

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

MADHYA PRADESH

India

## **The Destruction of Records (Relating to Registering Office in Madhya Pradesh) 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 Madhya Pradesh) Rules, 1983 Published vide Notification No. B-6-19-5-SR-82-1981, dated the 16th April, 1984, M.P. Rajpatra, Part 4 (Ga), dated 24-5-1985 at page 239 In 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 suppression of all rules previously made in this respect, the State Government hereby makes the following rules for the destruction of documents in the custody to registering Officers in Madhya Pradesh, namely-

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

- These rules may be called The Destruction of Records (Relating to Registering Office in Madhya Pradesh) 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, in the said month prepare a list of records due for destruction in the form appended to these rules and submit to the Registrar. (3) The Registrar shall have full description 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book, Part III, shall not be destroyed unless the circulars, etc., contained therein have been annulled or superseded.(3)Before any office copies of pay bills or annual establishment returns are destroyed, the period of temporary and officiating service, as recorded in the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, Part 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.

- 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.
15. 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. Acknowledgement of memoranda, copies of documents and record of right, statements dispatched 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 5 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 creating 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	By whose order destroyed	Mode of destruction	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

I certify that the books and papers mentioned in the above list were destroyed in my presence on this..... day of..... 20..... Signature of Registering Officer.