



PUNJAB STATE TRANSMISSION CORPORATION LIMITED
 (Regd. Office: PSEB Head Office, The Mall, Patiala-147001)
 Corporate Identity Number: U40109PB2010SGC033814
 (Office of Dy.CE/HR & Admn., Shakti Sadan, PSTCL, Patiala)

DSE/IT
 9/10
 21/11/14

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 for n.a. R.
 26/11/14
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To

1. Chief Engineer /TS, PSTCL, Patiala.
2. Financial Advisor, PSTCL, Patiala.
3. Chief Finance Officer, PSTCL, Patiala.
4. Company Secy., PSTCL, Patiala.

Memo No. 11743/46
 Dated: 25/8/14

Subject:- Destruction & preservation of old office record.

During the visit to Shakti Sadan Building by the worthy Director/Administration and Director/F&C, PSTCL, it has been found that standing instructions on the subject for Destruction of old unwanted disposable record are not being followed properly. Wooden Almirahs/ unwanted record are lying which gives a very shabby look. This has been viewed seriously for carrying out the disposal of the old record. Therefore, it has been directed that the disposal of record lying in the offices which requires destruction must be destroyed. Further all are directed to pay personal attention for disposal of the old record and ensure weeding out of the old record periodically so as to improve the working conditions/environment in the offices as well as to make available additional working space which is presently occupied by old record which is due for destruction. A copy of instructions for destruction & preservation of old office record is enclosed for information. It has been decided that the disposal of unwanted record lying in the offices which requires destruction must be destroyed after observing usual formalities. The record more than 10 years old may be destroyed by 10/9/2014 and the record which is less than 10 years old and not required may be destroyed by 20/9/2014. A certificate to the above effect may please be sent to this office by 11/9/2014 and 21/9/2014 respectively.

The compliance to the above instructions must be ensured.

DA/As above

Sd/
 Dy. CE/ HR & Admn.,
 PSTCL, Patiala.

Endst.No.

11747/48

Dt. 25/8/14

Copy of the above alongwith a copy of instructions for destruction & preservation of old office record is forwarded to the following for information and similar further necessary action. They are also requested to make the compliance of above instructions and furnish certificates on the specified dates as mentioned above:-

1. Chief Engineer /P&M, PSTCL, Ludhiana.
2. Chief Engineer /SLDC, PSTCL, Patiala.

DA/As above

11749/52
 25/8/14

Sd/
 Dy. CE/ HR & Admn.,
 PSTCL, Patiala.

CC:

1. Sr. PS to CMD, PSTCL, Patiala.
2. Dy. Secy. to Director/Technical, PSTCL, Patiala.
3. Sr. PS to Director/F&C, PSTCL, Patiala.
4. PS to Director/Admn., PSTCL, Patiala.

Records Retention schedule in respect of records pertaining to Distribution/
R.E. Offices in FSEB Sub Divisional Offices to Chief Engineer's office.

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S.No.	Description of Records	Retention Period	Remarks.
<u>Establishment</u>			
1.	Personal files (Gazetted officers)	1. Those eligible for retirement/ terminal benefits. -3years.after issue of final pension/gratuity pay ment order. 2. Others: -3 yrs.after they have ceased to begin service.	As per Gov t.Instructions Item No.7 page.6.
2.	Per-sonal files (Non Gazetted)	As per Item No.1 above(1x2)	As above.
3.	<u>Posting & Transfers:</u>		
	a) Correspondence file	5 years from the date of Last correspondence.	a) Subject to the conditions that entires are made in the service Book/Service record. Incumbency Register,duly authenticated.
	b) Office order file (Master file).	10 years from the date of issues of last office order.	b) Provide the entries of postings & transfers are made in the relevant Service Book/Service record of the employees' concern-ed.

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| 1. | 2. | |
| 4. | a) Casual Leave Account Register | 3. |
| | b) Casual Leave Account application file | One year after the end of the
Calendar year. |
| 5. | Attendance Register. | -do- |
| 6. | Pay Ledger & Arrear Ledger. | 3 years. |
| 7. | a) Salary Register | 35 years. |
| 8. | b) Despatch Register. | 5 years. |
| | c) Stamp Register | 5 years. |
| | d) Peon Book | 5 Years. |
| 8. | <u>Livery Register:</u> | |
| | a) Stock Register of Livery cloth | 10 years. |
| | b) Uniform cloth issue Register. | 5 Years. |
| 9) | <u>Statements (Monthly)</u> | |
| | a) Vacancy Statements. | 3 years. |
| | b) Suspended Employees statements. | 1 years. |
| | c) Scheduled Castes and Backward classes.
statement. | 1 years. |
| | d) Disciplinary cases statement | 1 years. |
| 10. | Seniority list and selection list | 35 years from the finalisation of list. |
| 11. | Seniority list for regular staff | 35 years from the finalisation of list. |
| 12. | Over-Time file | 1 year after audit. |
| 13. | C.R. correspondence file | 10 years. |

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24.	Selection Grade file	10 Years.
15.	Confirmation file	10 Years.
16.	Creation/continuation of staff	10 years.
17.	Confidential Assessment Reports.	3 years after the official cease to be an employee of the Board.
18.	<u>Service Books</u>	
	a) Officials entitled to retirement/terminal benefits.	5 years after issue of final pension Gratuity payment orders.
	b) Other employees.	3 years after they have ceased to be in service.
	<u>General Files :</u>	
19)	a) Tour Notes, Tour Programmes	As per Govt. instructions Item No.4 page-20. Subject to the condition that T.A. claims have been liquidated.
	b) Journey beyond sphere of duty.	One Year } One year }
	c) Deputation/Training files.	One year after the training/ deputation period is over.
✓ 20.	<u>Accident cases(Fatal/Non Fatal)</u>	
	a) <u>Furcan beings.</u>	Till finalisation of disciplinary case/ compensation claims or 5 years whichever is later.
	b) <u>Animals</u>	-do-
21.	e) <u>Arbitration cases/Court cases.</u>	Till finalisation of the cases or 5 years whichever is later.

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| 22. | Embezzlement Cases file. | 3 years after final settlement of the embezzlement cases. |
| 23. | Telephone Register | 3 years provided no audit para is pending. |
| 24. | Unions file | 3 years after closing of the file |
| 25. | Complaint file | 1 year after final disposal of the complaints. |
| 26. | No De-mend Certificates | 1 year from the date of last correspondence. |
| 27. | <u>Commercial Files/Registers:</u> | |
| | a) Consumer's Ledgers. | 10 Years. |
| | b) C.C.R. Books | 10 Years. |
| | c) R.O. 4 | 10 Years. |
| | d) B.A. 15 | 10 years. |
| | e) Sundry charges & Allowance Register. | 10 years from the last date of entry. |
| 28. | Energy Variation Register. | After one year of settlement of audit objections/ cases or 3 years from the date of last entry whichever is later. |
| 29. | Meter Inspector Register. | After 3 years from the date of last entry in the register or one year after the settlement of audit observation whichever is later. |
| 30. | Meter reading records. | 30) After 10 years from the last entry in the register. |
| 31. | Meter sealing records. | 31) -do- |
| | | 32) After 3 years from the date of last entry or one year after the settlement of audit objections whichever is later. |
| 32. | Sundry job orders. | 33) One year after audit. |
| 33. | Fuse replacement order. | |

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| 4. | 2. | 5. | 3. |
| 34. | Service Connection order/Reconnection order. | | Original is to be placed in consumer case file and duplicate may be retained for one year after settlement of audit objections. |
| 35. | Dis-connection orders:
a) Temporary connection

b) Permanent disconnection orders. | | Original is to be retained in book for one year after audit.

Original is to be placed in consumers file and duplicate may be retained for one year after settlement of audit objections. |
| 36. | Statements (Accounts)
a) Revenue assessed and realised statement.
b) Elec. duty statement
c) Expenditure statement (works) revenue & Capital
d) Arrears in Accounts Statement.
e) MAS Account.
f) Estt. Ex. P. Statements

g) Defaulting Amount statement. | | One year after close of the year to which the statement pertains.
-do-
-do-
-do-
-do-
-do-
-do- (Items should be MAS 5 year to which the statement pertains.) |
| 37. | Statements (Commercial/Technical):
a) Pending Meter change order.

b) pending disconnection order.
c) premises locked.
d) Tripping statement.
e) pending Test Reports.
f) pending application Return.
g) Development Return.
h) Connection checking Return.
i) Installation of HT/LT shunt Capacitors. | | One year after the close of year to which the statement pertains.
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| 38. | j) Energy Accounting Statement | One year after the close of year to which the statement pertains. |
| | k) Statistical Return | -do- |
| | l) Damaged Transformers return | -do- |
| | m) feederwise maximum demand statement. | -do- |
| 39. | Cash Stubs | 10 years after audit. |
| 40. | M.I.R. date | One year after the close of the year. |
| | <u>Work Records & Registers</u> | |
| | Estimates | |
| | a) Annual M&R | One year after the close of works account audited by the audit authorities provided that no audit para is pending. |
| | b) Works Estimates. | i) For minor works, the period of retention should be 5 years after close of the work. |
| | | ii) For major works, the period of retention should be 10 years after completion of the work. |
| 41. | a) Electrical Measurement Books | For 15 years provided accounts of the work recorded in the S&B have been settled/finalised. and no audit para/court case is pending. |
| | b) Small measurement books | 15 years provided the S&B has been checked in the Divisional office. |
| | c) Form PWA-4 | 5 Years after completion of the works and settlement of accounts of the official concerned. |
| 42. | Idle Service register. | One year after the register is used up, action on the orders of the competent authority in respect of all the idle service lines, records in the register have been finalised and the same has been got audited. |

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| 43. | 43 Dismantlement Register | One year after settlement of all entries in the dismantlement Register, provided no audit para is pending. |
| 44. | a) Lorry Log Book
b) Lorry Maintenance Register.
c) Vehicle performance statement | To be retained until the vehicle is disposed off.
-do-
One year. |
| 45. | Survey Reports. | 5 years after audit. |
| 46. | W/C & Daily wages sanctiones. | 3 years or one year after completion of audit whichever is later. As per Govt. Instructions item No.18 Page-4. |
| 47. | Files relating to theft of material | One year after the case is settled and audited by CAO/RAO. |
| 48. | Files pertaining to office accommodations. | One year after vacation/payment of rent/claims, whichever occurs later. |
| 49. | Files pertaining to Enforcement checking. | Files to be maintained financial year-wise and retained for a period of five years from the date of final settlement. |
| 50. | Audit objection/Audit paras/notes. | 3 years after final settlement. As per Govt. instructions item No.15 page-56. |
| 51. | Inspection Reports file. | One year after settlement. |
| 52. | Files regarding Drawing limit. | To be retained upto the close of financial year. |
| 53. | Files relating to write off cases. | 5 years from the date of writing off and final settlement. |

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54. Records relating to lines & sub stations:-

- a) Petrol Books
- b) Line maintenance Register.
- c) E.M.R

- 1) Permanent record for 66 KV and above lines.
- ii) 5 years for other lines i.e. 33 KV & bel ow.
- do-
- Permanent.

55. Grid Substation Records:-

- a) Telephone Message Register.
- b) Log Sheets
- c) P.T.W. Books
- d) Battery Inspection Register.

- One Year
- 5 years.
- One Year.

These should be maintained till the life of Battery or after expiry of one year from replacement of battery.
Permanent.

e) E.M.R

56. Requirement of material files.
57. Purchase Order filed.

- 5 years.
- 3 years or final settlement of claims whttsoever is later provided no audit para is pending.

58. Accounts Record and Register

- a) Cash Books
- b) Cash receipts(Counter foil)

- 10 years.
- 10 years provided that the receipts have been properly accounted for in the ledgers and the balances tally with the monthly account of Head office. The provision of the funds needs to be amended to the extent that these may be allowed with reference to note/remarks in the deposit ledgers instead of a note on counterfoils.

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59.	Petty purchase register and contingent sanction register.	3 years provided no audit para is pending.	
60.	a) Monthly accounts (Divn) (to be sent to CAO)	10 years provided no audit para is pending.	
	b) Monthly Accounts Adjustments. (Divn. office).	-do-	
	c) Monthly Vouchers except 'A' Roll & W/C & Daily wages Roll.	As above.	Govt. instructions not possible to be followed because separate vouchers upto 0.25/- are not maintained in PSEB.
61.	Suspense schedule .	5 years.	Provided that outstanding items duly authenticated have been carried over in the current year & the balance tally with the Head Office.
62.	Works Register (Form-27) (Revenue & Capital).	5 years after completion of works accounts and settlement of audit paras provided the asset accounts have been properly maintained and these tally with the Head office.	
63.	Counterfoils of cheque Books.	10 Years.	
64.	T.A/Transfer T.A Bills.	5 years.	As per Govt. instructions Item No.17 page-50.
65.	A.T.D/A.T.Cs.	3 years or one year after completion of audit whichever is later.	As per Govt. instructions items No:21, page-50.

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1.	2.	3.
66.	L.P.C.	3 years or one year after completion of audit whichever is later.
67.	Abstract Books(PWA-23)	This should be preserved for 30 years.
68.	Fixed charges register	One year after closing of financial year.
69.	Contingent expenditure Register.	-do-
70.	Job cost Register.	5 years.
71.	Stock cards.	10 years provided that the balances as per stock card tally with the value ledger and the balance of inventory tallies with the Head office account.
72.	Stock Value ledger	10 years.
73.	Summary Book	10 years.
74.	Survey of Register	5 years from the date of last entry provided the register has been audited.

BUDGET FILES:

75.	Files pertaining to Budget both capital & Revenue and Estimate.	One year.
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Note:- The word 'Audit' wherever referred to above, covers the entire period audited by the concerned Audit Party/Authority.