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|  |  |
| --- | --- |
| Purpose | * To physically inspect records for condemnation along with the user department. * To take decision in case the record need to be retained back or not. * To weed out record and maintain proper document. |
| Scope | Centre Wide |
| Responsibility | All employees working in centre |
| Prepared by | Quality Team, HWC …………..  Signature: |
| Approved By | Community Health Officer I/C, HWC ………….  Signature: |
| Issued By | Community Health Officer I/C, HWC ………….  Signature: |
| Responsibility of updating | Quality Team, HWC …………….  Signature: |

**AMENDMENT SHEET-1**

*(All midterm amendments need to be documented here. Additional pages may be used, if required.)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Amendment Log Sheet** | | | | | | |
| **S.No.** | **Page No.** | **Para/ Line** | **Date of Amendment** | **Amendment made**  **(Refer amendment sheet for detailed amendment)** | **Reason for Amendment** | **Authorized by** |
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#### Function:

* To physically inspect records for condemnation along with the user department.
* To take decision in case the record need to be retained back or not.
* To weed out record and maintain proper document.

Record weeding committee of HWC ..........

|  |  |
| --- | --- |
| **Designation in Organization** | **Designation in committee** |
| Senior Medical Officer I/C Block CHC | Nodal Officer |
| Community Health Officer | Member |
| ANM | Member |
| MPW (Male) | Member |

The constitution of the Committee with the above members in a HWC may vary subject to the availability of respective posts, which may be decided by the head of the institution. In smaller institution where a condemnation Committee cannot be constituted, the head of the institution is permitted to inspect the articles and approve the condemnation, subject to obtaining the inspection report on the irreparable state of the articles from the technical expert as mentioned above.

* The Record Weeding Committee meet annually once and complete the weeding of all the old records.
* All records old than stipulated time mentioned below should be kept before committee for weeding. Public notice should be given in bilingual language in local newspapers before starting the process. Notice should include age of record and process for getting copy of any record.

**Page 157-158**

**APPENDIX-30**

*(*[*http://www.punjab.gov.in/notifications/mannual*](http://www.punjab.gov.in/notifications/mannual) *official procedure)*

**[Vide Para 121(1) (a) and (2))**

**A Record of Historical Importance**

Much of the Material is likely to be preserved for administrative purposes is of interest for research purpose as well, but papers of the following categories specially considered as of value to historian :-

1. Papers relating to the origin of a department for agency of Government, its organisation and its functions and if defunct how and why it was dissolved.
2. Data about what the department/agency accomplished (Samples by way of illustration may be enough, but the need for such samples may be dispensed with where published annual reports are available).
3. Papers containing evidence of rights or obligations of or against the Government e.g. title to properly claims for compensation not subject to a time limit, formal instruments such as awards, schemes ,orders, sanctions ,etc.
4. Papers relating to major policy/decisions, including those relating to the preparation of legislation.
5. Papers relating to a charge of policy. This is not always easy to recognise, but watch kept for (a) summary for a minister, (b)`the appointment of a departmental or inter departmental committees or working group, and (c) note for the cabinet or a cabinet committee.   
   Generally there is a conscious effort to preserve all such papers, including those reflecting point of views. In the case of inter-departmental committees, however, it is important that a complete set of papers be kept only by the departments mainly concerned-usually the one providing by secretariat.
6. Papers relating to the implementation of a charge of policy, including a complete set of instructions to executive agencies etc. and relevant forms.
7. Papers relating to a well known public or inter-national event or cause celebre, or to other events which give rise to interest or controversy on the national plan.
8. Papers containing direct reference to trends or developments in political, social, economic or other fields, particularly, if they contain unpublished statistical or financial data covering a long period or a wide area.
9. Papers cited in or notes as consulted in connection with, official publications.
10. Papers relating to the more important aspects of scientific or technical research and development.
11. Papers containing matters of local interest of which it is unreasonable to expect that evidence available locally or comprising synopsis of such information covering the whole country or a wide area.
12. Papers relating to obsolete activities or investigations, or to abortive schemes in important fields.
13. Any other specific categories of records which, according to the departmental instructions issued in consultation with the Director State Archives have to be treated as genuine source of information on any aspect of History, Political, Social, Economic etc. or are considered to be of biographical or antiquarian interest.

**Records of value for administrative purposes**

Papers of the following categories normally be among those required to be kept

Indefinitely for administration's use:-

1. Papers regarding constitution, functions and working of important Committees, working groups, etc.
2. Papers providing lasting precedents for important procedures, e.g. administrative memoranda, historical reports and summaries legal opinions on important matters.
3. Papers concerning rules, regulations, departmental guides or instructions of general application.
4. Papers relating to salient features of organisation and staffing of Government departments and offices.
5. Papers relating to important litigation or cause celebres in which the administration was involved.

**Punjab Financial Rules- Volume-II**

*(*[*http://www.finance.punjab.gov.pk/system/files/Punjab\_Financial\_Rules\_Vol\_II\_0.pdf*](http://www.finance.punjab.gov.pk/system/files/Punjab_Financial_Rules_Vol_II_0.pdf)*)*

**APPENDIX – 6 (**Page 59)

**[Referred to in Rules 2.48, 3.52 and sub-rule 1 below 7.12]**

**DESTRUCTION OF RECORDS (General)**

*And*

**APPENDIX – 5**

*(http://punjabrevenue.nic.in/PFR2 (3).HTM#A5)*

**(Referred to in Rule 2.48)**

The destruction of records (including correspondence) connected with an account is governed by the following rules and such other subsidiary rules consistent therewith, as may be prescribed by Government with the concurrence of the Accountant General:-

1. The following record on no account be destroyed:-
   1. Records connected with expenditure which is within the period of limitation fixed by law.
   2. Records connected with expenditure on projects, schemes, or works not completed, although beyond the period of limitation.
   3. Records connected with claims to serve and personal matters affecting persons in the service.
   4. Orders and sanctions of a permanent character untill revised.

1. The following preserved for not less than the periods specified against them:-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Description of Record** | | | **Retention period (years)** | | |
| 1 | Register of contingent expenditure | | | 5 years | | |
| 2 | Sub-vouchers relating to contingent to charges:- | | Not exceeding Rs.50 | 1 year | Provided that where local check is exercised by departmental authorities or by A.G.'s office sub-vouchers are not destroyed until audit for the relevant period has been conducted and objections settled. | |
| Exceeding Rs 50 | 3 years |
| 3 | Detailed budget estimates of an office | | | 5 years | | |
| 4 | Service book of government employee | | | 5 years from the date of resignation | | |
| 5 | Service book of government employee who has been retrenched, removed/ dismissed | | | 1. 5 years if no case is pending in any court. 2. 3 years after final judgement under the normal course of law that is the last judgement or the judgement of the higher court established by law where court as established by Government's decision for retrench/remove/ dismiss the Government employee concerned | | |
| 6 | Service book of Government employee who retires from service/dies while in service | | | 25 years from the date of retirement/death | | |
| ***Note -*** *Before the actual destruction it is ensured that pension/provident fund cases of the persons to whom the service book relates, have been finalised* | | | | | | |
| 7 | Leave account of: | non-gazetted Government employees | | 10 years after death or 5 years after retirement | | |
| Officials entitled to retirement/ terminal benefits | | 3 years after issue of final pension/gratuity payment order. | | |
| Other employees | | 3 years after they have ceased to be in service. | | |
| 8 | Statement of monthly progressive expenditure and correspondence relating to discrepancies in figures | | | 2 years | | |
| 9 | Cases in which invalid pensions have been sanctioned. | | | 25 Years or three years after the death of pensioner. | | |
| 10 | Other pension cases | | | 5 Years (after retirement) | | |
| 11 | Mortality return of pensioners | | | 5 years | | |
| 12 | Pay bills and acquaintance rolls, where these are maintained separately, or Government employees for whom no service rolls are maintained | | | 35 years | | |
| 13 | Pay bills of other classes of Government employee and acquaintance rolls for pay and allowance (other than travelling allowance) | | | 6 years | | |
| 14 | Muster Rolls | | | Such period as may be prescribed in this behalf under the departmental regulations subject to the minimum of 3 years excluding the year of payment | | |
| 15 | Cash books maintained by Drawing and Disbursing Officer. | | | 10 years | | |
| 16 | Nominations relating to family pension and DCR gratuity received under Liberalised Pension Rules. If the gratuity and/ or family pension are paid : | | | To minors | | 30 years |
| To other than minors not in accordance with the orders in which nominations have been made | | 30 years |
| To other than minors in accordance with the orders in which nominations have been made | | 6 years after the payment death-cum retirement (DCR) gratuity and the last instalment of family pension has been paid |
| 17 | Provident Fund Nominations | | | Same as in the case of above point 16 | | |
| 18 | Paid cheques returned by the bank to the Audit/ Accounts office | | | 3 years | | |

***Note1****- The periods of preservation of accounts records in Public Works Office are prescribed separately by Government.*

***Note 2-*** *Before any pay bills are destroyed the periods of temporary and officiating service record in the service books or service rolls ( as the case may be) of the Government employee concerned verified by the head of the office from the pay bills and the fact of such verification recorded under proper attestation in the service books or service rolls ( as the case may be). In regard to temporary and officiating service, the head of the office also invariably give necessary particulars with reference to rules 3.19 and 3.20 of the Punjab Civil Services Rules, Volume-II, with the view to enable the Audit Office to decide later on by reference merely to such particulars either the temporary or officiating service qualify for pension or not. For example, in the case of officiating service, the nature of the vacancy in which the Government employee officiated and in the case of temporary service whether the temporary post was subsequently made permanent stated .*

(c) Where a minimum period after which any record may be destroyed has been prescribed, the Head of the Department, the Divisional or District Officer may order in writing the destruction of such record in their own and subordinate office on the expiry of that period counting from the last day of the latest official year covered by the record.

(d) In regard to land presented to Government in the form of rent the leases for specific purposes, the departmental file regarding negations with the owners of land for such leases isnot, in the interest of lesser and lessee be destroyed until the land is returned by the department concerned to the owner or their successors.

(e) Heads of the Departments are competent to sanction the instructions of such other records in their own and subordinate offices may be considered useless but a list of such record as properly pertain to the accounts audited by Accountant General awarded to him for his concurrence in their destruction before the destruction is ordered by the head of Department.

(f) Full details maintained permanently, in each office of all record destroyed from time to time.

**As per The Manual of Office Procedure printed by the Government of Punjab on 17th August,1994 by the Department of Personnel and Administrative Reforms,**

**Page -153**

**APPENDIX-26**

*(*[*http://www.punjab.gov.in/notifications/annexure- manual*](http://www.punjab.gov.in/notifications/annexure-%20manual) *official procedure)*

**Retention schedule for records prescribed in the" Manual of Office Procedure"**

**(Vide Para 120 (1) (c))**

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Description of Record** | **Retention period (years)** |
| 1 | Dak Register | 1 |
| 2 | Invoice | 1 |
| 3 | Branch Diary | 3 |
| 4 | Movement slip of receipt | To be destroyed after the relevant receipts have been received in the Branch concerned |
| 5 | Assistant's Diary | 1 |
| 6 | Standing guard files | Permanent. The earlier version of these records normally be weeded out as soon as the revised version becomes available |
| 7 | Standing Note |
| 8 | Distribution chart | 1 |
| 9 | Typist's Diary | 1 |
| 10 | Issue diary | 1 |
| 11 | Despatch register | 5 |
| 12 | Postal registration books | 5 |
| 13 | Receipts of telegrams | 1 |
| 13-A | Register of daily abstract of stamp used | 5 |
| 14 | Messenger book | 1+-- |
| 15 | Stamps account register | 5 |
| 16 | Weekly statement of cases disposed of without reference to Minister | 1 |
| 17 | File register | 15 |
| 18 | File movement register | 1 |
| 19 | Index slips | 5 years or till printed index becomes available whichever is later |
| 20 | Consolidated printed index | Permanent |
| 21 | Precedent Book | Permanent |
| 22 | Register for watching the progress of recording | 3 |
| 23 | List of files transferred to record room | 25 |
| 24 | Record review register | 1 |
| 25 | Record requisition slip | To be destroyed after the requisitioned file has been returned to the record room |
| 26 | Weekly arrear statement | 1 |
| 27 | Case sheets of cases,  pending disposal for over a month | 1 |
| 28 | Numerical abstract of cases pending disposal for over a month | 1 |
| 29 | Consolidated numerical abstract of cases pending disposal for over a month in the various branches of the department | 3 |
| 30 | Call book | 1 |
| 31 | Monthly progress report on recording of files | 1 |
| 32 | Reminder dairy | 1 |
| 33 | Register for keeping a watch on communications received from MPs/MLAs | 1 |
| 34 | Register of VidhanSabha Assurances | 1 |
| 35 | Check-lists for periodical reports | 1 |
| 36 | Inspection reports | One year after the date of next inspection |

***Note: -*** *The retention period reckoned with reference to the date from which the record ceases to be current/active. Where, however, it is proposed to weed out a register where in certain entries are still current, e.g., file movement register where certain files entered there in, have not been recorded or the register of assurances, where certain assurances have not been implemented, the current entries first be transferred to the new register and the old register weeded out thereafter.*

**'A' category (Above 5 years to Permanent):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Description of Record** | | **Retention period (years)** | |
| 1 | Material likely to be required for frequent reference by different parties simultaneously/frequently | | Permanent | |
| 2 | Birth Register | | Permanent | |
| 3 | Death Registers/ Death files | | Permanent | |
| 4 | Birth & Death Goshwara which are received from the Police Stations | | Permanent | |
| 5 | Post-mortem reports or register/ Mortuary register or record | | 7 years except MLC which after the settlement of court-case | |
| 6 | Non-Medico legal case files | | 15 years only if not required in any court case | |
| 7 | Medico legal case files | | 5 years after disposal of case | |
| 8 | MLC X-Ray/ X-ray registers | | 5 years after disposal of case | |
| 9 | Establishment/Sanction register and record | | Permanent (Where, for any reason, the register is re-written, the old volume kept for 3 years) | |
| 10 | GIS Register | | Permanent (Where, for any reason, the register is re-written, the old volume kept for 3 years) | |
| 11 | GIS Class-III | | Permanent (Where, for any reason, the register is re-written, the old volume kept for 3 years) | |
| 12 | GIS Class-4 | | Permanent (Where, for any reason, the register is re-written, the old volume kept for 3 years) | |
| 13 | GP Fund Class-4 | | Permanent (Where, for any reason, the register is re-written, the old volume kept for 3 years) | |
| 14 | Bill Verification register/ files | | 5 years or one year after completion of audit whichever is later | |
| 15 | Index cards | | Permanent | |
| 16 | Main admissions register by central registration (CR) | | 10 years subject to the audit clearance and if not required in any court | |
| 17 | Central registration record of emergency | | 10 years subject to the audit clearance and if not required in any court | |
| 18 | Main stock registers of equipments | | 10 years from end of the financial year to which record relate and subject to the audit clearance | |
| 19 | Equipment log books | | 10 years from end of the financial year to which record relate and subject to the audit clearance | |
| 20 | Article stock register | | 10 years from end of the financial year to which record relate and subject to the audit clearance | |
| 21 | Handicap Certificate Register | | 20 years | |
| 22 | MRD Register | | Permanent (microfilm can be done) | |
| 23 | RKS Register | | 10 years from end of the financial year to which record relate and subject to the audit clearance | |
| 24 | RKS Payment Register | | 10 years from end of the financial year to which record relate and subject to the audit clearance | |
| 25 | Purchase Committee Register | | 10 years from end of the financial year to which record relate and subject to the audit clearance | |
| 26 | Income Tax Register | | 10 years from end of the financial year to which record relate and subject to the audit clearance | |
| 27 | Pay Check Register | | 6 years | |
| 28 | Cash Book - ART Centre, Blood Bank, NRHM, SNCU, RogiKalyanSamiti, De Addiction Centre, Salary Cash Books, ICTC, STD clinic, or any other cash book | | 10 years subject to the audit clearance | |
| 29 | Food sampling result reports | | 10 years except those required in any court case, subject to the audit clearance | |
| 30 | Food sampling duty files | | 10 years except those required in any court case, subject to the audit clearance | |
| 31 | Water sample reports/ registers | | 10 years except those required in any court case, subject to the audit clearance | |
| 32 | Very important disease files for which code no. allotted by the Head of the central registration (CR)/ Unit and also marked by the Professor/ doctor of concerned unit for this purpose. | | 10 years only after getting remarks from the doctor and head of the C.R. subject to suitable entries being made in the appropriate record | |
| 33 | Files which are needed for follow up of the cases of simple diseases and may be marked as category 'A' by the treating doctor. | | 10 years only after getting remarks from the doctor and head of the C.R. subject to suitable entries being made in the appropriate record | |
| 34 | Confidential reports/character Rolls | After retirement | | 5 years |
| After death | | 3 years |
| After resignation/ discharge from service | | 5 years |

***Note: -*** *The retention period reckoned with reference to the date from which the record ceases to be current/active. Where, however, it is proposed to weed out a register where in certain entries are still current, e.g., file movement register where certain files entered there in have not been recorded or the register of assurances, where certain assurances have not been implemented, the current entries first be transferred to the new register and the old register weeded out thereafter.*

**'B' Category (Retention period - 5 Years):**

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Description of Record** | **Retention period(Years)** |
| 1 | User charges | 5 years or one year after completion of audit whichever is later |
| 2 | Expense register of main stores | 5 years or one year after completion of audit whichever is later |
| 3 | Indents of the stores, receipts from every ward | 5 years or one year after completion of audit, whichever is later |
| 4 | Indent books of expandable articles | 5 years or one year after completion of audit, whichever is later |
| 5 | Medicine stock register/ Issue register/ Daily expense register/ consumption register/ OPD stock register/ ECG stock register/ ICTC stock register/ any other stock register (except 16,17,18 of cat-A) | 5 years or one year after completion of audit whichever is later |
| 6 | 108 register | 5 years or one year after completion of audit whichever is later |
| 7 | Laboratory register | 5 years or one year after completion of audit whichever is later |
| 8 | Preventive maintenance register/ Repair/ Maintenance register or files | 5 years or one year after completion of audit whichever is later |
| 9 | Log book | 5 years or one year after completion of audit whichever is later |
| 10 | RTI register | 5 years or one year after completion of audit whichever is later |
| 11 | PNDT/ MTP Register/ files | 5 years or one year after completion of audit whichever is later |
| 12 | Sanitation register/ files | 5 years or one year after completion of audit whichever is later |
| 13 | BMW record register/ files | 5 years or one year after completion of audit whichever is later |
| 14 | JSSK register/ files | 5 years or one year after completion of audit whichever is later |
| 15 | HRA recovery register/ files | 5 years or one year after completion of audit whichever is later |
| 16 | Fortnight Camp register/ files | 5 years or one year after completion of audit whichever is later |
| 17 | Whole Hospital register | 5 years or one year after completion of audit whichever is later |
| 18 | Census register/ files | 5 years or one year after completion of audit whichever is later |
| 19 | No objection certificate for issue of passport, arms licenses etc. to govt. servants | 5 years or one year after completion of audit whichever is later |

***Note 1****- The record which is required to be audited weeded out only after proper audit.*

***Note 2-*** *The retention period reckoned with reference to the date from which the record ceases to be current/active. Where, however, it is proposed to weed out a register where in certain entries are still current, e.g., file movement register where certain files entered there in have not been recorded or the register of assurances, where certain assurances have not been implemented, the current entries first be transferred to the new register and the old register weeded out thereafter.*

**'C' Category (Retention period - 3 years or as indicated):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Description of Record** | | | **Retention period (Years)** | |
| 1 | Daily OPD registers of all areas/ doctors other than central registration | | | 3 years or one year after completion of audit, whichever is later | |
| 2 | Tours register/ tour files or notes | | | 3 years | |
| 3 | Dhobi books/ register of all areas | | | 3 years or one year after completion of audit, whichever is later | |
| 4 | Wards registers/ files | | | 3 years or one year after completion of audit, whichever is later | |
| 5 | Admission register of all other departments other than C.R. and emergency | | | 3 years or one year after completion of audit, whichever is later | |
| 6 | Hand-over, taken-over register | | | 3 years or one year after completion of audit, whichever is later | |
| 7 | Discharge book | | | 3 years or one year after completion of audit, whichever is later | |
| 8 | Sugar test record register/ Dengue register/ ECG Record register/ Dog bite record register/ Dialysis record register | | | 3 years or one year after completion of audit, whichever is later | |
| 9 | Dressing & injection register | | | 3 years or one year after completion of audit, whichever is later | |
| 10 | Anaesthesia register/ Fumigation register/ Sterilization and Autoclave register/ OT carbolization | | | 3 years or one year after completion of audit, whichever is later | |
| 11 | Operation register and emergency register of OT/ minor OT | | | 3 years or one year after completion of audit, whichever is later | |
| 12 | PID regular for ICTC (clients excluding and including pregnant Women) | | | 3 years or one year after completion of audit, whichever is later | |
| 13 | ICTC and lab register for general clients and pregnant woman | | | 3 years or one year after completion of audit, whichever is later | |
| 14 | ICTC HIV TC Collaborative (Activity Register) | | | 3 years or one year after completion of audit, whichever is later | |
| 15 | ICTC Counselling register / ICTC post-natal follow up register | | | 3 years or one year after completion of audit, whichever is later | |
| 16 | Work sheet register for ICTC (general & ANC) | | | 3 years or one year after completion of audit, whichever is later | |
| 17 | Culture register/ PEP and spillage register in ICTC | | | 3 years or one year after completion of audit, whichever is later | |
| 18 | Training register of all areas | | | 3 years or one year after completion of audit, whichever is later | |
| 19 | Meeting register/ records | | | 3 years or one year after completion of audit, whichever is later | |
| 20 | Referral register (incoming and out-going) | | | 3 years or one year after completion of audit, whichever is later | |
| 21 | Treatment registers & duty register of all areas | | | 3 years or one year after completion of audit, whichever is later | |
| 22 | Indoor ward diet register/ Diet indents | | | 3 years or one year after completion of audit, whichever is later | |
| 23 | Quarter report | | | 3 years or one year after completion of audit, whichever is later | |
| 24 | Medical certificate required for entry into services | | | 3 years subject to a suitable entry being made in the appropriate service record / personal file | |
| 25 | Applications for the interview/ job | | | 3 years | |
| 26 | Internship Register | | | 3 years | |
| 27 | Audit Notes/ reports | | | 3 years after the last audit and after retaining the important data that may be required further. | |
| 28 | Service records | Change in name of a government servant | | 3 years subject to a suitable entry made in the appropriate service record and an authenticated copy of the order placed in service book/ personal file. | |
| Alteration in the date of birth | | 3 years subject to a suitable entry made in the appropriate service record and an authenticated copy of the order placed in service book/ personal file. | |
| Change in qualification of government servant | | 3 years subject to a suitable entry made in the appropriate service record and an authenticated copy of the order placed in service book/ personal file. | |
| Civil list, gradation/seniority list:  (a) In the case of departments preparing and bringing out the compilation.  (b) In the case of other departments, (i.e. those supplying information for such compilation) | | 3 years or one year after issue of relevant compilation | |
| Verification of age and educational qualifications | | 1 year subject to authenticated copies of the relevant certificates kept in service book/ personal file | |
| G.P. Fund nomination | | 1 year if nomination in original or an authenticated copy placed in the service book/ personal file | |
| 29 | Apex Committee/ Departmental Committees: | (a) Constitution | | 3 years or one year after reconstitution, whichever is later | |
| (b) Proceedings | | 3 years (Subject to follow-up action being taken on appropriate subject files, to which relevant extracts may be taken) | |
| 30 | Complaints | (a) Those leading to vigilance / disciplinary enquiries | | 3 years and after the final disposal of appeal or final judgment under the normal course of law | |
| (b) Anonymous or pseudonymous complaints on which no action is taken | | to be destroyed at the end of the year | |
| (c) Other complaints | | 3 years | |
|  | 104 register/ complaint register | | | 3 years (Subject to follow-up action being taken on appropriate subject files, to which relevant extracts may be taken) | |
| 31 | Disciplinary proceedings/ Prosecutions | | (a) Resulting in imposition of penalties | 3 years after the final disposal of appeal or final judgment under the normal course of law or till the prescribed retention period. | |
| (b) Resulting in exoneration of the accused officials with or without warning | 3 years after the final disposal of appeal or final judgment under the normal course of law or till the prescribed retention period. | |
| 32 | Appeals/ Petitions | | | 3 years | If, as a result of the Appeal/ petition the original order is modified, a copy of the revised order placed in the personal file and a suitable entry made in the appropriate service record |
| 33 | Court cases / Arbitrations/ Enquiry/ Audit | | | 3 years after final clearance from arbitration, litigation, enquiry or Audit as the case may be or till the prescribed retention period, whichever is later | Subject to a copy of the court order being placed in the personal file and, where necessary a suitable entry being made in the appropriate service record. |
| 34 | Radio broadcasts, contribution of articles editing or managing of newspapers, publications | | | 3 years | |
| 35 | Working environment | | Provision of air-conditioners/ desert coolers/gulmarg | Purchase/hiring: 3 years or one year after completion of audit, whichever is later, Subject to (a) suitable entries being made in the appropriate stock register in the case of purchase, and (b) a proper account of receipt, issue and return being maintained in other cases | |
| Provision of fans |
| Provision of heaters | 3 years or one year after completion of audit, whichever is later, subject to proper account being maintained in the appropriate register | |
| Provision of glass tumblers and jugs |
| Maintenance of air conditioners, fans, heaters etc |
| 36 | Furniture | | Condemnation/disposal of unserviceable articles | 3 years or one year after completion of audit, whichever is later, subject to suitable entries being made in the appropriate stock/assets register | |
| Hiring/purchase |
| Maintenance and repairs |
| Physical verification |
| 37 | Stationery and forms | | Indent for forms and stationery on Controller of stationery | 1 year | |
| Local purchase | 3 years or one year after completion of audit, whichever is later, subject to suitable entries being made in the appropriate stock register | |
| Supply of stationery | 1 year, Subject to suitable entries being made in the appropriate stock register. | |
| Physical verification | 3 years or one year after completion of audit, whichever is later | |
| 38 | Office equipment including electrical and mechanical appliances and other miscellaneous stores | | Condemnation and disposal/ Purchase | 3 or one year after completion of audit, whichever is later, subject to suitable entries being made in the appropriate stock/ assets register | |
| Repairs and maintenance | 3 years or one year after completion of audit, whichever is later | |
| Physical verification | 3 years or one year after completion of audit, whichever is later | |
| Electric clocks and call-bells (procurement and maintenance | 3 years or one year after completion of audit, whichever is later | |
| 39 | Black-listing of firms /contractors | | | 3 years, subject to significant events concerning the performance of a contractor being noted in a suitable register or card index | |
| 40 | Contractors for supplies | | Registration | 3 years | |
| Waiver/reduction of penalty or condemnation of irregularity | 3 years or one year after completion of audit, whichever is later. | |
| 41 | Staff car log book | | Non-official journeys | 3 or one year after completion of audit, whichever is later | |
| Purchase of P.O.L./ accessories |
| Servicing, repairs and replacement of parts and relevant correspondence |
| 42 | Unserviceable, obsolete and surplus articles | | | 3 years or one year after completion of audit, whichever is later | |
| 43 | Library | | Ordering and receipt of books (other  than government publications) | C-3 or one year after completion of audit, whichever is later | |
| Ordering and receipt of periodicals |
| Purchase of government  Publications |
| Lending, transfer (requisition, reminder etc.) | 1 year for lending and 3 year or one year for transfer after completion of audit whichever is later | Subject to suitable entries being made in the accession register |
| Binding of books | 3 years |  |
| 44 | Telephone bill (including trunk call) register/ Electricity bills/ Water and sewerage bill/ | | | 3 or one year after completion of audit, whichever is later | |
| 45 | Allowances | | | 3 or one year after completion of audit, whichever is later & after appropriate entry into records | |
| 46 | Press | | Arrangements for press conference | (a)Cases involving expenditure: 3 years or one year after completion of audit whichever is later  (b) Other cases: 1 year | |
| 47 | Meetings, conferences celebrations and functions / Delegations arrangements | | Reservation of accommodation | (a) Involving government expenditure: 3 years or one year after completion of audit, whichever is later  (b) Not involving such expenditure: 1 year | |
| Seating, acoustical arrangements |
| Reception arrangements |
| Reporting and translation arrangements |
| Accommodation/ Transport arrangements |
| 48 | Civil credit notes (Form S. 142) and stock register thereof | | | 3 or one year after completion of audit, whichever is later | |
| 49 | Petty vouchers not furnished to audit (refer as above) | | | 3 or one year after completion of audit, whichever is later | |
| 50 | Duplicate as-sociality certificate | | | 3 or one year after completion of audit, whichever is later | |
| 51 | Applications regarding renewal of opium certificates | | | 3 or one year after completion of audit, whichever is later | |
| 52 | Miscellaneous files | | | 3 or one year after completion of audit, whichever is later | |

***Note 1:*** *Any register/expenses book/ record which is required for audit be weeded out only after proper audit.*

***Note 2:*** *The retention period reckoned with reference to the date from which the record ceases to be current/active. Where, however, it is proposed to weed out a register where in certain entries are still current, e.g., file movement register where certain files entered there in have not been recorded or the register of assurances, where certain assurances have not been implemented, the current entries first be transferred to the new register and the old register weeded out thereafter.*

**'D' Category (Retention period - 1 year):**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Description of Record** | | **Retention period (Years)** |
| 1 | Applications regarding Birth & Death certificates | | 1 year after related issuing of the same |
| 2 | Birth Performa | | 1 year after related issuing of the same |
| 3 | Issuing of no objection certificate | | 1 year subject to an authenticated copy kept in the personal file. |
| 4 | Casual leave/ Casual leave account/ Casual leave register | | To be destroyed after 1 year |
| 5 | Study leave | | 1 year after the expiry of the bond/ agreement executed by the government servant, subject to suitable entries being made in the appropriate service record an authenticated copy being kept in the personal file |
| 6 | Care-taking arrangements | Allocation of work among sweepers, chowkidars | One year after the allocation order ceases to be in force |
| White-washing-arrangements thereof | 3 years or one year after completion of audit, whichever is later |
| 7 | Short hand notebook/ register | | 1 year |
| 8 | Files for patients who suffer from diseases of very ordinary nature | | 1 year |
| 9 | Other routine files | | 1 year |
| 10 | Indoor/outdoor patient's follow up cards. | | 1 year |
| 11 | Attendance register | | 1 year subject to not require in any case. |
| 12 | Round register | | 1 year |
| 13 | Night duty register/ Central duty register/ any other duty register | | 1 year subject to not require in any court. |
| 14 | Roll Call Register Staff Nurses/ Class-IV/ ICTC staff detail register | | 1 year |
| 15 | Movement register | | 1 year |

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***Note 2:*** *The retention period reckoned with reference to the date from which the record ceases to be current/active. Where, however, it is proposed to weed out a register where in certain entries are still current, e.g., file movement register where certain files entered there in have not been recorded or the register of assurances, where certain assurances have not been implemented, the current entries first be transferred to the new register and the old register weeded out thereafter*

**BLOOD BANK (Specific record): (Retention period as indicated)**

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| --- | --- | --- |
| **S. No.** | **Description of record** | **Retention period (Years)** |
| 1 | Master register | 7 years or 3 year after completion of audit, whichever is later & after appropriate retention of records |
| 2 | Collection register | 3 years or one year after completion of audit, whichever is later |
| 3 | Blood stock register/ Blood component register/ reagent and blood bag stock register/ Elisa kit stock register | 5 years or one year after completion of audit, whichever is later |
| 4 | Issue register/ Component issue register/ Blood supply register | 3 years or one year after completion of audit, whichever is later |
| 5 | Permanent article record | Permanent |
| 6 | Consumable article record | 1 year after condemnation completed |
| 7 | Returned blood records | 3 years or one year after completion of audit, whichever is later |
| 8 | Cross mach register | 3 years or one year after completion of audit, whichever is later |
| 9 | Cell register | 3 years or one year after completion of audit, whichever is later |
| 10 | Consent register | 3 years or one year after completion of audit, whichever is later |
| 11 | Discard register | 5 years or one year after completion of audit, whichever is later |
| 12 | Internal Quality register/ coomb’s/ culture register | 3 years or one year after completion of audit, whichever is later |
| 13 | HIV test register/ Transmissible disease report register/ HCV/ HbsAg report | 3 years or one year after completion of audit, whichever is later |
| 14 | Donor reclaim register/ Donor directory/ Donor screening register/ voluntary donors file | 3 years or one year after completion of audit, whichever is later |
| 15 | SDP register (Single donor platelet) | 3 years or one year after completion of audit, whichever is later |
| 16 | Refreshment register | 3 years or one year after completion of audit, whichever is later |
| 17 | Blood transfusion register | 5 years or one year after completion of audit, whichever is later |
| 18 | Transfusion reaction report | 3 years or one year after completion of audit, whichever is later |
| 19 | Waste management register | 5 years or one year after completion of audit, whichever is later |
| 20 | Testing register Elisa/ Testing register Rapid | 3 years or one year after completion of audit, whichever is later |
| 21 | Counselling register | 3 years or one year after completion of audit, whichever is later |
| 22 | Without replacement register | 3 years or one year after completion of audit, whichever is later |
| 23 | Blood camp reports | 5 years or one year after completion of audit, whichever is later |
| 24 | Equipment validation | 3 years or one year after completion of audit, whichever is later |
| 25 | Miscellaneous register | 3 years or one year after completion of audit, whichever is later |

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***Note 2:*** *The retention period reckoned with reference to the date from which the record ceases to be current/active. Where, however, it is proposed to weed out a register where in certain entries are still current, e.g., file movement register where certain files entered there in have not been recorded or the register of assurances, where certain assurances have not been implemented, the current entries first be transferred to the new register and the old register weeded out thereafter.*

***Note 3:*** *The retention period for other records other than the specific record, may be checked from the above mentioned categories.*

**ENGINEERING WINGS (Specific record): (Retention period as indicated)**

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| --- | --- | --- | --- |
| **S.No.** | **Description of record** | | **Retention period (Years)** |
| 1 | Administrative approval and technical sanction | Major works | 10 years after completion of work and 1 year subject to audit clearance for the relevant period and objections settled,whichever is later |
| Minor works | 10 years after completion of work and 1 year subject to audit clearance for the relevant period and objections settled |
| 2 | Works | Original agreement copies | 10 years after completion of work and 1 year subject to audit clearance for the relevant period and objections settled,whichever is later |
| Monthly vouchers/ Running Bills/ Final bills etc. of the works | 10 year after completion of work with final payment to the contractor or 1 year subject to audit clearance for the relevant period and objections settled |
| Correspondence files related to works (divisional level) | 10 years after completion of work and 1 year subject to audit clearance for the relevant period and objections settled |
| Old registers | 5 or one year after completion of work and audit whichever is later |
| Cash Books | 10 years subject to the audit clearance |
| Original Estimates | 10 years after completion of work and 1 year subject to audit clearance for the relevant period and objections settled |
| Preliminary drawings | 10 years after completion of work and 1 year subject to audit clearance for the relevant period and objections settled |
| As built drawings | Permanent |
| Measurement Books (MBs) | 20 years after completion of work |

***Note 1:*** *Any register/expenses book/ record which is required for audit be weeded out only after proper audit.*

***Note 2:*** *The retention period reckoned with reference to the date from which the record ceases to be current/active. Where, however, it is proposed to weed out a register where in certain entries are still current, e.g., file movement register where certain files entered there in have not been recorded or the register of assurances, where certain assurances have not been implemented, the current entries first be transferred to the new register and the old register weeded out thereafter.*

***Note 3:*** *The retention period for other records other than the specific record, may be checked from the above mentioned categories.*

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