



| Preservation and Disposal of Records | | |
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| Mail and Shorting Branch | | |
| SI No | Description of Records | Period of Preservation |
| 1 | Mail Lists received and despatched | 2 years |
| 2 | All records of mail department except those mentioned in item 1 above and elsewhere in this part | 1 year |
| Note : All records of mail department except those mentioned in item 1 above and elsewhere in this part | | |
| 1 | Register to be maintained by the counter PA operating Multi Value Franking Machine (FM.1) | 3 years from the date of last entry |
| 2 | Franking Machine Register regarding postings (to be maintained by licensee) (FM.10) | 3 years from the date of last entry in the register |
| 3 | List of Licences of Franking Machines authorised to post their articles - to be maintained in the post offices(FM.3) | 2 years after expiry of validity date of licence |
| 4 | Franking Machine Record Book (to be maintained by the Main PO and the licensee) (FM.4) | -do- |
| 5 | Franking Machine Ledger to be maintained in the Main Post Office (FM.5) | -do- |
| 6 | Licence for Franking Machine (FM.7) | -do- |
| 7 | Franking Machine Window Ticket (FM.8) | -do- |
| 8 | Register showing payment of advance rentals and postage in respect of hired Franking Machines (FM.16) | -do- |
| 9 | Despatch slips (to accompany each consignment for franked postal articles tendered for despatch) (FM.11) | 2 years |
| 10 | Franking Machine daily docket (FM.12) | 2 years |
| Bag Account | | |
| 1 | Day bag books in CBOs | 10 years |
| 2 | Stock Register | 10 years |
| 3 | Repairable bags register | 10 years |
| 4 | Unserviceable bags register | 10 years |
| 5 | Day bag book in UBOs/DBOs | 2 years |



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| 6 | Annexure C (Bag balance reports) | 2 years |
| 7 | Due bag lists | 2 years |
| 8 | Register showing the closing balances in UBOs/DBOs | 2 years |
| 9 | Register showing the bags exchanged with mails between Circles | 2 years |
| 10 | Records pertaining to physical verification of bags | 2 years |
| Sub Accounts | | |
| 1 | Sub Office daily accounts | 18 months |
| 2 | Sub office summaries | 18 months |
| 3 | Branch Office summaries | 18 months |
| 4 | Sub Office slips | 18 months |
| 5 | Branch office daily accounts | 2 years |
| 6 | Branch Office Slips | 2 years |
| 7 | Head Office Summary | 3 years |
| 8 | Sub Office Accounts | 3 years |
| 9 | Branch Office Accounts | 3 years |
| 10 | Treasurers Cash Book | 10 years |
| Accounts | | |
| 1 | Head Office Cash Book | 3 years |
| 2 | Contingent Bills (copies) | 3 years |
| 3 | Schedule of receipts and payments (copies) | 3 years |
| 4 | Runner's appointment certificates | Permanent |
| 5 | Remittance advice and acknowledgement | 18 months |
| 6 | Daily lists of telephone revenue collections | 2 years |
| 7 | Monthly statements of fluctuating charges in form A | 1 year |
| 8 | Counterfoils of pay orders | 3 years from the date of issue of last pay order |
| 9 | Register of refunds (ACG 27) | 5 years |
| 10 | Objection statements and retrenchment memoranda | 3 years |
| 11 | Receipts for money paid (other than those filed with the acquittance rolls) | 3 years |
| 12 | Register of losses, recoverable advances and retrenchments | 4 years |
| 13 | Letter of authority for payment to another person or agent | 35 years |
| 14 | Inspection reports from the Audit Office/Accounts Office | 1 year after the next inspection provided all the items have been settled |



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| 15 | Correspondence relating to sanctions and revision of establishments etc | 3 years (in the case of Post Offices and Railway Mail Service Offices to be destroyed as soon as a new revision is sanctioned) |
| 16 | Register of Security Deposits or Bonds | 10 years |
| 17 | Correspondence relating to losses, defalcations etc | 18 months after final orders have been passed (one year in the case of Post Offices and Railway Mail Service Offices) |
| 18 | Papers relating to grant of advances of pay, travelling allowances, purchase of motor cars etc | 3 years |
| 19 | Last pay certificates | 3 years |
| 20 | Renewal of sanctions to temporary | 3 years |
| 21 | Register of Budget grants | 5 years |
| 22 | Correspondence relating to fund deduction etc | 1 year |
| 23 | Receipts and invoices with the exception of those under dispute | 3 years |
| 24 | Demands for Licence Fee, etc on departmental buildings | 3 years |
| 25 | Gazetted Officer's Pay Slips | 1 year |
| 26 | Charge Reports (office copies) | 1 year |
| 27 | Register showing the name, designation, pay etc of Gazetted Officers drawing pay from a disbursing office | 5 years |
| 28 | General Provident Fund record relating to GPF Membership | 1 year |
| 29 | Records relating to adjustment of missing credits in GPF accounts | 1 year |
| 30 | Records relating to final withdrawal from GPF, eg for house building, higher technical education of children etc | 1 year |
| 31 | GPF annual statements | 1 year |
| 32 | Grain compensation and overtime allowance etc, Bills | 6 years |
| 33 | Service Rolls | 5 years after death, resignation, discharge or retirement whichever is earlier |
| 34 | Register of Sanctioned Establishment | At the end of one year after new one has been prepared |
| 35 | Register for maintaining particulars of accounts records destroyed | Permanent |
| 36 | Contingent Sub Vouchers | 3 years |



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| 37 | Bills for reimbursement of medical charges | 6 years |
| 38 | Register of cheque/receipt books | 5 years from the date of last entry in the register |
| 39 | Register of Destruction of records | Permanent |
| 40 | Loan Register | 10 years |
| 41 | Register of Files/Vouchers/Registers a) Transferred to Departmental recording Wing i.e. old records room of the Department/Office | 25 years |
| 42 | File Index Register | 10 years |
| 43 | Annual establishment return (Book of Establishment) | 35 years |
| 44 | Expenditure sanctions not covered by paragraph 11 on page 27 including sanctions relating to grants-in-aid | 3 years or one year after completion of audit, whichever is later |
| 45 | Arrear claims (including sanction for investigation, where necessary) | 3 years or one year after completion of audit, whichever is later |
| 46 | Records relating to contingent expenditure | 3 years or one year after completion of audit, whichever is later |
| 47 | Budget estimates/revised estimates of an office | 3 years |
| 48 | Travelling allowance bills and Acquittance Rolls relating thereto | 3 years |
| 49 | Service Book (including leave account) | 3 years after death/retirement or date of final sanction of pension, whichever is later |
| 50 | Life Certificate and Certificate of unemployment obtained from pensioners who are paid their pensions by money orders | 5 years |
| 51 | Money order receipts and acknowledgements of pensioners | 5 years |
| 52 | Statement of monthly progressive expenditure and correspondence relating to discrepancy in figures | 2 years |
| 53 | Pay Bill Register | 35 years |
| 54 | Office copies of establishment pay bills and related schedules (in cases where pay bill register is not maintained) | 35 years |
| 55 | Schedules to establishment pay bills for the period for which Pay Bill Register is maintained | 3 years or one year after completion of audit, whichever is later |



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| 56 | Acquittance Rolls of pay and allowances (other than travelling allowances) | 3 years or one year after completion of audit, whichever is later |
| 57 | Bill Register maintained in Form TR.28-A | 5 years |
| 58 | Bill of charges for conveyance of mails, etc and payees' receipts for money paid (other than those filed with establishment pay bills) | 6 years |
| 59 | Muster rolls and Register of muster rolls | 5 years |

Savings Bank

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| 1 | Specimen signature books - HO | To be destroyed forthwith by Postmaster after ensuring that the application forms pertaining to all accounts pending in the books have been prepared |
| 2 | Specimen signature books - SO | 5 years after all the accounts featuring in the books have been closed or transferred |
| 3 | Guard books containing letters pledging deposits in the PO security deposit accounts | Letter of pledge may be retained for two years after the pledge has either been released or the account has been closed |
| 4 | Register of undeliverable passbooks | 2 years after all the pass books entered in the register have been transferred to SBCO |
| 5 | Special error book maintained in the SB Branch | 3 years |
| 6 | Books of preliminary savings bank receipts | 3 years from the date of issue of last receipt |
| 7 | Monthly statistical registers | 3 years |
| 8 | List of silent accounts received from the SBCO by the sub offices | Permanent |
| 9 | Guard books containing depositor's applications for duplicate passbooks | 6 years |
| 10 | Stock register of passbooks | 18 months |
| 11 | Ledger Cards of silent accounts and ledger folio of silent accounts extracted | Permanent |
| 12 | Guard file containing applications for local | 2 years |



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| | transfer of accounts | |
| 13 | Register of nomination of SB accounts | 5 years after all the accounts finding place in the register and the guard book containing applications are closed/settled |
| 14 | Guard book containing applications for nomination of SB accounts and applications for cancellation and variation of nomination | 5 years after all the accounts finding place in the register and the guard book containing applications are closed/settled |
| 15 | Index to preliminary receipts (MS.15) | 2 years |
| 16 | SB slip (SB.27) | 18 months |
| 17 | SB voucher list (SB.22) | 2 years |
| 18 | Register of rectification of SB interest | 3 years |
| 19 | Objection register (SB.61) | 2 years after all the objections have been settled |
| 20 | Register showing the number of SB passbooks received for entry of interest | 2 years |
| 21 | Duplicate copies of preliminary receipts (SB.26) received from the branch offices and kept in the account office | 18 months |
| 22 | Register of deceased depositor's claim cases including files and records | 3 years after the accounts are closed except where withdrawals are allowed on an indemnity bond, in which case the papers are to be preserved for six years after the accounts are closed |
| 23 | Register of collection cheques | 2 years |
| 24 | Stock register of SB cheque books | 2 years |
| 25 | Register of returned cheques | 2 years |
| 26 | Register of sanctions issued to Branch Offices and ED Sub Offices in respect of withdrawals exceeding the powers of BPMs/EDSPMs | 2 years |
| 27 | Guard book containing letters of authority from illiterate or blind depositors for operating the accounts through agents | 2 years after all the accounts in the guard book have been closed or transferred |



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| 28 | Guard book containing Court orders regarding guardianship of minors | 2 years after accounts in the guard book have been closed or transferred |
| 29 | Guard book containing powers of attorney | 2 years after accounts in the guard book have been closed or transferred |
| 30 | Guard book containing applications for the issue of new SB passbooks in lieu of spoilt ones | 3 years |
| 31 | Guard book containing applications for change in the name of SB depositors | 2 years after the accounts are closed |
| 32 | Guard book containing Court attachment orders of SB deposits | 2 years after the accounts are closed |
| 33 | Guard book containing applications of depositors for issue of SB cheque books | 2 years after the accounts are closed |
| 34 | Guard book containing copies of lists of collection cheques on outstation branches | 2 years following the financial year to which the guard book belongs. Where the guard book stretches beyond a financial year, it will be preserved for 2 years following the last of the years to which the guard book belongs |
| 35 | Guard book containing copies of lists of collection cheques on local branches | -do- |
| 36 | Guard book containing copies of lists of collection cheques received from outstation for collection | -do- |
| 37 | Receipt book for passbooks (SB.28) | 2 years |
| 38 | List of documents | 2 years |
| 39 | Long Books | 2 years |
| 40 | Guard book containing applications of depositors for revival of silent accounts | 5 years (Rule 81 of POSB Manual Vol I) |
| 41 | Nominal roll kept in SB/SC branch | 10 years |
| 42 | Preliminary receipts NC 4(a) issued for Post Office Savings Certificates | 3 years |
| 43 | Identity slips (counter foils) of Post Office Savings Certificates | 18 months after the discharge of the certificates |
| 44 | Special error book relating to Savings Certificates | 3 years |



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| 45 | Monthly statistical registers | 3 years |
| 46 | Bonds of Indemnity obtained in connection with the issue of duplicate certificates | (i) 5 year NSCs : 23 years from the date of issue |
| 47 | Journals of certificates issued and discharged | 18 months |
| 48 | Monthly summaries of certificates issued and discharged | 18 months |
| 49 | Stock register of certificates | 10 years after a new register is opened and the Postmaster has initialled the carried forward entries |
| 50 | Invoices of Certificates | 3 years |
| 51 | Nominal Roll kept in SB and Savings Certificates Branches | 10 years |
| 52 | Monthly Statement of stock position of Certificates sent by the Sub Office to Head Office | 3 years |
| 53 | Claims to postal certificates of deceased holders (all relevant material including files, registers and records) | Three years after payment is made except where payment is made on indemnity bond in which case the papers together with the bond should be preserved for six years after the month in which payment is made |
| 54 | Applications for purchase of transfer of certificates in lieu of which duplicate certificates have been issued | For a period of 6 years plus the prescribed period of maturity or extended maturity (if the certificates are allowed to be retained beyond maturity) from the date of discharge of certificates |
| 55 | Partially used up Authorised Agents Receipt books | 3 years |
| 56 | Nominal Roll kept in SB and Savings Certificates Branches | 10 years |
| 57 | All long books and List of Transactions either available in hard copy or in soft copy | 5 years |



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| 58 | All ledger cards or account details either available in hard or soft copy, Account Opening Forms with CDD/KYC documents and SS Books | 5 years after closure of the account |
| 59 | All account closure vouchers | 5 years from the date of closure of accounts |
| 60 | All purchase application forms along with KYC/CDD documents | 5 years after discharge of certificates |
| Miscellaneous | | |
| 1 | Invoices of articles received from the Stock Depot | 3 years |
| 2 | Carbonic copies of invoices returned to Stock Depot | 3 years |
| 3 | Postal and other publications | After supply of new editions |
| 4 | Stock book | 10 years after the year in which it is replaced by a fresh stock book |
| 5 | Gradation List | 3 years after new ones have been issued |
| 6 | Correspondence relating to personal files, appointments, nominations, leave, pension and punishments | 3 years after the month in which the official concerned ceased to belong to the Department. |
| 7 | Confidential records/character sheets of officials a) who have died | 2 years after death |
| | b) who have retired | 5 years after retirement (preserved with pension cases) |
| | c) who have retired on invalid pension | 25 years or 3years after death, whichever is earlier (preserved with pension cases) |
| | d) who have been dismissed, removed or compulsorily retired as a disciplinary measure | 6 years (preserved with disciplinary proceedings) |
| 8 | Service Books (including leave accounts) | 3 years after death/retirement or date of final sanction of pension, whichever is later |
| 9 | Personal files | 3 years after death/retirement or date of final sanction of pension, whichever is later |



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| 10 | Records of disciplinary proceedings | 10 years from the date of disposal of disciplinary case |
| 11 | Records of appellate proceedings | 7 years from the date of disposal of appeal |
| 12 | Service records of ED agents | 1 year from the date of termination of service |
| 13 | Register of Post Box Holders (M.23) | 3 years |
| 14 | Inspection reports and verification reports by executive | 1 year after the next inspection provided all the items have been settled |
| 15 | Director General's Circulars and general orders except those containing instructions of a permanent nature of instructions regarding issue and discharge of Government Loans floated from time to time | 3 years after following April |
| 16 | Postmaster's Order Book | 3 years |
| 17 | Monthly statistical registers (Est 88, Est 90, Est 91, Est 92 etc) | 3 years |
| 18 | Monthly statistical abstract | 3 years |
| 19 | Correspondence register | 3 years |
| 20 | Correspondence relating to robberies, thefts, frauds, tampering with or loss of registered and parcel mail articles and prosecutions | 1 year after the cases are closed |
| 21 | Records relating to issue of Identity Cards | 1 - 1½ years after the expiry of the validity of the cards |
| 22 | Nominal Roll | Permanent |
| 23 | Circulars containing instructions of a permanent nature and bearing distinguishing title "Standing Orders" | On specific instructions from competent authority |
| 24 | Book of Postmarks (MS.18) | 1 - 1½ years |
| 25 | Attendance Register (S.37) | 5 years |
| 26 | Enumeration Returns (MS.6) | 2 years |
| 27 | OTA records | 1 year from the end of the financial year to which forms relate |
| 28 | Register of Destruction of records | Permanent |