

# **The M.P. Destruction of Records (Employment Service) Rules, 1982**

MADHYA PRADESH

India

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### **Rule**

### **THE-M-P-DESTRUCTION-OF-RECORDS-EMPLOYMENT-SERVICE-RULES of 1982**

- Published on 2 December 1983
- Commenced on 2 December 1983
- [This is the version of this document from 2 December 1983.]
- [Note: The original publication document is not available and this content could not be verified.]

The M.P. Destruction of Records (Employment Service) Rules, 1982Published vide Notification M.P. Rajpatra, Part 4 (Ga), dated 2-12-1983In exercise of powers conferred by item (1) of clause (c) of Section 3 of Destruction of Record Act, 1917 (No. V of 1917) and Government of Madhya Pradesh Notification No. 762-24-1 (iv), dated the 15th February, 1966 (published, in "Madhya Pradesh Gazette" page 591 Section No. 31, dated 15th February, 1966) the Director of Employment and Training, Madhya Pradesh, Jabalpur makes the following rules, namely-

### **1. Short title and commencement.**

(1)These rules may be called The Madhya Pradesh Employment Service (Destruction of Records) Rules, 1982.(2)They shall come into force from the date of their publication in the "Madhya Pradesh Gazette".

### **2. Definitions.**

- In these rules unless the context otherwise requires. -(1)"Authorised Officer" means the Officer authorised by the Director of Employment and Training viz for Directorate of Employment and Training (Employment Wing), the Deputy Director of Employment/State Employment Officer and Head of office of Employment Service as the case may be to perform the functions of the authorised officer under these rules.(2)"Document" means the document in the possession and custody of Director of Employment and Training and Head of offices of Employment Service.(3)"Schedule" means the Schedule appended to these rules.

### **3. Preservation of documents.**

- The documents mentioned in the schedule shall be preserved for (he period specified in column 3 of schedule I.

### **4. Documents to be destroyed.**

- All documents shall be destroyed after the expiry of the period for which they are to be preserved under rule 3.

### **5. Inspection of documents.**

- All documents to be destroyed shall be selected by the record keeper and/or the Officer authorised by the Director of Employment and Training for Directorate of Employment and Training (Employment Wing), and by Head clerk for other offices of Employment Service in Madhya Pradesh and submitted for inspection of the "Authorised Officer" and no paper shall be destroyed without the orders of the Authorised Officer who shall satisfy himself that they are not of sufficient importance to be preserved and the period of their preservation has expired.

### **6. Manner of destruction of documents.**

- The documents may be destroyed either-(i)by tearing; or(ii)by burning.In the presence of an Authorised Officer provided that the documents of the secret or confidential nature shall be destroyed only by burning.

### **7. Disposal after the documents are destroyed.**

- The documents destroyed in the manner prescribed in clause (i) of rule 6 may be sold or otherwise disposed of in such a manner as the Authorised Officer thinks fit.

### **8. Register of documents destroyed.**

- A register of the documents destroyed shall be in form in Schedule II.

### **9. Interpretation.**

- If any question arises relating to the interpretation of these rules, it shall be referred to the Director of Employment & Training, Madhya Pradesh, Jabalpur whose decision thereon shall be final.

I

[See Rule 3]

S. No.	Description of documents	Period of preservation in years
(1)	(2)	(3)
1.	Register of contingent expenditure	5 years.
2.	(i) Cash Book	20 years.
	(ii) Bill register	20 years.
3.	Detailed budget estimated an office	5 years.
4.	Travelling allowance bills and acquittance rolls relatingthere to.	3 years
5.	Service books and service rolls (including leave accounts)	5 years after death or retirement, whichever is earlier.
		Note. - In the case of dismissal, the service book or theservice roll should be retained at the discretion of the head ofthe office for such period as it is likely to be required.
6.	Pension cases-	25 years.
	(a) Invalid pensions	
	(i) Superior servants.	5 years from the date of retirement.
	(ii) Inferior servants.	
	(b) Other kinds of pension	5 years from the date of retirement.
7.	Cases in sub-ordinate offices containing intermediatecorrespondence in which pensions were sanctioned by the Directorof Employment & Training of State Government.	3 years.Note. - Cases relating to pensioners who are deadshould be eliminated as soon as the fact is known.
8.	Statement of monthly progressive expenditure andcorrespondence relating to discrepancy in figures.	2 years
9.	Pay bills of Government Servants (other than those mentionedin the next entry) in respect of whom no establishment returnsare submitted and no service books or service rolls aremaintained.	40 years
10.	Pay bills of other clauses of Government servants andacquittance rolls for pay and allowances (other than travellingallowance) when maintained separately (Note No. 1 may be seen).	35 years

11.	Papers regarding constitution, function and working of important committees, working group, etc.	Permanent
12.	Papers concerning rules, regulations departmental guides or instruction of general application.	Permanent
13.	Papers relating to salient features of organisation and staffing of Government Departments and offices.	Permanent
14.	Papers relating to important litigation or "causes celebrated" in which the administration was involved.	Permanent
15.	Papers relating to major policy decisions including those relating to the preparation of legislation.	Permanent
16.	Papers providing lasting precedents for important procedure i.e. administrative memoranda, historical reports summaries, legal opinions or important matters.	Permanent
17.	Papers relating to the implementation of a change of policy including a complete set of instructions to executive and relevant forms.	Permanent
18.	File containing orders	Permanent, but as soon as orders are revised or cancelled, the cancelled orders be destroyed after one year.
19.	Leave accounts of employees	Permanent, but on retirement or after death the record should be preserved for 3 years.
20.	Annual establishment returns	35 years.
21.	Such records which are concerned with the cases of personal claims of employees and personal service records	Permanent, but should be destroyed after 3 years after the death of employee or retirement.
22.	File movement register	2 years.
23.	M.P. Gazette	3 years, but all important publications pertaining to department be extracted from the Gazette.
24.	Newspapers	1 year, disposed of by sale.
25.	D.K. Register	1 year.
26.	Despatch register	5 years.
27.	Postal registration record	5 years.
28.	Receipts of telegram	1 year.
29.	Diary/Receipt register	10 years.

30. Messenger book/peon book	1 year
31. Stamp account register	5 years
32. Index file register	Permanent
33. List of files transferred to record room.	25 years
34. Record review register	1 year
35. List of files received by review	1 year
36. Spare copies of publication, circulars, orders, etc.	1 year
37. Weekly arrear statement	1 year
38. Inspection report	5 years
39. Papers of Ephemeral nature	1 year
40. All important files worth keeping	5 years or more depending upon the nature of files.
41. Index cards of applicants (X-1s).	1 year for general category and 2 years in case S.C./S.T. and Ex-servicemen as per instructions laid down in N.E.S. Manual Para 7.46 and disposed of as scrap.
42. Order cards (Vacancy)	1 year in case of general category and 5 years for S.C./S.T. and Ex-servicemen as per instructions laid down in N.E.S. Manual Para 10.19.
43. (i) ER-I and ER-II returns.	4 years.
(ii) E.M.-I envelope	Permanent as per instructions contained in N.E.S. Manual Para 7.7 Chapter Seven.
44. Annual/Monthly report & returns	15 years.
45. Internal monthly and 6 monthly inspections.	1 year.
46. Vacancy circulation papers advertisement etc. concerning vacancies.	1 year.
47. E.E. Minutes and instructions from D.G.E. & T. and D.E. & T.. Regarding procedure and policy.	Permanent, but as soon as revised or cancelled, cancelled be destroyed after one year.
48. Employers contact register	2 years.
49. Other records like staff training and meant for Ephemeral nature	1 year.
50. Soft loan correspondence and file	5 years, after the loan is re-paid.
51. V.G.-1 Cards	5 years.

Note. (for item 10). - Before any pay bills and establishment returns are destroyed, the period of temporary and officiating service, as recorded in the service books or service rolls of Government servant concerned should be verified by the Heads of Offices from the pay bills and establishment returns and the fact of such verification should be recorded under proper attestation in the service books or service rolls. The head of offices should also invariably give necessary particulars with

reference to articles 370 and 371 of Civil Service Regulations with a view to enable the Audit Office to decide later on by reference merely to such particulars whether the temporary or officiating service will qualify for pension or not, for example in the case of officiating service, that nature of the vacancy in which the Government servant officiated and in the case of temporary service whether temporary post was subsequently made permanent should be stated. Note 2. - The period of preservation begin to run from the beginning of the calendar year succeeding that in which the document was disposed off. In case of the registers and statements the period shall be counted from the beginning of the calendar year succeeding that of their consignment in the record room. Thus if a document which is to be kept for 3 years is disposed of in 1982 the period of 3 years will begin from the 1st day of January, 1983.

II

(See Rule 8) Register of Documents Destroyed

S. No.	No. and date of the documents	Particulars in brief of document-destroyed	Mode of destruction	Date of destruction	Signature of the authorised Officer	Remarks
No.	Date					
(1)	(2)	(3)	(4)	(5)	(6)	(7) (8)