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UTTAR PRADESH STATE ELECTRICITY BOARD
SHAKTI BHAWAN, 14-ASHOK MARG
LUCKNOW

No. 1786 E/SEB-194 D/1965

Dated March 18, 1969

OFFICE MEMORANDUM

No weeding of records has been undertaken in the Headquarters Office of the Board so far due to which there has been huge accumulation of records. With a view to ensuring smooth working it has become necessary that unnecessary records are weeded out as early as possible. According to the Secretariat Pattern files for the purpose of weeding have been classified in five classes i.e. cases to be weeded out after one year, five years, ten years, twenty years and to be retained permanently. Accordingly enclosed list has been prepared indicating the types of cases to be categorised under each category. The list is illustrative but not exhaustive. In this connection, it may be stated that the files regarding policy matters will be retained permanently and that the personal files will be retained for five years after the retirement of the officer/official. The cases where doubt arises the Sections may submit files to the officer concerned of the Section before actually weeding the files.

2. The work of weeding will be looked after by Sri H.P. Nigam, Assistant Superintendent, An assistant will be entrusted with this work exclusively till the old accumulation is cleared. Thereafter, it will be the duty of the Assistants concerned to do the recording and weeding.

S. P. BHATTNAGAR
MEMBER SECRETARY

No. 1786 E(1)/SEB-194D/1965

Copy together with a list forwarded to all Sections.
Copy for circulation to all officers of the Board.

By order,

Sd/ H. B. TEWARI
ASSISTANT SECRETARY

True Copy

3/18/69

22/3/85

Class I (To be retained for one year)

1. Theft and loss of Board's property.
2. Weight and Measures.
3. Quarterly reports regarding Indian Journal of Adm.
4. Promotion for Hindi-Progress reports etc.
5. Operating results of Power Houses.
6. Power in U.P. & other publications of the Board.
7. Advertisement and payment of charges thereof.
8. References regarding sanction of journeys outside the state.
9. Electrification of localities.
10. Foreign Exchange
11. Supply and consumption of coal.
12. Requirement of steel.
13. Breakdowns in supply of electricity.
14. Preparation of district and Block Plans regarding rural electrification and energisation of tube-wells and pumping sets.
15. Electrical accidents.
16. Statistics regarding power houses, transmission lines and distribution and generation and sale of electricity.
17. Procurement of stationery from Superintendent, Printing & Stationary and authorising local purchases for subordinate offices.
18. Power connections (Routine)
19. Complaints against officials.
20. Load Survey Report.

(4)

Class II (To be retained for five years)

1. Investigation of arrear claims
2. Civil Defence measures.
3. Management and furnishing of field Hostels and Inspection Houses.
4. Opening of Fair Price Shops and Canteens.
5. Conference of Chairman, State Ministers for I&P etc.
6. Training in Fire Services course.
7. Introduction of mechanical billing system.
8. Giving advantage of price preference to Industries in UP.
9. Training abroad and Financial assistance.
10. Cash awards for meritorious work.
11. Appointment of Board of Consultations for power projects.
12. Payment of Demurrage.
13. Permission to draw water from Power Channels for Irrigation purposes.
14. Floating of Timber in Power Channels.
15. Advertisement facilities on Electric Poles etc.
16. References regarding hiring of Board's building etc.
17. Workers' Education Scheme.
18. Payment of Bonus.
19. Setting up of Joint Management Councils.
20. Employees State Insurance Scheme.
21. Audit of Headquarters office Accounts.
22. Purchase of stationery, furniture, etc. for the Headquarters office.
23. Annual Administration Report.
24. Suits and threatened suits relating to Hydel employees.
25. Representations from Unions and Associates.
26. Procurement of equipments.
27. Representations from suppliers regarding non-payment of their dues.
28. Payment of Income tax, Customs Duty and its procedure.
29. Sanctions of typewriters duplicators and other machine.
30. Purchase of vehicles and their Insurance and Registrations.
31. Telephones connections.
32. Supervision of revenue collections.
33. Power connections.
34. Audit and Accounts of licensees.
35. References regarding Electricity Duty.
36. Agreement with consumers and their requests for abolition of line rental.
37. Taking of building on rent.

(6)

Class IV (To be retained for 20 years)

1. Octroi Duty
2. Setting of Board's Work-shops, Timber Treatment
3. Employee Provident Fund Scheme
4. Arrangement of Railway Sidings.
5. Investigation and publication of new ~~Government~~ Scheme.
6. Letter of Credit / Authority.
7. Bank and Insurance Guarantees and Government Guarantees in cases of suppliers.
8. Construction of buildings- sanction thereto.

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Class V (To be retained permanently)

1. Purchase of buildings and other property etc.
2. Terms and conditions of service of staff taken over Undertakings.
3. Regulations under Section 79 of the Electricity supply Act.
4. Service Associations and Unions recognition.
5. Project Reports.
6. Land Acquisition.
7. Delegation of Powers.
8. Registration of Power Houses under the Factories Act.
9. Taking over of undertakings, valuation etc.

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