

HARYANA STATE WAREHOUSING CORPORATION

BAYS NO. 15-18, SECTOR-2, PANCHKULA-134113.

“CATEGORIES OF DOCUMENTS HELD IN THE CORPORATION”

MANUAL-VI

All the Divisions and their Sections in the Corporation maintain files, registers etc. relating to the work dealt by them. Copies of the Acts, Rules, Regulations etc. administered by the concerned Divisions/Sections are also maintained by them. Besides these records, the following documents are created or compiled by the respective Divisions:

S. No.	Division	Documents held	Contact person
1	Secretary Division	Documents relating to Board/EC Agenda and Minutes	SECRETARY
		Document related to Shareholders	
		Correspondence with National Commission for SC, ST, OBC & Minorities ,publicity, grievances employees/officials, House Allotment Computer/Conveyance Advance; House building Advances , EOWF Advance, Correspondence with State Govt. / other Warehousing Corporations.	
2	Finance Division	Budget Estimates	MANAGER (ACCOUNTS)
		Balance Sheet and Profit & Loss Account	
3	Personnel Division	Rosters of employees working in different cadres, Man-power. Annual Confidential Reports of Officers and employees. Direct Recruitments/ Promotions for all posts ,Documents regarding Compassionate Appointment , Personal File, Probation , Suspension/Revocation, Transfer/Promotion, Payment of Retirement Benefit (including death/resignation), Dak-Diary Register, Charge-sheet Issue Register, Suspension Register To get verification of employees/ officials recruited through HSSC/	MANAGER (PERSONNEL)

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		HPSC authorities	
4	Business Division	License of Warehouses and land papers.	MANAGER (BUSINESS)
5	EDP Division	Reports of Capacity Utilization, Procurement, commodity, depositor etc. regarding warehouses of the Corporation.	SENIOR SYSTEMS ANALYST
6	Legal Division	Court cases status.	MANAGER (LEGAL)
7	Technical & Storage Division	Documents related to Technical & Quality Control Procedure, scientific storage; Procurement, inventory of insecticides/ fumigants , crates etc.	MANAGER (STORAGE & TECHNICAL)
8	Engineering Division	<ul style="list-style-type: none">• Documents relating to Technical Estimates; NIT along with Tender Documents containing Contract Conditions• Documents relating to Appointment of Arbitrator' List of Arbitrator & Arbitration Engineers• Documents relating to PWD Specifications (Civil & Electrical);• Schedule of Rates; Analyses of Rates.• Documents relating to Layout Plan;• Architectural & Structural drawings of Warehouses, Ancillary Buildings etc.	EXECUTIVE ENGINEER

The Corporation maintains Central Record Cell to hold the recorded files sent by different Divisions/Sections for future references. The files are retained in the Central Record Cell till the clearance is obtained from the respective Divisions/Sections for their disposal.