

The Rajasthan Municipalities (Records) Rules, 1964

RAJASTHAN

India

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Rule

THE-RAJASTHAN-MUNICIPALITIES-RECORDS-RULES-1964 of 1964

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The Rajasthan Municipalities (Records) Rules, 1964 Published vide Notification No. Tax/(Rules) (10)DLB/62, dated 13-4-1964, Published in Rajasthan Gazette, Extra-ordinary, Part 4-C, dated 31-12-1964 In exercise of the powers conferred by section 297 read with clause (c) of section 88 of the Rajasthan Municipalities Act, 1959 (Act No. 38 of 1959), the State Government hereby Makes the following Rules, namely:-

1. Short title.

- These Rules may be called the Rajasthan Municipalities (Records) Rules, 1964.

2. Commencement.

- They shall come into force after one month from the date of their publication in the Official Gazette.

3. Definitions.

- In these rules, unless the context otherwise requires :- (1)'Municipal Board' includes Municipal Council; (2)'Chairman' includes President of a Municipal Council; (3)'Executive Officer' includes Commissioner of Municipal Council and in case of a Municipal Board for which no Executive Officer has been appointed, its Secretary; (4)'Record Keeper' means the person in immediate charge of the Record Room; (5)'Printed papers' includes typed or cyclostyled papers; and (6)'Records' includes registers.

4. Record Room.

- Every Municipal Board shall reserve such portion of the Municipal Office as may be necessary for the proper accommodation and custody of its correspondence and records. The space thus set apart shall be called the Record Room.

5. Matters of Routine.

- In all correspondence, reminders, explanations of delay, and letters on mere matters of routine (such as the returning enclosures) shall be destroyed by the Record Keeper when the file is closed.

6. Printed papers.

- The original of a paper which has been printed shall be destroyed by the Record Keeper on being replaced by the printed paper ;Provided that the Chairman or Executive Officer may for reasons to be recorded thereon direct that the original paper may be kept in addition to the printed paper, either on its proper file or in some other place for such period as may be specified.

7. Classes of records.

- The papers and records mentioned in the Schedule A and B appended hereto shall be retained for the period indicated in respect of each and shall be destroyed only after expiry of that period :Provided that the Chairman or Executive Officer may, for reasons to be recorded thereon direct that any file or record be retained for longer than the prescribed period.

8. Conclusion of audit.

- The date of conclusion of the audit for any period shall be deemed to be the date which is recorded at the end of the audit for the period in question.

9. Computation of term of retention of records.

- When a definite term is prescribed for the retention of any correspondence or record, the computation in calculating the terms shall be made from July 1, following the date of the completion of the file or of the record. Illustration:- (i) A file required to be retained for five years, the last letter which is dated April 10, 1951 shall be examined and the papers affected, removed and destroyed on July 1, 1956. (ii) A letter required to be retained for 10 years which is dated December 19, 1951 shall be destroyed on July 1, 1962. Explanation. - The final closing of a register is a completion of a record.

10. Records which shall be kept permanently.

- Notwithstanding anything contained in these rules or the Schedule appended thereto, correspondence or records which contain a discussion of or a decision on a question of principle,

and every order, rules, regulations and bye-laws affecting the Municipal Board, shall be retained permanently and generally in a case of doubt every correspondence or record destruction of which at any time may be deemed injurious to the interest of the Municipal Board or of the Government or of the public generally, shall be preserved even though the subject may fall within the categories of the schedules for which only a specified term of retention has been prescribed.

11. Registers.

- The Record Keeper shall keep in the forms given below two registers, one for correspondence and one for records. In each register the entries shall be made in serial order as the files or records are received for deposit in the record room. Record Keeper's Register of Correspondence

Serial no.	Depart-ment	File No.	No. of papers in file	Date of deposit in record room	Date in which file should be examined for weeding	Initial of Record Keeper	Date on which file actually examined for weeding	Number of papers ordered to be destroyed	Date of destruction	Number of papers remaining in file, if any
1	2	3	4	5	6	7	8	9	10	11

Record Keeper's Register of Record

Serial No.	Description of record	Date of deposit in record room	Date on which file should be examined or weeding	Initials of Record Keeper	Date on which record was actually examined for weeding.	If ordered to be destroyed date of destruction	Initials of officers ordering the destruction	Remarks
1	2	3	4	5	6	7	8	9

12.

(i) Beginning on 1st July, in each year or as soon thereafter as possible, the Record Keeper shall go through all the files of correspondence in their serial number according to the register of correspondence prescribed by the proceeding rule and shall make the necessary entries therein in regard to each file recorded in the register. He shall take out from the file each paper which according to the terms prescribed for such paper in the Schedule appended to these rules is liable to destruction, and submit it with his register for the inspection of the Chairman or Executive Officer who shall then pass the necessary orders thereon in accordance with these rules and the Schedules appended thereto. (ii) The Record Keeper shall similarly examine all records in accordance with the classes given in Schedule 'B' and submit those liable to be destroyed thereunder together with his register of records prescribed by rule 9 to the proper officer who shall pass orders thereon in the same manner as prescribed in this preceding sub-rules. (iii) In case of doubt as to the class of any correspondence or records it shall be submitted for the inspection and orders of the Chairman or Executive Officer if it has not been in the first instance submitted to him.

13.

(a) If all the papers in file or correspondence are destroyed, an entry shall be made in column 10 of the record-keeper's register as follows :- "Whole file destroyed in my presence. (Signature of Chairman or Executive Officer.) (Initials of the Record Keeper)" (b) If certain letters of papers only are destroyed, the entry in the register shall be as follows:-

"Nos. Destroyed in my presence.

Date. (Signature of Chairman or Executive Officer)

(Initials of the Record Keeper)".

14.

Papers selected for destruction shall, if confidential, be burnt without delay. Non-confidential papers, if intended to be sold as waste paper, shall be torn up into small pieces so effectually that their former contents cannot be learnt therefrom. Notes: 1. All weeded documents of non-confidential nature and accumulation of waste paper basket should be stored until a fair quantity is available. It should then be sold.

2. Obsolete and cancelled forms may also be sold. The sale shall be supervised by a responsible Officer not below the rank of Executive Officer to prevent the surreptitious sale of usable form.

15. Repeal.

- All existing rules, bye-laws, regulations, orders, Notifications and Circulars in relation to matters covered by these rules shall stand superseded on the coming into force of these rules.

A

Class I To be destroyed after one year

1. Application for copies.

2. Files regarding the printing of Forms.

3. Miscellaneous reports of progress of works after the completion of the works to which they relate.

4. Miscellaneous applications, such as for permission to hold games, discharge fire works, cut trees, and the like and for permission to build when the application has been refused.

5. Letters of an ephemeral character, such as those furnishing explanations of difference in accounts since closed and adjusted and the like.

Class II To be destroyed after five years

1. Appendices of the Annual Administration Report.

2. Analysis of water.

3. (i) Files of importance affecting the services of Municipal employees such as those concerning their appointment, promotion reduction and dismissal (five years after the completion of their services.)

(ii) Files regarding the leave of such employees, complaint against them, enquiries into their conduct not required for payment reference (five years after the completion of their services).

4. Files regarding the lease of lands of buildings (five years after expiry of the lease).

5. Files relating to Municipal contracts of a temporary character (five years after expiry of the contract).

6. Files regarding vaccination, health or vital statistics, inspection reports of temporary interest from the Medical Officers of health, officers of the Education Department and the like.

7. Objection of the assessee to taxes.

8. Files connected with accounts which are of no further use.

9. Generally all files containing correspondence of merely temporary interest which the Chairman or Executive Officer decides need not be kept for more than five years.

Class III To be destroyed after ten years

- 1. Files regarding annual reports other than the Annual Administration and Sanitary Reports.**
- 2. Files containing correspondence with the Legal Remembrancer or relating to suits instituted by or against the Board and not of sufficient importance to be permanently retained.**
- 3. File connected with applications for permission to build when the application has been sanctioned.**

Class IV To be retained permanently

- 1. Files containing general orders of Government, circulars and notifications.**
- 2. Files regarding the constitution of the Municipality, the fixation or revision of boundaries, the making or modification of rules, regulations and bye-laws, the imposition and modification of taxation and extension of Acts.**
- 3. Files containing Annual Administration Reports and the orders of the District Magistrate, the prescribed authority and the Government on the reports;**
- 4. Files of permanent interest regarding important sanitary improvements or important public works.**
- 5. Files regarding loans and investments.**
- 6. Files regarding the appropriation or sale of lands or buildings to or by Boards.**
- 7. Files containing decisions of the High Court affecting the Municipality.**
- 8. Orders of Government on prosecutions or suits affecting the Municipality.**
- 9. Any other files containing correspondence that should in the opinion of the Chairman or Executive Officer be retained permanently.**

B

Class I To be destroyed one year after conclusion of audit

- 1. Inspection Book of octroi barriers.**
- 2. Extra ordinary Passes.**
- 3. Cattle Passes.**
- 4. Statement of expenditure on construction.**
- 5. List of Advances outstanding.**
- 6. Notice of Demand (after one year of recovery).**
- 7. Notice Distress Warrant Form No. 11 (after one year of recovery of the amount).**

Class II To be destroyed three years after conclusion of audit

- 1. Octroi Receipts and Tickets.**
- 2. Jinswars of octroi.**
- 3. Railway Receipt Register.**
- 4. Challans.**
- 5. Head Office Jinswar.**
- 6. List of persons who compound for octroi.**
- 7. Composition Passes for octroi.**
- 8. Refund Applications.**
- 9. Refund Ledger.**

- 10. Transit Passes.**
- 11. Warehouse Ledger.**
- 12. Rent and Fee Register of Bonded Warehouses.**
- 13. Receipts for Warehouses rent and fees.**
- 14. Toll Tickets.**
- 15. Cash Book of tolls.**
- 16. Register of increases and decreases.**
- 17. Register of Objections.**
- 18. Counterfoil of Bills.**
- 19. Receipt Book.**
- 20. Bills Collector's Challan Book.**
- 21. Acknowledgement of bill collectors.**
- 22. Abstract of Daily Collections.**
- 23. Register of Realisation through distress warrants.**
- 24. Progress statements of collections.**
- 25. Passes of Sugar Refiners.**
- 26. Licence Form.**
- 27. Licence Form for Vehicles plying for Hire.**
- 28. Register of Taxes and other incomes collected by means of licences.**

- 29. Counterfoils of Tehbazari tickets.**
- 30. Tehbazari Register.**
- 31. Stock Book of trenches.**
- 32. Trenching ground account register.**
- 33. Pennits.**
- 34. Stock Book of city sweepings.**
- 35. City sweepings Account Register.**
- 36. Pound Admission and Release Register.**
- 37. Counterfoils of Pound Register...Admission Passes**
Release Pass Receipt for purchase of impounded cattle sold.
- 38. Register of Impounded cattle sold.**
- 39. Counterfoils of Memoranda of sales of cattle.**
- 40. Slaughter House Tickets.**
- 41. Garden Order Book.**
- 42. Garden Voucher Book.**
- 43. Garden Ledger.**
- 44. Garden Contingent Register.**
- 45. Garden Stock Book.**
- 46. Contractor's Bills.**

- 47. Muster Roll.**
- 48. Stock Book of Stores and Forms.**
- 49. Store-Keepers Day Book.**
- 50. Pay Bills.**
- 51. Leave Statement.**
- 52. Acquittance Rolls.**
- 53. Travelling Allowance Bills.**
- 54. Contingent Bills.**
- 55. Permanent Advance Register.**
- 56. Stamps and Despatch Register.**
- 57. Counterfoils of Receipts.**
- 58. Travelling Allowance Check Register.**
- 59. Attendance Register.**
- 60. Meter Reading Book.**

Class III To be destroyed 5 years after conclusion of audit

- 1. Budget.**
- 2. Register of Applications.**
- 3. House Connection Register.**
- 4. Coal Stock Book.**

5. Certificate of Verification of stores and other movables.

Class IV To be destroyed 10 years after conclusion of audit

- 1. Octroi Superintendent's Cash Book.**
- 2. Assessment List.**
- 3. Demand and Collection Register on account of collection.**
- 4. Demand and Collection Register of rents other than Tehbazari.**
- 5. Pound Cash Book.**
- 6. Garden Cash Book.**
- 7. Miscellaneous Demand and Collection Register for house and water rate.**
- 8. Store Return of water and Sewage works.**
- 9. Security Bond (10 years after they cease to have effect).**
- 10. Classified Abstract of Income and Expenditure.**
- 11. List of Transfer Entries.**
- 12. Monthly Account.**
- 13. Cheque Book.**
- 14. Treasury Pass Book.**
- 15. Establishment Check Register.**
- 16. Ledger of Miscellaneous Advances.**
- 17. Fine Statements.**

18. Lease (10 years after they cease to have effect).

19. Service Books and Character Rolls.

20. Statements submitted with the Annual Administration Report.

21. Other registers which the Chairman or Executive Officer may decide, should be kept for a longer period than five years but not permanently.

Class V To be retained permanently

1. Register of proceedings of the Municipal Board and its Committee.

2. Register of correspondence (Receipt, Despatch and File register and the like).

3. Register of Members.

4. Provident Fund Register.

5. Order Books.

6. Register of Immovable Property including trees and plants.

7. Register of Public Works.

8. Register of works other than for petty works.

9. Annual Maintenance Account of water works.

10. Scale Register.

11. Central Cash Book.

12. Annual Balance Sheet.

13. Register of Loans.

- 14. Register of Securities and Investments.**
- 15. Register of Deposits.**
- 16. Record-Keeper's Register.**
- 17. Births and Deaths Register.**
- 18. Such other records as the Chairman or Executive Officer may decide to be of permanent interest.**
- 19. Files regarding Loans and Investments.**
- 20. Challans.**
- 21. Audit Inspection Reports.**