

## **FUNCTION OF RECORD GROUP**

Record is a branch of Administration group headed by a Branch Officer and five AAOs of five sections. Record group has been entrusted to such types of works that are different from the primary work of the office. Record group provides all types of logistic support to other sections of office for performing their duties.

### **RECORD COMPUTER CELL**

1. Receipt of Daily Post- CAG letter to Secy to PAG, Govt of India/State, Speed post/ Registered post/ ordinary post, Town Dak -
2. Various stages of Receiving, Marking, Sorting, Computerised Docketing, Checking and Transmission along with printed acknowledgement sheet, letter for more than one section, mis-sent letters
3. Receipt of valuables and their disposal:-Entered in the computer database - marked the section, and take of a section wise printout – along with credit note send to concerned section for accounting- Pension Contribution (state Govt employee)- Pension II /Our department – PAO/Comp, EMD- PAO/Comp etc.- after entry sent to RBI/SBI- Scroll for our dept Account to PAO, State govt – TF A/cs

VR thoroughly reviewed by the Asstt. Accounts Officer, R.C.C at the end of every week with a view to watch the disposal of valuables and also to bring to the notice of the concern sections. A notice should be issued to the sections in respect of outstanding Valuables every fortnightly.

The monthly report of VR to Accounts Officer, Record on the 1<sup>st</sup> of each month - monthly physical verification VR the designated Accounts Officer (as nominated by Sr.D.A.G(Admn))

4. Legal notices, RTI Cases & Court attachment orders to DAG(Admn) sect
5. Unofficial Correspondence- file received for opinion of PAG for head opening/any other matters.
6. Despatch of letters/Service books/Pension authority/ GPF authority etc. through Speed Post/ Parcel etc. or by special messengers and HBA quires by ordinary post.
7. Enquiry in respect of receipt and dispatch details

## RECORD III

### Old Record Management

1. Transmission of Records to Record Rooms- filled up format mentioning preservation period
2. Index of Old Records- to be done by concerned section
3. Receipt of Records- Recorded in the permanent register
4. Binding of Records
5. Labelling - Treasury, head and month wise
6. Arrangement of Records – placing of records in racks chronologically
7. Issue of Records to Sections : against requisition in specific format
8. Return of Records issued – generally within 10 days
9. Weeding and Destruction of Old Records with the approval of PAG - That date of destruction of each file, record or register has been prominently labeled on the documents themselves
10. Sales of Waste Papers through Waste Paper Contractors- Every month two officers are nominated by the Sr.D.A.G (Admn) for supervising the sale of waste papers along with the Asstt. Accounts Officer of Record-III section.

### Printing:

1. Printing of Books, manual, publications and reports through G I Press
2. Printing of standard and special forms and registers through Govt Form Stores- indent to be placed before November
3. Report of obsolete forms by the concerned sections
4. Printing at Private Presses with the approval of PAG

### CARETAKING ESTT

1. Housekeeping (moping and dusting) of whole office premises
2. Security arrangement throughout the day of whole office premises
3. Approval from HQ for outsourcing during Dec-Jan- 8000 to 10000 sq ft/person for moping

1. Purchase of all electronic items :- AC machines, Public Address System, Water Purifiers, Photocopiers, Duplicator, CCTV, Telephone EPABX, Telephone accessories, Pedestal Fans
2. Maintenance of all assets.
3. Hanging of Khas Khas.
4. Disaster Management. - *Fire fighting arrangement - Do and Don't - Fire mock drill*
5. Purchase of Furniture and fixture
6. Repairing of Furniture
7. Maintaining inventory/dead stock register(GFR 40-, Sl. No., Date of procurement, particular of asset, particular of supplier, bill no., cost of assets, location of assets, remarks)
8. Physical verification of assets once in a year.
9. Disposal of unserviceable (obsolete/surplus) items – declared as unserviceable/obsolete surplus - Reserve price (Book value or 5% of market price) - obtaining bids through advertised tender / auction).
10. Fitting of coir mattress.
11. Shifting of sections and arrangement of examinations.
12. Reply of welfare inspection report
13. Purchase and issue of stationary articles and soft luggage:
  - i) CAG/DAI- 10,000,
  - ii) ADAI/DG/PAG Rs. 8000/-,
  - iii) AG/PD- Rs. 6500/-,
  - iv) Sr DAG/ Director 5000,
  - v) DAG/Dy Director/Sr AO/AO/AAO/Sr PS/PS/Supervisor/Hindi Officer - 4000/-,
  - vi) Assistant/Steno/PAs 3500
14. Hiring of inspection vehicles:- 1 car for 1-2 GOs, 2 cars for 3-4 GOs and 3 cars for 5-6 GOs upto 2500 km
15. Payment of various telephone bills
16. Reimbursement of Telephone bills for GOs and HOD:-
  - i) DAG/Dy Director- 1200,
  - ii) Sr DAG/Director – 2250,
  - iii) AG/PD 2700,
  - iv) ADAI/DG/PAG- 3000,
  - v) CAG/DAI 4200.
  - vi) No reimbursement during training/leave more than one month
  - a) Normally SIM card is provided for official visit/meeting/conferences/workshops etc. if not provided CAG/DAI 2000 per day and other 1000 per day.
  - b) No mobile phone facility for training at abroad.
17. Hindi Report/Late attendance report/CAG outstanding complaint cases
18. Nomination for participant of EDP and non EDP Training
19. Refilling of fire extinguishers -
20. Purchase and issue of consumables, electrical items
21. Purchase of National Flag
22. Transfer posting within Record group

23. Liveries (stitching charges)/ Dress allowance
24. New/surrender of telephone connections
25. Refund of EMD
26. Preparation of Bill: Sanction Extract – Advance/Bill- Vouchers – paid and cancelled / passed for payment, Adjustment bill
27. Preparation of Budget. Heads operated by Record group:-
  - a) Office Expenses:
    - i) LPS ii) Telephone & Trunk call charges iii) Service postage & telegram charges
    - iv) Special Contingencies
    - v) OE&M (Liveries, Purchase and repair of furniture, Purchase of English books, Purchase & repair of Water cooler, Staff car, Inspection Vehicle)
  - b) Rent, Rates & Taxes
  - c) Publication
  - d) Professional Service- Security and Housekeeping
28. Control of Budget within Record group
29. Printing of circulars, office orders etc.
30. Reimbursement of Newspaper supplied to residence: CAG/DAI- as per actual, ADAI/DG/PAG Rs. 1100/-, AG/PD- Rs. 850/-, Sr DAG/DAG/Director/Dy Director/Sr AO/AO/AAO/Sr PS/PS/Supervisor/Hindi Officer/Welfare Asst -500/-
31. Purchase of Local Purchase of Stationary
32. Purchase of English Books, Periodicals, Rule Books.
33. Functioning as Estate Office ( maintenance of office building as well as residential)
34. Liaison work with CPWD Civil and Electrical for original/minor/renovation/repairing work
 

Original work: New construction, site preparation, special repair including remodelling

Minor work: add capital value to existing assets but do not create new assets.

Repair/renovation: works undertaken to maintain the existing work
35. Obtaining PE – Vetting of PE- Seeking of fund through estate office – release of fund by HQ – transfer of fund to CPWD – floating of tender – completion of work – collection of UC – BEMS clearance

#### PROCUREMENT:-

- a) Upto 25,000 the person competent to procure under furnishing a certificate
- b) 25,000 to 2,50,000 after market survey by duly formed LPC and furnishing a certificate

Advertised Tender(161): Procurement value 25 lakh and above

Limited Tender(162) : Procurement value upto 25 lakh – participant not less than 3

Single Tender (166) : Single Manufacturer/standardization of machinery ( for which Proprietary Article Certificate is to be produced)/ emergency situation.

Two Bid System

Bid security/EMD ; to safeguard bidder's withdrawing or altering bid- exemption Micro and Small Entp (MSE) defined by dept of Micro, Small & Medium (MSME) or registered with Central Purchase Organisation of the Ministry or Department - Mi2-5%, remain valid 45 days beyond final bid validity period. Refunded to unsuccessful bidder on or before 30 days of awarding the contract

Performance Security: to ensure due performance of the contract - 5-10% (bank draft/bank guarantee) remain valid for 60 days beyond contractual obligation.

Essential matters to be considered for modular furniture:-

Prequalification:

- i) EMD
- ii) Credential of the bidder a) experience of installation b) annual turnover c) GST,PAN, EPFO,ESI etc d) having branch office or dealer in that area f) Bank solvency
- iii) Certificate:-
  - ISO 9001:2015 – quality system in design, manufacturing and services of all products,
  - ISO 14001:2015 – environment friendly manufacturing process of all items
  - OHSAS 18001:2017- Occupational Health & Safety certification for all manufacturing and service locations
  - ISO 50001:2011 – Energy Management System
  - BIFMA – all testing standards should be derived Business and International Furniture Manufactures' Association

Technical Bid :

- i) Either manufacturer or letter of manufacturer regarding installation modular furniture
- ii) Work completion certificate
- iii) Ongoing work certificate
- iv) Declaration for supply according to specification
- v) Technical representation

Financial Bid:

- i) Rate should be inclusive of all taxes, conveyance, essential accessories, fitting charges etc..
- ii) Rate should be valid till completion of the supply order / process
- iii) In case of buy back, effective cost to be considered

Other terms and conditions:

- i) Security deposit for successful vendor
- ii) Completion of work without hampering the official routine work
- iii) No compensation for any kind of loss

- iv) Site visit by the vendor if necessary
- v) Validity of offer till completion of the work
- vi) Time bound completion period
- vii) Warranty support and after sale service

Essential matters to be considered for NIT of Outsourcing:-

1. Company Registration
2. Labour Licence for providing manpower
3. GST & PAN
4. ESI Registration (3.25% + .75%)
5. EPF Registration (13% + 12%)
6. Licence under Private Security Regulation Act (PSRA) 2005 issued by Home Ministry
7. Audited Balance sheet and P/L Account
8. Relevant work orders
9. Work completion certificate
10. Bonus minimum Rs. 7000 when min wages less than Rs 7000. For min wages above 7000, 8.33% of min wages per month.
11. Min wages – Central Govt or State Govt whichever is higher.
12. Weekly one day off for 8 hours.
13. For duty during national holiday – double pay
14. Police clearance for the staff to be deployed

Tender through Central Public Procurement Portal for publishing/ procurement

Details of the work, Tender type, money value