

## Manual-6

### **STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD IT OR UNDER CONTROL**

(लोक प्राधिकारी के पास या उनके नियंत्रण में उपलब्ध दस्तावेजों का कैटेगरीज के अनुसार विवरण)

Company Secretary:	Memorandum & Articles of Association. Statutory Register under the Companies Act 1956. Statutory Registers under other applicable Acts and Rules & Regulation. Annual Reports, Annual Returns, Returns & Forms filed with the registrar of companies etc. Power Sector Transfer scheme, 2000. Notices and Minutes Book of General Meetings of the share holder etc.
CAO(FM-W&M):	Documents related to Budget, Ways & Means, Accounts, Tax, CPC.
CAO(Control):	Documents related to EA, Cash, Pension, Rules matters.
CAO(IA):	Documents related to Internal Audi Revenue Audit, Expenditure Audit, Technical Audit, Physical Verification of Stores, A.G. Audit Paras.
AO(Estt.Cont.):	Documents related to establishment of Jr. Accountants, Accountants, Stock Verifiers/ASV/ASS cadre.
Sr.AO(Billing):	Revenue Realization, Revenue Recovery matters.
CPO:	Documents related to establishment matters of Ministerial and Technical Cadre, manpower planning, labour litigation, IR matter, labour welfare and compensation matters.
PO(Estt.):	Documents related to Establishment matters of Engineering Cadre and Accounts Cadre (AAO-I & Above) & I.A. Cadre matters.
DDP(Enquiry):	Documents related to Enquiry matters at HQ.
DS(ACRS):	Documents related to APARS matters.
DS(Pension)	Documents related to pension matters.
DS(GAD):	Documents related to Vehicle Pool, CUG SIMs, Meetings, LAO matters.
AS(Rectt.)	Documents related to preferential appointments/recruitments matters.
AS(RTI):	Documents related to RTI matters at Headquarter.
ASP Vigilance:-	Documents related to Vigilance Wing of the Discom.
S.E.(Comml.):	Documents related to Terms & Conditions of Supply of Electricity, HT Connections, Commercial Circulars matters.
XEN (Griev.):	Documents related to redressal of public grievances at corporate level Rajasthan Sampark, Sugamsamadhan Portal, lokayukht, HRC matters.
S.E.(Legal) :	Documents related to empanelment of advocates, appointment of Officer In-charge, filing of court cases, decisions matters.
S.E.(RA) :	Documents related to RERC/CERC matters, franchises matters.
SE(MM-I Proc.):	Documents related to procurement of material of his jurisdiction matter
S.E.(MM-II)	Documents related to procurement of material of his jurisdiction matter.
S.E.(I&S):	Documents related to store inventory management, auction of scrap material, repair of equipment within the guarantee period matters.
S.E.(Plan & Mont.)	Documents related to Plan & Monitoring matters.
S.E.(RE):	Documents related to RE matters.
S.E.(TW)	Documents related to TW matters.
S.E.(QC&S-I)	Documents related to QC & Safety-I) matters.
S.E.(QC&S-II)	Documents related to QC & Safety-II) matters
S.E.(Training)	Documents related to Training matter.
S.E.(IT):	Documents related to I.T. matters.
S.E.(M&P):	Documents related to his jurisdiction of M&P matters.
S.E.(Civil):	Documents related to his jurisdiction of Civil matters.
ZCE(O&M):	Documents related to his jurisdiction matters.
SE(O&M):	Documents related to his jurisdiction matters.
AEN(O&M):	Documents related to his jurisdiction matters.