

Annexure 6: Categories of documents held by the authority 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 custom milling Policy of every year.	Concerned Dealing Assistant and Record keeper
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 Target Public Distribution System (Licensing and Control) Order, 2016. 3. The Essential 	Government Control Orders	Branch Assistant

		<p>Commodities Act, 1955</p> <p>4. The Punjab Hoarding and Profiteering Prevention Order, 1977</p> <p>5. Punjab Food Security Rules, 2016</p> <p>6. RTI ACT, 2005 & 2016</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</p>	Government Control Orders	Branch Assistant

		<p>(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 Use in Automobiles) Order 2000</p>		
5	Food Purchase	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Recruitment Files 2. Promotion Files. 3. Roster Registers. 	Personal Files/record of the gazetted/non-gazetted.	Senior Assistants
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 AFSO. 2. Transfer files of the AFSO. 3. Punjab food and supplies (class 3) service rules 1990. 4. Rules of Business of the department. 5. Punishment and Appeal Rules, 1970 6. Common Services and Condition Rules, 1994 and other related instructions of the State Government. 7. Promotion files for the post of AFSO from the post of Inspector, Jr. Auditor, Sr. Asstt, Accountant etc. 8. Roaster register- Roaster register of promotees. 	Personal Files/record of the Staff	Dealing Staff (Clerks, dealing hand etc.)
9	Establishment-4	1. Personal Files and	Personal Files and	Dealing Staff (Clerks,

		<p>disciplinary case files of the Inspectors staff.</p> <p>2. Transfer files of the Inspector 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 of clerk, picker, computer.</p> <p>8. Roaster register- Roaster register of direct recruits and of promotees.</p>	<p>disciplinary case files of the Inspectors staff.</p> <p>Transfer files of the Inspector staff.</p> <p>Punjab Food & Supplies (Clas-III), Service Rules, 1990.</p> <p>Rules of Business of the department.</p> <p>Punishment and Appeal Rules, 1970</p> <p>Common Services and Condition Rules, 1994 and other related rules of the State Government.</p> <p>Promotion files for the post of Inspectors from the post of clerk, picker, computer.</p> <p>Roaster register- Roaster register of direct recruits and of promotees.</p>	<p>dealing hand etc.)</p>
10	Establishment Accounts-1	1. Record of bills and related approvals.	Official works record.	Sr. Assistant/Jr. Auditor/Care Taker

		<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. SEA-2.</p>		
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	Various types of audit para's i.e CAG para, Foodsupp, Pungrain, PAC para	Branch Assistant
13	Banking	<p>A. Cash book</p> <p>B. FDR</p> <p>C. Levy Security</p>	<p>Cash records of PUNGRAIN as mentioned below:</p> <p>A. Payments related to PUNGRAIN</p> <p>B. Cash books of DCB</p> <p>C. Various FDR's</p> <p>D. Levy Securities</p>	Concerned dealing staff.

14	Less-Excess	Recovery/Norms fixed dated 16.4.1999	Policy document	Branch Policy seat Assistant
15	Quality Control		Government Control Orders	Branch Assistant
16	Wheat Accounts & Recovery (1 to 5)	Accounts Recoveries	1. Cash Account 2. Wheat Stock Account and 3. Inventory Account 1. Recovery from official regarding late document dispatch 2. Recovery from FCI regarding amount withheld	Concerned Dealing Hand As per Manual 9
17	Rice Accounts (1 to 3)	Accounts	Paddy Stock Account, CMR Stock Accounts, Levy Rice Accounts & Miller Wise Accounts.	Concerned dealing Hand.
18	Budget Fund	1. Various files regarding Dept.	Policy Files & Budget	Concerned Dealing

		<p>Budget.</p> <p>2. Files regarding policies of Labour/Cartage, Transportation, PEG Godown&Dharam Kanda.</p>	<p>files.</p>	<p>staff.</p>
19	Incidental	<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.</p> <p>2. Files relates to send funds of gunny bales to D.G.S & D. Kolkata.</p> <p>3. Files relates to issue instructions to field offices regarding paying of I.D. Fee/cess and VAT and bonus for each crop year.</p> <p>4. Files relates to arrange the funds through CCL for purchase of food grains.</p>	<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.</p> <p>2. Files relates to send funds of gunny bales to D.G.S & D. Kolkata.</p> <p>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)</p> <p>4. Files relates to arrange the funds through CCL for</p>	<p>Branch Assistant.</p>

		5. Files relates to arrange the funds for Atta Dal Scheme from Finance Department, Punjab & general work.	purchase of food grains. 5. Files relates to arrange the funds for Atta Dal Scheme from Finance Department, Punjab & general work.	
20	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.
21	GPF	1. Personal Files related to GPF. 2. GPF ledger. 3. CSR volume 2. 4. Direction issued from time to time with regard to GPF maintainence by department of Punjab	Personal files of the staff and ledgers.	Dealing staff (clerk, dealing hand etc.)

		Finance.		
22	PEG Cell	Records pertaining to hiring of covered godowns under PEG Scheme and carrying out preservation operations of foodgrains stored therein.	Records pertaining to hiring of covered godowns under PEG Scheme and carrying out preservation operations of foodgrains stored therein.	Concerned Branch