

REGISTERED

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MUZAFFAR NAGAR

26.09.2017

Ms Manjula Prasher  
Honble Information Commissioner,  
Central Information Commission  
August Kranti Bhawan, NEW DELHI

Madam

Kindly refer to letter No CIC/NSI KP/2017/186334  
MP dated 15.09.2017 of Deputy Registrar, Central Information  
Commission, New Delhi regarding My RTI application  
dated 15.12.2015. In this regard I will like to request  
to consider following points before taking any final decision:

(1) Regarding Geachuty - Shri Rakesh Shukla, Senior  
Administrative officer and Shri Kameshwar Mohan, Director,  
National Sugar Institute, Kanpur in their letters have said  
that my service at N.S.I., Kanpur is not established in  
absence of documents. I had requested both of them to  
have a look at "Rehabilitation Committee Report" of 1966  
(Under the chairmanship of Shri S.N. Gunde Rao, the then  
Director of the Institute). Both the officers have not given  
any consideration to this issue. This report is a permanent  
record and should be available in Institute library.

I had also requested Honble Information Commis-  
sioner in my second appeal dated 01.01.2016 to direct  
Shri Kameshwar Mohan to furnish a copy of the report to me.  
This report will go a long way to prove that I was in

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Sri D. S. Singh  
31/9/17



~~the service of the Institute I am again request you to direct the Director, NSI Kanpur to make available a copy of the report to me before any decision is taken on this issue.~~

2) Regarding Provident Fund: In my first appeal dated 12.02.2016 I had sent complete details of my contributions in GPF/CPF account from October 1960 to July 1968 amounting to Rs 2388/-. As the precise position of the account is not available with me, I had requested the Director NSI Kanpur to inform me the position. The Director in his letter dated 30.03.2016 informed that in absence of the account number it is not possible to trace the position. On thorough search of my papers I could locate the account number as CW/5825 which was informed to the Institute. The Institute has not made available the precise position of the account. I request you to kindly direct the Director, NSI to make me available the precise position of the account so to pay back me my contributions in the account with interest.

Thanking you

Yours faithfully  
Sd/-

(Mahesh Kumar Singh)  
House No 24, Lane No 2  
Sandhi Colony

Muzaffargarh (W.P.)

251001

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Muzaffargarh

Dt- 26.09.2017

Copy forwarded to

(1) The Director, National Sugar Institute, Kalyanpur,  
Kanpur U.P. under registered care

(2) Shri R. K. Gupta, Dy Registrar, Central Registration  
Commission, New Delhi. My mobile no is 9624899425  
and I have no E-mail address

Maheś Kumar Singh  
C. Maheś Kumar Singh

स्वीड लेटर

No- 25(52)/2015/RTI/41

राष्ट्रीय शर्करा संस्थान

NATIONAL SUGAR INSTITUTE

आई.एस.ओ. 9001:2015 प्रमाणित संस्थान

An ISO 9001:2015 Certified Institute

उपभोक्ता मामले, खाद्य एवं सार्वजनिक वितरण मंत्रालय  
Ministry of Consumer Affairs, Food & Public Distribution

खाद्य एवं सार्वजनिक वितरण विभाग

Department of Food & Public Distribution

भारत सरकार

Government of India

Kanpur, dt. 05.12.2017

Phone- 2570541, 542, 543

E-mail-nsikanpur@nic.in

Website-http://nsi.gov.in

To,

Shri Mahesh Kumar Sanghi,  
House No. 204, Lane No. 22,  
Gandhi Colony,  
Muzaffarnagar,  
Uttar Pradesh - 251 001

जारी

संख्या 1606

दिनांक 6/12/17

PS

Sub- Reg. Appeal No. CIC/NSIKP/A/2017/186834/MP hearing date 5<sup>th</sup> October, 2017.

Sir,

I am directed to refer the above mentioned appeal no. CIC/NSIKP/A/2017/186834/MP hearing date 5<sup>th</sup> October, 2017 and order date 23<sup>rd</sup> October, 2017 received at this office on 28.11.2017 and to enclose herewith copy of record retention schedule regarding salary register.

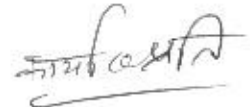
Encl. - As above

Yours Faithfully



(Jitendra Singh)

Central Public Information Officer &  
Senior Administrative Officer





05/12/17

RECORDS OTHER THAN FILES

Description	Retention period	Remarks
Cash credit notes (Form S. 142) and stock registers thereof	C-3 or one year after completion of audit, whichever is later.	
Register of monthly expenditure (Form GFR 9)	To be weeded out after the Appropriation Accounts for the year have been finalised.	
Register for watching progress of expenditure (Form GFR 11)	To be weeded out after the Appropriation Accounts for the year have been finalised.	
Register for watching progress of expenditure on local purchase of stationery.	C-3 or one year after completion of audit, whichever is later.	
Register for reconciliation of accounts	To be weeded out after the Appropriation Accounts for the year have been finalised.	
Cash Book	C-10	Refer GFR appendix 13, Annex 1
Cash receipts (Form TR 5), counterfoils and cheque register	C-3 or one year after completion of audit, whichever is later.	
Daily vouchers not furnished to audit	C-3 or one year after completion of audit, whichever is later.	
Appropriation Accounts	C-3	
Pay Bill Register	C-20	
Three copies of establishment pay bills and related schedules (in respect of period for which Pay Bill Register is not maintained).	C-20	
Schedules to the establishment pay bills for the period for which Pay Bill Register is maintained	C-3 or one year after completion of audit, whichever is later.	
Attendance roll	C-3 or one year after completion of audit, whichever is later.	
Postal life insurance register	C-3 after all the policies entered therein have matured for payment.	
Inventory register	C-1	
Inventory list	C-3 or one year after completion of audit, whichever is later.	