

Date: 15.3.1977.

CIRCULAR NO 191.

Sub: Preservation of records and weeding out/
destroying the records after a certain
period.

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The detailed instructions regarding indexing/filing records etc. to be following by the GAD(HO) and the Field Offices have been issued under the H.O. Circular No.92(GAD/O&M) dated 15-3-75. These instructions have also been included in the manual of office procedure. However, the types of records to be preserved or to be weeded out have not yet been indicated except in the cases of Head Office records pertaining to Accounts Department and the few items pertaining to GAD. This has resulted in huge accumulation of unwanted records in all the offices which obviously occupy a very valuable space. Such record is also observed to be dumped in a very haphazard manner.

2. In order to ensure that all unwanted records are weeded out and the remaining records which are required to be preserved for a certain/longer period, a list containing various subjects pertaining to GAD matter arranged in alphabetical order has been prepared. Against each subject the procedure of maintaining the files and the period for which the files are to be preserved have also been indicated. The period of preservation should be reckoned from the date of final action is taken. However, in case the files are retrieved from the record section for deciding the case received during the period of preservation, the period will get extended i.e record will be preserved for further period as prescribed from the date of the subsequent final action is taken in the case.

3. It is observed that most of the records pertaining to GAD is filed in the personal files irrespective of fact whether these are of important nature or otherwise. As a result of filing these papers indiscriminately in the personal files which are maintained in the office for quite a long period, till the retirement of the personnel/employee becomes bulky and heavy for handling. It also results in increasing the current record. It has, therefore, been decided to split up personnel files into two parts, one for important papers and another for unimportant papers of routine nature. The papers of routine nature can be destroyed by the concerned section after two years after verification that necessary entries are taken in service Books of the concerned employee. Such unimportant record or the paper need not be sent to the record room.

4. Some files on the subject pertaining to specific offices on the office basis of local importance may be opened by such offices which may not be of general nature. But such cases are left to the discretion of the local officers. The officer of the rank of Executive Engineer and above in charge of the office may decide the period of preservation and destruction of such record after a specified period.

5. Files which are to be preserved for a period of two years need not be sent to the record room, but they may be destroyed after obtaining orders of the Officer of the rank of Executive Engineer of the concerned section. When the files are sent by the office to the record, the Sectional Heads sending the files should make it clear on the file that the same is to be recorded as complete action has been taken in the case, in the following proforma and indicate below the year in which it becomes due for destruction etc.

Subject:-

- i) Action completed on:
- ii) To be preserved for upto.:
- iii) Year in which papers should be destroyed:

SIGNATURE

6. While arranging the record, the file should be arranged subjectwise according to the year in which the file becomes due for destruction. This will facilitate destruction of record every year without disturbing the sequence of the other files.

7. The record keeper/should maintain a register of the files received by him for recording separately for each section/department in the following form.

File No.	Subject	Date on which received in the record.	Period of preservation.	Year in which due for destruction.
1	2	3	4	5
Signature of the record keeper/ Daftary	Destroyed on	Signature of the Record Keeper/ Daftary		
6	7	8		

8. Every year in the month of January, Record Keeper/ should take review and collect all the files which are due for destruction. He should prepare a list of such record and get approval of the Officer not below the rank of Executive Engineer in charge of the section. When the list is approved by the Officer of the rank of Ex. Engineer or above, the actual destruction should be carried out under the supervision of representative of the concerned section not below the rank of Head Clerk/ Divisional Accountant., Dy. Ex. Engineer as the case may be.

9. The destruction of record shall mean tearing off the papers into pieces which as waste papers should be sold out to best advantage to the Board which should be accounted for.

Amarendrahar
Jt. Secretary (Tech)

List showing the period upto which records should be preserved.

Sr. No.:	Name of file/return	Method of arranging files.	Proposed period of preservation in years to be counted from the date final action is taken.	Period prescribed under Govt. I & P. Deptt.
1	2	3	4	5
1.	advertisement Recruitment & Other.	Yearwise files.	5	-
2.	Applications received in response to posts advertised/notified etc.	Files according to each advt.post.	3	Subject to the condition that the application of the candidates selected are sent to the concerned section alongwith the Panel report for filing in personal files.
3.	Agreement pertaining to G.A.D.	Separate file for each agreement file & to be kept in safe custody.	Upto 3 years after completion of the agreement period.	
4.	Assembly questions & allied matters.	Yearwise files.	10years.	We will enquire with the Govt. and prescribe same number of years as may have been done by the
5.	accident reports.	-do-	20years.	20
6.	accommodation- a) Office/hired.	Files according to each property.	Till the building is occupied & all claims are settled.	30
	b) Misc. correspondence regarding allotment in Boards building.	Yearwise files.	3 years.	Allotment orders to be preserved till the building is occupied.
7)	Advances to employees (All types Festival Pay, T.A., Car, Motor Cycle, House Building).	1) Yearwise files except in case of Car and House Building Adv. 2) Separate files to be maintained employee wise in respect of Car & House Building Advance.	5 years.	6 years.
			To be maintained upto 2 years after recovery of the advance.	
			<u>Note:</u> All mortgage bonds should be filed separately & kept in safe custody.	
8)	audit notes - replies.	Separate file for each audit report-replies.	5 years.	2
9)	administration reports.	(1) Manuscript files	Manuscript copy	5

1.	2.	3.	4.	5.
1.	Budget Estimates	Manuscript files yearwise.	5 years	5
	Office copias.	Printed.	Permanent	10
2.	All types of bill Pay-Bills/Supplementary Bills/Leave encashment Bill/Bonus Bills except Overtime and T.A.	files sectionwise and yearwise.	30	35
		Overtime Bills T.A. Bills.	5	

: C :

1.	Circulars -	Important to be filed separately - Routine nature.	Perm - 5 years	-
	Circulars issued by Govt.		Perm	
2.	Confidential Reports	Individual employee-wise files.	upto 5 years after retirement termination/resignation.	Same.
3.	Circlewise/Divisionwise Misc.correspondence in respect of employees in Circle/Dn.wise seniority.	1. Files yearwise and Circle/P. Stn.wise at H.O. & Zonal level.	10 years (important decisions of a general nature to be separated and filed for permanent preservation.	-
4.	Certificates-Service/ Salary Income -tax.	1. Files yearwise.	1 year (one copy of the certificate to be filled in the PF)	3
5.	Correspondence with the State Govt. a) Policy matters. b) Individual employees. c) Routine matters.	Files yearwise -do- PF Files yearwise.	Permanent. To be destroyed after 3 years the concerned employees have ceased to be in the service of the Board. 5 years.	-
6.	Correspondence regarding verification of Character and antecedent.	-do-	3 years after retirement/termination/resignation (necessary entries to be made in the S.B.)	
7.	Court cases	files casewise	30 years.	30
8.	Certificate last Pay	Files yearwise.	3 years (one copy to be filed in PF.I)	5

: D :

1.	Departmental action.	File separately for each case/combined case Appeals/Decision to be filed in the respective files.	20 years. (copy of the punishment order to be filed in the PF after taking a note in S.B.)	-
2.	a)orders regarding Deptl.action. b)misc. Correspondance.	Files yearwise -do-	Permanent 5 years.	
3.	Deputation on foreign	Separate files for	Upto 2 years after	-

1	2	3	4	5
<u>'E'</u>				
1.	Examination Answer papers of candidates.	To be maintained examinationwise.	Upto one year after the date of declaration of the result.	Same
	Misc correspondence- Statement of Roll Numbers.	-do-	5 years	3
	Original Question papers-		One year from the date of printing of Question papers..	Same.
	Printed Question papers.	-do-	10 years.	5
	Result sheets & statement of marks of declaration of result.	-do-	30 years.	P
<u>'F'</u>				
1.	File lists.	-	Permanent.	-
<u>'G'</u>				
1.	Gratuity cases.	Cases to be filed yearwise.	3 Years after settlement of claims.	-
2.	GAD Misc matters	-do-	5 years.	-
3.	G.O.'s, G.S.O's.	-	Permanent	Perm a- nent
4.	Underlying papers leading issue of Go.	-	Permanent	Perm- anent
5.	Govt. Order/Resolutions.	-	Permanent	Perm- anent
<u>'H'</u>				
1.	Holidays Notification of & allied correspondance.	Cases to be filed yearwise.	2 years.	-
2.	Head Quarters Shift- ing etc.	-do-	10 years.	-
<u>'I'</u>				
1.	Indents for stationery/ furniture Typewriter etc.	Yearwise files.	1 year.	2
2.	Intimations of interviews and statements showing details of candidates called for interviews.	Postwise files.	1 year.	-
3.	Inspection Reports. and allied corres- pondence.	Circlewise files.	5 years.	10
		-do-	10 years.	10
4.	Increment certi- ficates.	Yearwise files.	18 months (one copy to be filed in P.F. II).	2

1.	2.	3.	4.	5.
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J

1. Correspondence regarding change of territorial jurisdiction.	Yearwise files.	20 years.	-
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L

1. Leave order files - Earned Leave H&P Leaver	Yearwise files.	18 months to be destroyed after verification that all entries have been made in Service Book.	2
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2. Leave:			
a) Special disability.	To be filed in the respective personal file.		-
b) Not due.			
c) Commuted.			

3. Leave Casual.	Yearwise files.	1 (to be destroyed after completion of the year.)	1
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M

1. Correspondence regarding Medical Exam.	Yearwise file.	2 (Medical Fitness Certificate to be pasted in Service Book.)	-
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2. Monthly Reports.	-do-	3 years.	5
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3. Master files of promotion/transfer posting orders.	-do-	10 years.	-
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O

1. Office orders:			
a) Important	Yearwise files.	Permanent	10
b) Routine.	-do-	2	2

P

1. Personal files.	One file for each employee with two parts.		<u>Period</u>
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<u>Part I-</u>	<u>Part II</u>
1) Application with copies of certificates.	E.L. application.
	Part-I: to be destroyed after 3 years after the retirement of the employee.
	Part-II: to be maintained upto 2 years and destroyed on getting a certificate that necessary entries have been made in SB.

(Continued in next page)

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1: 2 : 3 4 : 5
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Part I

Part II

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|---|---|
| <ul style="list-style-type: none"> 2. Application letter. 3. Initial Joining Report. 4. Promotion/transfer order. 5. Confirmation/E.B. Crossing orders. 6. Pay fixation orders. 7. Last Pay Certificate. 8. Copies of disciplinary action, if any taken and or certificates issued. 9. Various representations & orders thereon. 10. Special Disability. Leave orders. 11. Permission to purchase property. | <ul style="list-style-type: none"> H.A.P. Commuted. Leave not due. Increment Certificate. Applications for outside posts. Misc. correspondence. Salary Certificate. |
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2. Property returns. Files to be maintained pay-group-wise/year wise according to different categories. 40 years. -

Misc. correspondence regarding property Returns. Yearwise files 5 years -

3. Pay-scales-Allowances-Revision. Yearwise file.
 a) File-proposals. → 40 years.
 b) Files-orders Permanent.

4. Panel Reports Yearwise files. 15 years.
 A list of the candidates considered for selection/promotion to be filed with Panel Report.

5. Pay-fixation orders. Yearwise files. 10 years. -
 Audited statements to be filed with the order and one copy of the order to be filed in the P.F. of the concerned employee.

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1 2 3 4 5

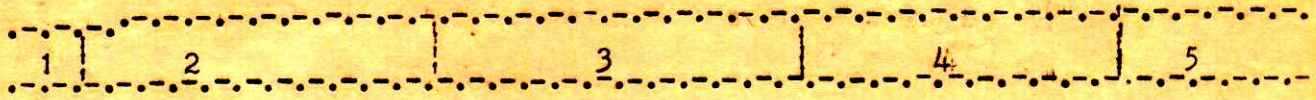
7.	Supply of Board's Publications	Yearwise files	5	5
8.	Pension cases	Files to be maintained employee-wise	To be preserved upto 1 year after the death of the employee	P
o.	Purchase/Local Correspondence in respect of Purchase made by G.A.D.	Yearwise files	2	-

R

1.	Recruitment Statements showing details of the candidates called for interview	Files to be maintained according to each advertised post	Upto 1 year after selection	-
2.	Various Registers	To be maintained as prescribed	Important 10 years Routine. 5 years	10. 5
3.	Various Periodical reports	- do -	5 years	5

S

1.	Staff proposals	Files to be maintained circle-wise and year-wise	A - file correspondence. 10 years B - File orders 20 years	- -
2.	Statistical information	Yearwise files	5 years	-
3.	Seniority Lists	1) State-wise Circlewise/ Divisionwise Cyclostyled 2) Manuscript	15 years 5 years	
4.	Service Books	Employee wise	Upto 5 years after retirement of the employee	
5.	Stationery/ purchase/ Quotation/ Tender	Quotations to be filed year-wise. Tenders to be filed separately	3 years 5 years	



---T---

1. Training Files to be maintained according to different type of training categories. 3 years -
 (Agreement bonds to be filed separately and kept in safe custody)

2. Tour Programme Yearwise file 1 year 2

3. Timings- Office and allied matters Yearwise file. 5 years -
 Orders to be preserved for 10 years 5

---U---

4. 1. Uniforms and allied correspondence Yearwise file 5 years -

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1. Vehicles: Use of official/ Non-official and other matters Yearwise file 5 years -

~~8~~
LIR SECTION

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|----|--|---|------------------------------|
| 1. | Correspondence regarding
Notice of change
conciliations etc. | Yearwise | 10 years. |
| 2. | Correspondance with the
various unions. | According to
various unions. | 10 years. |
| 3. | Correspondance with
Labour Officers/Welfare
Officers/Industrial
Relations Officers. | Yearwise accord-
ing to different
offices. | 10 years. |
| 4. | Correspondence with
Chief Engineers/Super-
intendeing Engineers/Sr.
Power Station Superintendents
etc. | -do- | 10 years. |
| 5. | Implimentation
of the various
Labour Laws. | Yearwise. | 20 years. |
| 6. | Jt. Committee | | |
| | Agenda | -do- | 10 years. |
| | Minutes | -do- | |
| 7. | Misc. matters
according to
nature of work. | Yearwise accor-
-ding to differ
-ent offices. | to be decided
by C.I.R.O. |
| 8. | Welfare matters. | -do- | 10 years. |
