

To,

Central Public Information Officer (CPIO)

Indian Statistical Institute

203, B. T. Road

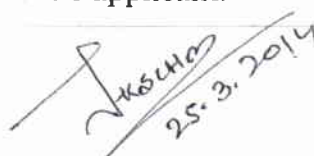
Kolkata - 700 108

Subject: Request for Information w.r.t. **Maintenance and preservation of records in ISI.**

1. Name: H. K. Sachdeva
2. Full postal address: 7/108, Malviya Nagar, New Delhi - 110017
3. Telephone number: 9871547182
4. Fax number:
5. E-mail: hk.sachdeva7@gmail.com
6. Profession: Civil Engineer
7. Identity of the person: Individual
8. Residential status: Resident of New Delhi
9. Nationality/Citizenship: Indian
10. Information required/sought: **Maintenance and preservation of records in ISI.**

- A. Please supply copy of letter / document / circular regarding policy of maintenance and preservation of site order book for contracts in ISI.
- B. Please supply copy of letter / document / circular regarding policy of maintenance and preservation of cement register for contracts in ISI.
- C. Please supply copy of letter / document / circular regarding policy of maintenance and preservation of Material at site account for contracts in ISI.
- D. Please supply copy of letter / document / circular regarding policy of maintenance and preservation of drawing issue register for contracts in ISI.
- E. Please supply copy of letter / document / circular regarding policy of maintenance and preservation of steel issue register for contracts in ISI.
- F. Please supply copy of letter / document / circular regarding policy of maintenance and preservation of guard file for contracts in ISI.
- G. Please supply copy of letter / document / circular regarding policy of maintenance and preservation of inspection register for contracts in ISI.
- H. Please supply copy of letter / document / circular regarding policy of maintenance and preservation of hindrance register for contracts in ISI.
- I. Please supply copy of letter / document / circular regarding policy of weeding out of old records.

11. Signature of the applicant:


25.3.2014

12. Place and Date: New Delhi, and March 25, 2014

13. Enclosure: Postal order no. 21F 971664 for Rs 10

Urgent
N.S. 2014
25/3/2014