

## Chapter - 6 (Manual - 5)

### A Statement of the categories of documents that are held by it or under its control **INFORMATION REGARDING OFFICIAL DOCUMENTS**

<b><u>Sr. No.</u></b>	<b><u>Category of the document</u></b>	<b><u>Name of the document and its introduction in one line</u></b>	<b><u>Procedure to obtain the documents</u></b>	<b><u>Held by / under control of</u></b>
1	Rules	PSE Class-II PWD (Public Health) Rules 1967 relating to appointment and other service condition of SDE		Directorate Level
2	Rules	PSE Class-I PWD (Public Health) Rules 1961 relating to appointment and others service condition of EE / SE and CE		Directorate Level
3	Rules	Punjab Department of Public Works, Public Health branch, Chief Engineers Office (Class-II) Service Rules 1988 relating to appointment of Registrar, Superintendent and other terms and conditions.		Directorate Level
4	Service Book	i) Service book of CE and SE. Record entry regarding appointment, promotion, punishment and earned leave etc. ii) Service book of EE. Record entry regarding appointment, promotion, punishment and earned leave etc. iii) Service book of SDE. Record entry regarding appointment, promotion, punishment and earned leave etc.		Directorate Level

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5	Correspondence Personal file	Correspondence personal file relating to appointment and other relevant papers relating to Estt. Matter		Directorate Level
6	Disciplinary case file	Correspondence files relating to Disciplinary cases and Vigilance cases.		Secretariat Level