

Manual 6

A statement of the categories of documents that are held by it or under its control [Section 4(1)(b)(vi)]

A statement of the categories of documents held

S. No.	Nature of record	Details of information available	Unit/section where available	Retention period, where available
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1. Engineering Division :-

1.1	Files and documents relating to Capital Expenditure incurred by Discoms	Details of Capital Expenditure incurred and proposed to be incurred project-wise with detailed cost estimates, cost benefit analysis etc.	Engg. Division	Ten Years
1.2	Repair & maintenance expenses related files	Licensee-wise statements of Quarterly Expenses incurred alongwith list of material issued during the quarter	Engg. Division	Ten Years
1.3	File relating to DERC Regulations on Technical Matters	Supply Code & Performance Standards Draft Regulations, public comments, comments of Licensees	Engg. Division	Permanent
1.4	File on Grid Code	Draft Code for Notification	Engg. Division	Permanent
1.5	Scheme on ABT	Draft scheme submitted by DTL – comments of stakeholders	Engg. Division	Permanent
1.6	Incentive/ Disincentive Scheme on availability of Power	Draft Scheme comments of the stakeholders, final Scheme, fortnightly data outages	Engg. Division	Permanent
1.7	Monitoring performance of Capacitors	Plan of Licensees for installation of Capacitors, Monthly Reports of	Engg. Division	Ten Years

		performance		
1.8	Files relating to Meters	Meter specs	Engg. Division	Ten Years
1.9	Testing of Meters	Reports of testing of Meters	Engg. Division	Ten Years
1.10	Meter testing by DERC in association with CPRI	Correspondence with CPRI; applications received for testing of Meters	Engg. Division	Ten Years

2. IT Division :-

2.1	Appointment of Consultant for Regulatory Information Management System (RIMS)	Selection process for the appointment for RIMS related to Application Development & other RIMS procurement, communication record with the licensees, payments regarding RIMS, RIM Monitoring	IT Division	Ten Years
2.2	ISDN Connection	Proposal related to connectivity for the internet DSL bills payments etc.	IT Division	Ten Years
2.3	Purchase of Software	Software Purchase record	IT Division	Ten Years
2.4	Preparation of Webstie for DERC	Website hosting DNS payments & other web site related activities	IT Division	Ten Years
2.5	LCD Projector (Sharp)	LCD projector related activities AMC payments	IT Division	Ten Years
2.6	Purchase of Computer (Grant from Power Finance Corporation included)	Purchase activities related to the computers	IT Division	Ten Years

2.7	Purchase of UPS	UPS purchase record	IT Division	Ten Years
2.8	AMC for Computer System	Computers & its other peripherals AMC, payments of computer AMC	IT Division	Ten Years
2.9	AMC of UPS	Activities relating to the UPS AMC payment & maintenance	IT Division	Ten Years
2.10	Purchase of Public Address System	Purchase & other activities of PA System	IT Division	Ten Years
2.11	Networking	Local Area Network (LAN) Installation & other LAN records	IT Division	Ten Years
2.12	Reorder level for Computer Consumable	Computer Consumable Items Purchase	IT Division	Ten Years
2.13	IT Stock Register-I	Stock Maintenance	IT Division	Permanent
2.14	IT Stock Register-II			
2.15	IT Stock Register-III			

3. Law Division :-

3.1	Regulations of the Commission	Copy of the Regulations passed by the Commission	Law Division/ Secretary Office	Permanent
3.2	Petitions filed before the Commission	Pleadings and Orders passed by Commission	Law Division/ Bench Officer	Ten Years
3.3	Court cases filed before Supreme Court/High	Pleadings and Orders of the case	Law Division	Ten Years

	Court/ Appellate Tribunal of Electricity & other Courts			
3.4	Licenses	Copy of Distribution License & Transmission License issued by the Commission	Law Div./ Secretary Office	Permanent

4. *Pay & Accounts Division :-

4.1	Voucher: Payments/ Receipts etc.	These vouchers contain the details of payments made by the Commission and the details related to the receipts of the Commission during a particular year.	Accounts Division	3 years, or one year after completion of audit, whichever is less except those fall under the limitations fixed by Law.
4.2	Cash Book/ Ledger	Contains the details of all accounting transactions related to payments & receipts that has taken place in the Commission.	-do-	10 Years
4.3	File related to Budget Estimates/ Revised Estimates for a particular year	Contains the details of Budget Estimates and Revised Estimates of the Commission for a particular year.	-do-	3 Years
4.4	Pay Bill Register	Contains the detail of Salaries, arrear etc. paid to the employee	-do-	35 Years

		of the Commission		
4.5	Acquittance Roll	Contains the details of the payments/ disbursements made to the employees of the Commission	-do-	3 years, or one year after completion of audit, whichever is less.
4.6	Bill Register	Contains the details of the bills/vouchers prepared in the Accounts Section for processing the sanctions received from the Admin. Division.	-do-	5 years.
4.7	Record such as files, registers etc. on the matters related to TDS of contractors /employees and filing of various Returns as per IT Act.	Contains the details related to calculation of Income Tax, deduction and remittance thereof etc. It also contains the office copies of the various Returns filed with the IT Authorities as per Income Tax Act.	-do-	Not Available.
4.8	Files related to Grant-in-Aid provided by the Delhi Govt. to the Commission	This file is of important nature as this contains the details/papers etc. related to Grants released to DERC during a particular year.	-do-	-do-
4.9	File pertaining to Annual Accounts and Files	This file contains all the information/papers related to the preparation of Annual Statements of Account of the particular years. The file related	-do-	Not Available

	related to Audit of Annual Accounts of the Commission conducted by the AG (Audit) Delhi.	to Audit of Annual Account contains the matter related to the audit half margins/paras etc. and also Audit Report, Audit Certificate issued by the O/o AG (Audit) Delhi in the particular year.		
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* **Note :- The retention period is as given in the G.F.R.**

5. Personnel & Administration Division :-

5.1	File relating to creation of posts in the Commission	The information available in the file relates to creation of various categories of posts in the Commission	Personnel & Admn. Division	Permanent retention
5.2	File on HR Regulations	The information in the file relates to drafting and finalization of HR Regulations and HR policies	-do-	Permanent retention
5.3	Files related to various policy issues on personnel matters	The files relate to grant of Provident Fund benefit to contractual employees, Retirement/Insurance benefit to regular employees, absorption of deputationists, housing facility etc.	-do-	Permanent retention
5.4	Recruitment of officers/staff	Information about selection process undertaken for filling up of various posts in the Commission	-do-	Upto 10 years
5.5	Personal files of the officers/staff	The files contain details of service history of employees	-do-	Upto 10 years
5.6	Service Books of regular appointees	The books contain brief details of service particular of employees	-do-	Upto 10 years

5.7	Files on purchase of various items for use in the Commission and their maintenance	The files contain details of various purchases made in the Commission and also the record of their maintenance through Annual Maintenance Contract with concerned vendors	-do-	Upto 10 years
5.8	Files on miscellaneous references	The files contain details of various references received from various organizations and the replies given on the raised issues	-do-	Upto 10 years
5.9	Files related to various services availed by the Commission	The files contain details of settlement of bill pertaining to various services such as electricity, water, speed post, telephones, internet, newspaper, security agency, cable connection, printing jobs, tea vending machine, etc.	-do-	Upto 10 years
5.10	Files related to various personal claims	The files contain details of various personal claims preferred by the employees such as telephone reimbursement, newspaper reimbursement, LTC, OTA, TA/DA etc.	-do-	Upto 10 years
5.11	Files related to building maintenance and repair etc. and outsourcing of other services	The files contain details of various repair/maintenance jobs carried out in the office building from time to time. Some other files contain details of various outsourcing services availed by the Commission	-do-	Upto 10 years
5.12	Files related to publication/printing/advertising	The files contain details of various printing/publication jobs and also settlement of bills of advertising etc.	-do-	Upto 10 years

	etc.			
5.13	Files related to various service matters	The files related to leave sanction, leave salary/pension contribution, ACRs, release of increments, training etc.	-do-	Upto 10 years

6. Secretary Office :-

6.1	Consumer complaints relating to BSES Rajdhani Power Ltd.	Complaints, forwarding letters to CGRFs/ Licensees, response of Licensees	Assistant Secretary office	Ten Years
6.2	Applications under Delhi Right to Information Act (DRIA), 2001	Application made by the applicant, processing thereof and reply	-do-	Ten Years
6.3	Appeals under DRIA	Written reply to the appeal, personal appearance before the PGC, compliance of PGC orders	-do-	Ten Years
6.4	Files relating to Forum of Indian Regulators (FOIR)	All correspondence to the FOIR secretariat, payment of subscription etc.	-do-	Ten Years
6.5	Files relating to setting up of Consumer Grievances Redressal Forums (CGRFs) and the institution of Electricity Ombudsman	Notification of the positions of Electricity Ombudsman and Members of CGRFs in newspapers inviting applications, tabulated synopsis of the applicants, screening/selection details	-do-	Ten Years
6.6	Files relating	Details relating to the	-do-	Ten Years

	to recruitment of staff for the office of Electricity Ombudsman and CGRFs	applications made by the candidates, screening of applications, selection of candidates		
6.7	Files relating to monthly status report of CGRFs and institution of Electricity Ombudsman	Monthly status report received from each of the CGRFs including Electricity Ombudsman, analysis thereof, record notes of discussions held in the meetings with the Electricity Ombudsman and CGRFs periodically, directions issued to the CGRFs and the Licensees etc.	-do-	Ten Years
6.8	File relating to budget of the office of Electricity Ombudsman	Estimates received from CGRFs and the office of Electricity Ombudsman, critical analysis of the estimates, evolving basis for apportioning the share among the Licensees seeking contributions from the Licensees and forwarding the same to the Ombudsman	-do-	Permanent

7. Tariff Division :-

7.1	Files related to ARR & review petition filed by the licensees	Year wise ARR petition, supplementary information, and review petitions filed by the licensees	Tariff	Permanent
7.2	Responses to ARR petition by various stakeholders	Year wise responses on petitions filed by the licensees from various stakeholder, observations by the petitioners etc.	Tariff	Ten Years
7.3	Appointment	Bids from various consulting	Tariff	Ten Years

	of consultants for assisting the Commission in various tariff related issues	agency, their technical & financial analysis & award of contract		
7.4	Correspondence with various stakeholders on tariff related issues	Complaints, clarification on tariff order & other related issues etc. received from various stakeholders, observations from the licensees obtained by the commission and Commission's views etc.	Tariff	Ten Years
7.5	Miscellaneous files	Handling of various tariff related issues, compliance of directives issued vide various tariff orders	Tariff	Ten Years
7.6	Correspondence with other Electricity Regulatory Commissions & State Govts.	Information provided to other Regulatory Commissions and State Govt. as sought by them from time to time	Tariff	Ten Years

