

Manual 6

**A statement of the categories of documents that are held by it for
under its control
[Section 4(I)(b)(VI)]**

S. No.	Nature of Record	Details of information available	Unit/ section where available	Retention period, where available
1.	Establishment Check Registers	Details of salaries and allowances paid to staff from time to time	C.B.S. Section	30 years.
2.	Form 16 & 24 of Income Tax Act.	T.D.S. on salaries and other payment	---Do---	4 years.
3.	Pension payment files & registers, scrolls submitted by State Bank of India.	Payment of Pension paid to retired employees and family members of the deceased employees.	Pension section (PPO wise index*)	Upto 5 years of ceasing of Pension sanctioned
4.	Records of advances to employees	Details of advances granted and recovered	Accounts Section	10 years
5.	Security Deposit register	Details of earnest money & Security Deposit	Accounts Section	10 years
6.	Monthly / Yearly accounts of N.D.M.C.	Headwise details regarding monthly / yearly Accounts.	Compilation Section	10 years
7.	Cash books	Receipt and Payment	Cash Section	10 years
8.	Records regarding Fund Investment policy and registers containing such investments.	Details of investments made from time to time	Investment Branch	10 years
9.	Work registers	Record of payments made to the contactors against their bills for supplies made/works executed.	Various divisions of NDMC as well as Accounts Branch	10 years
10.	Grant of GPF Advance	Records related to GPF Advances	Fund Branch	3 years

SION BRANCH)

In respect of the employees retired / cases settled upto April'2006.

S.NO.	SUPERVISOR NO.	PPO NO.
1.	Supervisor No. 04	S, SE, RS(E)SR, CSR, DP(S), EX-CPF
2.	Supervisor No. 05	DP-(C)R, OP, G, DP R(C)RE.
3.	Supervisor No. 10	01(C)R onwards
4.	Supervisor No. 09	01 to 650
5.	Supervisor No. 06	651 to 1300
6.	Supervisor No. 08	1301 to 1950
7.	Supervisor No. 01	1951 to 2600
8.	Supervisor No. 07	2601 to 3250
9.	Supervisor No. 02	3251 to 3900
10.	Supervisor No. 03	3901 to 4550
11.	Supervisor No. 11	4551 to 5200

In respect of employees retired around May'2006 / cases settled after May'2006.

S.NO.	SUPERVISOR NO.	ESTABLISHMENT WHERE LAST WORKING
1.	Supervisor No. 04	HE-I
2.	Supervisor No. 05	HE-II
3.	Supervisor No. 10	HE-III
4.	Supervisor No. 09	CE-II
5.	Supervisor No. 06	EDN.-I
6.	Supervisor No. 08	CE-I
7.	Supervisor No. 01	SECRETARY
8.	Supervisor No. 07	EDN.-II
9.	Supervisor No. 02	ELECT-I
10.	Supervisor No. 03	ELECT-II
11.	Supervisor No. 11	A & H