

# **The Destruction of Records (Relating to Registering Office in Chhattisgarh) Rules, 1983**

CHHATTISGARH

India

## **The Destruction of Records (Relating to Registering Office in Chhattisgarh) Rules, 1983**

### **Rule**

### **THE-DESTRUCTION-OF-RECORDS-RELATING-TO-REGISTERING-OFFICE of 1983**

- Published on 16 April 1984
- Commenced on 16 April 1984
- [This is the version of this document from 16 April 1984.]
- [Note: The original publication document is not available and this content could not be verified.]

The Destruction of Records (Relating to Registering Office in Chhattisgarh) Rules, 1983Published vide Notification No. B-6-19-5-SR-82-1981, dated 16-4-1984, C.G. Rajpatra, Part 4 (Ga), dated 24-5-1985 at page 239In exercise of powers conferred by sub-clause (i) of clause (c) of sub-section (2) of Section 3 of the Destruction of Records Act, 1917 (No. V of 1917), and in supersession of all rules previously made in this respect, the State Government hereby makes the following rules for the destruction of documents in the custody of Registering Officers in Chhattisgarh, namely :-

#### **1. Short title.**

- These rules may be called, "The Destruction of Records (Relating to Registering Officer in Chhattisgarh) Rules, 1983".

#### **2. Procedure for destruction of Records.**

(1)The records shown in column (2) of the appendix appended to these rules shall be destroyed under the orders of the Registrar annually in the month of October after the expiry of period shown in column (3) of the appendix against each entry.(2)Each sub-registrar shall have full discretion to order the destruction or retention of all or any record.(4)The Sub-Registrar shall,-(i)Carry out the orders of the Registrar;(ii)Certify at the foot of the list that he has done so; and(iii)File the list in Part II of the file book.Note :- (1) For the Registrar's Office a similar list shall be prepared and put up by the official of the Registrar's Office.(2)File book, Part III, shall not be destroyed unless the circulars etc., contained therein have been annulled or superseded.(3)Before any office copies of pay

bills or annual establishment returns are destroyed, the periods of temporary and officiating service, as recorded in the service books or service rolls of the Government servant, concerned, should be verified by the head of the office from the office copies of pay bills and establishment returns and the fact of such verification recorded under proper attestation in the service books or service rolls. The heads of offices should also invariably record necessary particulars in service books or service rolls with a view to enabling the Audit Office to decide later 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, the nature of the vacancy in which the Government servant officiated and in the case of temporary service whether the temporary post was subsequently made permanent, should, be stated. Appendix [See sub-rule (1) of Rule 2]

S. No.	Particulars of Records	Period of Retention years
(1)	(2)	(3)
1	(a)	Office copies of pay bills of Government servants in respect of whom no establishment returns are submitted and no service books & service rolls are maintained. Forty years.
	(b)	Office copies of pay bills of Government servants other than those referred to in (a) above. Six years.
	(c)	Acquittance rolls of pay and allowances other than travelling allowances when maintained separately. Six years
2	File book Part II	Twelve years.
3	Register of impounded documents	Six years.
4	File book Part IV (orders on inspection notes)	Twelve years.
5	Office copies of monthly and annual returns	Six years.
6	Fee book	Three years.
7	(1)	Cash account book (Sub Registrar's office) Three years.
	(2)	Cash Book (Registrar's office) Twenty years
8	Receipt book	Three years.
9	File Books, Parts V, VI and VII	Three years.
10	File book, Part VIII (Application for copies Inspections and searches)	Immediately after the inspectors inspection

11	Despatch register and account of service Postage Stamps	Three years	
12	Register of Stationery and forms	Three years	
13	Register of documents delivered by post	Three years	
14	Routine correspondence	Three years	
15	Indents, office copies of contingent travelling allowance, commission and copying fee bills, and list of unclaimed documents, periodical returns and statements and unimportant miscellaneous papers.	Three years	
16	Day Book	Three years	
17	Dairy	Six years.	
18	Inward Register of letters	Three years	
19	Register of deposit of cash box in a treasury, sub-treasury or a police station house	Three years	
20	Register of furniture	Five years	
21	Register of contract and countersigned contingencies	Five years	
22	Annual Establishment returns	Thirty years	
23	Pension cases-		
	(1)	Invalid	
		(a) Superior servants	Twenty five years
		(b) Inferior servants	Five years
	(2)	Other kind of pension	Five years.
	(3)	Pensioners who are dead	Immediately the fact is known.
24	Acknowledgment of memoranda, copies of documents and record-of-right, statements despatched by Registering Officer	Two years	
25	Register of temporary records	Twelve years	
26	Cases of leave, appointment, transfer of-		
	(a) Sub-Registrars	Twelve years.	
	(b) Registration Moharrirs	Twelve years.	
	(c) Registration peons	Five years after retirement.	
27	Form No. 37-G under Section 26-F (1) of the Income Tax Act, 1961	One year.	

28 Form No. 34-A under Section 230-A of the Income Tax Act, 1961 Four years.

29 Panchayat Duty Register together with monthly and annual statement relating thereto. Six years.

Form (See Rule 2) List of books, etc. destroyed in the office of the..... of.....

Books or Papers

Name of	Date of the last entry made in them	General description	For what years
(1)	(2)	(3)	(4)

By whose order destroyed	Mode of destruction	Remarks
(5)	(6)	(7)

I certify that the books and papers mentioned in the above list were destroyed in my presence on this.....day of..... 19.....Signature of Registering Officer