

APPENDIX III

Sl. No.	Name of Forms	Period of preservation
A. List of Records to be preserved upto 15 years		
1	R. M. A.	... 15 years
2	E. Form (T. C's order No. MIS 4082/25058-X, dt. 22-9-1983)	... 15 years
B. List of Records to be preserved upto 10 years		
<i>RECORDS</i>		
1	Cash Books	... 10 years
2	Cash abstract Book	... 10 years
3	Summary (Classified)	... 10 years
4	Chalan Register	... 10 years
5	M. O. Deposit Register (Receipts & Payments)	... 10 years
6	Cheque Deposit Register (Receipts and Payments).	... 10 years
7	Office Orders (Important)	... 10 years
8	Standing Order	... 10 years
9	Government Resolution and Notification	... 10 years
10	Correspondance to the Government reg. Rules and Interpretation and other important Papers.	... 10 years
11	Penalty Index Register	... 10 years
12	M. O. Advance Credit Register	... 10 years
13	Cheque Advance Credit Register	... 10 years
14	Adjustment Register (Uncashed Cheque)	... 10 years
15	Consolidated monthly statement	... 10 years
16	Annual Report Correspondence	... 10 years
17	Cashiers Cheque Register	... 10 years
18	Penalty Register	... 10 years
19	A and AC Form—(TC's order dated 22-9-82)	... 10 years

Sr. No.	Name of Form	Period of preservation
C. List of Records to be preserved upto 5 years		
1	T. O. Form	.. 3 years
2	H. P. Termination Form	.. 3 years
3	B. T. I. Form	.. 3 years
4	'AT' Form	.. 3 years
5	E. T. Form	.. 3 years
6	Accident Report Form	.. 2 years
7	Accident Report File	.. 2 years
8	B. M. B. Files	.. 2 years
9	Report Files (Checking)	.. 2 years
10	L. P. S. A.	.. 2 years
11	L. P. S.	.. 2 years
12	L. L. D. (Parts 2 and 4)	.. 2 years
13	L. E. (Court endorsement and Intimation)	.. 5 years
14	R. L. W.	.. 3 years
15	T. C. R. Forms	.. (After Audit)
16	B. Forms	.. 3 years
17	Suspension of Registration papers	.. 2 years
18	Suspension of Permit papers	.. 2 years
19	P. St. & B. A.	.. 5 years
20	P. St. & S. A.	.. 5 years
21	P. Co. P. A.	.. 5 years
22	P. Pr. C. A.	.. 5 years
23	P. Pu. C. A.	.. 5 years
24	P. Co. S. A.	.. 5 years
25	Bank Credit Slip	.. 5 years
26	Refund Register	.. 5 years
27	Bank acknowledgement daily receipt	.. 5 years
28	Stock Register of Receipt Books	.. 5 years
29	Receipt Book (counter foil)	.. 5 years

Sr. No.	Name of Form	Period of preservation
C. List of Records to be preserved upto 5 years—contd.		
30	Counter files of DT forms ET Forms	.. 5 years
31	Subsidiary Register	.. 5 years
32	Treasury Chalan	.. 5 years
33	G. Form (AT forms)	.. 5 years
34	Refund correspondence	.. 5 years
35	Counter files of Disc.	.. 5 years
36	Correspondence with A. G. & T. O.	.. 5 years
37	Budget correspondence with A. G. and Government.	.. 5 years
38	Routine (Correspondence for balance)	.. 2 years
C. List of Record to be preserved upto 1 year or less		
(1)	C. R. L. D.	.. 1 year
(2)	R. M. I.	.. 1 year
(3)	C. R. T. I.	.. 1 year
(4)	P. Tem. A.	.. 1 year
(5)	N. T.	.. 6 months
(6)	Information supplied	.. 6 months
(7)	Intimation of change of address	.. 1 year
(8)	Casual leave	.. 6 months
(9)	L. Temp.	.. 6 months
(10)	L. Lr. A.	.. 6 months
(11)	L. R.	.. 6 months
(12)	L. L. D.	.. 6 months
(13)	C. F. A.	.. 1 year (After audit)
(14)	C. F. R. A.	.. 1 year (After audit)
(15)	C. F. X.	.. 6 months
(16)	CF. Sub.	.. 6 months
(17)	C. R. Tem.	.. 1 year
(18)	T. C. A.	.. 1 year (After audit)
(19)	Inspection Report Book	.. 1 year
(20)	Non-use correspondence	.. 1 year
(21)	General Ordinary Correspondence	.. 1 year

Minimum period of preservation period of Office record as proscribed by Finance Department

1	2
Description of records	Minimum period of preservation year
Annual establishment return (Books of Establishment)	35
Books	.. 20
Register of contingent expenditure	.. 5
Filed budget estimates of an office	.. 5
Billings allowances bills and acquittance rolls relating thereto	3
Service Books	.. 5
.. after death or retirement which ever is earlier.	
Accounts of non-gazetted Government Servants	3
.. after death or retirement.	
Statement of monthly progressive expenditure and correspondence relating to discrepancy in figures.	2
Final return of pensioners	.. 5
Books of Government servants for whom no establishment returns are submitted and no service books maintained	35
Books of other classes of Government Servants and acquittance rolls (Other than travelling allowance) when maintained separately.	6

These orders should be followed, but as already stated, pay-bills and return files should be preserved for a minimum period of 35 years. It should be noted that before destroying the files an Index in the prescribed proforma (reproduced below Statement-B) is required to be maintained.

STATEMENT 'B'

Before destroying the files, an index of files should be prepared. The index should be in the following proforma :—

Sr. No.	File No.	Subject	Date of Weeding	Classification	Remarks (if the file is destroyed, please state so)
1	2	3	4	5	6

The destruction of records should be done under the orders of the Branch (Section) officers and care should be taken to ensure that the details of the file destroyed are properly entered in the index.

With a view to watching the speed of the weeding work a fortnightly report in the proforma as per Statement 'C' is required to be maintained

STATEMENT 'C'

With a view to watching the speed of the weeding work, Branches may be asked to submit a fortnightly report in the following proforma:—

Number of files required to be weeded	Number of files actually weeded in the last fortnight	Balance of files remaining to be weeded	Remarks, if any
1	2	3	4