



**[5] Section 4 (1) (b) (v)**

***Rules, Regulations, Instructions, Manual and records held:-***

**HR Records.**

- 01. Service Regulation.**
- 02. Establishment Manual**
- 03. Establishment Circulars**
- 04. General Standing Orders**
- 05. Unnumbered Circulars**
- 06. Agreements with Unions / Associations**
- 07. Delegation of Powers regarding Purchase, Works, HR issues etc.**
- 08. Delegation of Powers regarding Conduct of Legal Affairs. SB / PF of Staff working at Corporate Office.**
- 09. Confidential Reports of all Officers up to the level of Dy. Engineers and above.**
- 10. Memorandum and Articles of Association.**
- 11. Office Note regarding classification of HR Record.**

**Finance and Accounts Records.**

- 01. Charts of Accounts**
- 02. Accounts Manual**
- 03. Original Vouchers of Payment to employees, contractors and suppliers.**
- 04. GERC Orders**
- 05. Annual Statement of Accounts**
- 06. CAG Audit Reports**

**Technical Records.**

**Generation**

- 01. Monthly / Annual data of performance of each Power Station**
- 02. Purchase Policy Document and D.O.P.**
- 03. GERC orders related to Generation.**
- 04. Power System management standards rules fixed by GERC.**

## **Planning & Project**

- 05. Details of loan availed from various financial agencies for R&M work.**
- 06. General Terms and conditions applicable to projects**
- 07. Norms for new projects**

## **Civil Department**

- 08. Schedule of Rates (SOR) of Civil Works**
- 09. Technical specification of items for civil work (booklet)**
- 10. General conditions of contract. (booklet)**
- 11. Tender and Contract of works. (booklet)**
- 12. Lay outs showing assets of each Power Station**

### **Note :**

- 1. The SB / PF of employees working in Power Stations are being maintained by respective Power Stations.**
- 2. The details of contracts awarded are available with respective Power Stations.**