

**(1) HUMAN RESOURCE DEVELOPMENT SECTION**

- (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) VI Memorandum of Settlement with Staff Council dated 19.1.2004.

**List of Registers maintained in HRD Department**

- (i) Muster Roll (Attendance Registers for all unionised cadre and temporary employees.
- (ii) Inward Register for letters.
- (iii) Outward Register for movement of files.
- (iv) Medical claim Registers for Bills of Medicines & hospitalization charges.
- (v) Casual Leave /Restricted Leave Records for all officers & staff.
- (vi) Rosters (zone-wise) for Direct recruitment as well as for promotion.
- (vii) Vehicle Advance Register

- (viii) Tuition fees Register
- (ix) Education allowance Register.
- (x) TA/DA Bill Register.
- (xi) Grievance Register for SC/ST.
- (xii) Recruitment Register.

**(2) TECHNOLOGY MISSION ON COTTON**

- i) Records of the proposals received in respect of MMs-III & IV.
- ii) Statements of the approved proposals is as follows:
- iii) Statement of the financial progress for the development of market yards.
- iv) Statement of the financial progress for the modernization of G&P factories.
- v) Record of state-wise/ year-wise progress of TMC (MMs-III & IV).
- vi) Monthly report on the progress of MMs-III & IV of TMC development.
- vii) Project cost & progress report on project completion and release of TMC share for the particular month.
- viii) Statement showing information about funds released/ utilized by TMC.
- ix) Record of state-wise progress of TMC (MMs-III & IV).
- x) Minutes of Implementation Committee meetings.

**(3) PROTOCOL SECTION**

- i) Car Log books
- ii) Guest House register
- iii) Advertisement register,

**(4) FINANCE AND ACCOUNTS**

<u>Sr. No.</u>	<u>Section</u>	<u>Files &amp; Records Maintained</u>
1.	Central Accounts	<ol style="list-style-type: none"> <li>1. Finalisation of accts file.</li> <li>2. Correspondence with Ministry files.</li> <li>3. Budget files of all branches</li> <li>4. Review of Overhead expenses file.</li> <li>5. Inward TM files</li> <li>6. TM Register (Inward)</li> <li>7. Ledger Accounts of Branch Offices</li> <li>8. Reconciliation files of branches</li> <li>9. MSP Trading Acct. files</li> <li>10. Govt. Audit files</li> <li>11. Quarterly Accts. of branches</li> <li>12. Correspondence files related to Quarterly Accounts.</li> <li>13. Files related to consolidation of final accounts.</li> <li>14. File related to Hindi Report.</li> <li>15. Schedule files</li> <li>16. Consolidation files of HO</li> <li>17. Fixed Asset Register</li> <li>18. Quarterly Review Note file</li> <li>19. Statutory Audit payment file</li> <li>20. Monthly P&amp;L account file</li> <li>21. Bank books of BOB Nariman Point and CBD-Belapur</li> </ol>

	Estate Accounts	<ol style="list-style-type: none"> <li>1. Electricity bills of Kapas Bhavan and Kalamboli</li> <li>2. Water charges bills of Kapas Bhavan and kalamboli</li> <li>3. Property Tax of Kapas Bhavan and Kalamboli</li> <li>4. Non Agriculture Land Revenue at Kalamboli Godown</li> <li>5. Quarterly Accounts file</li> <li>6. Circulars received from Vigilance and other Sections</li> <li>7. Bank of Baroda Debit notes and correspondence</li> <li>8. Payment of AMC to Rohini Consultant, Electrical Consultant of Kalamboli Godown</li> <li>9. Payment of AMC, Zodiac Power Control, maintaining AMC for Electrical installation</li> <li>10. Payment of AMC, Bluestar Ltd. maintaining AMC for Aircondition operation</li> <li>11. Inspection of Electrical installation at Kalamboli Godowns</li> <li>12. Annual inspection of Electrical installation at Kapas Bhavan.</li> </ol>
	Banking Accounts	<ol style="list-style-type: none"> <li>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.</li> <li>2. Correspondence with consortium with regard to agenda for the meeting and maintaining minutes thereon.</li> <li>3. Correspondence with regard to credit facilities with the respective banks.</li> <li>4. Correspondence with Branches regarding Bank Authorization letters for respective branches and centres.</li> <li>5. Deposit rate, quotation received from various banks</li> <li>6. Bank borrowings file</li> <li>7. Investment file</li> <li>8. Correspondence with regard to outward/inward remittance</li> <li>9. Daily bank balance statement file</li> <li>10. Interest transferred to branches together with statement for hypothecation of stocks</li> </ol>

		<ul style="list-style-type: none"> <li>11. Cash payment vouchers</li> <li>12. Petty cash vouchers</li> <li>13. Cash receipt vouchers/Bank receipt and Bank payment vouchers</li> <li>14. Staff payable register</li> <li>15. Loan Register with bankwise details</li> <li>16. Investment Register with bankwise details</li> </ul>
	Internal Trade Accounts	<ul style="list-style-type: none"> <li>1. Reconciliation files of NTC (SM) &amp; NTC(MN)</li> <li>2. Reconciliation position files of NTC (GUJ), (WBABO), (TN&amp;P), (APKKM), (MP),(DPR) &amp;( UP)</li> <li>3. Party files relating to LC &amp; BG</li> <li>4. Loss on resale file</li> <li>5. Position of Lc &amp; BG file</li> <li>6. Loss on resale register</li> <li>7. Interest reversal file</li> <li>8. Export control register</li> <li>9. Contract wise file of export</li> <li>10. Cheque receiving register</li> <li>11. IT accts payment register</li> <li>12. Export accts payment register</li> <li>13. Import accts payment register</li> <li>14. Debtors files branchwise</li> <li>15. Monthly P&amp;L position of BOs</li> <li>16. Monthly trading acct HO</li> <li>17. Dr/Cr adv., JV, Inward TM File</li> <li>18. Bank receipt voucher</li> <li>19. JV file of IT/Exp/Imp Section.</li> <li>20. TDS file</li> <li>21. NTC -NM Correspondence file.</li> <li>22. NTC - SM Correspondence file.</li> <li>23. Delivery Order file.</li> <li>24. Hypothecation file.</li> <li>25. All Branches Correspondence file.</li> <li>26. MOU Correspondence file.</li> <li>27. MOU - Dues file</li> <li>28. MOU Dues (Sales Stat.) File</li> <li>29. NTC MOU Delivery Register</li> <li>30. Debit note File</li> <li>31. Godown Rent File</li> </ul>

		<p>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.</p>
	Export Accounts	<p>1. Contract Correspondence file  2. Contract Register  3. T.M. file  4. Branch Correspondence file  5. Circular file</p>
	Import Accounts	<p>1. Old Import Ledger  2. Old Import Reconciliation file  3. Schedule file  4. Circular file</p>
	Human Resource and Development /Administration Accounts	<p>1. HRD Sections Office Order files  2. Medical/LTD/TA Office Order files  3. Hospital approval rates files.  4. DA Circular files  5. ADM Account Office Order files.  6. TMC Accounts files.  7. TMC Salary files.  8. General Correspondence files etc.  9. JV files  10. Debit/Credit TM File  11. Remittance Register No. II  12. TDS Register, Cess Register, WCT Register  13. General correspondence file.  14. TDS Certificate Files.  15. DA File (Circulars)  16. JV &amp; TM File  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.</p>

		26. Expenditure Register.
	CPF Accounts	<ol style="list-style-type: none"> <li>1. Enquiry U/S 7A: initiated by RPFC</li> <li>2. Contract labour details in respect of 7-A enquiry</li> <li>3. CPF Rules file</li> <li>4. Appointment of Trustees</li> <li>5. Custodian Agreement of PF/ SA</li> <li>6. 3 PAN No. Cards of PF/Gratuity/SA</li> <li>7. Minutes Book PF /2 volumes Gty./SA 1 volumes each.</li> <li>8. PF Inspection note book</li> <li>9. Guard File 1 &amp; 2</li> <li>10. MPEB Bonds</li> <li>11. Grievance of Ex-employees in respect of PF/SA &amp; Gratuity.</li> <li>12. Demat Services with SHCIL</li> <li>13. PF/SA/Gratuity Trustees Meeting file.</li> <li>14. Outstanding Pension Claims</li> <li>15. Actuarial Valuation of Gratuity/ Leave encashment.</li> <li>16. Govt. Audit File.</li> <li>17. Variable contributions paid to CCI Ltd. SA fund.</li> <li>18. Computation estimated shortfall in cashflow of SA fund on account of VRS</li> <li>19. HBA (Head Office) correspondence file</li> <li>20. HBA (Branches) correspondence files.</li> <li>21. HBA Balance confirmation files.</li> <li>22. HBA Interest Certificate file</li> <li>23. HBA/ Add. HBA General Ledger.</li> <li>24. Monthly recovery schedule file.</li> <li>25. HBA Annual Accounts Statement files.</li> <li>26. CPF South Zone General Ledger.</li> <li>27. PF General Ledger</li> <li>28. HO PF ledger</li> <li>29. Central Zone PF ledger</li> <li>30. P.F. dues register</li> <li>31. Annual Account File.</li> <li>32. PF files</li> <li>33. Non Refundable Advances File</li> <li>34. EDLI Scheme (LIC) Files</li> <li>35. Form No. 4 &amp; 5 (PS) Files.</li> <li>36. Bank Vouchers</li> </ol>

		<ul style="list-style-type: none"> <li>37. Cash book</li> <li>38. Ledger</li> <li>39. Investment Register.</li> <li>40. Claim register.</li> <li>41. Stock Holding Bill files.</li> <li>42. Branch correspondence</li> <li>43. Pension claim files</li> <li>44. Annual Accounts file</li> <li>45. Income Tax returns file.</li> <li>46. Rules &amp; Circulars files</li> <li>47. Trustees meeting files.</li> <li>48. Monthly Schedules</li> <li>50. Transfer Memoes</li> <li>51. Investment's Register (PF &amp; Gty.)</li> <li>52. Cash Book Register (PF &amp; Gty.)</li> <li>53. Income Tax Return (PF &amp; Gty.)</li> <li>54. Investment's files (PF &amp; Gty.)</li> <li>55. Custodian payment bills (PF &amp; Gty.)</li> <li>56. PF Returns Files</li> <li>57. Final Accounts files (Gty.)</li> </ul>
	Insurance and Taxation Accounts	<ul style="list-style-type: none"> <li>1. Income Tax/Wealth Tax Assessments files and Tax Audit Files for each year.</li> <li>2. Correspondence with COD</li> <li>3. Appointment &amp; Payment of fees of Tax Auditor and Income Tax Consultants.</li> <li>4. Allotment of PAN/TAN No.</li> <li>5. Master file for Legal Opinion.</li> <li>6. Registration of Service Tax</li> <li>7. All Insurance Policies &amp; circular files.</li> <li>8. Fire Claims of Branches Files</li> <li>9. Quarterly review reports of fire claim and Sales Tax Assessments position of branches.</li> <li>10. Files relating to returns and assessments of Sales Tax, Work Contract Tax, NMMC (Cess) of HO</li> <li>11. Correspondence with Insurance Companies files</li> <li>12. Compliance Reports file</li> <li>13. Professional Tax payments file</li> <li>14. Sales Tax Returns file</li> <li>15. To maintain the Circular file of TXN Sections.</li> <li>16. Master file of TXN &amp; CPF Sections.</li> </ul>

**(5) SECRETARIAL SECTION**

1. Board meetings files
2. Minutes Register
3. Audit Committee agenda and minutes files
4. Annual General Meeting files
5. File related with Appointment of Directors
6. Files regarding Monthly Reports submitted to Ministry
7. Returns filed with Registrar of Companies
8. Share Transfer files
9. Correspondence with Standing Conference of Public Sector Enterprises
10. Coordination Committee files
11. House Building Advance Files of employee wise documentation
12. Rules/Circulars files of HBA
13. Correspondence regarding Housing Insurance for flat insurance
14. Register for HBA Loan sanction/payments made
15. LIC - Housing Loan Insurance correspondence file
16. Agenda and minutes file of Staff Benefit fund Committee
17. Rules and circulars of SBF
18. Files of SBWF - Rule-wise
19. Staff Benefit Fund Register
20. Monthly Report file
21. Quarterly Report file
22. Changes in Capital
23. Implementation of Official Language Hindi file
24. Outward/Inward Register
25. File related to Delegation of powers
26. File related to amendment in Memorandum & Articles of Association
27. Correspondence with Comptroller and Auditor General of India
28. Correspondence with Ministry/Department of Public Enterprises
29. Annual Report file

**(6) INTERNAL AUDIT SECTION**

- a. Head Office
  - i) Branchwise Internal Audit Report files
  - ii) Branchwise Visit Report Files
  - iii) Head Office Audit Report File
  - iv) Register to review timely receipt of Reports from the Branches
  - v) File relating to Review of Lint Recovery

- vi) Physical Verification Report file
- vii) Circular file
- viii) Government Audit's Report file
- ix) Hindi reports file
- x) Internal Audit Manual
- xi) Annual Branch Managers' Conference Minutes
- xii) Internal Audit Conference Minutes
- b. Branch Office
  - i) Internal Audit Report file.
  - ii) Visit Report file.
  - iii) Circular file.
  - iv) Internal Audit Manual
  - v) Annual Branch Managers' Conference Minutes
  - vi) Internal Audit Conference Minutes
  - vii) Working Notes Register

#### (7) LEGAL SECTION

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.

#### (8) ADMINISTRATION SECTION

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

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**

- i) IT Steering Committee for IT Strategy/policy of the Corporation alongwith various guidelines/ instructions issued relating to various operational aspect on purchases at branch level.
- ii) Files for procurement of at Head Office.
- iii) Files for procurement of at Branches.

**(11) ESTATE SECTION**

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 City and Industrial Development Corporation/Maharashtra State Electricity Board/Navi-Mumbai Municipal Corporation 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

**(12) LOGISTICS SECTION**

1. Copies of export contracts, L/Cs and shipping instructions as received through Export Promotion Section.
2. Permission of customs for house stuffing at Kalamboli and related correspondence.

3. Despatch Instructions issued to various branches for movement of bales from upcountry to Kalamboli, placed in respective contract files. Similarly, correspondence from buyers agents of various contracts, placed in respective contract files.
4. Copies of invoice documents prepared by Export Accounts division, for arranging shipments through CHA agents.
5. Copies of daily carting reports from CHA agents on the progress of shipments under various contract and outstanding Bill of Lading.
6. Copies of Bill of Ladings, Shipping bill, Custom certified invoice copy and SDF form etc in the respective contract files.

**(14) PURCHASE SECTION**

1. Purchase Strategy (marketing strategy) alongwith various guidelines/ instructions issued relating to various operational aspect on purchases at branch level.
2. Daily purchase agenda, P&S Committee minutes and correspondence regarding communication of P&S Committee decisions to branches including purchase ceilings.
3. Reviews of heap results and quality test reports done by various branches and their final results/reviews.
4. Weekly cotton seed reports from branches and related correspondence
5. Requirements from branches for packing material, lint bondries and tarpaulins etc, procurement of these items through tender process, opening of tenders, Committee negotiations, placing of orders and supplies etc.
6. Copies of Ginning and Pressing rates Finalisation Committee from branches and details about hiring of G&P factories.
7. Branch-wise general correspondence files including tour reports of visiting officers of branch.

**(15) SALES PROMOTION SECTION**

Category I

- Policy file regarding sales terms & conditions
- Buyer's file
- P&S committee agenda / minutes

- Check List for the decision of purchase and sales committee.
- Price Fixation Committee Meeting Minutes File.

#### Category II

- Trade Quotations
- Sale Quotes
- Long / Short Position

#### Category III

- Sale Register
- Sample register
- Complaint register

### **(16) EXPORT PROMOTION SECTION**

1. Export Tender / Offers
2. Liverpool Cotton Association
3. Test Reports
4. Cotlook
5. Circular & Office Order
6. Fieo File
7. Misc. File
8. Eica Market Rate
9. Kolkata Misc. Gen . File
10. Policy File
11. Minutes Of Export Committee
12. Exp. Sale Intimation To Secy. Section
13. Domestic Sale Rate (Sales Promotion Section)
14. Daily Purchase Agenda
15. Daily Sales Agenda
16. Export Committee Agenda
17. Material To Planning Section
18. Advertising File
19. Quotation File (Foreign Cotton)
20. Import Policy
21. Import Tender
22. Import Agenda
23. Import Minutes
24. Gen. Enquiry File
25. Misc. Correspondence Import
26. Daily E-Mail For Import Reports
27. Commercial Purchase

28. Import Price Idea
29. Export Enquiry
30. Material To Board Meeting
31. Quarterly Review Note To Be Sent To Mot
32. Long Short Daily Position
33. Daily Quotes
34. Export Price Idea
35. Samples Details (Exp)
36. ICAC File
37. Reply To Government Audit
38. Appointment Of Bangladesh Agents
39. Shipment Position
40. Audit Information
41. Refund Of Deposit Amount (Import)

### **(17) PLANNING/EXTENSION/STATISTICS**

#### **Category I**

- i) Replies to various Parliament Questions for past five years
- ii) Ministry & VIP references for past five years
- iii) Material for CACP for five years
- iv) CAB data in respect of area, production and yield alongwith Cotton Balance Sheet for last ten years.
- v) Country Statements for past five years.

#### **Category II**

- i) Guidelines for Front Line Demonstrations issued by the Ministry of Agriculture; as also by the Technical Evaluation Committee/Implementation Committee.
- ii) Front Line Demonstrations details by Branches & Other organisations.
- iii) Details regarding Contract Farming by various branches

#### **Category III**

- i) Data regarding daily lint prices announced by EICA for last ten years
- ii) Data regarding International Prices by Cotlook for last ten years
- iii) Data regarding average kapas prices for last ten years

**(18) VIGILANCE SECTION**

Records to be maintained in Vigilance Section:

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.

These registers should be maintained properly and should be kept and preserved safely.

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

