



**[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.**