO	O/o CMO
116	CONNECTION OF BSNL BROADBAND	CMO/OE/A/GL/157/2015	CMO	O/o CMO
117	FREE MEDICAL TREATMENT OF JAGRUTY'S STUDENTS	CMO/OE/A/GL/218	CMO	O/o CMO
118	DEVELOPMENT OF GUARDEN IN PPT HOSPITAL PREMISES	CMO/OE/A/GL/252/2017	CMO	O/o CMO
119	CORRESPONDENCE ON SEMINAR/ WORKSHOP	CMO/OE/A/GL/260/2018	CMO	O/o CMO
120	CORRESPONDENCE ON HEALTH CHECK UP OF SCHOOL STUDENTS	CMO/OE/A/GL/316/2018	CMO	O/o CMO
121	WORLD HEART DAY/ WORLD DIABETIC DAY/ WORLD HEALTH DAY	CMO/OE/A/GL/212/2016	CMO	O/o CMO
122	SWACHHA BHARAT ABHIYAN	CMO/OE/A/GL/135/2015	CMO	O/o CMO
123	HEALTH CAMP	CMO/GEN/B/27/2011(PT-I)	CMO	O/o CMO
124	CORRESPONDENCE ON OCCUPATIONAL HEALTH CHECK UP	CMO/OH/01/2001 (PT-I)	CMO	O/o CMO
125	CORRESPONDENCE WITH TRAINING PROGRAMME OF MEDICAL DEPARTMENT	CMO/OE/B/GL/4/2009	CMO	O/o CMO
126	REPORTING OF FICTC IN PPT	CMO/OE/A/GL/164/2015	CMO	O/o CMO
127	REPORTING OF FICTC IN PPT	CMO/OE/A/GL/164/2015	CMO	O/o CMO
128	RFD TARGET MEDICAL DEPARTMENT	CMO/OE/A/GL/188/2015	CMO	O/o CMO
129	RFD TARGET FOR SR.DY.CMO	CMO/OE/A/GL/360/2020	CMO	O/o CMO
130	RFID CARDS ,MEDICAL DEPARMENT	CMO/OE/A/GL/188/(PT.II)/2015	CMO	O/o CMO
131	ANTIBIOTIC POLICY	CMO/OE/A/GL/190/2016	CMO	O/o CMO
132	CORRESPONDENCE ON MEDICAL INSURANCE POLICY	CMO/OE/A/GL/267/2018	CMO	O/o CMO
133	ENHANCEMENT OF REMUNERATION OF CONTRACT WORKERS ENGAGED IN PPT HOSPITAL	CMO/OE/A/GL/235/2017	CMO	O/o CMO
134	INCOME TAX CIRCULAR	CMO/OE/A/GL/214/2016	CMO	O/o CMO
135	PUBLIC GRIVANCE PETITION	CMO/OE/A/GL/174/2015	CMO	O/o CMO
136	ISSUE OF MEDICINES TO CGHS BENEFICIARIES	CMO/OE/A/GL/136/2015	CMO	O/o CMO
137	IMPLEMENTATION OF NEW PENSION SCHEME	CMO/OE/A/GL/59/09	CMO	O/o CMO
138	GUIDELINE PPTH HEALTH SERVICE	CMO/CAL/34/15	CMO	O/o CMO

139	ENHANCEMENT OF WAGES OF CONTRACTUAL STAFF NURSE	CMO/OE/A/GL/181/2015	CMO	O/o CMO
140	APPOINTMENT,TRANSFER & POSTING OF CLASS-I,II,III & IV EMPLOYEES	CMO/OE/A/GL/17/2011	CMO	O/o CMO
141	APPOINTMENT,TRANSFER & POSTING OF CLASS-I,II,III & IV EMPLOYEES	CMO/OE/A/GL/17/2011	CMO	O/o CMO
142	CORRESPONDENCE ON ROTATIONAL TRANSFERS OF SENSITIVE POST	CMO/OE/A/GL/223/2018	CMO	O/o CMO
143	PERIODICAL INSPECTION OF WORKS BY VIGILANCE DEPARTMENT,PPT	CMO/OE/A/GL/197/2016	CMO	O/o CMO
144	CONSTITUTION OF TENDER COMMITTEE FOR MEDICAL DEPARTMENT	CMO/OE/A/GL/195/2016	CMO	O/o CMO
145	QUARTERLY REPORT OF NACO	CMO/OE/A/GL/326/2019	CMO	O/o CMO
146	ITI APPROTIEESHIP TRAINING IN PPT	CMO/OE/A/GL/170/2015	CMO	O/o CMO
147	ORGANISING AWARENESS/HEALTH CAMP	CMO/OE/A/GL/246/2017	CMO	O/o CMO
148	CYCLONE	CMO/OE/A/GL/74/2013	CMO	O/o CMO
149	CYCLONE HUD HUD 2014 REGARDING	CMO/OE/A/GL/106/2014	CMO	O/o CMO
150	DUTY TIME OF DOCTORS IN PPT HOSPITAL REGARDING & JOB CHART OF EMPLOYEES	CMO/GL/B/7/2012	CMO	O/o CMO
151	HANDED OVER AND TAKEN OVER OF CHARGE	CMO/OE/A/GL/169/2015	CMO	O/o CMO
152	ISSUE OF MEDICAL CERTIFICATE	CMO/OE/A/GL/137/2015	CMO	O/o CMO
153	REGARDING ISSUE OF CERTIFICATE BY CMO, PPT	CMO/GL/B/69/2013	CMO	O/o CMO
154	DUTY ARRANGEMENTS OF DOCTORS	CMO/OE/A/GL/18/2016	CMO	O/o CMO
155	SPONSORING OF NAMES OF CANDIDATES FOR THE POST OF JUNIOR ASSISTANTS	CMO/OE/A/GL/255/2017	CMO	O/o CMO
156	SCHEDULE OF EMPLOYEES OF MEDICAL DEPARTMENT	CMO/OE/A/GENL/10/2011	CMO	O/o CMO
157	NATIONAL PROGRAMME FOR CONTROL BLINDNESS	CMO/OE/A/GL/276/2018	CMO	O/o CMO
158	TAXABILITIES OF PERQUISITES UNDER INCOME TAX ACT.	CMO/OE/A/GL/219	CMO	O/o CMO
159	PAYMENT OF HONORARIUM TO INQUIRY OFFICER & PRESENTING OFFICERS	CMO/OE/A/GL/153/2015(PT)	CMO	O/o CMO
160	CORRESPONDENCE ON DIGITAL SIGNATURE CERTIFICATES	CMO/OE/A/GL/320/2018	CMO	O/o CMO
161	RECRUITMENT RULES FOR CLASS-II,III&IV POSTS OF MEDICAL (NEW)	CMO/OE/A/GL/250/2017	CMO	O/o CMO
162	EXPLANATION/WARNING &MEMO STAFF OF MEDICAL DEPARTMENT	CMO/OE/GL/44/2013	CMO	O/o CMO
163	UPLOADING OF DATA / INFORMATION IN THE PPT HOSPITAL	CMO/OE/A/GL/152/2015	CMO	O/o CMO
164	INTERVIEW FOR THE POST OF STAFF NURSE, PHARMACIST & ATTENDANT	CMO/OE/A/GL/76/2013	CMO	O/o CMO
165	COUNTING OF 50% SERVICE IN RESPECT OF CASUAL/DAILY RATED WORKERS FOR THEIR PENSIONARY BENEFITS	CMO/OE/A/GL/244/2017	CMO	O/o CMO
166	LARVICIDAL & PRAY INSIDE PORT PROHIBITED AREA	CMO/OE/A/GL/208/2016	CMO	O/o CMO
167	IMPORTANT ACTIVITIES IN PPT HOSPITAL	CMO/OE/A/GL/17/2015	CMO	O/o CMO
168	CORRESPONDENCE ON POST OF RECEPTIONIST	CMO/OE/A/GL/30/2012	CMO	O/o CMO
169	CONTRACTS AWARD BY GOI TO PSU ON NOMINATION BASIS	CMO/GL/B/10/2013	CMO	O/o CMO
170	REG. RECRUITMENT AND PROMOTION OF DISABILITIES PERSONS	CMO/GL/B/11/2013	CMO	O/o CMO
171	APRICIATION LETTER	CMO/OE/A/GL/175/2015	CMO	O/o CMO
172	RECRUITMENT TO THE POST OF ATTENDANT UNDER SPECIAL RECT. DRIVE IN BACK LOG VACANCIES	CMO/GL/B/06/2/2012	CMO	O/o CMO
173	DISCIPLINARY PROCEEDINGS AGAINST CONTRACT WORKERS	CMO/OE/A/GL/144/2015	CMO	O/o CMO
173/	OFFICIATING ARRANGEMENT	CMO/OE/A/GL/138/2015	CMO	O/o CMO
174	PROVIDING ASSISTANCE IN OFFICE , MEDICAL WORDS & INSIDE THE MEDICAL CAMPUS ON JOB WORK BASIS	CMO/OE/A/GL/59/2013	CMO	O/o CMO

175	CORRESPONDENCE ON ENDOMOLOGICAL SURVEILLANCE	CMO/OE/A/GL/285/18	CMO	O/o CMO
176	ENGAGEMENT OF DEPENDANTS FAMILY MEMBERS OF DECEASED PORT EMPLOYEES IN VARIOUS WORKS OF THE PORT THROUGH PORT ENLISTED CONTRACTORS	CMO/OE/A/GL/76/2013	CMO	O/o CMO
177	BPR & ERP IMPLEMENTATION IN 4 MAJOR PORTS- REG.	CMO/OE/A/GL/206/2016	CMO	O/o CMO
178	CLINICAL ESTABLISHMENT ACT	CMO/OE/A/GL/182/2015	CMO	O/o CMO
179	MPT ACT,1963-AMENDMENTS REGARDING	CMO/OE/A/GL/184/2015	CMO	O/o CMO
180	PREPARATION OF REVISED ROSTER AS PER RESERVATION POLICIES OF GOVT. OF INDIA FOR SC, ST, OBC & OTHERS	CMO/OE/GL/61/2013	CMO	O/o CMO
181	PURCHASE OF FURNITURES	CMO/OE/A/GL/40/2013	CMO	O/o CMO
182	CADRE RESTRUCTURING OF OFFICERS	CMO/OE/A/GENL/27/05	CMO	O/o CMO
183	SUBMISSION OF ANNUAL REPORT/BACK LOG VACANCY TO MINISTRY ON SC,ST,OBC AND OTHERS	CMO/OE/GL/60/2013	CMO	O/o CMO
184	CORRESPONDENCE REGARDING RESERVATION FOR SC,ST,OBC	CMO/OE/A/GL/19/05	CMO	O/o CMO
185	IMPLEMENTATION OF E-TENDERING	CMO/OE/A/GL/42/2013	CMO	O/o CMO
186	COMPARATIVE STUDY OF REMUNERATION	CMO/OE/A/GL/249/2017	CMO	O/o CMO
187	MEDICAL FACILITY TO UNION LEADER	CMO/OE/A/GL/185/2015	CMO	O/o CMO
188	GRIVANCE	CMO/OE/A/GL/92/06	CMO	O/o CMO
189	FILLING -UP OF THE POST OF CHIEF MEDICAL OFFICERIN PPT	CMO/OE/A/GL/42/05	CMO	O/o CMO
190	CORR. ON MEDICAL ADVANCES/ M.R. CLAIM OF CLASS-I & ii OFFICERS OF MEDICAL DEPARTMENT, PPT	CMO/OE/A/GL/25/2009	CMO	O/o CMO
191	MAN POWER PLANNING OF MEDICAL DEPARTMENT	CMO/OE/B/GL/39/2010	CMO	O/o CMO
192	FILLING -UP THE ENTRY LEVEL POST	CMO/OE/A/GL/69/05	CMO	O/o CMO
193	HALF YEARLY RETURNS OF RECORDING REVIEWING INDEXING & WADING OUT OF PUBLIC RECORD ACT- 1998	CMO/OE/GL/66/10	CMO	O/o CMO
194	REGARDING PROVIDING INTERNSHIP TRG OF MEDICAL STUDENT	CMO/OE/GL/61/10	CMO	O/o CMO
195	PROVIDING FOR 6 MONTHS INTERNSHIP OF PHYSIOTHERAPY STUDENTS IN PPT HOSPITAL	CMO/OE/A/GL/15/2009	CMO	O/o CMO
196	CONTRACTUAL ENGAGEMENT OF FIVE STAFF NURSES REG.	CMO/OE/A/GL/17/2008(PT.)	CMO	O/o CMO
197	SANCTION OF SPECIAL CASUAL LEAVE REGARDING	CMO/OE/A/GL/30/10	CMO	O/o CMO
198	SCRUTINEE OF REFERAL CASE REG.	CMO/OE/GL/B/220/2010	CMO	O/o CMO
199	ANAESTHETIST (CONTRACTUAL) FOR PPT HOSPITAL	CMO/OE/A/GL/367/13	CMO	O/o CMO
200	REVIEW OF RECRUITMENT RULE (OLD)	CMO/OE/A/GL/35/05	CMO	O/o CMO
201	CONTRACTUAL ENGAGEMENT OF CO-ORDINATOR-CUM-RECEPTIONIST AT R.R.SECTION OF PPT (H)	CMO/OE/GL/47/2013	CMO	O/o CMO
202	RECRUITMENT FOR THE POST OF ATTENDANT	CMO/OE/A/GL/61/05	CMO	O/o CMO
203	STAFF STRENGTH OF MEDICAL DEPARTMENT FROM APRIL-04	CMO/OE/A/GL/28/01	CMO	O/o CMO
204	FILLING UP THE POST OF SENIOR PHARMACIST & HEAD PHARMACIST/ SR.DRESSER	CMO/OE/A/GL/7/2008	CMO	O/o CMO
205	SYSTEMIC IMPROVEMENT FOR MOVEMENT OF FILES	CMO/OE/A/GL/247/2017	CMO	O/o CMO
206	COMPLAIN FOR PROCUREMENT OF MEDICINES FROM REPUTED FIRMS (REPRESENTATION)	CMO/OE/A/GL/210/2016	CMO	O/o CMO
207	PURCASE OF COMPUTER FOR PPT HOSPITAL	CMO/OE/GL/43/2013	CMO	O/o CMO
208	MEDICAL TREATMENT FOR INMATES OF MAA SANTOSHI JARASHRAMA, BALIJHARA	CMO/OE/A/GL/230/2017	CMO	O/o CMO
209	FILLING UP THE POST OF ASSISTANT MATRON & NURSING SISTAR	CMO/OE/A/GL/24/05(PT.)/2016	CMO	O/o CMO

210	FILLING UP BACKLOG VACANCIES OF SC,ST,OBC 7 PH THROUGH SRD	CMO/OE/A/GL/231/2017	CMO	O/o CMO
211	APPOINTMENT OF DOCTORS IN PORT HOSPITAL	CMO/OE/A/GL/193/2016	CMO	O/o CMO
212	APPOINTMENT OF ATTENDANT UNDER PWD CATEGORY	CMO/OE/A/GL/231/2017	CMO	O/o CMO
213	CORRESPONDENCE ON OCCUPATIONAL SAFETY & HEALTH	CMO/GL/B/63/2004(PT.)	CMO	O/o CMO
214	EMPLOYEE WELFARE & FAMILY PLANNING PROGRAMME/ UNDERTAKEN BY THE PPT CAMP (OLD)	CMO/GL/B/103/2005(PT.)	CMO	O/o CMO
215	TREATMENT AT CARE HOSPITAL, ASWIN HOSPITAL	CMO/GL/B/113/2006	CMO	O/o CMO
216	CORRESPONDENCE ON CONTRACT SERVICE FOR VARIOUS POSTS OF MEDICAL DEPARTMENT	CMO/OE/A/GL/66/05	CMO	O/o CMO
217	DRAFT ADVERTISEMENT, OFFICE ORDER AND UNDERTAKING OBTAINED FROM THE CANDIDATES FOR ENGAGEMENT ON CONTRACT BASIS IN PORT SERVICE	CMO/OE/A/GL/6/07	CMO	O/o CMO
218	FILLING UP OF VACANT PROMOTIONAL POST OF ASSISTANT MATRON & HEAD PHARMACIST NURSINGH SISTER	CMO/OE/A/GENL/7/07	CMO	O/o CMO
219	FILLING UP THE POST OF HEAD PHARMACIST/ SR. PHARMACIST BY PROMOTION	CMO/OE/A/GL/8/11	CMO	O/o CMO
220	ASSESSMENT & REQUIREMENT OF SPECIALIST UNDER PPT HOSPITAL	CMO/OE/A/GL/88/2006	CMO	O/o CMO
221	BIENNIAL SURVEY OF OCCUPATIONAL AND EDUCATIONAL PROFILE OF EMPLOYEES IN PUBLIC SECTOR	CMO/OE/A/GL/40/08	CMO	O/o CMO
222	FOOD POISON	CMO/OE/A/GL/207/2016	CMO	O/o CMO
223	MEDICAL AWARENESS CAMP REGARDING	CMO/OE/A/GL/72/13	CMO	O/o CMO
224	AFROCIY/ HARASMENT CASE OF MEDICAL DEPARTMENT	CMO/OE/A/GL/120/2015	CMO	O/o CMO
225	EMPLOYEES PROFILE	CMO/OE/A/GL/89/06	CMO	O/o CMO
226	CORRESPONDENCE ON TUBERCULOSIS	CMO/OE/A/GL/310/2018	CMO	O/o CMO
227	COMMUNITY LUNCH ON THE OCCASION OF ACHIEVING 100MMT	CMO/OE/A/GL/277/2018	CMO	O/o CMO
228	Roaster Arrangement	CMO/OE/A/GL/420/2022	CMO	O/o CMO
229	Monthly Report of nicsi Staffs	CMO/OE/A/GL/378/2020	CMO	O/o CMO
230	PREVENTIVE MEASURES FOR TB	CMO/OE/A/GL/422/2022	CMO	O/o CMO
231	CORRESPONDENCE ON UPDATATION OF PPA WEBSITE	CMO/OE/A/GL/423/2022	CMO	O/o CMO
232	INSPECTION OF THE DOCK AREA BY THE CHIEF INSPECTOR OF DOCK SAFETY	CMO/GL/B-51/07	CMO	O/o CMO
233	Medical Board	CMO/GL-B/122/2010	CMO	O/o CMO
234	Representation of Shri Baidhar Mallick, MLA, EX-Chairman, Regarding unnatural death of Sri Niranjana Patro, Ex-Executive Engg (Civil), PPA	CMO/OE/A/GL/424/2022	CMO	O/o CMO
235	Covid 19 3rd Variant	CMO/OE/A/GL/425/2022	CMO	O/o CMO
236	M/s Goldenize associates Amc for Hepa filter	CMO/OE/A/GL/426/2022	CMO	O/o CMO
237	Providing Cashless Medical facilities to Railway	CMO/OE/A/GL/427/2022	CMO	O/o CMO
238	Medical treatment of outer Organisations(R.R. Section)	PPTH/CMO/RR/07/18-19	CMO	O/o CMO
239	Engagement of Visiting Consultant in PPA Hospital	CMO/OE/A/GL/428/2023	CMO	O/o CMO
240	Visit of Different Committees & Ministries	CMO/OE/A/GL/286/2018	CMO	O/o CMO
241	Medical facilities to the muck cleaning & Spillage Removal workers in PPT Hospital	CMO/OE.A.GL/99/2014	CMO	O/o CMO
242	Correspondence with Major port Trust	CMO/GL/B/89/2010(PT.)/2008	CMO	O/o CMO
243	Correspondence with Ministry & Compliance to Ministry Letter	CMO/OE/A/GL/80/2011(Pt.1)/2016	CMO	O/o CMO
244	Correspondence with Ministry & compliance to Ministry Letter	CMO/OE/A/GL/80/2011(Pt.III)/2017	CMO	O/o CMO
245	Reply of Ministry Letter	CMO/OE./A/GL/336/2019	CMO	O/o CMO
246	Trust Board Meeting file	CMO/GL/B/33/2007(PT.)	CMO	O/o CMO
247	Trust Board Meeting file	CMO/GL/B/33/2007	CMO	O/o CMO
248	Superior Staff of Medical department PPT	CMO/OE/A/GL/64/08/2011-12	CMO	O/o CMO
249	Correspondence on KPMG	CMO/OE/A/GL/398/2021	CMO	O/o CMO

250	Correspondence on Compansation ACT. Medical board	CMO/GL/B/21/2004(PT.)	CMO	O/o CMO
251	ASSEMBLY PARLIAMENT Question Reply	CMO/OE//A/GL/1/10	CMO	O/o CMO
252	Ministry Community Reg.	CMO/OE/A/GL/11/012(pt) 2012-2013	CMO	O/o CMO
253	Medical Board	CMO/GL/B/122/2010(pt.1) 2017	CMO	O/o CMO
254	Purchase Of Dental Instrument of PPT Hoapital	CMO/OE/A/GL/110/2014	CMO	O/o CMO
255	PENDING COURT CASES OF MEDICAL DEPARTMENT	CMO/OE/A/GL/160/2015	CMO	O/o CMO
256	COURT CASES OF MERCURY SECURITY SERVICES PVT.	CMO/OE/A/GL/156/2015	CMO	O/o CMO
257	WPC NO. 57 34 OF 2018 FILLED BY DR. MAYARANI DEVI,MO PPT HOSPITAL	CMO/OE/A/GL/297/2018	CMO	O/o CMO
258	COURT CASE OF HAREKRUSHNA JENA	CMO/OE/A/GL/108/2014	CMO	O/o CMO
259	COURT CASE OF DR. R.K MALICK,SR DY. CMO	CMO/OE/A/GL/178/2015	CMO	O/o CMO
260	COURT CASE OF SMT. MANJULATA SWAIN	CMO/OE/A/GL/93/2014	CMO	O/o CMO
261	COURT CASE OF LATE ADIKANDA DAS	CMO/OE/A/GL/105/2014	CMO	O/o CMO
262	HUDCO LOAN ON FAVOUR OF SRI JHATU GOCHHAYA	CMO/OE/A/GL/186/2015	CMO	O/o CMO
263	COURT CASE OF M/S DIPTI ENGINEERING	CMO/OE.A/GL/191/2016	CMO	O/o CMO
264	COURT CASE OF SRI DOLAGOBINDA DAS	CMO/OE/A/GL/92/14	CMO	O/o CMO
265	COURT CASE OF SMT. AMINAMANI MISHRA STAFF N	CMO/OE/A/GL/233/2017	CMO	O/o CMO
266	CORRESPONDENCE OF ARBITATION CASES REG.	CMO/OE/A/GL/312/2018	CMO	O/o CMO
267	COURT CASE OF SMT BELABALA SETHY,EX-ASST MATR	CMO/OE/A/GL/67/2013	CMO	O/o CMO
268	COURT CASE OF M/S CHOLAMANDALAM INVESTMENT & FINANCE COMPANY LTD.	CMO/OE/A GL/180/2015	CMO	O/o CMO
269	COURT CASE FOR PHARMACIST INTERVIEW	CMO/OE/A/GL/86/14/2014	CMO	O/o CMO
270	RECRUITMENT TO THE POST OF PHARMACIST UNDER SPECIAL RECRUITMENT DRIVE ON BUCKLOG VACANCIES	CMO/GL/B/05/2012	CMO	O/o CMO
271	INTERVIEW FOR THE POST OF PHARMCIST	CMO/GL/B/05/2013	CMO	O/o CMO
272	COURT CASE OF SRI P.K BINDHANI,WP C NO 20334	CMO/OE/A/GL/348/2019	CMO	O/o CMO
273	RELEASE OF RETIREMENT DUES ON FAVOUR OF SRI KHAGESWAR TIRKEY, EX -AS	CMO/OE/A/GL/187/2015	CMO	O/o CMO
274	PERSONAL FILE OF JHARANA PRADHAN ,SN A-573	CMO/OE/A/PF/III/2/08/2000	CMO	O/o CMO
275	JANANI SURAKSHYA YOJANA	CMO/OE/A/GL/202/2016	CMO	O/o CMO
276	SANCTION OF DIFFERENT VOUCHERS PERMANET ACCOUNT	CMO/CASH/12/2013	CMO	O/o CMO
277	DRAWL OF TEMP. ADVANCE FOR EMERGENCY PURPOSE OF PPA HOSPITAL	CMO/GL/B/91/2022	CMO	O/o CMO
278	DIRECT RRECRUITMENT BEFORE THE REPORT OF THE ASSESSMENT OF MANPOWER COMMITTEE	CMO/OE/A/GL/346/2019	CMO	O/o CMO
279	DIRECT RECRUITMENT OFNURSING STAFF AND LABARATORY TECHNICIAN STAFF ROASTER CLEARANCE	CMO/OE/A/GL/302/2018	CMO	O/o CMO
280	DIRECT RECRUITMENT /DEPUTATION BASIS OF MEDICAL DEPARTMENT	CMO/OE/A/GL/290/2018	CMO	O/o CMO
281	ENGAGEMENT OF RETIRED EMPLOYEES ON CONTRACT BASIS	CMO/OE./A/GL/56/2013	CMO	O/o CMO
282	CORRESPONDENCE ON FILLING UP THE POST OF RECEPTIONIST	CMO/OE/A/GL/309/2018	CMO	O/o CMO
283	CORRESPONDENCE ON RETIREMENT TA OF RETIRE PORT EMPLOYEES	CMO/OE/A/GL/21/07/2013	CMO	O/o CMO
284	SANCTION OF PERMANET IMPREST FOR PURCHASE OF POSTAL STAMP	CMO/GEN/A/2013/2018	CMO	O/o CMO
285	CORRESPONDENCE ON TA PPT HOPSITAL	CMO/CASH/I/II/2014	CMO	O/o CMO
286	REIMBURSEMENT OF MOBILE RECHARGE COUPONS OF DOCTORS	CMO/CASH/01/2006	CMO	O/o CMO
287	CORRESPONDENCE ON TELEPHONE CHARGES OF MEDICAL DEPARTMENT	CMO/OE/CASH/01/2010	CMO	O/o CMO
288	MAINTAINANCE WORK/INSTALLATION OF GLOW SIGN BOARDS AT PPT HOSPITAL	CMO/OE/A/GL/168/2015	CMO	O/o CMO
289	TENDER FOR CONTRACT ENGAGEMENT UNDER MEDICAL DEPARTMENT	CMO/OE/A/GL/401/2021	CMO	O/o CMO
290	TENDER OF CONTRACT ENGAGEMENT UNDER MEDICAL DEPARTMENT	CMO/OE/A/GL/334/2019	CMO	O/o CMO

291	CONTRACTUAL ENGAGEMENT OF STAFF NURSE, PHARMACIST RECEPTIONIST AND RADIOGRAPHER UNDER MEDICAL DEPARTMENT	CMO/OE/A/GL/375/2020	CMO	O/o CMO
292	CONTRACTual engagement of staff nurse pharmacist under medical department	CMO/OE/A/GL/375/2020	CMO	O/o CMO
293	DEPLOYMENT OF SECURITY PERSONNEL FOR GUARDING OF PORT TRUST AREA	CMO/OE/A/GL/391/2021	CMO	O/o CMO
294	PORT HEALTH OFFICER	CMO/OE/A/GL/162/2015	CMO	O/o CMO
295	RETENNTION OF WEEDING OLDRECORDS	CMO/OE/A/GL/292/2018	CMO	O/o CMO
296	ISO AUDIT 9001:2015	CMO/GL/B/79/2015	CMO	O/o CMO
297	ESTABLISHMENT OF COVID CARE CENTRE AT PORT CLUB	CMO/OE/A/GL/368/2020	CMO	O/o CMO
298	NOTE TO BOARD FOR ESTABLISHMENT OF COVID CARE CENTRE AT PORT CLUB	CMO/OE/A/GL/2020	CMO	O/o CMO
299	PPTH COVID 19 SWAB COLLECTION CENTRE	CMO/OE/A/GL/371/2020	CMO	O/o CMO
300	ESTABLISHMENT OF COVID CARE CENTRE AT PORT CLUB	CMO/OE/A/GL/368/2020	CMO	O/o CMO
301	INSPECTION REPORT ON COMLIANCE AUDIT OF MEDICAL DEPARTMENT OF PPT OF THE YEAR 2019-2020	CMO/OE/A/GL/145/2020	CMO	O/o CMO
302	INTERNAL AUDIT	CMO/OE/A/GL/145/2016	CMO	O/o CMO
303	TOUR PROGRAMME OF DR. N.K MOHANTY C,O	CMO/OE/A/PF/2011	CMO	O/o CMO
304	ESTABLISHMENT OF COVID CARE CENTRE AT PORT CLUB	CMO/OE/A/GL/368/2020	CMO	O/o CMO
305	SCHEDULED OF RETENTION PERIOD FOR RECORDS REGISTERS OF MEDICAL DEPARTMENT PPT	CMO/OE/A/GL/69/05	CMO	O/o CMO
306	CORRESPONDENCE ON IPPI & IMMUNIZATION	CMO/PH-4/IMM-COR/2015	CMO	O/o CMO
307	REGISTRATION FOR PRINCIPAL EMPLOYER	CMO/OE/A/GL-121/2015/2021	CMO	O/o CMO
308	SUPPLY INSTALLATION OF CCTV SECURITY SURVILLANCE SYSTEM AT PPT HOSPITAL	CMO/OE/A/GL/408	CMO	O/o CMO
309	CORRESPONDENCE ON VACCINATION	CMO/OE/A/GL/366/2019	CMO	O/o CMO
310	PROCUREMENT OF AC FOR PPT HOSPITAL	CMO/OE/A/GL/48/2013	CMO	O/o CMO
311	STANDARDIZATION & CALIBRATION OF HOSPITAL EQUIPMENTS UNDER ISO CERTIFICATE	CMO/GL/B/79/2017	CMO	O/o CMO
312	INISPECTION REPORT ON COMPLIANCE AUDIT OF MEDICAL DEPARTMENT OF PPT OF THE YEAR 2018-19	CMO/OE/A/GL/145/19	CMO	O/o CMO
313	INTERNAL AUDIT	CMO/OE/A/GL/145/2015	CMO	O/o CMO
314	INTERNAL AUDIT	CMO/OE/A/GL/145/2017	CMO	O/o CMO
315	ISO AUDIT 9001/2015	CMO/GL/B/79/4/2022	CMO	O/o CMO
316	ANNUAL DPC FOR THE POST OF DRESSER	CMO/OE/A/GL/256/2018	CMO	O/o CMO
317	FILLING U/P THE POST OF DRESSER FIRST AIDER IN PPT HOSPITAL	CMO/OE/A/GL/116/2015	CMO	O/o CMO
318	DPC FOR THE POST OF CLASS III EMPLOYEES OF MEDICAL DEPARTMENT	CMO/OE/A/GL/50/2013	CMO	O/o CMO
319	REPAIR MAINTAINANCE OF PHYSIOTHERAPY MACHINE OF PPT HOSPITAL	CMO/OE/A/GL/199/2016	CMO	O/o CMO
320	ANNUAL DPC FOR THE POST OF SR. DRESSER	CMO/OE/A/GL/257/2018	CMO	O/o CMO
321	SC/ST/OBC ROSTER CLEARANCE FROM SC & ST CELL	CMO/OE/A/GL/38/05	CMO	O/o CMO
322	DPC FOR THE POST OT CLASS IV EMPLOYEES OF MEDICAL DEPARTMENT	CMO/OE/A/GL/123/2015	CMO	O/o CMO
323	FILLING OF CCTV CAMERA ON PPTH	CMO/OE/A/GL/172/2015	CMO	O/o CMO
324	FILLING UP OF THE POST OF SR. LABORATORY TECHNICIAN	CMO/OE/A/GL/179/2015	CMO	O/o CMO
325	ANNUAL DPC FOR THE POST OF SR LAB TECHNICIAN	CMO/OE/A/GL/258/2018	CMO	O/o CMO
326	DPC FOR THE POST OF CLASS III EMPLOYEES OF MEDICAL DEPARTMENT	CMO/OE/A/GL/5082013/2017	CMO	O/o CMO
327	REGISTRATION FOR PRINCIPAL EMPLOYER	CMO/OE/A/GGL/121/2015/2017	CMO	O/o CMO
328	CORRESPONDENCE ON IPPI & IMMUNIZATION	CMO/PH-4/IMM/COR/2015	CMO	O/o CMO
329	CONFIRMATION OF INCUMBENT MEDICAL DEPARTMENT	CMO/OE/A.GL/265/2018	CMO	O/o CMO
330	VERIFICATION OF STOCK & STORE	CMO/OE/A/GL/305/2018	CMO	O/o CMO

331	TA OF DR P PANDA CMO PPT	CMO/OE/A/GL/148/2015	CMO	O/o CMO
332	AMENDMENT OF RULES & REGULATION	CMO/OE/A/GL/224/2019	CMO	O/o CMO
333	CMO/OE/A/GL-9/10(Pt-I)	Annual increment of Cl.I & II officers	CMO	O/o CMO
334	CMO/OE/A/GL-10/08 (Pt)	Annual increment of Cl.III employees	CMO	O/o CMO
335	CMO/OE/B/GL-13/2012	Annual increment of Cl. IV employyes	CMO	O/o CMO
336	CMO/OE/A/GL-294/2018	pay fixation of Class-III & IV staff under ACP Scheme (Under MACP)	CMO	O/o CMO
337	CMO/OE/A/GL-55/2011	Pay fixation of Class-III & IV employyes	CMO	O/o CMO
338	CMO/OE/A/GL-15/10	Santion of 100% encashment of un-utilized E.L & HPL in f/o Class-I & II officers of Medical Deptt.	CMO	O/o CMO
339	CMO/OE/A/GL/16/2011(Pt-III)	Encashment of E.L. for Class-III employees of Medical Department	CMO	O/o CMO
340	CMO/OE/A/GL/233(Pt)/223(Pt-I)	Court Case of Smt. Aminamani Mishra, SN	CMO	O/o CMO
341	CMO/OE/WRC-62/10	Regarding option on cafeteria of Class-I & II officers on WRC	CMO	O/o CMO
342	CMO/GL/B/28/2010(Pt-II)	Reimbursement of Children Education Allowance.	CMO	O/o CMO
343	CMO/OE/B/GL-16/07	Agreement / Mortgage Bond of Computer Advance Purchased by officer & staf of Medical Deptt.	CMO	O/o CMO
344	CMO/OE/B/GL-6/2007	Sanction of Computer Advance.	CMO	O/o CMO
345	CMO/OE/A/GL-70/2010	Modified Assured Circular Progression Scheme Class-I and Class-II Officer under Medical Department PPT	CMO	O/o CMO
346	CMO/OE/A/GL/65	GSLI Scheme & Attestation Form	CMO	O/o CMO
347	CMO/OE/B/GL-02/2012	Permission of study leave staff of Medical Department	CMO	O/o CMO
348	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
349	CMO/OE/A/GL/72/11	Correspondance on confirmation of Employees of Medical Department	CMO	O/o CMO
350	CMO/OE/A/GL/209/2016	Claim for 47% cafeteria over and above the basic pay + NPA of doctors	CMO	O/o CMO
351	CMO/OE/A/GL/16/2010(Pt)	Recruitment of Class-III & Cl-IV Staff under Medical Department.	CMO	O/o CMO
352	CMO-OE-B-GL-2/08	Encashment of Un-Utilised E.L. of Retired Employee reg Class-IV	CMO	O/o CMO
353	CMO/OE/A/GL/26/2010	Encashment of Un-Utilised E.L. in favour of Class-III employees.	CMO	O/o CMO
354	CMO/OE/B/GL/14/12(Pt)	Sanctionof NRGPF Advance in favour of Class-III & IV employees	CMO	O/o CMO
355	CMO/OE/B/GL/12/13	Encashment of earned leave of class-iv employees	CMO	O/o CMO
356	CMO/OE/A/GL/83/2013	Encashment of E.L. in favour of Ckass-I & II officers of medical Department.	CMO	O/o CMO
357	CMO/OE/B/GL/119//2016	Finanal withdrawal GPF in f/o: Megharat Soren, Son of Late Budhi Murmu. Ex-Attendant.	CMO	O/o CMO
358	CMO/OE/B/GL/25/2013	Sanction of M. R. Claim in F/o Medical Deptt.	CMO	O/o CMO

359	CMO/OE/B/GL/15/07	Grant of Moter Cycle/Scoter advance in f/o Medical Deptt.	CMO	O/o CMO
360	CMO/OE/B/GL/16/07	Agreement/Mortagage BOND of Computer & Moter Cycle advance advance purchased by medical Deptt.	CMO	O/o CMO
361	CMO/OE/B/01/2007(Pt)	BUDGET	CMO	O/o CMO
362	CMO/OE/B/GL/07/2010(Pt)	M.R. claim in f/o: CI-III & CI-IV employees of Medical Department	CMO	O/o CMO
363	CMO/OE/B/GL/18/12(Pt-II)	Festival Advance of CL-I and CI-II officers.	CMO	O/o CMO
364	CMO/OE/V/GL/15/08(Pt)	Temporary withdrawal of GPF advance in f/o: class-III & IV Employees	CMO	O/o CMO
365	CMO/OE/GL/09/2007	Withdrawal of GPF in respect of Cl. I & II Officers	CMO	O/o CMO
366	CMO/OE/B/GL/18/12(Pt-I)	Festival Advance of Class-III & IV Employees.	CMO	O/o CMO
367	CMO/OE/B/GL/15/(Pt)	Grant of Motorcycle/Scooter Advance in F/O Staff of Medical Department.	CMO	O/o CMO
368	CMO/OE/A/GL-136(Pt)	Engagement hire taxi in favour of Dr. Prahallad Panda, Chief Medical Officer, Paradip Port Trust	CMO	O/o CMO
369	CMO/OE/A/GL-136	Engagement hire taxi in favour of Dr. Prahallad Panda, Chief Medical Officer, Paradip Port Trust	CMO	O/o CMO
370	CMO/OE/B/GL/134/2011(Pt-I)	Engagement hire taxi in favour of Dr. Dr. R.K. Mallick, Consultant (O & G) Paradip Port Trust	CMO	O/o CMO
371	CMO/OE/B/G;-134/2011	Engagement hire taxi in favour of Dr. R.K. Mallick, Sr. Dy. CMO, PPTH	CMO	O/o CMO
372	CMO/OE/B/GL/135/2013	Engagement hire taxi in favour of Dr.B.B. Das, Sr. Dy. CMO, PPTH	CMO	O/o CMO
373	CMO/OE/A/GL/332/2019	Engagement Hire Taxi in F/O: Dr. S.S. Acharya, Sr. Dy. CMO	CMO	O/o CMO
374	CMO/OE/A/GL/329/2019	Engagement Hire taxi in F/O: Dr. D.P. Sethy, Dy. CMO	CMO	O/o CMO
375	CMO/OE/A/GL/245/2017	Deduction of 50% salary of Sri Maysa Murmu, Attendant	CMO	O/o CMO
376	CMO/OE/A/GL/248/2022	Over time allowance in f/o: Officers & staffs of Medical Department.	CMO	O/o CMO
377	CMO/OE/A/GL/248/2017	Over time allowance in f/o: Officers & staffs of Medical Department.	CMO	O/o CMO
378	CMO/OE/Bill	N.W.A. Of Medical Staff	CMO	O/o CMO
379	CMO/OE/B/GL/74/2011(PT.)/2015	Retirement of Officers/Employees & Benefits there on Medical Department	CMO	O/o CMO
380	CMO/OE/GL/183/2015	Sponsoring Dr. Shelly Priya, Sr. M.O for training in Spinal Anesthesia	CMO	O/o CMO
381	CMO/OE/GL-22/10	Pay fixation of Class-I & II Officers after the Wage Revision	CMO	O/o CMO
382	CMO/OE/A/GL-352/2020	Revision of Pay & Allowance of Class-I & II officers	CMO	O/o CMO

383	CMO/OE/A/GL/77/2013	Revision of Pay & Allowance of Class-III & IV staff Jan-2012	CMO	O/o CMO
384	CMO/OE/A/GL-309/08	W.R.C for the Year-2017	CMO	O/o CMO
385	Advanced Life Support Ambulance	CMO/Vehicle-01/06, Year-2017	CMO	O/o CMO
386	Deployment of Manpower (EMT & Driver) to the ALS Ambulance	CMO/Vehicle-01/06(Pt.) Year-2021	CMO	O/o CMO
387	Hiring of Ambulance in Port Prohibited Area	CMO/Vehicle/379/2021	CMO	O/o CMO
388	Ambulance Vehicle OD-21-D-0867 engaged in PPT Hospital	CMO/Vehicle-1/05	CMO	O/o CMO
389	Ambulance No OD-21-A-3467 engaged to PPT Hospital & engaged New OD-50-AX-0567 winger AC Ambulance	CMO/Vehicle-01-05(Pt)/2013-2014	CMO	O/o CMO
390	Hiring of ALS Ambulance PPT Hospital	CMO/Vehicle-2/16	CMO	O/o CMO
391	Out Sourcing of Port Ambulance	CMO/Vehicle-I/2004	CMO	O/o CMO
392	Out Sourcing of Port Ambulance	CMO/Vehicle-I/2004(Pt.)	CMO	O/o CMO
393	AMBulance Vehicle OR-21-B-5667 engaged to PPT Hospital	CMO/Vehicle/1/05	CMO	O/o CMO
394	Procurement of Ambulance	CMO/OE/A/GL-388/2020-21	CMO	O/o CMO
395	Providing an Ambulance to South Delhi Parliamentary Constituency	Medical/267/Proc./BLSA Ambulance/2021SPF1	CMO	O/o CMO
396	Bill for the Out Sourcing of PPT Ambulance	CMO/Vehicle/1/05	CMO	O/o CMO
397	Bill for the Out Sourcing of PPT Ambulance	CMO/Vehicle/1/05	CMO	O/o CMO
398	Ambulance Vehicle AC OD-21-A-3467 (Bill)	CMO/Vehicle/01/05(Pt.)	CMO	O/o CMO
399	Bill for the Out Sourcing of PPT Ambulance NO-OR-21-E-1067	CMO/Vehicle/01/04(Pt.)	CMO	O/o CMO
400	Advance Life Support Ambulance (Bill)	CMO/Vehicle/01/06	CMO	O/o CMO
401	Bill for Hire Ambulance bearing No. OR-21-B-5667	CMO/Vehicle/01/04	CMO	O/o CMO
402	Ambulance No. OD-05-AX-0567 Winger AC Ambulance engaged to PPT Hospital (bill)	CMO/Vehicle/01/05/2013-14(Pt.)	CMO	O/o CMO
403	Hiring of Ambulance in Port Prohibited Area OD-21-A-3467 & OD-21-G-3867 (Bill)	CMO/Vehicle/379/2021	CMO	O/o CMO
404	Ambulance Force AC.NO.OD-21-D-0867 (Bill)	CMO/Vehicle/01/05	CMO	O/o CMO
405	Cors. On Indent	CMO/STN/INDENT-3/10	CMO	O/o CMO
406	Cors. On Indent	CMO/STN/INDENT-3/10(Pt.)	CMO	O/o CMO
407	Cors. On Indent	CMO/STN/INDENT-3/10(Pt.1)	CMO	O/o CMO
408	Requirement of PC (Computer) for ERP/e. office use of Medical Deptt.	CMO/OE/A/GL-412/2022	CMO	O/o CMO
409	Cors. On Computer/FAX/Telephone/Xerox/Laptop	CMO/COMP/3/10(Pt-1)	CMO	O/o CMO
410	Cors. On Computer/FAX/Telephone/Xerox/Laptop	CMO/COMP/3/10(Pt)	CMO	O/o CMO
411	Cors. On Computer/FAX/Telephone/Xerox/Laptop	CMO/COMP/3/10	CMO	O/o CMO
412	Supply of Dietary Items to PPT Hospital	CMO/Diet/06/2006(Pt-1)	CMO	O/o CMO
413	Supply of Dietary Items to PPT Hospital	CMO/OE/A/GL/395/2021	CMO	O/o CMO
414	Supply of Dietary Items to PPT Hospital	CMO/Diet/06/2006(Pt)	CMO	O/o CMO
415	Supply of Diet Items to PPT Hospital (Bill)	CMO/Diet/06/2006(Pt)	CMO	O/o CMO
416	Mboaction Plan Privatization of Washing Lines of PPT Hospital (Washing Cleaning & Ironing of PPT Hospital)	CMO/OE/GL/B-72/2006(Pt.)	CMO	O/o CMO
417	Mboaction Plan Privatization of Washing Lines of PPT Hospital (Washing Cleaning & Ironing of PPT Hospital)	CMO/OE/GL/B-72/2006(Pt.)	CMO	O/o CMO
418	Mboaction Plan Privatization of Washing Lines of PPT Hospital (Washing Cleaning & Ironing of PPT Hospital)	CMO/OE/GL/B-72/2006(Pt.)	CMO	O/o CMO
419	Supply of Diet to PPT Hospital (Bill)	Cmo/DIET-6/06(Pt.)	CMO	O/o CMO
420	Mboaction Plan Privatization of Washing Lines of PPT Hospital (Washing Cleaning & Ironing of PPT Hospital (Bill))	CMO/OE/GL/B-72/2006(Pt.)	CMO	O/o CMO
421	Providing Meals for Covid Care Centre Port Club & PPT Hospital	CMO/OE/A/GL-368/2020	CMO	O/o CMO

422	Mboaction Plan Privatization of Washing Lines of PPT Hospital (Washing Cleaning & Ironing of PPT Hospital (Bill))	CMO/OE/GL/B-72/2006(Pt.)	CMO	O/o CMO
423	Pure Drinking Water Aquaguard Facilities at PPT Hospital	CMO/STN/STORE/11/2003	CMO	O/o CMO
424	Purchase of Purity Water Facilities for PPT Hospital	CMO/OE/A/GL/69/2013	CMO	O/o CMO
425	Pure Water & Xerox	Other Bill	CMO	O/o CMO
426	Washing, Cleaning & Ironing of the lines of the PPT Hospital	CMO/OE/GL/B-383/2021	CMO	O/o CMO
427	Washing, Cleaning & Ironing of the lines of the PPT Hospital (Bill)	CMO/OE/GL/B-383/2021	CMO	O/o CMO
428	Cors. On EPABX System in PPT Hospital Benzfan Technologies PVT.LTD, BBSR (Bill)	CMO/GEN/EPABX/1/06(Pt.1)/2020-21	CMO	O/o CMO
429	Cors. On EPABX System in Medical Department PPT Benzfan Technologies	CMO/GEN/EPABX/1/06(Pt.1)/2020	CMO	O/o CMO
430	Cors. On EPABX System in Medical Department PPT JAICO Bill	CMO/GEN/EPABX-1/06(Pt.)/2018	CMO	O/o CMO
431	Cors. On EPABX System in Medical Department PPT JAICO (O.O)	CMO/GEN/EPABX-1/06(Pt.)/2016	CMO	O/o CMO
432	Cors. On EPABX System in Medical Department PPT JAICO (O.O)	CMO/GEN/EPABX-1/06(Pt.)/2005-15	CMO	O/o CMO
433	Cors. On Stitching Charges	CMO/STN/5(Pt.)/08	CMO	O/o CMO
434	Cors. On Godrej Furniture	CMO/STN/STORE/17/2015	CMO	O/o CMO
435	Local Purchase	CMO/STN/STORE-2/07(Pt.)/2016	CMO	O/o CMO
436	Purchase of Mobile Phonefor Doctors & Class-II Officers	CMO/COMP/3(Pt-1)/2016	CMO	O/o CMO
437	Purchase of Mobile Phone & Laptop for Doctors	CMO/COMP-3(Pt.)/2016	CMO	O/o CMO
438	Cors. On Uniform	CMO/Uniform-1/2010(Pt.)	CMO	O/o CMO
439	Cors. On Screen Cloth	CMO/STORE/18/2017	CMO	O/o CMO
	CGHSCell			
1	Hemalata Hospital	CMO/CELL/01/2011	CMO	CGHSCell
2	Sun Hospital	CMO/CELL/02/2011	CMO	CGHSCell
3	Health Care	CMO/CELL/03/2011	CMO	CGHSCell
4	Apollo Hospitals	CMO/CELL/04/2011	CMO	CGHSCell
5	Ashwini Hospital	CMO/CELL/05/2011	CMO	CGHSCell
6	L.V. Prasad Eye Hospital	CMO/CELL/06/2011	CMO	CGHSCell
7	Aditya Care Hospital	CMO/CELL/07/2011	CMO	CGHSCell
8	Sparsh Hospital	CMO/CELL/08/2011	CMO	CGHSCell
9	Misc.Correspondence (MP)	CMO/CELL/09/2011	CMO	CGHSCell
10	Crescent Dental Care	CMO/CELL/10/2011	CMO	CGHSCell
11	Global Hospital	CMO/CELL/11/2011	CMO	CGHSCell
12	Kalinga Hospital	CMO/CELL/12/2012	CMO	CGHSCell
13	Panda Curie Cancer	CMO/CELL/13/2012	CMO	CGHSCell
14	Reimbursement bill of Banamali Sahoo	CMO/CELL/14/2012	CMO	CGHSCell
15	Apollo Hospitals, Hyderabad	CMO/CELL/15/2013	CMO	CGHSCell
16	BIPAP Machine	CMO/CELL/16/2013	CMO	CGHSCell
17	Treatment facilities for Con.Pilots	CMO/CELL/17/2013	CMO	CGHSCell
18	Permission for procuring of Hearing Aid Machine	CMO/CELL/18/2013	CMO	CGHSCell
19	Correspondence of Retired Emp	CMO/CELL/19/2015	CMO	CGHSCell
20	Correspondence of Retired Emp	CMO/CELL/19/2015(Pt)	CMO	CGHSCell
21	Seven Hills	CMO/CELL/20/2015	CMO	CGHSCell
22	Amri Hospitals	CMO/CELL/21/2015	CMO	CGHSCell
23	Yashoda Hospital	CMO/CELL/22/2015	CMO	CGHSCell
24	Dr.Agarwal Eye Hospital	CMO/CELL/23/2015	CMO	CGHSCell
25	Sadguru Hospital	CMO/CELL/24/2015	CMO	CGHSCell

26	Kanungo Hospital (KIDS)	CMO/CELL/25/2015	CMO	CGHSCell
27	Add Hospital, Cuttack	CMO/CELL/26/2015	CMO	CGHSCell
28	Add Annex Hospital	CMO/CELL/27/2015	CMO	CGHSCell
29	Medical benefits of G.J.Rao	CMO/CELL/28/2015	CMO	CGHSCell
30	Chanakya Hospital	CMO/CELL/29/2015	CMO	CGHSCell
31	Departmental Review Meeting	CMO/CELL/30/2015	CMO	CGHSCell
32	Discussion with the Corporate Hospital	CMO/CELL/31/2015	CMO	CGHSCell
33	Claim Accommodation for Radiotherapy by Hemalata Hospital BBSR	CMO/CELL/32/2015	CMO	CGHSCell
34	Medical facilities for employees of Liasion Office cum Guest House	CMO/CELL/33/2015	CMO	CGHSCell
35	Guideline PPTH Health Service	CMO/CELL/34/2015	CMO	CGHSCell
36	Indo American Hospital	CMO/CELL/35/2015	CMO	CGHSCell
37	Medical treatment approval for retired employee	CMO/CELL/36/2015	CMO	CGHSCell
38	Strengthening of Laboratory facilities in PPT Hos	CMO/CELL/37/2015	CMO	CGHSCell
39	Procurement of Oxygen Concentrator	CMO/CELL/38/2015	CMO	CGHSCell
40	Retired Employees avail Medical facilities in other Port Trust Hospital	CMO/CELL/39/2015	CMO	CGHSCell
41	Departmental Misc.Approval	CMO/CELL/40/2015	CMO	CGHSCell
42	Procurement of Protheis	CMO/CELL/41/2015	CMO	CGHSCell
43	Sum Hospital	CMO/CELL/42/2016	CMO	CGHSCell
44	Christian Medical College, Vellore	CMO/CELL/43/2016	CMO	CGHSCell
45	Utkal Institute of Medical Science	CMO/CELL/44/2016	CMO	CGHSCell
46	Shree Hospital	CMO/CELL/45/2016	CMO	CGHSCell
47	Sabarmati Hospital	CMO/CELL/46/2016	CMO	CGHSCell
48	Star Hospital, Hyderabad	CMO/CELL/47/2016	CMO	CGHSCell
49	Kar Eye Vision	CMO/CELL/48/2016	CMO	CGHSCell
50	OMEGA Hospital, Hyderabad	CMO/CELL/49/2016	CMO	CGHSCell
51	KIMS Hospital	CMO/CELL/50/2016	CMO	CGHSCell
52	Permission for Emergency Treatment in Non Empanelled Hospital Reg.Emp	CMO/CELL/51/2016	CMO	CGHSCell
53	Vivekananda Hospital	CMO/CELL/52/2016	CMO	CGHSCell
54	Neelachal Hospital	CMO/CELL/53/2016	CMO	CGHSCell
55	Apollo Hospital, Visakhapatnam	CMO/CELL/54/2016	CMO	CGHSCell
56	Shanti Memorial Hospital	CMO/CELL/55/2016	CMO	CGHSCell
57	MIOT Hospital, Chennai	CMO/CELL/56/2016	CMO	CGHSCell
58	Care Hospitals	CMO/CELL/57/2017	CMO	CGHSCell
59	Correspondence of Insurance Company regarding Meidcal facilities	CMO/CELL/58/2017	CMO	CGHSCell
60	Ministry Correspondence	CMO/CELL/59/2017	CMO	CGHSCell
61	Inspection of PPT Empanelled Hospitals	CMO/CELL/60/2017	CMO	CGHSCell
62	Medanta, Gurgaon	CMO/CELL/61/2017	CMO	CGHSCell
63	Sun Shine Hospital	CMO/CELL/62/2017	CMO	CGHSCell
64	Implementation of Govt.Orders	CMO/CELL/63/2017	CMO	CGHSCell
65	B.M.Birla Heart Research Institute	CMO/CELL/64/2017	CMO	CGHSCell
66	Correspondence with CISF	CMO/CELL/65/2017	CMO	CGHSCell
67	Correrpondence for Medical Facilities to Regular Employees	CMO/CELL/66/2018	CMO	CGHSCell
68	Manipal Hospital, Bengaluru	CMO/CELL/67/2018	CMO	CGHSCell
69	Chennai National Hospital	CMO/CELL/68/2018	CMO	CGHSCell
70	M.R claim of Regular Employees	CMO/CELL/69/2018	CMO	CGHSCell
71	Medical treatment at referral Hospital/Higer Cer	CMO/CELL/70/2018	CMO	CGHSCell

72	Prolonged stay of Patients at Referral Hospitals Constitution of Referral Review Committee	CMO/CELL/70/2019(Pt)	CMO	CGHSCell
73	Medical Smart Card	CMO/CELL/71/2019	CMO	CGHSCell
74	Sun Diagnostic Centre, Cuttack	CMO/Cell/72/2019	CMO	CGHSCell
75	Empanelment of Hospital for Referral	CMO/Cell/73/2021	CMO	CGHSCell
76	Shreeja Hospital Cuttack	CMO/Cell/74/22	CMO	CGHSCell
77	Empanelment of Hospital for Referral	CMO/PA-1/14	CMO	CGHSCell
78	Medical facilities to Mercantile Marine Department	CMO/OE/A/GL-240/17	CMO	CGHSCell
79	Medical Reimbursement of Medical Staffs (Referral)	CMO/OE/B/GL-25/13(Pt)	CMO	CGHSCell
80	Retirement Employees to Continue Medical Treatment	CMO-OE-A-GL-282/2018	CMO	CGHSCell
81	Eligibility Criteria for availing accommodation in referral Hospital	CMO-PA-Gen-01/14	CMO	CGHSCell
82	Corr.Regarding Yashoda Hospital Hyderabad	CMO-PA/03/13	CMO	CGHSCell
83	Collaboration of Corporate Hospitals in Paradip	CMO/OE/A/GL-192/216	CMO	CGHSCell
84	Contributory Outdoor and Indoor Medical benefit to Retired Employees	CMO/OE/A/GL/87/2019	CMO	CGHSCell
85	Revision of PPT Hospital charges	CMO/OE/A/GL-155/2015	CMO	CGHSCell
86	Medical facilities to dependant Daughters of Employees/Pensioners	CMO/OE/A-GL-139/2015	CMO	CGHSCell
87	Screening Committee for BIPAP & CPAP Machine	CMO/Cell/BIPAP-CPAP/16/2013	CMO	CGHSCell
88	Permission of Higher Authority for referral and Reimbursement	CMO/OE/A/GL-277/2018	CMO	CGHSCell
89	Contributory Outdoor and Indoor Medical benefits after retirement regulation-2013	CMO/GL/B/27/2011(Pt)	CMO	CGHSCell
90	Empanelment of PPT Hospital under Ayushman Bharat Pradhan Mantri Jan Arogya Yojana (ABPM-JA)	CMO/OE/A/GL-168/2019	CMO	CGHSCell
91	Establishment of Super Speciality Hospital	CMO/OE/A/GL-84/2014	CMO	CGHSCell
92	Establishment of Super Speciality Hospital	CMO/OE/A/GL-84/2017	CMO	CGHSCell
93	Establishment of Super Speciality Hospital	CMO/OE/A/GL-84/2014-15 (Pt-I)	CMO	CGHSCell
94	Establishment of Super Speciality Hospital	CMO/OE/A/GL-84/2014 (Pt-II)	CMO	CGHSCell
95	Establishment of Super Speciality Hospital	CMO/OE/A/GL-84/2014 (Pt-III)	CMO	CGHSCell
96	Establishment of Super Speciality Hospital	CMO/OE/A/GL-84/2014 (pt-IV)	CMO	CGHSCell

Medicine Store

1	E-Tender for Purchase of Medicines & Surgical items for the year 2019-20	CMO/STORE/72/2018	Medicine Store	Store Officer I/C
2	Supply Of Drugs ,Insulin and Etc...	CMO/STORE/72(Pt.)/2018	Medicine Store	Store Officer I/C
3	E -Tender Documents for Annex-I,II,III For the work Supply Of Drugs ,Insulin and Etc...	CMO/STORE/72(Pt.)/2018	Medicine Store	Store Officer I/C

4	Supply of Surgical Items & Hospital items, Disposable Needles & Syringe, Suture Materials, IO Lenses & etc...	CMO/STORE/72(Pt.I)/2018	Medicine Store	Storte Officer I/C
5	Supply of Surgical products, Ophthalmic Products, Laboratories Reagent & Products, Proprietary Medicines & Hospital Product etc.	CMO/STORE/72(Pt.II)/2018	Medicine Store	Storte Officer I/C
6	Supply of Reagents and consumables for hematology analyzer & Random Access Photometric biochemistry Auto Analyzer.	CMO/STORE/72(Pt.III)/2018	Medicine Store	Storte Officer I/C
7	Supply of Reagents for ADIVA Centaur C.P.	CMO/STORE/72(Pt.IV)/2018	Medicine Store	Storte Officer I/C
8	Supply Of Drug	CMO/STORE/72(Pt.V)/2018	Medicine Store	Storte Officer I/C
9	E-Tender for Purchase of Medicines , Surgical & Reagents for the year 2020-21	CMO/STORE/85/2019	Medicine Store	Storte Officer I/C
10	Supply Of Drugs ,Insulin and Etc...	CMO/STORE/85(Pt.)/2019	Medicine Store	Storte Officer I/C
11	E -Tender Documents for Annex-I,II,III For the work Supply Of Drugs ,Insulin and Etc...	CMO/STORE/85(Pt.)/2019	Medicine Store	Storte Officer I/C
12	Supply of Surgical Items & Hospital items, Disposable Needles & Syringe, Suture Materials, IO Lenses & etc...	CMO/STORE/85(Pt.I)/2019	Medicine Store	Storte Officer I/C
13			Medicine Store	Storte Officer I/C
14			Medicine Store	Storte Officer I/C
15	Supply of Surgical products, Ophthalmic Products, Laboratories Reagent & Products, Proprietary Medicines & Hospital Product etc.	CMO/STORE/85(Pt.II)/2019	Medicine Store	Storte Officer I/C
16	Supply of Reagents for hematology analyzer & Random Access Photometric biochemistry Auto Analyzer.	CMO/STORE/85(Pt.III)/2019	Medicine Store	Storte Officer I/C
17	Supply of Reagents for ADIVA Centaur C.P.	CMO/STORE/85(Pt.IV)/2019	Medicine Store	Storte Officer I/C
18	Short E-Tender Call notice for Supply of Drugs	CMO/STORE/85(Pt.V)/2019	Medicine Store	Storte Officer I/C
19	E-Tender for Purchase of Medicines , Surgical & Reagents for the year 2021-22	CMO/STORE/95/2020	Medicine Store	Storte Officer I/C
20	Supply Of Drugs ,Insulin and Etc...	CMO/STORE/95(Pt.)/2020	Medicine Store	Storte Officer I/C
21	E -Tender Documents for Annex-I,II,III For the work Supply Of Drugs ,Insulin and Etc...	CMO/STORE/95(Pt.)/2020	Medicine Store	Storte Officer I/C
22	Supply of Surgical Items & Hospital items, Disposable Needles & Syringe, Suture Materials, IO Lenses & etc.	CMO/STORE/95(Pt.I)/2020	Medicine Store	Storte Officer I/C
23	Supply of Surgical products, Ophthalmic Products, Laboratories Reagent & Products, Proprietary Medicines & Hospital Product etc.	CMO/STORE/95(Pt.II)/2020	Medicine Store	Storte Officer I/C
24	Supply of Reagents for hematology analyzer & Random Access Photometric biochemistry Auto Analyzer.	CMO/STORE/95(Pt.III)/2020	Medicine Store	Storte Officer I/C
25	Supply of Reagents for ADIVA Centaur C.P.	CMO/STORE/95(Pt.IV)/2020	Medicine Store	Storte Officer I/C
26	Procurement of Surgical Items, Hospital & Lab. Products	CMO/STORE/95(Pt.V)/2020	Medicine Store	Storte Officer I/C

27	Procurement of Drugs	CMO/STORE/95(Pt.VI)/2020	Medicine Store	Storte Officer I/C
28	PURCHASE MANUAL	CMO/STORE/01-09(Pt.)/2020	Medicine Store	Storte Officer I/C
29	PURCHASE MANUAL	CMO/STORE/01-09(Pt.)/2020	Medicine Store	Storte Officer I/C
30	PURCHASE PROCEDURE	CMO/STORE/02/2015	Medicine Store	Storte Officer I/C
31	Prequalification/Registration of Firms & Distributors	CMO/STORE/56(Pt.)/2016	Medicine Store	Storte Officer I/C
32	Prequalification/Registration of Firms & Distributors	CMO/STORE/56(Pt.)/2016	Medicine Store	Storte Officer I/C
33	E-Tender for procurement of Drugs , Surgical & Reagents for the year 2022-23	CMO/STORE/101/2021	Medicine Store	Storte Officer I/C
34	E-Tender for Procurement of Drugs,Insulin Etc to PPT Hospital....	CMO/STORE/101(Pt.)/2021	Medicine Store	Storte Officer I/C
35	E-Tender Documents of Annexures for the Tender Procurement of Drugs,Insulin Etc....	CMO/STORE/101(Pt.)/2021	Medicine Store	Storte Officer I/C
36	Procurement of Surgical Items & Hospital items,Disposable Needles & Syringe,Suture Materials,IO Lenses & etc.	CMO/STORE/101(Pt.I)/2021	Medicine Store	Storte Officer I/C
37	Procurement of Surgical products, Ophthalmic Products,X-Ray products,Laboratory Products & Hospital Products & etc.....	CMO/STORE/101(Pt.II)/2021	Medicine Store	Storte Officer I/C
38	Procurement of Surgical products,X-ray Products,Ophthalmic Products,Laboratories Reagent & Products, Proprietary Medicines & Hospital Product etc.	CMO/STORE/101(Pt.II)/2021	Medicine Store	Storte Officer I/C
39	E-tender Documents of annexures for the tender procurement of surgical & Hospital products	CMO/STORE/101(Pt.II)/2021	Medicine Store	Storte Officer I/C
40	Procurement of Drugs	CMO/STORE/101(Pt.III)/2021	Medicine Store	Storte Officer I/C
41	Rapid test for covid-19	CMO/STORE/91/2020-21	Medicine Store	Storte Officer I/C
42	Blacklisted and Revoking of the debarring firms	CMO/STORE/50/2015	Medicine Store	Storte Officer I/C
43	Procurement Of Influenza Vaccine	CMO/STORE/85(Pt.VI)/2019	Medicine Store	Storte Officer I/C
44	Purchase of Influenza vaccine & omalizumab to PPT Hospital	CMO/STORE/57/2016	Medicine Store	Storte Officer I/C
45	Procurement of Rectified spirit to PPT hospital	CMO/STORE/03/2015	Medicine Store	Storte Officer I/C
46	Revision of rate contract Price (2017-18)After	CMO/STORE/68(Pt.II)/2017	Medicine Store	Storte Officer I/C
47	GST Provision ID given By Firm/ Distributor		Medicine Store	Storte Officer I/C
48	Physical verification of the Stock & store of PPT	CMO/STORE/48/2015	Medicine Store	Storte Officer I/C
49	Correspondences on Mortuary of PPT Hospital	CMO/OE/A/GL-350/2020	Medicine Store	Storte Officer I/C
50	Deligation of Power		Medicine Store	Storte Officer I/C
51	Bio-Medical Waste Management	CMO/GL/B-86/2012(Pt.II)	Medicine Store	Storte Officer I/C
52	Vigilance Inquiry on forged Purchase order	CMO/Store/I/15-16	Medicine Store	Storte Officer I/C
53	Procurement of "ABBOTT ID NOW"	CMO/Store/102/2021	Medicine Store	Storte Officer I/C
54	Purchase of phenyl and Deodrant Fluid	CMO/STORE/63/2017	Medicine Store	Storte Officer I/C
55	Correspondences with Drugs Authority	CMO/STORE/8/2015	Medicine Store	Storte Officer I/C
56	Prequalification/Registration of Firms & Distributors	CMO/STORE/56(Pt.II)/2016	Medicine Store	Storte Officer I/C
57	Prequalification/Registration of Firms & Distributors	CMO/STORE/56(Pt.III)/2016	Medicine Store	Storte Officer I/C
58	Prequalification/Registration of Firms & Distributors	CMO/STORE/56(Pt.IV)/2016	Medicine Store	Storte Officer I/C

59	Purchase of Medicines and surgical for the year 2016-17 through E-Tender.	CMO/STORE/01-09(Pt.III).	Medicine Store	Storte Officer I/C
60	Procurement of Drugs from L2/L3 Firms after Failure to supply by L1 Firm.	CMO/STORE/95(Pt.)/2021	Medicine Store	Storte Officer I/C
61	Firm Falling In supply of Medicines	CMO/STORE/01/09(Pt.IV)	Medicine Store	Storte Officer I/C
62	Firm Falling In supply of Medicines	CMO/STORE/71/2018	Medicine Store	Storte Officer I/C
63	Firm Falling In supply of Medicines	CMO/STORE/71(Pt.)/2018	Medicine Store	Storte Officer I/C
64	Firm Falling In supply of Medicines	CMO/STORE/71(Pt.)/2018	Medicine Store	Storte Officer I/C
65	E-Tender documents for PPE kits	CMO/STORE/100/2021	Medicine Store	Storte Officer I/C
66	Procurement of PPEs For Novel Corona Virus 2019	CMO/MD/SPC/88/2019	Medicine Store	Storte Officer I/C
67	Procurement of PPEs For Novel Corona Virus 2019	CMO/MD/SPC/88(Pt.)/2019	Medicine Store	Storte Officer I/C
68	E-Tender Documents for N-95 Masks	CMO/MD/SPC/88(Pt.)/2019	Medicine Store	Storte Officer I/C
69	Procurement of PPEs For Covid-19	CMO/MD/SPC/88(Pt.I)/2019	Medicine Store	Storte Officer I/C
70	E-Tender Documents of PPE Kits	CMO/MD/SPC/88(Pt.I)/2019	Medicine Store	Storte Officer I/C
71	Procurement of PPEs For Covid-19	CMO/MD/SPC/88(Pt.II)/2019	Medicine Store	Storte Officer I/C
72	Procurement of Air Purifier	CMO/MD/SPC/88(Pt.III)/2019	Medicine Store	Storte Officer I/C
73	E-Tender for Procurement of Air Purifier	CMO/MD/SPC/88(Pt.IV)/2019	Medicine Store	Storte Officer I/C
74	Procurement covid-19 Items	CMO/STORE/98/2021	Medicine Store	Storte Officer I/C
75	E-Tender Documents of phaco emulsification machine	CMO/STORE/55/2016(Pt.)	Medicine Store	Storte Officer I/C
	ASST.MATRON			
1	STOCK LEDGER OF OPD	PPAH/OPD/R-1/01	OPD	ASST.MATRON
2	ENDOSCOPY REGISTER	PPAH/OPD/R-2/30	SPL.(SURGERY)	ASST.MATRON
3	DAILY CENSUS REGISTER	PPAH/OPD/R-3/06	OPD	ASST.MATRON
4	GENERAL HOUSE KEEPING REGISTER	PPAH/OPD/R-4/02	OPD	ASST.MATRON
5	MERCURIAL WASTE DISPOSAL REGISTER	PPAH/OPD/R-5/06	OPD	ASST.MATRON
6	ECG REGISTER	PPAH/OPD/R-6/30	OPD	N.SISTER I/C
7	BREAK DOWN REGISTER	PPAH/OPD/R-6/06	OPD	ASST.MATRON
	DISPENSARY			
1	DAILY STOCK MEDICINE ABSTRACT REGISTER	PPTH/DISP/R-1/06	DISPENSARY	PHARMACIST I/C
2	MEDICINE INDENT REGISTER	PPTH/DISP/R-2/01	DISPENSARY	PHARMACIST I/C
3	DAILY MEDICINE ISSUE REGISTER	PPTH/DISP/R-3/01	DISPENSARY	PHARMACIST I/C
4	MONTHLY MEDICINE ISSUE REGISTER	PPTH/DISP/R-4/01	DISPENSARY	PHARMACIST I/C
5	DONER BOX REGISTER	PPTH/DISP/R-5/01	DISPENSARY	PHARMACIST I/C
6	FREEZE & ROOM TEMPERATURE REGISTER	PPTH/DISP/R-6/06	DISPENSARY	PHARMACIST I/C
7	DISEASE & SEX REGISTER	PPTH/DISP/R-7/03	DISPENSARY	PHARMACIST I/C
8	NEARING ABOUT EXPIRY REGISTER	PPTH/DISP/R-8/03	DISPENSARY	PHARMACIST I/C
9	STOCK LOCATION REGISTER	PPTH/DISP/R-9/03	DISPENSARY	PHARMACIST I/C
	Pathology			

1	Stock Ledger of Pathology Unit	PPTH/Patah/R-1(A)/01 PPTH/Patah/R-1(B)/01 PPTH/Patah/R-1(C)/01	Pathology Unit	Lab Assistant
2	Pathology Investigation Register	PPTH/Patah/R-2/06	Pathology Unit	Lab Assistant
3	Indoor Investigation Register	PPTH/Patah/R-3/06	Pathology Unit	Lab Assistant
4	Indoor Report Despatch Register	PPTH/Patah/R-4/06	Pathology Unit	Lab Assistant
5	Standardization Register	PPTH/Patah/R-5/06	Pathology Unit	Lab Assistant
6	Blood Grouping Register	PPTH/Patah/R-6/....	Pathology Unit	Lab Assistant
7	RH Negative Register	PPTH/Patah/R-7/05	Pathology Unit	Lab Assistant
8	Australia Antigen Register	PPTH/Patah/R-8/....	Pathology Unit	Lab Assistant
9	HCV Register	PPTH/Patah/R-9/.....	Pathology Unit	Lab Assistant
10	Breakdown Register	PPTH/Patah/R-10/06....	Pathology Unit	Lab Assistant
	SI Unit P.H Wing			
1	Stock ledger of Sanitary Unit	PAH/SU/R-1/05	SI Unit	S.I
2	Bio-Medical Waste Register	PPAH/SU/R-2/05	SI Unit	S.I
3	Birth & Death Information Register	PPAH/SU/R-3/05	SI Unit	S.I
4	Break Down Register	PPAH/SU/R-4/05	SI Unit	S.I
5	Daily Work Register	PPAH/SU/R-5/05	SI Unit	S.I
	R.R Section			
1	CMO/RR/MLC/12/14-15	M.L.C	CMO	R.R.Section
2	CMO/RR/HC/RECOVERY/14-15	RECOVERYOFHOSPITALCHARGES	CMO	R.R.Section
3	CMO/RR/UC/IP/14-15	UNPAIDCASESOFINDOORPATIENT	CMO	R.R.Section
4	CMO/RR/HC/BILL/01	CORRESPONDENCEHOSP.CHARGE(CUS TOME)	CMO	R.R.Section
5	CMO/RR/HC/BILL/02	CORRESPONDENCEHOSP.(C.G)	CMO	R.R.Section
6	CMO/RR/HC/BILL/03	CORRESPONDENCEHOSP.(D.C.I)	CMO	R.R.Section
7	CMO/RR/HC/BILL/04	CORRESPONDENCEHOSP.(I.O.C.L/M)	CMO	R.R.Section
8	CMO/RR/HC/BILL/05	CORRESPONDENCEHOSP.(I.O.C.L/R)	CMO	R.R.Section
9	CMO/RR/HC/BILL/06	CORRESPONDENCEHOSP.(METEROLO GY)	CMO	R.R.Section
10	CMO/RR/HC/BILL/07	CORRESPONDENCEHOSP.(SAIL)	CMO	R.R.Section
11	CMO/RR/HC/BILL/08	CORRESPONDENCEHOSP.(TISCO)	CMO	R.R.Section
	Male Ward			
1	Stock Ledger of Male Ward	PPAH/MW/R-1/01	Male Ward	N. Sister I/c
2	Call Register	PPAH/MW/R-2/15	Male Ward	N. Sister I/c
3	Medico Legal Case Register	PPAH/MW/R-3/15	Male Ward	N. Sister I/c
4	Cabin & Spl. Cabin Allotment Register	PPAH/MW/R-4/03	Male Ward	N. Sister I/c
5	Ward Order Register	PPAH/MW/R-5/15	Male Ward	N. Sister I/c
6	Diet Register	PPAH/MW/R-6/03	Male Ward	N. Sister I/c
7	Admission & Discharge Register	PPAH/MW/R-7/15	Male Ward	N. Sister I/c
8	Indent Register	PPAH/MW/R-8/01	Male Ward	N. Sister I/c
9	Oxygen Register	PPAH/MW/R-9/05	Male Ward	N. Sister I/c
10	Break Down Register	PPAH/MW/R-10/06	Male Ward	N. Sister I/c
11	Refrigerator Temperature register	PPAH/MW/R-11/06	Male Ward	N. Sister I/c
12	Death Report Register	PPAH/MW/R-12/--	Male Ward	N. Sister I/c
13	Calibration Register	PPAH/MW/R-13/06	Male Ward	N. Sister I/c
14	Laundry Register	PPAH/MW/R-14/06	Male Ward	N. Sister I/c
15	Stock Ledger Of Medicine	PPAH/MW/R-15/09	Male Ward	N. Sister I/c
16	Emergency Drug Register	PPAH/MW/R-16/06	Male Ward	N. Sister I/c
17	Charge Hand Over Register	PPAH/MW/R-17/05	Male Ward	N. Sister I/c
18	Infection Control Register	PPAH/MW/R-18/06	Male Ward	N. Sister I/c

	Female Ward			
1	Stock Ledger of Female Ward	PPAH/FW/R-1/01	Female Ward	N. Sister I/c
2	Call Register	PPAH/FW/R-2/15	Female Ward	N. Sister I/c
3	Medico Legal Case Register	PPAH/FW/R-3/15	Female Ward	N. Sister I/c
4	Delivery Register	PPAH/FW/R-4/01	Female Ward	N. Sister I/c
5	Ward Order Register	PPAH/FW/R-5/15	Female Ward	N. Sister I/c
6	Incubator Register	PPAH/FW/R-6/06	Female Ward	N. Sister I/c
7	NMR Register	PPAH/FW/R-7/06	Female Ward	N. Sister I/c
8	NICU Instrument History Book	PPAH/FW/R-8/05	Female Ward	N. Sister I/c
9	Admission & Discharge Register	PPAH/FW/R-9/15	Female Ward	N. Sister I/c
10	Cabin & Spl. Cabin Allotment Register	PPAH/FW/R-10/03	Female Ward	N. Sister I/c
11	Live Birth Register	PPAH/FW/R-11/06	Female Ward	N. Sister I/c
12	Stillbirth & Neonatal death Register	PPAH/FW/R-12/--	Female Ward	N. Sister I/c
13	Emergency Drug Register	PPAH/FW/R-13/06	Female Ward	N. Sister I/c
14	Refrigerator Temperature register	PPAH/FW/R-14/06	Female Ward	N. Sister I/c
15	Swab Culture Register (Labour Room)	PPAH/FW/R-15/06	Female Ward	N. Sister I/c
16	Oxygen Register	PPAH/FW/R-16/15	Female Ward	N. Sister I/c
17	Break Down Register	PPAH/FW/R-17/06	Female Ward	N. Sister I/c
18	Death Report Register	PPAH/FW/R-18/--	Female Ward	N. Sister I/c
19	Calibration Register	PPAH/FW/R-19/05	Female Ward	N. Sister I/c
20	Laundry Register	PPAH/FW/R-20/06	Female Ward	N. Sister I/c
21	Infection Control Register	PPAH/FW/R-21/06	Female Ward	N. Sister I/c
22	Indent Register	PPAH/FW/R-22/01	Female Ward	N. Sister I/c
23	Charge handover Register	PPAH/FW/R-23/05	Female Ward	N. Sister I/c
	Immunization			
1	FORMS OF AFP SURVEILLANCE (NRHM)	CMO/PH-4/AFP/RU/2016	IMMUNIZATION UNIT	VACCINATOR
2	FORMS OF MEASLES SURVEILLANCE (NRHM)	CMO/PH-4/MS/RU/2016	IMMUNIZATION UNIT	VACCINATOR
3	REPORTS ON WEEKLY VACCINATION (NRHM)	CMO/PH-4/VAC-WK/2015	IMMUNIZATION UNIT	VACCINATOR
4	REPORTS ON MONTHLY VACCINATION (NRHM)	CMO/PH-4/VAC-MO/2015	IMMUNIZATION UNIT	VACCINATOR
5	REPORTS ON CUMULATIVE VACCINATION (NRHM)	CMO/PH-4/VAC-CU/2015	IMMUNIZATION UNIT	VACCINATOR
6	CRF OF AEFI (NRHM)	CMO/PH-4/AEFI-CRF/2016	IMMUNIZATION UNIT	VACCINATOR
7	COPY OF IMMUNIZATION CARD	CMO/PH/IMM-CARD/2015	IMMUNIZATION UNIT	VACCINATOR
8	CONSENT FILE FOR INFLUENZA VACCINATION	CMO/PH/INFZ-CON/2016	IMMUNIZATION UNIT	VACCINATOR



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

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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

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A. REGISTERS:

SL.NO	REGISTERS NO.	SUBJECT	LOCATION	RESPONSIBILITY
30	EM/PED/R-12/5	Site Account Register	El.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

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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

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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			
	DOC NO: II/DPM/EM 7.5.2	Rev.Date:07.08.17	Rev. No.00	This document is uncontrolled if printed.
B. FORMS:				
Sl.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(EI. 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:

SL NO	Name of the Registers	Register No. With Retention Period	Responsibility	Location
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