## Manual 6: Categories of documents held by the authority or which are under its control

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Branch Name</th>
<th>Title of the document</th>
<th>Category of the document</th>
<th>Custodian of the document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rice</td>
<td>Custom Milling Policy</td>
<td>Kharif Marketing Season custom milling Policy of every year.</td>
<td>Concerned Dealing Assistant and Record keeper</td>
</tr>
</tbody>
</table>
| 2      | Storage     | **P.R Manual**  
**Instructions of Personnel department vide Letter No.11/105/98/4PPII/14 420** |  
- Deals with all the norms related to functions performed by the Branch  
- Deals with compassionate appointment | Dealing Assistant |
3. The Essential | Government Control Orders | Branch Assistant |
<table>
<thead>
<tr>
<th>4</th>
<th><strong>Supply</strong></th>
<th><strong>Government Control Orders</strong></th>
<th>Branch Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Liquefied Petroleum Gas</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 5 | Food Purchase | 1. Policy files  
2. Gunny bales indent placing files  
3. Allotment of mandi files  
4. Cabinet memorandum files | Procurement Policy files/ record of the allotment of manids and daily progress report of the wheat paddy. | Dealing staff (Clerks, dealing hand, etc.) |
|---|---|---|---|---|
| 6 | Establishment-1 | 1. Recruitment Files  
2. Promotion Files  
3. Roster Registers. | Personal Files/record of the gazetted/non-gazetted. | Clerks, Senior Assistants etc. |
| 7 | Establishment-2 | 1. Recruitment Files  
2. Promotion Files.  
3. Roster Registers. | Personal Files/record of the Ministerial Staff | Dealing Staff (Clerks, Dealing hand etc) |
| 8 | Establishment-3 | 1. Personal Files and disciplinary case files of the AFSO. | Personal Files/record of the Staff | Dealing Staff (Clerks, dealing hand etc.) |
|   |                | 8. Roaster register- Roaster register of promotees. | 9. Personal Files and | 10. Personal Files and | Dealing Staff (Clerks, |
disciplinary case files of the Inspectors staff.
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.
10. Transfer files of the Inspector staff.
13. Punishment and Appeal Rules, 1970
15. Promotion files for the post of Inspectors from the post of clerk, picker, computer.
dealing hand etc.)
| 10 | Establishment Accounts-1 | 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.  
| 11 | Establishment Accounts-2 | 1. Personal Files and service books of Gazzeted and non-Gazzeted (H.Q)  
  2. Pension Files | Same as above | Dealing Staff |
| 12 | Inspection | Audit para | Various types of audit para’s i.e CAG para, Foodsupp, Pungrain, PAC para | Branch Assistant |
| 13 | Banking | A. Cash book  
   B. FDR  
   C. Levy Security | Cash records of PUNGRAIN as mentioned below:  
   A. Payments related to PUNGRAIN  
   B. Cash books of DCB  
   C. Various FDR's | Concerned dealing staff. |
<table>
<thead>
<tr>
<th></th>
<th>Less-Excess</th>
<th>Recovery/Norms fixed dated 16.4.1999</th>
<th>D. Levy Securities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td></td>
<td></td>
<td>Policy document</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Quality Control</td>
<td>1. As per PR Manual 2. Punjab Levy control order</td>
<td>Government Control Orders</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Wheat Accounts &amp; Recovery (1 to 5)</td>
<td>Accounts 1. Cash Account 2. Wheat Stock Account and 3. Inventory Account</td>
<td>Concerned Dealing Hand</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Recoveries 1. Recovery from official regarding late document dispatch 2. Recovery from FCI regarding amount withheld</td>
<td>As per Manual 9</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td><strong>Budget Fund</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>----</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Files regarding policies of Labour/Cartage, Transportation, PEG Godown&amp;Dharam Kanda.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Policy Files &amp; Budget files.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Concerned Dealing staff.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>19</th>
<th><strong>Incidental</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Files relates to proposal the rates of incidentals and to get it finalized from GOI for each crop year i.e. Rabbi Marketing Season and Kharif Season every year for purchase of wheat and paddy.</td>
</tr>
<tr>
<td>2.</td>
<td>Files relates to send funds of gunny bales to D.G.S &amp; D. Kolkata.</td>
</tr>
<tr>
<td>3.</td>
<td>Files relates to issue instructions to field offices regarding paying of I.D. Fee/cess and VAT and bonus for each crop year.</td>
</tr>
<tr>
<td>4.</td>
<td>Files relates to arrange the funds through CCL for wheat and paddy.</td>
</tr>
<tr>
<td></td>
<td>Branch Assistant.</td>
</tr>
</tbody>
</table>

<p>| 1. | Files relates to proposal the rates of incidentals and to get it finalized from GOI for each crop year i.e. Rabbi Marketing Season and Kharif Season every year for purchase of wheat and paddy. |
| 2. | Files relates to send funds of gunny bales to D.G.S &amp; D. Kolkata. |
| 3. | Files relates to issue instructions to field offices regarding paying of I.D. Fee/cess and VAT and bonus for each crop year (wheat and paddy). |
| 4. | Files relates to |</p>
<table>
<thead>
<tr>
<th>No.</th>
<th>Series</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Compilation</td>
<td>As per companies Act 1956. To get the balance sheet, reconciliation of loaning/borrowing gunnies account with state procuring agencies &amp; appointment/maintaining of record and extension in contractual period of contract employees time to time. Dealing hand.</td>
</tr>
<tr>
<td>21</td>
<td>GPF</td>
<td>1. Personal Files related to GPF. 2. GPF ledger. 3. CSR volume 2. 4. Direction issued from time to time with regard to GPF. Personal files of the staff and ledgers. Dealing staff (clerk, dealing hand etc.)</td>
</tr>
<tr>
<td>maintainence by department of Punjab Finance.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>