

U.P. Zila Panchayat (Maintenance and Weeding of Records) Rules, 1968

UTTAR PRADESH

India

U.P. Zila Panchayat (Maintenance and Weeding of Records) Rules, 1968

Rule

U-P-ZILA-PANCHAYAT-MAINTENANCE-AND-WEEDING-OF-RECORDS of 1968

- Published on 30 November 1968
- Commenced on 30 November 1968
- [This is the version of this document from 30 November 1968.]
- [Note: The original publication document is not available and this content could not be verified.]

U.P. Zila Panchayat (Maintenance and Weeding of Records) Rules, 1968Published vide Notification No. 6894-B/33-2-3-R-36, dated 30th November, 1968In exercise of the powers wider Section 237 of the U.P. [Kshettra Panchayats] [Substituted by U.P. Act No. 9 of 1994.] and [Zila Panchayats] [Substituted by U.P. Act No. 9 of 1994.] Adhiniyam, 1961 (U. P. Act 33 of 1961), the Governor is pleased to make the following U. P. [Zila Panchayats] [Substituted by U.P. Act No. 9 of 1994.] (Maintenance and Weeding of Records) Rules, 1968, after previous publication with Notification No. 4857-B/33-2-3-R-66, dated September 20. 1968, as required under sub-section (2) of Section 237 of the said Adhiniyam :

1. Short title and commencement.

(1)These Rules may be called the Uttar Pradesh [Zila Panchayat] [Substituted by U.P. Act No. 9 of 1994.] (Maintenance and Weeding of Records) Rules, 1968.(2)They shall come into force with effect from the date of their publication in the Gazette.

2.

Every [Zila Panchayat] [Substituted by U.P. Act No. 9 of 1994.] shall reserve such portion of the [Zila Panchayat] [Substituted by U.P. Act No. 9 of 1994.] Office as may be necessary for the proper accommodation and custody of its records including its correspondence and registers. The space thus set apart shall be called "Record Room" and shall be placed in the immediate charge of an officer to be called the Record-keeper.

3.

The Record-keeper shall when a file is closed for deposit in the Record Room weed out all reminders, explanations of delay and letters returning enclosures and shall, unless the Karyya Adhikari of the [Zila Panchayat] [Substituted by U.P. Act No. 9 of 1994.] otherwise directs weed out the original of a printed paper when it is replaced by the printed papers. He shall at the same time fix a stamp on the file or register, noting therein the year in which it should be examined for weeding.

4.

The Record-keeper shall unless the Kaiya Adhikari directs that the record shall be retained for a longer period, weed out the records mentioned in Schedule 'A' and 'B' immediately after the period prescribed in respect of each has elapsed. He shall not remove or destroy any record without the approval of the Head Clerk of the [Zila Panchayat] [Substituted by U.P. Act No. 9 of 1994.] and the Karyya Adhikari.

5.

In calculating the time fixed for the retention of the record, the computation of the term shall unless otherwise prescribed in the said Schedules be made from April 1, following the date of the last letter in the file recorded or of the final closing of the registers as the case may be or if the term be fixed from the conclusion of the audit, the date which is recorded at the end of the audit note for the period in question.

6.

The Record-keeper shall maintain two registers in the following forms one for records described in Part (A) and another for records described in Part (B).

'A'

Papers and Correspondence(See Rule 4)Class-I To be destroyed after one year

1. Application for purchase of books.

2. Application for copies.

3. Application for casual leave.

4. Petition for employment.

5. Temporary transfer and deputation of [Zila Panchayat] [Substituted by U.P. Act No. 9 of 1994.] servants (One year after the date of return of the incumbents).

6. Personal allowances to clerks and others. (One year after the allowance has been absorbed by promotion, etc.)

7. Submission and return of records (One year after the return of the records).

8. Forwarding dockets or reports and returns.

9. File regarding objections to payments.

10. Letters of an ephemeral character such as those furnishing explanations of differences in accounts since closed and adjusted.

11. Progress reports of unimportant works. (After the completion of works to which they relate.)

12. Monthly minor works returns.

13. Correspondence of an unimportant nature about repairs to roads and buildings.

14. Notices of tournaments, exhibitions and meetings.

15. Papers regarding conduct of examination.

16. Complaints from students and their guardians.

17. Cattle disease reports.

18. Distribution of medicines during epidemics.

19. Applications for permission to occupy inspection bungalows.

20. Papers which have been copies or abstracted into English and which are of no further use.

21. Ballot papers after disposal of objections, if any.

22. Indents for and correspondence regarding forms.

23. Indents for and correspondence regarding furniture.

Class-II To be destroyed after three years

1. Security bond (Three years after the bond has ceased to be in force).

2. Files relating to deposits. (Three years after the deposit has been declared).

3. Collection of income from other district. (Three years after the deposit has been declared).

4. [Zila Panchayat's] [Substituted by U.P. Act No. 9 of 1994.] budget and correspondence relating thereto.

5. Applications for additional grants and transfers in budgets.

6. Budgets of the various departments of the [Zila Panchayat] [Substituted by U.P. Act No. 9 of 1994.],

7. Statement of ordinary annual repairs and applications for grant for works.

8. Files or registers regarding annual repairs.

9. Annual progress report of public works.

10. Files or registers containing contracts for buildings (Three years after the completion of the work, except such as the Adhyaksha may think it advisable for special reasons to retain for ten years.)

- 11. Other files or registers relating to contracts which are considered unnecessary to retain for a longer period than three years.**
- 12. Papers regarding sale of trees, etc.**
- 13. Files of importance affecting the services of employees, such as those concerning their appointment, promotion, reduction, punishment with fine exceeding one month's pay and dismissal (To be retained for three years after the completion of their service).**
- 14. Files regarding the leave of employees, complaints against them, and inquiries into their conduct, not required for permanent reference (Three years after the file is closed).**
- 15. Files regarding pensions and gratuities (Three years after the death of the person to whom pension or gratuity is given).**
- 16. Correspondence in connexion with the detailed bills.**
- 17. Files regarding scholarships.**
- 18. Files regarding subscriptions.**
- 19. Show and fair reports.**
- 20. Periodical returns, except such as the Adhyaksha may think it advisable for special reasons to retain for ten years.**
- 21. Files regarding vaccination or vial statistics, inspection reports of temporary interest from Swasthya Adhikari and Officers of the Education Department and the like.**
- 22. File regarding the election of Adhyaksha of the [Zila Panchayat] [Substituted by U.P. Act No. 9 of 1994.], choosing and co-option of members and appointment of Officers as also the files connected with recommendations and notifications of members.**

23. Applications for thirty years' leases of nazul land (not granted).

24. Miscellaneous papers and correspondence and other records not shown in the list and any special class of records at the discretion of Adhyaksha.

'B'

RegistersClass-I To be destroyed after one year

1. Triplicates of chalans and intimations of money credited in the treasury. (One year after conclusion of audit.)

Note. - Duplicates of chalans must be kept for five years.

2. Casual leave register.

3. List of unanswered references.

4. Register of weeder's daily works.

5. Station letter book.

Class-II To be destroyed after three years

1. Classified abstract of receipts.

2. Classified abstract of expenditure.

3. Monthly accounts.

4. Establishment bills.

5. Travelling allowance bills.

6. Contingent bill.

7. File book of last pay certificates.

- 8. Stamp register.**
- 9. Counterfoil books of permanent advance certificates.**
- 10. Register of advances made, repaid and adjusted.**
- 11. Register of stationery.**
- 12. Stock book of forms, medicines or stores.**
- 13. Register of movable property tools and plants (Three years after a new register, duly verified has been prepared).**
- 14. Register of public works (Three years after completion).**
- 15. Register relating to pounds.**
- 16. Annual statements regarding stallions.**
- 17. Tour diaries.**
- 18. Dok book.**
- 19. Counterfoils of demand notices.**
- 20. Counterfoils of distress warrants.**
- 21. Counterfoils of demand bills.**

Class-III To be destroyed after five years

- 1. Counterfoils of cheque books.**
- 2. Duplicates of cheques and chalans.**
- 3. Permanent advance account.**
- 4. Contingent registers.**

- 5. Subsidiary and detailed registers from which the permanent register of accounts are prepared.**
- 6. Detailed contingent bills, sub-vouchers and invoices, other vouchers and bills not previously specified.**
- 7. Travellers books of staging bungalows.**
- 8. Registers of which there are English counterparts or abstracts that are retained.**
- 9. Acquittance rolls.**
- 10. Treasury remittance book (old form).**
- 11. Cheque receipt register and cheque payment register.**
- 12. Register and counterfoils of receipt books relating to fairs.**
- 13. Counterfoils of receipt books.**
- 14. Acknowledgment of cheque.**
- 15. Cheque payment register.**
- 16. Sanction and commitment register.**
- 17. Expenditure register.**
- 18. Personal Ledger.**
- 19. Journal.**
- 20. Increase and decrease of Assessment list.**
- 21. Licence receipt.**

- 22. Register of licences.**
- 23. Monthly return of fees (school).**
- 24. Register of disbursement of Account.**
- 25. Register of disbursement certificate.**
- 26. Check register of establishment.**
- 27. Registers of loan.**
- 28. Account of expenditure out of loan.**
- 29. Register of grants.**
- 30. Statement of Account of grants.**

Class-IV To be destroyed after ten years

- 1. Advance Ledger.**
- 2. Deposit register.**
- 3. Register of returned money-orders.**
- 4. Advice list of money-orders.**
- 5. Money-order receipt register.**
- 6. Account books of the various departments such as schools, dispensaries.**
- 7. Inspection books.**
- 8. Order books.**
- 9. Registers of members and notifications regarding them.**

10. Register of sanctioned projects.

11. District register of schools under [Zila Panchayat] [Substituted by U.P. Act No. 9 of 1994.].

12. District register of aided schools.

13. Assessment list (ten years after conclusion of audit).

14. Demand and collection register (Ten years after conclusion of audit).

Class-V To be retained permanently unless on the expiry of ten years Karya Adhikari-decides that, the record may be destroyed.

1. Files regarding suits.

2. Files regarding lease and sale of lands or buildings to or by [Zila Panchayat] [Substituted by U.P. Act No. 9 of 1994.].

3. Files regarding thirty years leases for nazul land transferred to [Zila Panchayat] [Substituted by U.P. Act No. 9 of 1994.].

4. All printed books, Gazettes, pamphlets and manuals furnished by Government, and all circulars, circular letter and notifications prescribing rules for future guidance, except spare copies of such of them as have been cancelled, supervised or repealed or have become obsolete.

Class-VI To be retained permanently

1. Cash-book.

2. Cash-book prescribed by the old rules referring to the accounts of the [Zila Panchayat] [Substituted by U.P. Act No. 9 of 1994.].

3. Annual statement of pensionable establishment.

4. Register of miscellaneous demands.

5. Provident fund registers.

6. Register of investments and securities.

7. Annual accounts.

8. Pass-books.

9. Register of immovable property.

10. Register showing the issue of sanads of private owners of trees on road sides.

11. Register of proceedings of the [Zila Panchayat] [Substituted by U.P. Act No. 9 of 1994.].

12. Register of correspondence (receipts, despatch and file registers).

13. Guard Books of forms in use.

14. Catalogue of books (or until a new catalogue duly attested by the Adhyaksha shall have been prepared).

15. Register of weeding.

16. Junior High School examinations certificates counterfoil.

Record-keeper's Register-Schedule A

Sl. No.	Department	File No.	Number papers in file	Date of deposit in record room	Date on which file should be examined forweeding	Initials of Record-keeper	Date on which file actually examined forweeding	Number of papers ordered to be destroyed	Date of destruction	N
1	2	3	4	5	6	7	8	9	10	11

Record-keeper's Register Schedule-B

Sl. No.	Description of Register	Date of deposit in record	Date on which registers should	Initials of RecordKeeper	Date on which registers as	If record to bedestroyed date of	Initials of officerordering the	Remarks
---------	-------------------------	---------------------------	--------------------------------	--------------------------	----------------------------	----------------------------------	---------------------------------	---------

	room	be examined for weeding			actually examined or weeding	destruction	destruction
1	2	3	4	6	7	8	9