

## QUALITY CONTROL AND TECHNICAL AUDIT

### Manual-6

**A Statement of the categories of documents that are held by it for under its control**  
{Section 4(1) b(vi)}

<b>S.No.</b>	<b>Nature of record</b>	<b>Details of information available</b>	<b>Unit/Section where available</b>	<b>Retention period, where available</b>
1.	Inspection Programme file	List of works proposed for inspection(Month-wise)	Respective Sub-Division	--
2.	Cases files	Inspection Reports, replies, rejoinders and connected records etc.	Respective Sub-Division	--
3.	Award Letter file	Letter of awards received from field units.	Respective Sub-Division	--
4.	Material Testing Reports	Details of Material & their test results	-do-	--
5	Water Testing Reports	Test Report	WQMU	--