**Manual 5: Rules, regulations, instructions, manuals and records under its control/used by employees while discharging functions**

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Branch Name</th>
<th>Title and nature of the record/manual/instruction</th>
<th>Gist of contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rice</td>
<td>Custom Milling Policy</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Storage</td>
<td>P.R. Manual Part-II</td>
<td></td>
</tr>
</tbody>
</table>
3. The Essential Commodities Act, 1955  
4. The Punjab Hoarding and Profiteering Prevention Order, 1977  
6. RTI ACT, 2005 |
<p>| 5 | <strong>Food Purchase</strong> | 8. The Solvent, Raffinate and Slop (Acquisition, Sale Storage and Prevention Of Use in Automobiles) Order 2000 |</p>
<table>
<thead>
<tr>
<th>Page</th>
<th>Description</th>
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</table>
| 6    | 1. Personal Files and disciplinary case files of the Inspectors staff.<br>2. Transfer files of the Inspector staff.  
4. Rules of Business of the department.  
5. Punishment and Appeal Rules, 1970  
7. Promotion files for the post of Inspectors from the post of clerk, picker, computer.  
| 9    | **Establishment-4**  
1. Record of bills and related approvals.  
2. Districts and Head Office bills of building rent and related communication record.  
3. Record of circular of Govt. Houses and NDCs.  
4. SEA-2. |
| 10   | **Establishment Accounts-1**  
1. Personal Files and service books of gazetted (Field and Ministerial staff) & non gazetted staff (Ministerial staff).  
2. Regarding pension papers, employees is supposed to submit the same eight months before retirement to the parent office so that it can be forwarded to Accountant General Office, Punjab and no due certificates can be obtained from the concerned branches and |
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<tr>
<th>No.</th>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
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<tr>
<td>12</td>
<td>Inspection</td>
<td>Regarding audit para record</td>
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<tr>
<td>14</td>
<td>Less-Excess</td>
<td>Norms fixed date 16-04-1999. Files regarding less excess/shortage, if any.</td>
</tr>
<tr>
<td>15</td>
<td>Quality Control</td>
<td>1. As per PR Manual</td>
</tr>
</tbody>
</table>
| 16  | Wheat Accounts & Recovery (1 to 5) | 1. Rules of Business of the department  
2. Storage Policy maintained by Storage Branch  
3. Transportation policy maintained by Budget Branch  
4. Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch  
5. Various Cash Accounts, Wheat Stock Accounts and Inventory Accounts received from districts  
| 17  | Rice Accounts (1 to 3) | 1. Rules of business/Policy of the department.  
2. Incidental and other charges like MSP etc. fixed by Government of India and circulated by Incidental Branch  
3. Various Paddy Stock Accounts and CMR/ Millerwise accounts received from districts. |
2. Files regarding policies of Labour/Cartage, Transportation, PEG Godown & Dharam Kanda. |
| 19  | Incidental             | 1. The Punjab Value Added Act 2005  
<table>
<thead>
<tr>
<th></th>
<th>compilation</th>
<th>As per Company Act 1956.</th>
</tr>
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</table>
| 20 | GPF         | 1. Personal files of employees relating to GPF.  
|    |             | 2. GPF ledger.            
|    |             | 3. CSR Volume-II          |