

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

Sr No.	Branch Name	Title of the document	Category of the document	Custodian of the document
1	Rice	Custom milling policy	Kharif Marketing Season Policy of every year.	concerned Employees
2	Storage	<ul style="list-style-type: none"> • P.R Manual • Instructions of Personnel department vide Letter No.11/105/98/4PPII/14420 	<ul style="list-style-type: none"> • Deals with all the norms related to functions performed by the Branch • Deals with compassionate appointment 	Dealing Assistant
3	Distribution	<ol style="list-style-type: none"> 1. National Food Security Act, 2013. 2. The Punjab Targeted Public Distribution System (Licensing and Control) Order, 2016. 3. The Essential Commodities Act, 1955. 4. The Punjab Hoarding and Profiteering Prevention Order, 1977. 	Act passed by Parliament & Control Orders	Branch Assistant

		<p>5. Punjab Food Security Rules, 2016.</p> <p>6. RTI Act 2005.</p>		
4	Supply	<p>1. Petroleum Products (Maintenance of Production, Storage, and Supply) Order, 1999.</p> <p>2. The Motor Spirit and High Speed Diesel (Regulation of Supply and Distribution and Prevention of Malpractices Order, 1998</p> <p>3. Punjab Light Diesel Oil and Kerosene Licensing Order, 1978</p> <p>4. The Punjab Control of Bricks Supplies, Price and Distribution Control Order, 1998.</p> <p>5. Liquefied Petroleum Gas (Regulation of Use in Motor Vehicle) 2001</p> <p>6. Liquefied Petroleum Gas (Regulation of Supply and Distribution) Order, 2000</p> <p>7. The Naphtha (Acquisition, Sale Storage and Prevention of Use in Automobiles) Order, 2000</p> <p>8. The Solvent, Raffinate and Slop (Acquisition, Sale Storage and Prevention Of</p>	Government Control Orders	Branch Assistant

		Use in Automobiles) Order 2000		
5	Food Purchase	<ol style="list-style-type: none"> 1. Policy files 2. Gunny bales indent placing files 3. Allotment of mandi files 4. PUNGRAIN files 5. BOD meeting files 6. 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	<ol style="list-style-type: none"> 1. Recruitment Files 2. Promotion Files. 3. Roster Registers. 	Personal Files/record of the gazetted/non-gazetted.	Clerks, Senior Assistants etc.
7	Establishment-2	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1 Personal Files and disciplinary case files of the Assistant Food and Supplies Officer. 2 Transfer Files of the Assistant Food and Supplies Officer. 3 Punjab Food & Supplies (Class-III) Service Rules 1990. 4. Rules of Business of the department. 5. Punishment and Appeal Rules-1970. 	Personal Files/record of the Staff	Dealing Staff (Clerks, dealing hand etc.)

		<p>6. Common Services and Condition Rules, 1994 and other related instructions of the State Government.</p> <p>7. Promotion files for the post of Assistant Food and Supplies Officer from the post of inspector, jr. Auditor, sr. Assistant, Accountant etc</p> <p>8. Roaster Register - Roaster Register of promotes.</p>		
9	Establishment-4	<p>1. Personal Files and Disciplinary case files of the Inspectors staff.</p> <p>2. Transfer files of the Inspectors Staff.</p> <p>3. Punjab Food & Supplies (Clas-III), Service Rules, 1990.</p> <p>4. Rules of Business of the department.</p> <p>5. Punishment and Appeal Rules, 1970.</p> <p>6. Common Services and Condition Rules, 1994 and other related rules of the State Government.</p> <p>7. Promotion files for the post of Inspectors from the post</p>	<p>9. Personal Files and Disciplinary case files of the Inspectors staff.</p> <p>10. Transfer files of the Inspectors Staff.</p> <p>11. Punjab Food & Supplies (Clas-III), Service Rules, 1990.</p> <p>12. Rules of Business of the department.</p> <p>13. Punishment and Appeal Rules, 1970.</p> <p>14. Common Services and Condition Rules, 1994 and other related rules of the State Government.</p>	Dealing Staff (Clerks, dealing hand etc.)

		<p>of clerk, picker, computer.</p> <p>8. Roaster Register - Roaster Register of Direct recruits and of promotees.</p>	<p>15. Promotion files for the post of Inspectors from the post of clerk, picker, computer.</p> <p>16. Roaster Register - Roaster Register of Direct recruits and of promotees.</p>	
10	Establishment Accounts-1	<p>1. Record of bills and related approvals.</p> <p>2. Districts and Head Office bills of building rent and related communication record.</p> <p>3. Record of circular of Govt. Houses and NDCs.</p> <p>4. Records of leave accounts of Head Office Employees.</p>	Official works record.	Sr. Assistant/Jr. Auditor/Care Taker
11	Establishment Accounts-2	<p>1. Personal Files and service books of Gazetted and non-Gazetted (H.Q)</p> <p>2. Pension Files</p>	Same as above	Dealing Staff
12	Inspection	Audit Para	1. Various types of Audit Paras, like CAG Para, PAC para,	Branch Assistant

			LAR para, COPU Para Inspection report and Audit Report.	
13	Recovery	Recoveries	1. Recovery from official regarding late document dispatch 2. Recovery from FCI regarding amount withheld	As per manual 9
14	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 SBI/PSB C. Various FDR's D. Levy Securities	Concerned dealing staff.
15	Less-Excess	Recovery/Norms fixed dated 16.4.1999	Policy document	Branch Assistant
16	Quality Control	1. As per PR Manual 2. Punjab Levy control order	Government Control Orders	Branch Assistant
17	Wheat Accounts (1 to 4)	Accounts	Cash Account, Wheat Stock Account and Inventory Account	Concerned Dealing Hand

18	Rice Accounts (1 to 3)	Accounts	Paddy Stock Account, CMR Stock Accounts, Levy Rice Accounts & Miller Wise Accounts.	Concerned dealing Hand.
19	Budget Fund	<ol style="list-style-type: none"> 1. Various files regarding Dept. Budget. 2. Files regarding policies of Labour/Cartage, Transportation, PEG Godown & Dharam Kanda. 	Policy Files & Budget files.	Concerned Dealing staff.
20	Incidental	<ol style="list-style-type: none"> 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 & 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. 4. Files relates to arrange the funds through CCL for purchase of food grains. 5. Files relates to arrange the funds for Atta Dal Scheme from Finance Department, 	<ol style="list-style-type: none"> 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 & 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 	Branch Assistant.

		Punjab & general work.	arrange the funds through CCL for purchase of food grains. 5. Files relates to arrange the funds for Atta Dal Scheme from Finance Department, Punjab & general work.	
21	Compilation	As per companies Act 1956.	To get the balance sheet, reconciliation of loaning/ borrowing gunnies account with state procuring agencies & appointment/ maintaining of record and extension in contractual period of contract employees time to time.	Dealing hand.
22	GPF	<ol style="list-style-type: none"> 1. Personal Files related to GPF. 2. GPF ledger. 3. CSR volume 2 4. Directions issued for time-to-time with regard to GPF maintenance by Dept of Punjab Finance 	Personal files of the staff and ledgers.	Dealing staff (clerk, dealing hand etc.)

