

Records (R) Section

Officer In-charge: Smt Sapna Bhatia, Senior Accounts Officer
Intercom No. : 126 **Email:** records.pcdand@nic

Objective:

- To eliminate delays by prompt distribution of inward dak and prompt dispatch of outward dak.
- To contribute to the efficiency of office by maintaining an upto date library.
- To ensure efficient and upto date Record Management

Jurisdiction:

Record Section receives and dispatches letters/dak/correspondence from/to various offices including the Ministry of Defence, MoD (Finance), Directorates of three Service HQrs, Joint Secretary Training & CAO, Reserve Bank of India, Commercial Banks, Defence PSUs, Private companies etc.

Duties:

- To receive, register and distribute inward dak to the sections concerned.
- To dispatch outward dak;
- To maintain the office library;
- To indent for, receive and distribute stationery and forms and to keep an account of the stock of stationery and forms held in its charge;
- To receive, list arrange in a methodical manner, and preserve/records in the record room to destroy time-expired records;
- To procure, distribute and correct books of regulations, Army Instructions, Army Orders, etc.
- To arrange for printing of forms, etc.
- To keep an account of service labels (Franking Machine) used in the dispatch of onward dak

Functions:

- The records section receive delivery of all post addressed to this office including local dak received through messengers. In opening covers, care is taken to see that the contents are not damaged. Each document is stamped with the office seal and date of receipt. Secret or confidential covers are entered in a transit book and hand over to Admin section for further action.
- The dak is sorted out in to separate trays for various sections. Bills and letters are kept separately. Scrutiny of dak is done by the section representative that all documents kept in the pigeon hole meant for that particular action pertain to their section.
- Separate registers are maintained for letters, bills, valuable documents, telegram and signals, reminders, complaints and special dak on IAF (CDA) 239. The documents are diarised Section/Group-wise in duplicate by carbon process keeping loose sheets below the pages of the register. Only the number and date of the communication and the party from whom received are entered in the register. All the inward dak received in R-section sent to the

concerned section duly diarised within 24 hours. Diary of Store Contract, Misc. Section, APO, TA-DA- bills and letters (Except APO's letter) are maintained on computer.

- Cheques, demand Drafts and Postal Orders drawn in favour of PCDA, New Delhi on account of GPF, CGEIS, Pay and Allowances (Excess paid), contribution to pension, tenders etc are diarised in a register and sent to the cashier through GO(R) for further action. Monthly report of the same is put up for information of the JCDA/PCDA.
- Returned cheques (Issued to govt. Deptt. /third party) are prepared weekly and put up for information to Group Officer (R)/JCDA and forwarded to the concerned section for necessary rectification thereof as desired by the bank/Party. A Weekly report of the disposed cheques and outstanding in the section is collected and put up for information of the JCDA.
- Record section dispatch all outward letters, telegrams, registered/ Insured Parcel, Signals and maintain dispatch register separately for each category of Dak. It also maintains the Franking Machine Account (in duplicate) on daily basis. Duplicate copy of the account is kept by the post office and the original one duly receipted by the post office is kept for office records. Monthly expenditure report of the dak dispatched in a month is prepared on the last working day and put up for information to GO (R).
- On receipt of demand from sections, R-Section provides stationery, Books and other materials for smooth functioning of the office.