

**INDRAPRASTHA POWER GENERATION COMPANY LIMITED**

**&**

**PRAGATI POWER CORPORATION LIMITED**

**(GOVT. OF NCT OF DELHI UNDERTAKINGS)**

**Himadri, Rajghat Power House Office Complex, New Delhi-110 002**

**Manual 6**

**A statement of the categories of documents that are held by it for under its control**

**[Section 4(1)(b)(vi)]**

<b>S.No.</b>	<b>Nature of Record</b>	<b>Details of information available</b>	<b>Unit/section where available</b>	<b>Retention period, where available</b>
1.	Personal Files/ Salary and wages/ Income tax calculation	Personal details of all the employees, salary and wage processing of all the employees, calculation of income taxes.	Billing	Personal files to be retained, 35 years after retirement
2.	Transfer /Promotion Files	Papers related to promotion and transfer of Employees	Admin/Personnel	
3.	O&M Files	Files relating to Organization & Method activities	Admin	
4.	Disciplinary Cases Files	Files on disciplinary cases	Disciplinary Cell	
5.	Vigilance cases Files	Files pertaining to vigilance cases	Vigilance Cell	
6.	Annual Confidential Reports	Files on Confidential Reports	CR Cell	
7.	Recruitment Files	Details of Recruitment made	Admin/Personnel	
8.	Estt. Budget Files and General matters	Budget estimates/Revised estimates Benefits like Conveyance, Mobile, etc provided to employees	Budget/General Cell	
9.	Employee Welfare Files	Children education, Group Insurance, Provident Fund, Pension, Gratuity, ESI, Death relief, Workers education, Best employee awards, Farewells	LW & Pension Cell	
10.	Advertisement File	Details of Advertisent related matters like cost, matter,etc.	PRO	
11.	Sports activities files	Sports related information	PRO	
12.	Training files	Training related information	Training Deptt.	
13.	Finance related files	Information on financials	Finance Deptt.	
14.	Technical files	Information and papers of technical aspects	Technical Deptt.	
15.	Stores, Materials and Contract Files	Matters pertaining to purchase and contract	S&M Cell	