



ਪੰਜਾਬ ਸਟੇਟ ਟਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ  
 (ਰਜਿ: ਦਫਤਰ: ਪੀ.ਐਸ.ਈ.ਬੀ. ਹੈਡ ਆਫਿਸ, ਦੀ ਮਾਲ, ਪਟਿਆਲਾ-147001, ਪੰਜਾਬ, ਇੰਡੀਆ)  
 ਕਾਰਪੋਰੇਟ ਸ਼ਾਖਾਤੀ ਨੰਬਰ : U40109PB2010SGC033814  
 (ਦਫ: ਉਪ ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ਐਚ.ਆਰ. ਤੇ ਪ੍ਰਬੰਧਕੀ, ਸ਼ਕਤੀ ਸਦਨ, ਪਟਿਆਲਾ)  
 (ਟੈਲੀਫ਼ੋਨ ਨੰ: 0175-2225907 - ਫੈਕਸ ਨੰ: 0175-2220054)

ਵੱਲ

- 1) ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ਟੀ.ਐਸ, ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।
- 2) ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ਪੀ ਤੇ ਐਮ, ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ, ਲੁਧਿਆਣਾ।
- 3) ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ਐਸ.ਐਲ.ਡੀ.ਸੀ., ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ, ਅਬਲੋਵਾਲ (ਪਟਿਆਲਾ)।
- 4) ਵਿੱਤ ਸਲਾਹਕਾਰ, ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।
- 5) ਮੁੱਖ ਵਿੱਤ ਅਫਸਰ, ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।
- 6) ਕੰਪਨੀ ਸੈਕਟਰੀ, ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।

ਮੀਮੋ ਨੰ:

ਜਨਰਲ-552

ਮਿਤੀ:

ਵਿਸ਼ਾ:- Destruction & preservation of old office record.

ਹਵਾਲਾ: ਇਸ ਦਫਤਰ ਦਾ ਮੀਮੋ ਨੰ:11743/46 ਮਿਤੀ 25.8.14

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲੇ ਅਧੀਨ ਪੱਤਰ ਦੀ ਲਗਾਤਾਰਤਾ ਦੇ ਸਬੰਧ ਵਿੱਚ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਪ੍ਰਾਪਤ ਪੱਤਰ ਨੰ: 11/255/2010-ਓਸ4 ਪ.ਫ.2/3784 ਮਿਤੀ: ਚੰਡੀਗੜ੍ਹ 13 ਨਵੰਬਰ, 2014, ਇਸ ਪੱਤਰ ਨਾਲ ਨੱਥੀ ਕਰਕੇ ਆਪ ਜੀ ਨੂੰ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਇਸ ਦੀ ਪਾਲਣਾ ਨੂੰ ਤੁਰੰਤ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ ਜੀ।

ਨੱਥੀ/ਉਪਰੋਕਤ ਅਨੁਸਾਰ (04 ਨੰ: ਪੇਜ਼)

ਸੀ.ਸੀ:-

17847/952  
 11/12/14

*Amey*

ਅਧੀਨ ਸਕੱਤਰ/ਜਨਰਲ,  
 ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ,  
 ਪਟਿਆਲਾ।

1. ਸੀਨੀਅਰ ਪੀ.ਐਸ. ਟੂ ਸੀ.ਐਮ.ਡੀ, ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।
2. ਉਪ ਸਕੱਤਰ ਟੂ ਡਾਇਰੈਕਟਰ/ ਟੈਕਨੀਕਲ, ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।
3. ਸੀਨੀਅਰ ਪੀ.ਐਸ. ਟੂ ਡਾਇਰੈਕਟਰ/ ਐਫ ਅਤੇ ਸੀ, ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।
4. ਪੀ.ਐਸ. ਟੂ ਡਾਇਰੈਕਟਰ/ ਐਡਮਨ, ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।
5. ਉਪ ਸਕੱਤਰ/ ਅਮਲਾ, ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।
6. ਨਿਗਰਾਨ ਇੰਜੀ.:, ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ। (ਨੱਥੀ ਸੂਚਨਾ ਨੂੰ ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ ਦੀ ਵੈੱਬਸਾਈਟ ਤੇ Upload ਕੀਤਾ ਜਾਵੇ ਜੀ)

ASPT  
 3/12/14

Amey  
 3/12/14

851/11  
 4/12/14

8/12/14

ਡਾਇਰੀ ਨੰ: 461  
ਮਿਤੀ: 11/1/14

APPENDIX-26

Retention schedule for records prescribed in the Manual of Office Procedure  
(Vide Para 120 (1) (c))

Sr. No.	Description of Record	Retention period (years)
1	2	3
1.	Dak register	1
2.	Invoice	1
3.	Branch diary	3
4.	Movement slip of receipt	To be destroyed after the relevant receipts have been received in the Branch concerned.
5.	Assistant's diary	1
6.	Standing guard files	Permanent. The earlier version of these records will normally be weeded out as soon as the revised version becomes available.
7.	Standing note	1
8.	Distribution chart	1
9.	Typist's diary	1
10.	Issue diary	1
11.	Despatch register	5
12.	Postal registration books	5
13.	Receipts of telegrams	1
13-A	Register of daily abstract of stamp used	5
14.	Messenger book	1
15.	Stamps account register	5
16.	Weekly statement of cases disposed of without reference to Minister	1
17.	File register	15
18.	File movement register	1
19.	Index Slips	5-years or till printed Index becomes available whichever is later.

ਡਾਇਰੀ ਨੰ: 4236  
ਮਿਤੀ: 12/11/14

✓ Dy. C.E./Admn. & HR  
Dy. C.E./Planning & T.A.  
Dy. C.E./I.T.  
P. S.

Pl. M...  
Dy. Secy./...

C.E./HR, planning & I.T.

Diary No. 3223... CE/HPI  
Estt. 26/11/14

1. Dy. Secy./...
2. US/Gen.-I
3. US/Gen.-II
4. ASE/Trg. Cell
5. Sr. Xen/Admn.
6. AM/Personnel

Dy. CE/HR & Admn.  
26/11/14

94P...  
PSTCL DL 21/11/14

Please ensure it is followed strictly in Power Dept & PED A. Report compliance.

6503  
27.11.14

AGP ✓  
CE, PED A

deep  
7/11/14

2/11/14  
CMB  
O/Admn.  
CE/HR

12/11/14

12/11/14

ਪੰਜਾਬ ਸਰਕਾਰ  
ਬਿਜਲੀ ਵਿਭਾਗ  
(ਊਰਜਾ ਸ਼ਾਖਾ)  
ਮਿਤੀ: ਚੰਡੀਗੜ੍ਹ 13 ਨਵੰਬਰ, 2014

747/Ps/EMD  
20/11/14

ਪਿੱਠ ਅੰਕਣ ਨੰ: 11/255/2010-ਉਸ4 ਪ.ਫ.2/3784

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਸਮੇਤ ਸਹਿ-ਪੱਤਰ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਦੇ ਹੋਏ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਇਸ ਸਬੰਧੀ ਕਾਰਵਾਈ ਕਰਦੇ ਹੋਏ ਰਿਪੋਰਟ ਸਰਕਾਰ ਨੂੰ ਭੇਜੀ ਜਾਵੇ:-

1. ਚੇਅਰਮੈਨ-ਕਮ-ਮੈਨੇਜਿੰਗ ਡਾਇਰੈਕਟਰ, ਪੰਜਾਬ ਰਾਜ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ, ਪਟਿਆਲਾ।
2. ਚੇਅਰਮੈਨ-ਕਮ-ਮੈਨੇਜਿੰਗ ਡਾਇਰੈਕਟਰ, ਪੰਜਾਬ ਰਾਜ ਟਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ, ਪਟਿਆਲਾ।

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1	2	3
20.	Consolidated printed Index	Permanent
21.	Precedent Book	Permanent
22.	Register for watching the progress of recording	3
23.	List of files transferred to record room.	25
24.	Record review register	1
25.	Record requisition slip	To be destroyed after the requisitioned file has been returned to the record room.
26.	Weekly arrear statement	1
27.	Case sheets of cases pending disposal for over a month.	1
28.	Numerical abstract of cases pending disposal for over a month.	1
29.	Consolidated numerical abstract of cases pending disposal for over a month in the various branches of the department.	3
30.	Call Book	1
31.	Monthly progress report on recording of files	1
32.	Reminder diary	1
33.	Register for keeping a watch on communications received from MPs/MLAs.	1
34.	Register of Vidhan Sabha Assurances	1
35.	Check-lists for periodical reports.	1
36.	Inspection reports.	One year after the date of next inspection.

Note :- The retention period will be reckoned with reference to the date from which the record ceases to be current/active. Where, however, it is proposed to weed out a register where in certain entries are still current, e.g., file movement register where certain files entered there in have not been recorded or the register of assurances, where certain assurances have not been implemented, the current entries will first be transferred to the new register and the old register weeded out there after.

## APPENDIX-30

[ Vide Para 121(1) (a) and (2) ]

**A. Record of Historical Importance**

Much of the Material likely to be preserved for administrative purposes will be of interest for research purposes as well, but papers of the following categories should be specially considered as of value to historian :—

- (1) Papers relating to the origin of a department or agency of Government, its organisation and its functions, and if defunct how and why it was dissolved.
- (2) Data about what the department/agency accomplished. (Samples by way of illustration may be enough, but the need for such samples may be dispensed with where published annual reports are available).
- (3) Papers containing evidence of rights or obligations of or against the Government e.g. title to property, claims for compensation not subject to a time limit, formal instruments such as awards, schemes, orders, sanctions, etc.
- (4) Papers relating to major policy/decisions, including those relating to the preparation of legislation.
- (5) Papers relating to a charge of policy. This is not always easy to recognise, but watch should be kept for (a) summary for a minister, (b) the appointment of a departmental or inter-departmental committee or working group, and (c) note for the cabinet or a cabinet committee. Generally there should be a conscious effort to preserve all such papers, including those reflecting points of view. In the case of inter-departmental committees, however, it is important that a complete set of papers be kept only by the departments mainly concerned—usually the one providing secretariat.
- (6) Papers relating to the implementation of a charge of policy, including a complete set of instructions to executive agencies etc. and relevant forms.
- (7) Papers relating to a well known public or inter-national event or cause celebre, or to other events which give rise to interest or controversy on the national plan.
- (8) Papers containing direct reference to trends or developments in political, social, economic or other fields, particularly if they contain unpublished statistical or financial data covering a long period or a wide area.



- (9) Papers cited in or notes as consulted in connection with official publications.
- (10) Papers relating to the more important aspects of scientific or technical research and development.
- (11) Papers containing matters of local interest of which it is unreasonable to expect that evidence will be available locally, or comprising synopsis of such information covering the whole country or a wide area.
- (12) Papers relating to obsolete activities or investigations, or to abortive schemes in important fields.
- (13) Any other specific categories of records which, according to the departmental instructions issued in consultation with the Director State Archives have to be treated as genuine source of information on any aspect of History, Political, Social, Economic, etc. or are considered to be of biographical or antiquarian interest.

#### **Records of value for administrative purposes**

Papers of the following categories will normally be among those required to be kept indefinitely for administration's use.

- (1) Papers regarding constitution, functions and working of important Committees, working groups, etc.
- (2) Papers providing listing precedents for important procedures, e.g. administrative memoranda, historical reports and summaries, legal opinions on important matters.
- (3) Papers concerning rules, regulations, departmental guides or instructions of general application.
- (4) Papers relating to salient features of organisation and staffing of Government departments and offices.
- (5) Papers relating to important litigation or 'cause celebres' in which the administration was involved.

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### APPENDIX - 5

(Referred to in Rule 2.48)

#### Destruction of Record

##### General

The destruction of records (including correspondence) connected with an account is governed by the following rules and such other subsidiary rules consistent therewith, as may be prescribed by Government with the concurrence of the Accountant-General:-

(i) The following record should on no account be destroyed:-

Records connected with expenditure which is within the period of limitation fixed by law.

Records connected with expenditure on projects, schemes, or works not completed, although beyond the period of limitation.

Records connected with claims to service and personal matters affecting persons in the service.

Orders and sanctions of a permanent character until revised.

The following should be preserved for not less than the periods specified against them:-

Description	Period of preservation expressed in complete years.
(i) Register of contingent expenditure	5
(ii) Sub-vouchers relating to contingent to charges :-	
(a) not exceeding ₹ 50	1
(b) exceeding ₹ 50.	3
	Provided that where local check is exercised by departmental authorities or by A. G.'s office sub-vouchers should not be destroyed until audit for the relevant period has been conducted and objections settled.
(iii) Detailed budget estimates of an office.	5
(iv) Travelling Allowance Bills and maintenance rolls relating thereto	5
(v) Service book of Government employee	5 years from the date of resignation.
(vi) Service book of Government employee who has been retrenched or removed/dismissed.	(i) 5 years if no case is pending in any court. (ii) 3 years after final judgement under the normal course of law,

	that is the last judgment of the highest court established by law when the court as established by Government's decision to retrench/remove/Dismiss Government employee concerned.
(c) Service book of Government employee who retires from service/dies while in service.	25 years from the date of retirement/death.
Note: - before the actual destruction it should be ensured that pension/provident fund cases of the persons to whom the Service books relate, have been finalised.	
(vi) Leave accounts of non-gazetted Government employees.	10 years after death or 5 years after retirement.
(vii) Statement of monthly progressive expenditure and correspondence relating to discrepancies in figures	2
(viii) Pay bills and acquaintance rolls, where these are maintained separately, of Government employees for whom no service books or service books or service rolls are maintained.	35
(ix) Pay bills of other classes of Government employees and acquaintance rolls for pay and allowance (other than travelling allowance).	[3] <sup>1</sup>
(x) Muster Rolls.	Such period as may be prescribed in this behalf under departmental regulations subject to the minimum of 3 years excluding the year of payment.
(xi) Cash books maintained by Drawing and Disbursing Officer.	10
(xii) Nominations relating to family pension and D. C. R. gratuity received under Liberalised Pension Rules. If the gratuity and / or family pension are paid :-	
a) to minors.	30
b) to other than minors not in accordance with the order in which nominations have been made.	30
c) to other than minors in accordance with the order in which nomination has been made.	6 years after the payment of death-cum retirement gratuity.

<sup>1</sup> Substituted vide Notification No. 2(20)-2FCD-85/9047, Dated 7<sup>th</sup> August, 1987.



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		the last instalment of family pension has been paid
(xiii) Provident Fund Nominations.		Same as in the case of (xii) above.
(xiv) Paid cheques returned by the Bank to the Audit/Accounts office.		[3] <sup>1</sup>
(xv) Cases in which invalid pension have been sanctioned.		25 or three years after the death of pensioner.
(xvi) Other Pension Cases		[3] <sup>2</sup> years after retirement.

Note 1. -The periods of preservation of accounts records in Public Works Office are prescribed separately by Government.

Note 2. -Before any pay bills are destroyed, the periods of temporary and officiating service Recorded in the service books or service rolls (as the case may be) of the Government employee concerned should be verified by the head of the office from the pay bills and the fact of such verification should be recorded under proper attestation in the service books or service rolls (as the case may be). In regard to temporary and officiating service, the head of the office should also invariably give necessary particulars with reference to rules 3.19 and 3.20 of the Punjab Civil Services Rules, Volume II, with the view to enable the Audit Office to decide later on by reference merely to such particulars either the temporary or officiating service will qualify for pension or not. For example, in the case of officiating service, the nature of the vacancy in which the Government employee officiated and in the case of temporary service whether the temporary post was subsequently made permanent should be stated.

(c) Where a minimum period after which any recorded may be destroyed has been prescribed, the Head of a Department, the Divisional or District Officer may order in writing the destruction of records recorded in their own and subordinate offices on the expiry of a period counting from the last day of the latest official year covered by the record.

(d) In regard to land presented to Government in the form of rent-leases for specific purposes, the departmental file regarding negotiations with the owners of land for such leases should not, in the interest of lessor and lessee be destroyed until the land is returned by the department concerned to the owners or their successors.

(e) Heads of the Departments are competent to sanction the destruction of such other records in their own and subordinate offices which may be considered useless but a list of such record as properly pertained to the accounts audited by Accountant General should be forwarded to him for his concurrence in their destruction before the destruction is ordered by the Head of Department.

All details should be maintained permanently, in each office, of all records destroyed from time to time.

1. Issued vide Notification No. (20)-2FCD-85/9047, Dated 7<sup>th</sup> August, 1987.  
 2. Issued vide Notification No. (20)-2FCD-85/9047, Dated 7<sup>th</sup> August, 1987.