

1) HUMAN RESOURCE DEVELOPMENT SECTION:

RULES & REGULATIONS

1. Recruitment & Promotion Rules
2. General Rules & Regulations regarding Leave, TA/DA, LTC, Transfer Grant, etc.
3. Productivity Linked Incentive Scheme.
4. Rules regarding payment of Vehicle Maintenance Allowance & Conveyance Allowance.
5. Rules pertaining to reimbursement of medical expenses.
6. The CCI Encashment of Earned Leave Rules, 1977.
7. Service Regulations
8. Festival Advance Rules
9. Overtime Allowance Rules
10. Family Pension Scheme
11. Group Savings Linked Insurance Scheme
12. The CCI Ltd. Conveyance Advance (Grant & Recovery) Rules, 1972.

RECORDS

1. Personal files of the employees working in Head Office and also officers of the Branch Offices, excluding Assistant Manager (Marketing).]
2. Service Books of the employees, ACR files of the employees working in the Head Office and officials of the rank of Office Manager/equivalent and above of the Branch Offices.
3. Service Rules & Regulations of the Corporation approved by the Board of Directors/Competent Authority.
4. All Circulars/Office Orders issued by HRD Department of the Head Office duly approved by the Competent Authority.
5. FR/SR Rules/Leave Rules/TA/DA Rules/ LTC Rules etc., as applicable to Government servants (Swamy's Compilations)
6. Compendium of Guidelines issued by Department of Public Enterprises, Government of India, pertaining to HRD Department.
7. Minutes of Selection Committee/Departmental Promotion Committee/ Central Joint Management Committee/Bipartite Meetings.
8. Extract of Board of Directors resolutions pertaining to HRD Department.
9. Memorandum of Settlement with Staff Council dated 19.1.2004.

List of Registers maintained in HRD Department

1. Muster Roll (Attendance Registers for all unionised cadre and temporary employees.
2. Inward Register for letters.
3. Outward Register for movement of files.
4. Medical claim Registers for Bills of Medicines & hospitalization charges.
5. Casual Leave/Restricted Leave Records for all officers & staff.
6. Rosters (zone-wise) for Direct recruitment as well as for promotion.
7. Vehicle Advance Register
8. Tuition fees Register
9. Education allowance Register.
10. TA/DA Bill Register.
11. Grievance Register for SC/ST.
12. Recruitment Register.

2) TECHNOLOGY MISSION ON COTTON CELL

INSTRUCTIONS/GUIDELINES

Guidelines laid down by Government of India, Ministry of Textiles, vide Office Memorandum No. 1/5/2000/CTM dated 8th March, 2000.

RECORDS:

1. Memorandum of Understanding between TMC and respective Agriculture Product Market Committees (APMCs and State Marketing Boards) for market yards containing Terms and Conditions for modernization.
2. Memorandum of Understanding between TMC and respective Ginning and Pressing Factories containing Terms and Conditions for modernization of G&P Factories.
3. Monthly Progress Report of the progress of their project sanctioned under TMC Project by every APMC.
4. Monthly Progress Report of the progress of their project sanctioned under TMC Project by every G&P Factory.
5. TAT Report.
6. TAT Agenda Notes.
7. TAT Committee Recommendations to IC Committee.
8. IC Committee Agenda Notes.
9. IC Committee Minutes

10. G&P Factory-wise Files.
11. APMC-wise Files.
12. Correspondence with Ministry file.
13. Correspondence with CCI file.
14. Administration files pertaining to expenditure on contingencies.
15. Registers pertaining to Administration Section like Stationery, Stock Register etc.
16. Bank Operations/Correspondence files.
17. Various Books of Accounts like Petty Cash Book, Bank Book, General Ledger, Journal Entry Book, etc.

3) PROTOCOL SECTION

RECORDS

1. Mobile Bills File
2. Advertisement Bills File
3. Hotel Bills File
4. Car Maintenance Register
5. Car Maintenance File
6. Guest House Maintenance Register
7. Guest House Maintenance File
8. Flat Maintenance File
9. Log Books of Staff Cars

4) FINANCE AND ACCOUNTS SECTION

a) CENTRAL ACCOUNTS/BANKING/CASH ACCOUNTS

INSTRUCTIONS/GUIDELINES

1. Guidelines for Finalisation of Accounts for the year ended 31.3.2005 dated 15.3.2005. (Issued every year)
2. Memorandum of Understanding between CCI and Ministry of Textiles for the year 2005-06.(Finalized every year)

MANUALS

1. Accounting Manual

RECORDS

Central Accounts Section:

1. Budget Estimate and its allocation amongst the branches
2. Budget files of the branches
3. Review of Overhead expenses by Committee on Management Accounts
4. Inward Transfer Memo files
5. Inward Transfer Memo Register
6. General Ledgers
7. Sub ledgers of advances
8. Head Office reconciliation accounts files of branches
9. Quarterly accounts of the branches
10. Annual Accounts of branches
11. Consolidation of final accounts
12. Final Accounts of the Corporation
13. Statutory Audit files
14. Govt. Audit files
15. MSP Trading Account files
16. File relating to implementation of Official Language (Hindi)
17. Fixed Asset Register
18. Quarterly Review Note file
19. MOU file
20. Payment of Statutory Audit fee file
21. Payment of dividend file
22. Monthly Profit & Loss Accounts of branches
23. Consolidated monthly Profit & Loss accounts of branches
24. Bank books of Bank of Baroda, Nariman Point and BOB, CBD Belapur
25. Bank Statements of Bank of Baroda, Nariman Point, and BOB CBD-Belapur.

Banking Section

1. Documents executed in favour of consortium of banks with regard to the credit facilities sanctioned by them to meet the working capital requirement of the Corporation.
2. Correspondence with consortium with regard to agenda for the meeting and maintaining minutes thereof.
3. Correspondence with regard to credit facilities with the respective banks.
4. Correspondence with Branches regarding Bank Authorisation letters for respective branches and centres.
5. Deposit rate quotations received from various banks
6. Bank borrowings file
7. Investment file
8. Correspondence with regard to outward/inward remittance
9. Daily bank balance statement file

10. Interest transferred to branches together with statement for hypothecation of stocks
11. Cash payment vouchers
12. Petty cash vouchers
13. Cash receipt vouchers/Bank receipt and Bank payment vouchers
14. Staff payable register
15. Loan Register with bankwise details
16. Investment Register with bankwise details

Contributory Provident Fund Section

RULES & REGULATIONS

1. Contributory Provident Fund Rules
2. Death-cum-Retirement Gratuity Scheme
3. Superannuation Fund Scheme & Trust Deed

RECORDS

- 1) Enquiry U/S 7A : initiated by RPF
- 2) Contract labour details in respect of 7-A enquiry
- 3) CPF Rules file
- 4) Appointment of Trustees
- 5) Custodian Agreement of PF/ SA
- 6) 3 PAN No. Cards of PF/Gratuity/SA
- 7) Minutes Book PF/2 volumes Gty./SA 1 volumes each
- 8) PF Inspection note book
- 9) Guard File 1 & 2
- 10) MPEB Bonds
- 11) Grievience of Ex-employees in respect of PF/SA & Gratuity.
- 12) Demat Services with SHCIL
- 13) PF/SA/Gratuity Treestees Meeting file.
- 14) Outstanding Pension Claims
- 15) Actuarial Valuation of Gratuity/ Leave encashment.
- 16) Govt. Audit File.
- 17) Variable contributions paid to CCI Ltd. SA fund.
- 18) Computation estimated shortfall in cashflow of SA fund on account of VRS file
- 19) HBA (Head Office) correspondence file
- 20) HBA (Branches) correspondence files.
- 21) HBA Balance confirmation files.
- 22) HBA Interest Certificatef file
- 23) HBA/ Add. HBA General Ledger.
- 24) Monthly recovery schedule file.
- 25) HBA Annual Accounts Statement files.
- 26) CPF South Zone General Ledger.

- 27) PF General Ledger
- 28) HO PF ledger
- 29) Central Zone PF ledger
- 30) P.F. dues register
- 31) Annual Account File.
- 32) PF files
- 33) Non Refundable Advances File
- 34) EDLI Scheme (LIC) Files
- 35) Form No. 4 & 5 (PS) Files.
- 36) Bank Vouchers
- 37) Cash book
- 38) Ledger
- 39) Investment Register.
- 40) Claim register.
- 41) Stock Holding Bill files.
- 42) Branch correspondence
- 43) Pension claim files
- 44) Annual Accounts file
- 45) Income Tax returns file.
- 46) Rules & Circulars files
- 47) Trustees meeting files.
- 48) Monthly Schedules
- 49) Transfer Memos
- 50) Investment's Register (PF, Gty. & SA)
- 51) Cash Book Register (PF, Gty. & SA)
- 52) Income Tax Return (PF, Gty. & SA)
- 53) Investment's files (PF, Gty. & SA)
- 54) Custodian payment bills (PF, Gty. & SA)
- 55) PF Returns Files
- 56) Final Accounts files (PF, Gty. & SA)

HRD/Admn. Accounts Section

RECORDS

1. HRD Section's Office Orders files
2. Medical/LTC/TA Office Orders files
3. Hospital approval rates files
4. DA Circular files
5. ADM. Accounts Office Orders files
6. TMC Accounts files
7. TMC Salary files
8. General Correspondence files
9. JV files
10. Debit/Credit TM Files
11. Maintenance of Remittance Register No. II

12. TDS Register,Cess Register, WCT Register, etc.
13. General correspondence file.
14. TDS Certificate Files.
15. DA Bill (Circulars)
16. JV & TM Files
17. Inward Transfer Memos
18. Periodical Increments file
19. Office Order and circulars recd. from Ministry.
20. Usage of Car by CMD and Directors/Adviser (TMC)
21. Flat Insurance and outward Transfer Memos.
22. General Circulars issued by EST/HRD Sec.
23. TDS Certificates file.
24. Maintenance of Tour, medical, LTC advances register.
25. Remittance Register.
26. Expenditure Register.
27. R-II Register
28. TDS Register
29. Cess Register
30. Sundry Advance Register & General File.

Taxation Section

INSTRUCTIONS/GUIDELINES

1. Circular on Important changes brought by Finance Act (Issued every year).
2. Service Tax Implication/Liability in case of Payments made to Transporters of goods by road in a goods carriage vide No. CCI/TXN/SERVICE TAX/2004-2005 dated 1st January, 2005.
3. Work Contract Tax
4. Fringe Benefit Tax introduced by Finance Act, 2005.

RECORDS

1. Income Tax/Wealth Tax Assessments files and Tax Audit Files for each year. Service Tax Returns file and TDS Returns file.
2. Correspondence with COD
3. Appointment & Payment of fees of Tax Auditor and Income Tax Consultants.
4. Allotment of PAN/TAN No.
5. Master file for Legal Opinion.
6. Registration of Service Tax & Service category wise file
7. Sales Tax Assessment files of HO.
8. Branch correspondence file related to Sales Tax.
9. Sales Tax Pending appeal file.
10. Files relating to returns and assessments of Sales Tax, Work Contract Tax, NMMC (Cess) of HO .

11. Compliance Reports file
12. Professional Tax payments file
13. Sales Tax Returns file
14. 'C' forms correspondence files & 'BC' /'H' forms files.
15. Hindi Progress Reports master file.
16. To maintain the Circular file of TXN Section
17. Master file of TXN Section.

Insurance Section

INSTRUCTIONS/GUIDELINES

1. Circular No.CCI/D(F)/INS/GUIDELINES/01-02dated 5.11.2001 regarding Guidelines on Insurance Matters.
2. Circular No. CCI/TXN/INS/GUIDELINES/11-04 dated 4.12.2004 regarding Coverage of Insurance of Stocks stored in G&P Factories.

RECORDS

1. All Insurance Policies & Circular files.
2. Insurance Return III of Branches. Transit Insurance Claims files.
3. Outstanding claim position file.
4. Insurance policy matter file.
5. Declaration register.
6. Correspondence with Insurance Companies files, Godown Stock Statements, Insurance Policies.
7. Insurance Policy file, carting report, Export Proforma Invoice.
8. Master file of INS. & CPF Sections.

Estate (Accounts) Section:

RECORDS

1. Electricity bills of Kapas Bhavan and Kalamboli
2. Water charges bills of Kapas Bhavan and kalamboli
3. Property Tax of Kapas Bhavan and Kalamboli
4. Non Agriculture Land Revenue at Kalamboli Godown
5. Quarterly Accounts file
6. Circulars received from Vigilance and other Sections
7. Bank of Baroda Debit notes and correspondence
8. Payment of AMC to Rohini Consultant, Electrical Consultant of Kalamboli Godown
9. Payment of AMC, Zodiac Power Control, maintaining AMC for Electrical installation
10. Payment of AMC, Bluestar Ltd. maintaining AMC for Aircondition operation

11. Inspection of Electrical installation at Kalamboli Godowns
12. Annual inspection of Electrical installation at Kapas Bhavan

Internal Trade (A/cs.) Section:

INSTRUCTIONS/GUIDELINES

1. Memorandum of Understanding between National Textile Corporation (NTC) & The Cotton Corporation of India Ltd. (CCI)
- 2 Terms and Conditions for sale of FP Bales
- 3 Letter of Credit and Bank Guarantee Proforma.
4. Proforma of Sale Contract.
5. Proforma of GSF Agreement.

RECORDS

1. Reconciliation files of NTC (SM) & NTC(MN)
2. Reconciliation position files of NTC (GUJ), (WBABO), (TN&P), (APKKM), (MP),(DPR) &(UP)
3. Party files relating to LC & BG
4. Loss on resale file
5. Position of Lc & BG file
6. Loss on resale register
7. Interest reversal file
8. Export control register
9. Contract wise file of export
10. Cheque receiving register
11. IT accts payment register
12. Export accts payment register
13. Import accts payment register
14. Debtors files branchwise
15. Monthly P&L position of BOs
16. Monthly trading acct HO
17. Dr/Cr adv., JV, Inward TM File
18. Bank receipt voucher
19. JV file of IT/Exp/Imp Section.
20. TDS file
21. NTC -NM Correspondence file.
22. NTC - SM Correspondence file.
23. Delivery Order file.
24. Hypothecation file.
25. All Branches Correspondence file.
26. MOU Correspondence file.
27. MOU - Dues file
28. MOU Dues(Sales Stat.) File
29. NTC MOU Delivery Register
30. Debit note File

31. Godown Rent File
32. Outstanding Godown Rent File
33. All party file of Godown rent
34. Debit note register of Godown rent
35. Service tax register
36. Circular file
37. Contract Correspondence file
38. Contract Register
39. T.M. file
40. Branch Correspondence file
41. Circular file
42. Old Import Ledger
43. Old Import Reconciliation file
44. Schedule file
45. Circular file

5) SECRETARIAL SECTION

RULES & REGULATIONS

1. Delegation of Powers
2. House Building Advance (Grant & Recovery Rules)
3. Staff Benefit Fund Rules
4. Computer Advance (Grant & Recovery) Rules 2009

MANUALS

1. Memorandum & Articles of Association.

RECORDS

1. Share Certificates of Corporation.
2. Shares Transfer Register
3. Board of Directors Attendance Register
4. Board Minutes Register
5. AGM Attendance Register.
6. AGM Minutes Register.
7. Audit Committee Attendance Register.
8. Appointment of Directors Register.
9. Appointment of Directors - Return filed with ROC
10. Annual Return filed with ROC
11. Register for House Building Advance
12. Register for Addl. House Building Advance
13. Register for Furniture and marriage loans under SBF
14. Share Certificate of 500 shares of RAJFED
15. Board Minutes Register
16. Annual Return Filed with ROC

17. Register for affixing Common seal of the (Metallic) Corporation
18. Board meetings files
19. Minutes Register
20. Audit Committee agenda and minutes files
21. Annual General Meeting files
22. File related with Appointment of Directors
23. Files regarding Monthly Reports submitted to Ministry
24. Returns filed with Registrar of Companies
25. Share Transfer files
26. Correspondence with SCOPE
27. Coordination Committee files
28. House Building Advance Files of employeewise documentation
29. Rules/Circulars files of HBA
30. Correspondence regarding Housing Insurance for flat insurance
31. Register for HBA Loan sanction/payments made
32. LIC - Housing Loan Insurance correspondence file
33. Agenda and minutes file of Staff Benefit fund Committee
34. Rules and circulars of SBF
35. Files of SBWF - Rule-wise
36. Staff Benefit Fund Register
37. Monthly Report file
38. Quarterly Report file
39. Change in Capital
40. Implementation of Official Language Hindi file
41. Outward/Inward Register
42. File related to Delegation of powers
43. File related to amendment in Memorandum & Articles of Association
44. Correspondence with CAG
45. Correspondence with Ministry/DPE
46. Annual Report file

6) INTERNAL AUDIT SECTION

INSTRUCTIONS/GUIDELINES

1. Guidelines vide No. CCI/IA/02-03 dated 26th December, 2002 regarding Visit to the Centres - Report thereof.
2. Guidelines vide No. CCI/HO/IA/GUIDELINES/02-03 dated 30th December, 2002 regarding Guidelines for Internal Audit of Operational activities and other activities at B.O.
3. Guidelines vide No. CCI/HO/IA/GUIDELINES/02-03 dated 7th March, 2003 regarding Guidelines for preparation of Internal Audit Report.
4. Circulars issued by the different Sections at Head Office.

5. Circulars/Office Note/Office Orders issued from time to time.
6. Minutes of Audit Conferences.
7. Guidelines on Minimum Support price operations vide letter no. CCI/HO/IA/2004-05 dt.23.12.2004.
8. Guidelines arrangement of Internal Audit undertaken for multiple branches vide letter no. CCI/IA/2006-07 dated 08.12.06

MANUALS

1. Internal Audit Manual

RECORDS

1. Branchwise Internal Audit Report files
2. Branchwise Visit Report Files
3. Head Office Audit Report File
4. Register to review timely receipt of Reports from the Branches
5. File relating to Review of Lint Recovery
6. Physical Verification Report file
7. Circular file
8. Government Audit's Report file
9. Hindi reports file
10. Internal Audit Manual
11. Annual Branch Managers' Conference Minutes
12. Internal Audit Conference Minutes

At Branches

13. Internal Audit Report file.
14. Visit Report file.
15. Circular file.
16. Internal Audit Manual
17. Annual Branch Managers' Conference Minutes
18. Internal Audit Conference Minutes
19. Working Notes Register

7) LEGAL SECTION

INSTRUCTIONS/GUIDELINES

1. Right to Information Act, 2005.
2. Indian Contract Act, 1872.
3. Negotiable Instrument Act, 1881.
4. Arbitration Act, 1940.
5. The Indian Arbitration & Conciliation Act, 1996.
6. Employees' Provident Fund and Miscellaneous Provisions Act, 1952.
7. Payment of Gratuity Act, 1972.
8. Payment of Bonus Act, 1965.
9. Minimum Wage Act, 1948.

10. Industrial Disputes Act, 1947.
11. Industrial Employment (Standing Orders) Act, 1946.
12. Limitation Act, 1963.
13. Employees' State Insurance Act, 1948.
14. Sale of Goods Act, 1979.
15. The Maharashtra Rent Control Act, 1999.
16. The Bombay Stamp Act, 1958.
17. The Bombay Shop & Establishment Act, 1948.
18. The Consumer Protection Act, 1986.
19. The Code of Civil Procedure, 1908.
20. Criminal Procedure Code, 1973.
21. Transfer of Property Act, 1882.
22. Land Acquisition Act, 1894.
23. Central Sales Tax Act, 1956.
24. Sick Industrial Companies (Special Provisions) Act, 1985.
25. Indian Evidence Act, 1872.
26. Indian Penal Code, 1860.
27. Indian Stamp Act, 1899.
28. The Companies Act, 1956
29. CCI (CDA) Rules, 1975.
30. CCI Employee Contributory Provident Fund Rules, 1972.
31. CCI Ltd. Employees' Gratuity Fund, 1976.

RECORDS

1. Full records of the cases run directly under the HO.
2. Case files having important papers & correspondence of the Branches.
3. Quarterly Statements showing the pending legal cases at Branches with their present status.
4. Statements showing all the cases pending all over India.
5. Inward Register for Dak.
6. Outward Register for Dak.
7. File movement register.
8. Payment of fee to the advocates register.
9. Circular file
10. New books purchase register.
11. Register showing movement of Legal Section Staff

8) ADMINISTRATION SECTION

RECORDS

1. Stationary Contract File
2. Printing/Stationary Registration File
3. Purchase of Calculator & different items
4. Comb Binding Machine
5. Stationary Indent Form

6. Yearly purchase of Ball pen, Glass & Napkins for Staff
7. Quarterly Progress Report to the CTE's Organisation
8. Stock Register
9. Escort communications ltd & purchase of telephone instruments
10. AMC for Water cooler, fax machines and PCI
11. Asset Register
12. Despath Register (Inward and Outward)
13. Receipts and Issue Register (Incoming and outgoing material)
14. General Correspondence with all Branch Offices.
15. SBI Life Insurance - correspondence

9) HINDI SECTION

INSTRUCTIONS/GUIDELINES

Following Rules, Regulations, instructions issued by Department of Official Languages, Ministry of Home Affairs, New Delhi under Official Languages Act.

RECORDS

1. Quarterly reports of different sections at H.O.
2. Quarterly reports of branches.
3. Correspondence related to quarterly report of CCI with Ministry of Textiles and Deptt. of Official Languages, Mumbai.
4. Yearly consolidated report of Hindi progress and training in Hindi, Hindi typing and stenography for the staff employees and officers of CCI and its follow-up with Ministry of Textiles and Deptt. of Official Languages,
5. Register showing position of training in Hindi, Hindi typing and Hindi Stenography.
6. File relating to OLIC quarterly meeting and its follow up.
7. Hindi work-shops, Hindi seminars and Hindi Day functions, preparation and other activities.
8. File related to different awards given by Home Ministry, Official Languages Deptt. , OLIC for H.O. as well as B.O.s.
9. Functions and its participation organised by different NGOs working in the field of Hindi.
10. Parliamentary inspection, preparation of documents and its follow-up with parliamentary committee Office.
11. Yearly purchase of Hindi books for library.
12. Notifications of branches under Official Languages Rules 10(4).
13. Files related to special allowance for Hindi typing and Hindi stenography under Govt. Scheme.
14. Agenda, minutes and follow-up of Hindi Advisory Committee of Ministry of Textiles.
15. Agenda related to Hindi Section for Board of Directors meeting.

16. Master file for documents issued under section 3(3).
17. Follow-up action of instructions issued by Ministry of Textiles on recommendations of Parliamentary Committee.
18. Translation of manuals/service rules of the Corporation from Central Translation Bureau, New Delhi.
19. Files related to noting/drafting awards under incentive scheme of the Govt. as well as of Corporation.
20. Rotating shield awards for branches and Hindi Dictation awards.
21. Original book writing incentive scheme.
22. Sample of standard forms and rubber stamps being used at H.O.
23. File related to progress in computer programming of different sections at H.O. and Branch Offices.
24. Hindi translation of annual report.

10) INFORMATION TECHNOLOGY SECTION

INSTRUCTIONS/GUIDELINES

Within the IT strategy/policy of the Corporation, Information Technology Act '2000 of Govt. of India, various guidelines/instructions are issued to branches on proper maintenance of IT section, Taking proper care of IT products, Data Storage/Backups etc., in the form of letters/circulars.

RECORDS

In the course of its day to day functions, following records are generated and held under the control of the section :

i) On input from branches

Branchwise files consisting of IT related requirements received from branches and approvals/instructions thereon to all branches.

ii) At H.O level

Files of IT Steering Committee, Govt. Audit, Hindi Implementation, IT proposals in Board Meeting, Annual Branch Managers Conference related documents and copies of important guidelines/instructions issued there under for implementation of the IT strategy/policy

Files of procurement of Hardware, Software, UPS and other IT accessories related documents.

Files of AMCs of Hardwares, Softwares, UPS and other IT accessories related documents.

11) ESTATE SECTION

INSTRUCTIONS/GUIDELINES

1. Instructions received from CTE, CVC, New Delhi as communicated to Branches.
2. Contract document for domestic bidding, published by Government of India, Ministry of Statistics and Programme Implementation.

III MANUALS

1. CPWD Manual.

IV RECORDS

1. Branch Office files
2. Annual maintenance contract Electricity/Air conditioning/ Lifts/Fire fighting etc. files
3. Kapas Bhavan repair & Maintenance files.
4. Correspondence with Annual maintenance contractors.
5. Flat repair & maintenance files.
6. Correspondence with CIDCO/MSEB/NMMC etc.
7. 625 KVA DG Set NOC/LIASON/Electrical Inspector inspections etc.
8. Purchase of land at various branches.
9. Registers for outward/Petty cash/diesel purchase/tender opening.
10. Construction of office complex at CBD, Belapur files
11. Construction of W.H.no.3&4 at kalamboli correspondence files.
12. Drawing for office complex at CBD, Belapur & W.H.no.3&4 at kalamboli

Registers

1. Electrical Material - Store Room
2. MSEB Reading - BOB
3. 625 KVA DG Set - 2005
4. Petty Cash Register
5. Inward/Outward Register
6. Water Bill - Payment Register
7. Complaint Register & Plumbing/Civil Work
8. Bharat Bijlee - Complaint Register
9. Internal Electrical Maintenance Work
10. Electrical Component
11. Issuance Tender/Quotation
12. Contract Payment
13. Releasing of Advertisement in News Paper
14. M.B. Register II
15. M.B. Register I
16. Open of Tender -
17. Zodiac/Blue Star Daily Report Register

Files of Lab Section

1. Testing Infrastructure - Volume I & II
2. Trash Separator
3. Correspondence With Statex Regarding Hvi Problems
4. Circot Bill Payment - Volume I & II
5. AMC of Hvi/Trash Separator
6. Humidifier
7. Correspondence with Hemtex Regarding Humidity Control
8. Calibration Cotton File
9. Purchase of Supply of Testing Equipments - Spares
10. Sample Costing and Lab Performance
11. Disposal of Tested Samples
12. Circot Round Robin Test
13. Shifting and Re-Installation Of HVI
14. Statex Documents
15. Rate Fixation for Outside Testing
16. Municipal Cess
17. Admn / Engg
18. Advance for Exp. Work
19. Misc File (Admn. Corr)
20. College of Textile Technology
21. Misc File (Circot Payment)
22. Mixed Letter - Current
23. Circular (Miscellaneous)
24. Stock Register
25. Technical Manuals

Current Files

1. ID Register
2. Correspondence / Covering Letter files of various Branches:
3. Individual Report Box Files of various Branches:
4. Daily Progress Report Box File
5. Calibration Cotton Report Box File
6. Daily Consolidated Report Box File - Volume I and II

12) LOGISTICS SECTION

INSTRUCTIONS/GUIDELINES

Through permission from custom house for house stuffing of cotton bales into containers at Kalamboli Complex, the bales are stuffed into empty containers in the presence of Custom Appraiser and thereafter container is sealed for out of charge.

Depending upon the provision for L/C/Shipping instructions, stuffing of bales into containers also supervised by the International Controllers with its own seal affixed on the stuffed containers.

RECORDS

1. Copies of export contracts
2. Copies of operative L/Cs and shipping instructions from buyer/buyers agents.
3. Permission from customs for house stuffing in Kalamboli.

MARKETING

MARKETING STRATEGY (Issued every year).

13) PURCHASE SECTION:

INSTRUCTIONS/GUIDELINES

Within the market strategy approved for the cotton season, various guidelines/instructions are issued to branches on purchases, purchase ceilings, quantities, varieties, quality, processing results, seed disposal and storage etc., in the form of letters/circulars.

MANUALS

Manual on Field Operations.

RECORDS

1. On input from branches
 - (i) Branchwise daily purchase reports and based on it, daily purchase agenda for P&S Committee, minutes of the decisions taken in the P&S committee including purchase ceilings and communication of P&S Committee decisions to all branches.
 - (ii) Weekly cotton seed sales and deliveries reports from branches, review by the P&S Committee, its minutes and communication made with branches for appropriate action on committee observations.
 - (iii) Reviews of heap results and quality test reports from the branches received periodically, branch-wise files for processing these results, observations and correspondence with the branches.
 - (iv) Minutes of G&P rates finalisation Committee from all branches and related correspondence.
2. At H.O level
 - (i) Purchase Strategy as approved for each cotton season, on the basis of outcome of annual Branch Managers Conference and copies of

important guidelines/instructions issued there under for implementation of the operational strategy for purchase operations.

- (ii) Files on Minimum Support Price rates.
- (iii) Corporate Plan and Addendum for each cotton year
- (iv) Daily report to Ministry on varietywise purchases of kapas under MSP and kapas rates being paid under MSP in different cotton growing states.
- (v) Varietywise and statewise purchases under MSP to Ministry of Textiles, Ministry of Agriculture and other bodies/institutions as and when demanded.
- (vi) Status Report on purchase operations under MSP or commercial, to the Ministry of Textiles, Ministry of Agriculture and in response to other VIP references.
- (vii) Files relating to procurement of packing material, tarpaulins and distribution among branches.

14) SALES PROMOTION SECTION

INSTRUCTIONS/GUIDELINES

Instructions issued through various Circulars from time to time.

RECORDS

1. Trade Quotations File
2. Long/Short position File
3. Sale Quotes File
4. Price Fixation Committee Meeting minutes File.
5. Purchase and Sales Committee Agenda/Minutes File
6. Check List for the decision of Purchase and Sales Committee File
7. Sale Registers
8. Buyer's file
9. Sample Register
10. Complaint Register

15) EXPORT PROMOTION SECTION

INSTRUCTIONS/GUIDELINES

Necessary instructions are conveyed at the beginning of the season for follow up during the course of the year.

RECORDS

A)	Sr. No.	Particulars of File
	1.	Policy File
	2.	Export Tender / Offers
	3.	<u>Export Committee Agenda & Minutes</u>
	4.	<u>Contract wise Files</u>
	5.	Contract Register
	6.	Registration of Export Contracts with Textile Commissioner office
	7.	Selection Register
	8.	Test Reports
	9.	Cotlook
	10.	Circular & Office Order
	11.	FIEO File
	12.	Gen. Correspondence with BO Kolkata
	13.	Exp. Sales Intimation To Secy. Section
	14.	Quarterly Review Note To Be Sent To Mot
	15.	Daily Export Sales Quotes
	16.	Gen. Enquiry File
	17.	Samples Details (Exp)
	18.	Appointment of Bangladesh Agents
	19.	Shipment Position
	20.	ICAL File

16) PLANNING, EXTENSION & STATISTICS SECTION

RECORDS

CURRENT FILES OF PLANNING SECTION

File No.	Subject
1	Performance Review (Old)
3	Abid Hussain Committee
5	CAB - Cotton Advisory Board - Agenda/Minutes Vol-I to IV (upto 2003-04)
5A	Committee constituted by CAB for estimating loose cotton.

- 5B Committee constituted by CAB for estimating cotton production on the basis of pressing figures - 1995-96, 1996-97, 1998-99.
- 5C Committee constituted by CAB for estimating cotton production on the basis of pressing figures - 2002-03
- 5D, Committee constituted by CAB for estimating cotton production on
- 5E, 5F the basis of pressing figures - 2000-01, 2001-02/2002-03.
- 6 Role & Functions of the CCI
- 9 CACP - Commission for Agricultural Costs & Prices Vol I to IV upto 2002-03, 2003-04.
- 14 Cotton Control Order
- 26 EICA - Correspondence Vol. I and II
- 26A Membership of EICA
- 38 Country Statements (ICAC) Vol. I & II. (ICAC Serve Question)
- 38-A Comments on the documents of the World Bank sent to the Ministry of Textiles.
- 39 Bureau of Indian Standard
- 40 Implementation of BIS Norms
- 48 Monopoly & other Issues
- 49 Maharashtra Monopoly Procurement Scheme
- 49A Maharashtra Monopoly Procurement Scheme - Prices paid by MSCGMF
- 58 CTRL-CIRCOT
- 68 Consultative Committee of Parliament Vol. I & II.
- 70 Correspondence with Ministry Vol. I to XX (upto 2004).
- 70A Correspondence with Ministry of Agriculture
- 70B Material for inhouse quarterly newsletter to be published by Ministry of Textiles.
- 88 DPE Public Enterprises Survey Vol. I to V
- 91 Assam Comilla Cotton - CCI contributes to the development of States in North East
- 92 Corporate Membership of Strategic Management Group
- 96 Par. Committee on the Welfare of SC/ST filing up of backlog Report sent to Ministry.
- 97 Views/Comments on the recommendations of the High Power Committee on Agriculture Marketing set up by the Government of India.
- 99 RBI Currency & Finance Report Vol. I & II.
- 100 MOU with Bos.
- 102 Annual Admn. Report Vol. I to III.
- 103 1994-ET-HBSA Corporate Performance Award
- 104 Seminar on Techniques of Forecasting of cotton production
- 105 Task Force Report of Working Group
- 109 Material sent for Parliamentary Committee on problems of cotton growers.

- 112 Weekly Report on Cotton purchased by CCI sent to TXC's Office Vol. I & II.
- 113 Weekly Report on Cotton crop weather condition, etc.
- 114 Indian Society for Cotton Improvement Coloured Cotton
- 115 Appeal for donation to Family Planning & Medical Aid Trust
- 117 G&P Factories Improvement/Information from Bos
- 118 Productivity Day & Productivity Week Celebration
- 119 Agri. Business Consortium Ltd.
- 120 Sponsorship of TN Programmes
- 121 Audit Cell Information
- 122 Govt. Audit - Information for Mini Review
- 123 Study Tour - Visit of Trainees
- 123(A) Visit of Trainee File
 - 125 Contribution to the International Lawn Tennis Club of India
 - 126 Papers received from various Bos during Mid Term BMC
 - 127 Review of Incentives paid to G&P factories branch-wise
- 127A Incentives paid by CCI to G&P factories - 1996-97 and 1997-98
- 131 Weekly Report on Movement of Cotton Prices - Monthly Report to Ministry of Textiles.
- 132 Information reg. Purchase/consumption of cotton sent to Dt. Of Economics & Statistics, New Delhi.
- 133 Exemption on/Deferment of Sales Tax for new G&P factories
- 134 Correspondence-Statistical System in India - 1997 - Publication of Information pertaining to CCI sent to Ministry
- 135 Hank Yarn Obligation Scheme
- 136 Working group on Textiles & Jute Industry for the X Five Year Plan
- 137 Report of the Committee on problems of cotton growers (Rajya Sabha)
- 138 Textile Industry - Meeting for addressing problems of Industry/exporters
- 139 Correspondence reg. Futures Trading in cotton
- 140 Information relating to G&P factories received from Bos
- 141 Promotion of Organic Cotton
- 142 Minimum Support Prices for Kapas - Correspondence
- 143 Mailing List (Indian Cotton A Profile)
- 144 Material for Chairman-s Speech and Press Release for 1996-97 (26.9.97) 1997-98 (25.9.98)
- 145 Information received from Bos on Effect of Subsidies on cotton production and consequential effect on the Textile Industry.
- 146 Material for Chairman's Speech and Press release - 29th AGM of CCI - 17.9.1999
- 147 Material for Chairman's Speech and Press release - 30th AGM of CCI - 21.9.2000
- 148 Hybrid Cotton News Letter
- 149 Standing Committee to monitor matter relating to Consumer Affairs

- 150 Cotton this month issued by ICAC.
- 150(A) Cotton This Months Issued By ICAC
- 151 Correspondence with State Govt. of Rajasthan
- 152 Correspondence with State Govt. of A.P.
- 153 First Meeting of the reconstituted Development Council for Textile Industry
- 154 Replies to Parl. Questions from 18.11.1996 (7 box files) Vol. I to VII
- 155 Report on Cotton Situation for the Parliamentary Standing Committee - sent to Ministry of Textiles.
- 156 Papers reg. Technology Mission on Cotton received from Dr.A.K.Basu, Consultant (TMC).
- 157 Materials sent to Tekoya Trend Business Standard, etc. Vol. I & II.
- 158 Recommendations of the Conference of State/UT Ministers/Secretaries Incharge of Textiles.
- 159 Notes for Ministry
- 160 Monthly reports received from TXC's Office regarding Import of Cotton.
- 161 Area figures for different cotton varieties Information from Bos for 1996-97 and 1997 - 98.
- 162 Analysis of Cot look A Index data from 1991-92 to 2000-01 sent to Jt. Secretary, Ministry of Textiles.
- 163 Job description of AM/AO Syllabus.
- 164 CCI's Charter (Citizen Charter)
- 165 Correspondence with Haryana State Government and Other Organisation
- 166 Material for Chairman's Speech and Press Release - 31st AGM of CCI on 10/9/01.
- 167 Material for Chairman's Speech and Press Release - 32nd AGM of CCI on 3/9/02
- 168 Circulars/Office address
- 169 Correspondence - release of Advertisement for SWAGAT Magazine of Indian Airlines
- 170 Papers received from SICA on Bt Cotton
- 171 Comparison of Cotton Crop Cultivation in different States - 1975 - 76 to 2001-02.
- 172 Monthly data on Import-export-Country-wise received from (DGCIS - Kolkata) BO Kolkata.
- 173 Parliamentary Standing Committee on Agriculture
- 174 Note on Cotton Situation in Karnataka.
- 175 Correspondence with Textiles Committee
- 176 Article on the present and future role of the CCI - sent to Cotton Outlook
- 177 Import Policy for cotton
- 178 Press Note
- 179 33rd AGM Chairman's Speech, Press Release

- 180 Report of Grievances - staff/Public sent to GM (Admn/Hindi)
- 181 Hindi Section Correspondence
- 182 Correspondence with Govt. of U.P.
- 183 Indian Cotton - A Profile 2001-02 (Revised)
- 184 Indian Cotton - A Profile 2003-04
- 185 Crop Surveillance - B.O.s
- 186 Cotton Farming File
- 187 Contamination File
- 188 Review Meeting with Ministry
- 189 BT Cotton
- 190 Union Budget
- 191 State wise Map
- 192 Chairman Article's
- 193 Committee on Empowerment of Women
- 194 Press Cutting File
- 195 Miscellaneous File
- 196 National Common Minimum Programme File
- 197 Indian Commodities.Com.Noon Cotton.
- 198 Material-Cotton Service Centre- Gujarat
- 199 Press Information Bureau File
- 200 Media Cell File
- 201 Always Better Control (ABC) System File

17) WAREHOUSING COMPLEX/KALAMBOLI GODOWN

RECORDS

- 1 Purchase of ladder at CCI kalamboli
- 2 Gati Cargo provision of electrical
- 3 Area Statement Kalamboli
- 4 Scaffolding Kalamboli
- 5 Provision of water supply Line Kalamboli
- 6 Repairs of Gate No. 1 &2
- 7 Electrical works for Wh.,No.1 &2 NBCC
- 8 Maintenance of WH No1&2 by NBCC
- 9 Repairs to AC roof sheet 1&2 by NBCC
- 10 Schindler India ltd Current meter
- 11 Defects in Roof Godown no.1 &2
- 12 Provision of Nosing Angle WH No 3
- 13 MSEB w.h. no.3 &4
- 14 Electricity & water Bill of kalamboli
- 15 Water connection kalamboli
- 16 Electrical repairs and maintenance
- 17 Inspection of WH No.3 &4
- 18 Contract documents for WH No.3 &4
- 19 Inspection Reports on flooring of WH No.3 &4

- 20 Construction of WH No.3 &4 Corresponding file Vol No. VII &VIII.
- 21 Construction of WH No.3 &4 Corresponding file Vol.No.I &II.
- 22 Tenant wise leave & Laison agreement file with recovery details
- 23 Contract wise receipt & delivery of cotton bales with storage position in each compartment for Export of bales.
- 24 Stock Register/Truck Register
25. Labour Board bills file

18) VIGILANCE SECTION

RULES & REGULATIONS

CCI(CDA) Rules, 1975.

INSTRUCTIONS/GUIDELINES

1. Guidelines for Vigilance Officers.
2. Special Chapter on Vigilance Management in Public Sector Enterprises and the Role and Functions of the CVC.
3. Various Office Memoranda/Circulars received from Central Vigilance Commission circulated to Branches and Sectional Heads at H.O. from time to time.

RECORDS

1. List of Registers to be maintained in Vigilance Section is as under:

- a) Despatch register.
- b) File Movement register.
- c) Index Register.
- d) Complaint Register.
- e) Register for Departmental Enquiries and Penalties imposed.
- f) Register for samples sealed.
- g) Surprise Check Register.
- h) Agreed List Register.

2. Returns/Reports required to be submitted by Branches to Head Office:

- a) Weekly diary.
- b) Monthly return of Departmental Enquiry.
- c) Monthly review of Vigilance work.
- d) Monthly return of Rotational transfers.
- e) Quarterly statement regarding Surprise/Regular visits by Branch Officers.
- f) Progress Report of hearing in Departmental Enquiry.

3. Returns/Reports being submitted to Ministry, CVC, CBI etc.

- a) Monthly Review Report of Disciplinary Proceedings to Ministry of Textiles.
- b) Monthly Report regarding Anti-corruption/Vigilance cases to Ministry of Textiles.
- c) Monthly intimation to CBI, SPE regarding contracts/transactions of the value of Rs. 1 crore or above.
- d) Monthly Report of Chief Vigilance Officer
- e) Action Plan on Anti-corruption Measures to Ministry of Textiles.
- f) Quarterly Review of Pending Cases to Ministry of Textiles.
- g) Quarterly Report on Work in Progress.
- h) Review of Vigilance work in PSUs to Ministry of Textiles.
- i) Half-yearly Vigilance information of Senior Board Level Officers and those likely to come in the Zone of consideration for such appointments to Ministry of Industry.
- j) Annual Report of Chief Vigilance Officer