

अभिलेखांचे वर्गीकरण व निंदणी

अ व क ड तूपी तयार करणे व त्यानुसार
निंदणी करणे.

महाराष्ट्र शासन,
सामान्य प्रशासन विभाग,

परिपत्रक क्रमांक: भिख-१०८५/प्र. क्र. ५१/अठरा[र. व का.],
मंत्रालय, मुंबई-४०० ०३२, दिनांक २९ एप्रिल १९६५.

- पहा :- [१] दिनांक २५ नोव्हेंबर १९५२ चे शासन पत्र रा. व से. वि.
क्रमांक-आरतीआर-१०५२[ओ.अॅन्ड.सम]बी,
[२] दिनांक ४ जून १९६४ चे शासन पत्र, सामान्य प्रशासन विभाग,
क्रमांक-ओ.सपसी-१०६४/ओ.अॅन्ड.सम.

परिपत्रक :- शासकीय कार्यालयातील अभिलेखांचे [फाईलीचे] वर्गीकरण करून,
अनावश्यक कागदपत्र नष्ट करण्याबाबत म्हणजेच फाईलीची निंदणी योग्य प्रकारे करून
आवश्यक त्या फाईली व अभिलेख सुव्यवस्थित व सुरक्षित ठेवण्याबाबत शासनाने वेळोवेळी
आदेश दिलेले आहेत. [उपरोक्त परिपत्रकांच्या प्रती माहितीसाठी व तारकाळ संदर्भासाठी
सुन्हा ह्यातोबत जोडल्या आहेत].

शासनाच्या निरनिराळ्या विभागांच्या / कार्यालयांच्या कामाचा व्याप वाढला
अतून काही विभाग व कार्यालये अगदी नव्याने उघडण्यांत आली आहेत. तसेच नवीन
नवीन विषय व योजना, उदा. संजय गांधी निरोधार योजना, रोजगार हमी योजना
इत्यादी राबविण्यांत आलेल्या आहेत अशा काही / नवीन विषयांच्या बाबतीत दरोल
शासकीय आदेशानुसार करावयाच्या "अ" "ब" "क" "ड" वर्गीकरणाचे आदेश सर्व
विभागांकडून दिले गेले नाहीत. अशा विषयांच्या अभिलेखांचे वर्गीकरण, निंदणी व
जपवणूक योग्यरीतीने होण्यासाठी अशा विषयाचे "अ" "ब" "क" "ड" वर्गीकरण नव्याने
व काळजीपूर्वक होण्याची नितान्त गरज आहे.

तरी सर्व मंत्रालयीन विभागांनी ज्या विभागीय कार्यालयांना अशा कारचे आदेश
दिले नसतील त्या सर्वांना सर्व अभिलेखांचे वरीलप्रमाणे वर्गीकरण व निंदणीबाबत त्वरित
आदेश दिले गेलेली याची खात्री करून घ्यावी.

महाराष्ट्राचे राज्यपाल यांचे आदेशानुसार व नावाने,

बा. वि. शर्मा,

सचिव, महाराष्ट्र शासन.

सर्व मंत्रालयीन विभाग,

२. विभागीय आयुक्त,

३. सर्व जिल्हाधिकारी,

४. मंत्रालयीन विभागांच्या प्रशासकीय नियंत्रणाखालील सर्व विभाग प्रमुख /
कार्यालय प्रमुख.

Records :

Classification, weeding and
destruction of - instructions
about.

GOVERNMENT OF BOMBAY
Political and Services Department,
Circular No. H.C.K. 1059 (U & M)-B.
Sachivalaya, Bombay, 25th November 1959.
Agrahayana 4, 1881.

C I R C U L A R

Instructions have been issued under Government Circular,
Political and Services Department, No. H.C. 1059-B, dated the
26th September 1959, to Secretariat Departments regarding
classification, weeding and destruction of records. In order to
ensure that the work is done on uniform lines in all the
Secretariat Departments, a note explaining in detail the action
to be taken is enclosed. All Departments of the
Secretariat are requested to
accordance with these instructions as early as possible.

2. Spare copies of this circular are also enclosed for use
in all branches of Secretariat Departments.

By order and in the name of the Governor of Bombay,

N.D. BUCH,
Deputy Secretary to the Government of Bombay,
Political and Services Department.

Government Circular, Political and Services Department,
No. H.C.K. 1059 (U & M)-B, dated 25th November 1959/Agrahayana 4, 1881,

To

All Departments of Secretariat,
All Branches of the Political and Services Department.

No.

of 1959.

~~Copy forwarded for information and guidance to -~~

ACCOMPANIMENT TO GOVERNMENT CIRCULAR, POLITICAL AND SERVICES
DEPARTMENT, NO. HCC. 1059 (C&M)-B, DATED THE 25th November 1959
Agrahayana 4, 1881.

In Government Circular, Political and Services Department, No. HCC. 1059-B, dated the 26th September 1959, instructions have been issued directing all Departments of the Secretariat and all Heads of Departments to —

- (i) classify and weed out 'C' and 'D' Class records;
- (ii) bring up-to-date, as on the 1st October 1959, the Service Books (including leave accounts) of the staff;
a n d.
- (iii) complete urgently the work of printing the Annual Digest.

2. It is essential to ensure that the following action is taken regarding the three items :-

- (i) Classification and Weeding of Records.

(a) Classification—Classification of records is a continuous process. All Noting Assistants are required to give correct classification as under while instructing the G.D.Cs. that the papers should be filed :

- A - To be preserved for thirty years.
- B - To be preserved for five years.
- D - To be destroyed as soon as their purpose is fulfilled and in any case not later than one year after the end of the year in which they were filed.

If classification is undertaken as a simultaneous process, it eliminates the need of engaging large staff while weeding work is taken in hand.

It is, therefore, imperative that the G.D.Cs are given clear instructions not to accept cases marked for filing unless the classification is clearly indicated.

Branch Officers inspecting the branches may also verify and report in the Inspection Reports whether classification of records is done regularly before the papers are ordered to be filed.

The following simple principles should be borne in mind in classifying papers :-

- (a) As far as possible cases should be kept distinct and single.

- (b) Confusion between particular and general questions should be avoided and wherever practicable separate files should be prepared for each category.

- (c) In interpreting administrative needs, due regard should be had to their extent. While there may be strong administrative necessity for preservation for a short period, that is a very different thing from preservation for ever.

(d) Even in respect of files to be preserved, the weeding of papers in these files should be carried out to the full extent.

(e) The minimum period of preservation should be long enough to provide for any revision or re-consideration of the order. Until the expiry of that period the essential papers on which the order is based should be preserved. After that period has elapsed the papers may be destroyed.

The following should on no account be destroyed :-

Records connected with expenditure which is within the Statute of limitation.

Records connected with expenditure on projects, schemes or works not completed, although beyond the period of limitation.

Records connected with claims to service and personal matters affecting persons in service.

Orders and sanctions of a permanent character, until revised.

The question of classification should be considered in connection with each paper and clear orders taken at the final stage, i.e. when draft orders are put up for approval or proposals made for filing or recording papers. The classification should be shown on the draft and/or on the docket sheet and re-produced on the printed or typewritten copy of the order when the draft is destroyed.

Before actual destruction in accordance with the classification is settled, the contents of each file should be examined by the destruction clerk, so as to make sure that nothing requiring preservation is destroyed, instructions of the Assistant Secretary/ Under Secretary concerned being taken in doubtful cases. Having regard to the importance of Secretariat records and the danger attending premature destruction, in doubtful cases papers should be preserved rather than destroyed. The period of preservation will be reckoned by calendar years from the last day of the year during which the records are filed.

Orders regarding the preservation of the following kinds of records are contained in Government Resolution, Finance Department, No.5320, dated the 24th November 1931 :-

Description of records.	Minimum period of preservation Years.
Annual establishment return (Books of Establishment)	35 ✓
Cash Books	20 ✓
Register of contingent expenditure	5 ✓
Detailed budget estimates of an Office	5
Travelling allowance bills and	3



Description of Records.	Minimum period of preservation. Years.
Service Books	5 after death or retirement whichever is earlier.
Leave accounts of non-gazetted Government servants.	3 after death or retirement.
Pension cases	5 after retirement.
Statement of monthly progressive expenditure and correspondence relating to discrepancy in figures.	2
Mortality return of pensioners	5
Pay bills of Government servants for whom no establishment returns are submitted and no service books are maintained.	35
Pay-bills of other classes of Government servants and acquittance rolls (other than travelling allowance) when maintained separately.	6

These orders should be followed, but as already stated, pay-bills and leave return files should be preserved for a minimum period of 35 years.

Confidential papers should be dealt with on the lines of ordinary records, but before actual destruction the papers should be shown to the Branch Superintendent or the Senior Assistant, as the case may be and to the Assistant/Under Secretary concerned.

(b) Weeding and destruction - (i) Files which are partly classified and unclassified files should be classified immediately. After the classification is made, papers due for destruction should be separated and destroyed. Papers which require to be preserved should be properly repaired and kept in the file. The classification of files should also be given clearly on the file-cover and docket sheet.

Before destroying the files, an index of files should be prepared. The index should be in the following proforma :-

Serial No.	File No.	Subject	Date of weeding	Classification	Remarks (if the file is destroyed please state so).
1	2	3	4	5	6

The destruction of records should be done under the orders of the Branch Officers and care should be taken to ensure that the details of the file destroyed are properly entered in the index.

With a view to watching the speed of the weeding work, Branches may be asked to submit a fortnightly report in the following proforma :-

Number of files required to be weeded.	Number of files actually weeded in the last fortnight	Balance of files remaining to be weeded.	Remarks if any.
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With a view to accelerating the pace of weeding it is suggested that all the Branches may be asked to devote at least half-an-hour daily to the weeding work. The Branches may weed out the files which are with them. The volume of work with the J.A. (Weeding) may be properly assessed and if more staff is required, the same may please be obtained in consultation with the Finance Department as per paragraph a(ii) of Government Circular, Political and Services Department, No. REC.1059-B, dated 30th June 1959. As far as possible, attempt should be made to bring the work up-to-date by the end of January 1960.

3. Service Books - It is of the utmost importance that all Service Books (including leave accounts) are brought up-to-date. The Heads of the Departments will have to ensure that the annual verification of Service books is carried out and that the service books are authenticated. We should also ensure that the Service Books are verified by the staff member concerned and duly authenticated. Similarly, the leave account should be brought up-to-date and duly authenticated. Government has also issued orders that a duplicate service book should be prepared. Steps may please be taken to ensure that these are prepared, verified and are also got authenticated by the personnel concerned, as also by the Officer-in charge of the establishment.

4. Annual Digest. It is also essential that energetic action is taken to bring the Departmental Annual Digests up-to-date. The digests are now maintained according to the financial year. As per the standing orders no digests are required to be prepared for "Top secret" and "Secret" Orders. A separate digest is required to be prepared for confidential orders. There is no objection to prepare a combined digest for confidential orders covering a period of three years. The Digests for confidential as well as non-confidential orders should be for official use only and should not be a priced publication for sale to the public.

All Departments are requested kindly to ensure that the digests for the period ending 31st March 1959, are printed, if not, already done.

Classification of record
Preparation of A B C D lists.

GOVERNMENT OF MAHARASHTRA
General Administration Department,
Circular No. GFP-1064-O&M,
Sachivalaya, Bombay-32 BR., 4th June 1964.
Jyaishta 14, 1886.

CIRCULAR

The Model Manual of Office Procedure has been adopted by most of the Heads of Departments for use in their offices. Paragraph 53 of the Model Manual states that each office should prepare A B C D

Departments.

2. For the Offices of the Heads of Departments, therefore, the Heads of Departments should prescribe A B C D lists.

3. The Model Office Procedure is not yet extended to subordinate offices. These offices may not, therefore, take up the work of preparing the A B C D lists and getting them approved by the Heads of Departments. Selective preservation of record is very important. The work of properly preserving the record does not, therefore, deserve to be neglected. For this purpose, the Heads of Departments should prescribe the necessary A B C D lists for the subordinate offices also.

4. While prescribing the A B C D lists for the subordinate offices, the Heads of Departments should ensure that the same matter is not classified differently in different offices.

By order and in the name of the Governor of Maharashtra,

(Sd.)

Deputy Secretary to the Government of Maharashtra,
General Administration Department.

To All Heads of Departments.

Copy for information to all Secretariat Departments.

3 NOV 1962

H-77(37500-3-66) H-177/10/19

सचिवालय, आंध्र प्रदेश, आंध्र प्रदेश, आंध्र प्रदेश

2011. 3. 18. 2011-4

श्री. अ. नारायण

अभिधात्री महाविद्यालय
पृष्ठ-4

20160107/102/4107

विषय: अभिलेखाचे व अभिलेखा कामे
"अ" "ब" "क" "ड" वर्गात

महाराष्ट्र शासन,
सामान्य प्रशासन विभाग,
परिपत्रक क्रमांक :- संकीर्ण १०००/प्र.क्र.३०/२०००/१८,
मंत्रालय, मुंबई - ४०० ०३२,
दिनांक :- २३ नोव्हेंबर, २०००.

कार्यालयीन कार्यप्रवृत्ती निरमम सुविकसनासाठी प्रकरण ११ मध्ये अभिलेखन, अभिलेखाचे वर्गीकरण करणे, त्याचे निदर्शीकरण करणे व ते नष्ट करणे याबाबत स्पष्ट सूचना दिल्या आहेत.

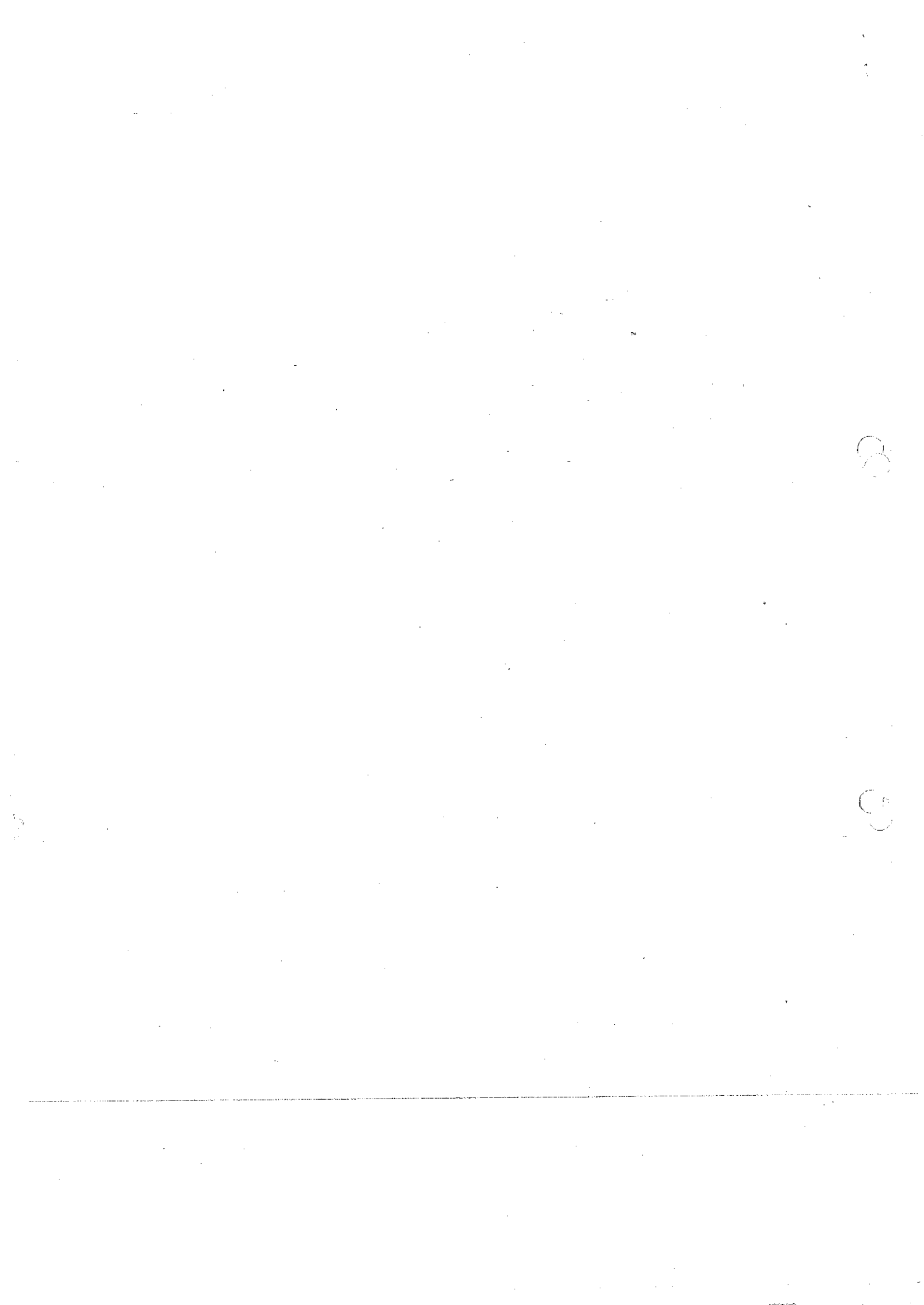
एखाद्या नस्तीतील सर्व कार्यवाही पूर्ण झाल्यानंतर ती नस्ती बंद करण्यात येते व अशा नस्तीचे/ कारावपत्राचे महत्त्व आणि प्रशासनिक गरजे नकारात घेवून किली सुदलीपर्यंत अशा नस्त्या ठेवण्याची आवश्यकता असते याचा विचार करून त्या त्या नस्त्याचे वर्गीकरण पुढील प्रमाणे करण्यात यावे अशा स्पष्ट सूचना सधर पुस्तिकेत देण्यात आलेल्या आहेत.

"अ" वर्ग :- अनिश्चित काळापर्यंत ठेवावयाचे, ज्या फायलीमध्ये महत्त्वाच्या प्रश्नाबाबत चर्चा केली आहे किंवा ज्यात महत्त्वाची सुवातदारपणे ठरणारे आदेश किंवा सर्वसाधारण सूचना अथवा कायम महत्त्वाचे अधिनिर्णय समाविष्ट आहेत अशा फायलींना हा वर्ग देण्यात येईल.

"ब" वर्ग :- ३० वर्षे परिरक्षण करावयाचा अभिलेख घरीलप्रमाणे त्याच प्रवर्गातील परंतु काही दशकानंतर संदर्भासाठी ज्याची आवश्यकता असणार नाही अशा फायलींना हा वर्ग देण्यात येईल.

"क" वर्ग :- पाच वर्षांसाठी परिरक्षण करावयाचा अभिलेख मुख्यतः महत्त्वाच्या व ज्या फायली काही मर्यादित वर्षांपर्यंतच ठेवणे इष्ट असते अशा फायलींना हा वर्ग देण्यात येईल.


"ड" वर्ग :- प्रयोजन पूर्ण झाल्यानंतर ताबडतोब आणि कोणत्याही परिस्थितीमध्ये ती अभिलेख ज्या वर्षी फाईल करण्यात आला, असेल ते वर्ष संपल्यानंतर १ वर्षांपेक्षा अधिक नाही एवढ्या मुदतीनंतर नष्ट करावयाचा अभिलेख या वर्गामध्ये केवळ तत्कालीन स्वरूपचे साहित्य असलेल्या फायलींना समावेश होईल.



याच प्रकरणाच्या १८ (२) मध्ये अशा स्पष्ट सूचना देण्यात आलेल्या आहेत की "अ" आणि "ब" वर्गीकरण केलेल्या नस्त्यांचे १० वर्षांनी पुनर्विलोकन करण्यात यावे आणि आवश्यक असल्यास वर्गीकरण बदलण्यात यावे. याबाबत अभिलेख कक्षाची पहाणी केली असता असे निदर्शनास आले आहे की, कार्यालयीन कार्यपध्दती नियम पुस्तिकेत उपरोक्त सूचनांची विभागामार्फत काटेकोरपणे अमलबजावणी होत नाही. अभिलेखाची पहाणी केली असता ब-याच नस्तीतील विषय "क" वर्गीकरणास योग्य असूनही त्यांचे वर्गीकरण "अ" किंवा "ब" असे करण्यात आले आहे. त्यामुळे अभिलेख कक्षामध्ये बरेच अनावश्यक कामदपत्रे पडून आहेत.

विभागाना एखाद्या विषयाचे वर्गीकरण "अ" करण्याची आवश्यकता भासत असल्यास नस्ती "अ" वर्गात ठेवण्यास हरकत नसावी. मात्र त्या त्या विभागामार्फत "अ" व "ब" वर्गीकरण केलेल्या नस्त्यांचे दर १० वर्षांनी पुनर्विलोकन होणे आवश्यक आहे. बहुतेक विभागांनी अशा प्रकारे नस्त्यांचे पुनर्विलोकन केलेल्याचे आढळून येत नाही. तेव्हा सर्व विभागांनी त्यांच्या विभागाच्या "अ" व "ब" वर्गीकरण केलेल्या नस्त्यांचे पुनर्विलोकन करून त्या नस्त्या "अ" व "ब" वर्गीकरण करून ठेवणे आवश्यक नाही अशा सर्व नस्त्या "क" वर्ग करून त्या नष्ट करण्याची कार्यवाही करावी, जेणेकरून अभिलेख कक्षामध्ये नव्याने "अ" व "ब" वर्गीकरण केलेल्या नस्त्या ठेवता येतील.

महाराष्ट्राचे राज्यपाल यांचे आदेशानुसार व नावाने,


१७/७/७३

(राजेंद्र सिंह)
प्रधान सचिव (प्र. पु.)

- १) अपर मुख्य सचिव/प्रधान सचिव/सचिव, सर्व मंत्रालयीन विभाग
- २) सह सचिव/उप सचिव/अवर सचिव, सामान्य प्रशासन विभाग
- ३) सामान्य प्रशासन विभागातील सर्व कार्यासने

9

9



महाराष्ट्र शासन राजपत्र

असाधारण
प्राधिकृत प्रकाशन

मंगळवार, जानेवारी १७, २००६/पौष २७, शके १९२७

स्वतंत्र संकलन म्हणून फाईल करण्यासाठी या भागाला वेगळे पृष्ठ क्रमांक दिले आहेत.

भाग चार

महाराष्ट्र विधानमंडळाचे अधिनियम व राज्यपालांनी प्रख्यापित केलेले अध्यादेश व केलेले विनियम.

अनुक्रमणिका

सन २००६ चा महाराष्ट्र अधिनियम क्रमांक ४:—राज्य शासन, स्थानिक प्राधिकरणे (local authorities), सार्वजनिक क्षेत्र उपक्रम, वैधानिक मंडळे आणि राज्य शासनाने घटित केलेली महामंडळे, आयोग व समित्या यांच्या सार्वजनिक अभिलेखांचे व्यवस्थापन, प्रशासन आणि जतन यांचे विनियमन करण्यासाठी आणि तत्संबंधित व तदनुषंगिक बाबींसाठी तरतूद करण्याकरिता अधिनियम	पृष्ठे २०-२८
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दिनांक १३ जानेवारी २००६ रोजी मा. राज्यपालांनी संमती दिलेला महाराष्ट्र विधानमंडळाचा पुढील अधिनियम माहितीसाठी याद्वारे प्रसिद्ध करण्यात येत आहे.

अ. मा. शिंदेकर,
सचिव,
महाराष्ट्र शासन,
विधी व न्याय विभाग.

सन २००६ चा महाराष्ट्र अधिनियम क्रमांक ४.

(मा. राज्यपालांची संमती मिळाल्यानंतर " महाराष्ट्र शासन राजपत्रात " दिनांक १७ जानेवारी २००६ रोजी प्रथम प्रसिद्ध केलेला अधिनियम.)

राज्य शासन, स्थानिक प्राधिकरणे (local authorities), सार्वजनिक क्षेत्र उपक्रम, वैधानिक मंडळे आणि राज्य शासनाने घटित केलेली महामंडळे, आयोग व समित्या यांच्या सार्वजनिक अभिलेखांचे व्यवस्थापन, प्रशासन आणि जतन यांचे विनियमन करण्यासाठी आणि तत्संबंधित व तदनुषंगिक बाबींसाठी तरतूद करण्याकरिता अधिनियम.

ज्याअर्थी, राज्य शासन, स्थानिक प्राधिकरणे (local authorities), सार्वजनिक क्षेत्र उपक्रम, वैधानिक मंडळे आणि राज्य शासनाने घटित केलेली महामंडळे, आयोग आणि

(२०)

भाग चार—६

[किंमत : रुपये ९.००]

समित्या यांच्या सार्वजनिक अभिलेखाचे व्यवस्थापन, प्रशासन व जतन यांचे विनियमन करणे आणि तत्संबंधित व तदनुषंगिक बाबींसाठी तरतूद करणे इष्ट आहे; त्याअर्धी, भारतीय गणराज्याच्या छप्पन्नाच्या वर्षी, याद्वारे, पुढीलप्रमाणे अधिनियम करण्यात येत आहे :-

संक्षिप्त नाव व
प्रां.प.

१. (१) या अधिनियमास, महाराष्ट्र सार्वजनिक अभिलेख अधिनियम, २००५ असे म्हणावे.
(२) तो, राज्य शासन, राजपत्रातील अधिसूचनेद्वारे, नियत करील अशा दिनांकास अंमलात येईल.

व्याख्या.

२. या अधिनियमात, संदर्भानुसार दुसरा अर्थ आवश्यक नसेल तर, -

(क) "मंडळ" याचा अर्थ, कलम १३ च्या पोट-कलम (१) अन्वये घटित केलेले राज्य पुराभिलेख सल्लागार मंडळ, असा आहे;

(ख) "पुराभिलेख विभाग" याचा अर्थ, महाराष्ट्र शासनाच्या सामाजिक न्याय, सांस्कृतिक कार्य व विशेष सहाय्य विभागाच्या प्रशासकीय नियंत्रणाखालील पुराभिलेख विभाग, असा आहे;

(ग) "संचालक" याचा अर्थ, राज्य शासनाने नियुक्त केलेला, पुराभिलेख विभागाचा संचालक, असा आहे आणि यात, संचालकाची कर्तव्ये बजावण्यासाठी राज्य शासनाने प्राधिकृत केलेल्या कोणत्याही अधिकाऱ्याचा समावेश होतो;

(घ) "शासन" किंवा "राज्य शासन" याचा अर्थ, महाराष्ट्र शासन, असा आहे;

(ङ) "स्थानिक प्राधिकरण" याचा अर्थ, -

(एक) मुंबई महानगरपालिका अधिनियमान्वये स्थापन केलेली वृहन्मुंबई महानगरपालिका; १८८८ चा मुंबई ३.

(दोन) मुंबई प्रांतिक महानगरपालिका अधिनियम, १९४९ अन्वये स्थापन केलेली महानगरपालिका; १९४९ चा मुंबई ५९.

(तीन) नागपूर शहर महानगरपालिका अधिनियम, १९४८ अन्वये स्थापन केलेली नागपूर शहर महानगरपालिका; १९५० चा मध्य प्रांत व वन्हाड ३.

(चार) महाराष्ट्र नगर परिषदा, नगर पंचायती व औद्योगिक नगरी अधिनियम, १९६५ अन्वये घटित केलेली नगर परिषद; आणि १९६५ चा महा. ४०.

(पाच) महाराष्ट्र जिल्हा परिषद व पंचायत समिती अधिनियम, १९६१ अन्वये स्थापन केलेली जिल्हा परिषद असा आहे; १९६२ चा महा. ५.

(च) "विहित" याचा अर्थ, या अधिनियमाखालील नियमांद्वारे विहित केलेले, असा आहे;

(छ) "सार्वजनिक अभिलेख" यांमध्ये कोणत्याही अभिलेख-निर्मिती अभिकरणाने तयार केलेले -

(एक) कोणतेही दस्तऐवज, हस्तलिखित आणि फाईल;

(दोन) एखाद्या दस्तऐवजाचा कोणताही सूक्ष्मपट, सूक्ष्म पत्रिका आणि त्याची प्रतिकरूप प्रत;

(तीन) अशा सूक्ष्मपटांमध्ये (मग तो आकाराने वाढवलेला असो अगर नसो), संग्रहित केलेल्या प्रतिसंके किंवा प्रतिसंकेचे कोणतेही प्रतिकरूप; आणि

(झर) संराणकाद्वारे किंवा अन्य कोणत्याही साधनाद्वारे निर्माण केलेली अन्य कोणतीही माहिती,

यांचा समावेश होतो;

(ज) " अभिलेख-निर्मिती अभिकरण " यामध्ये पुढील गोष्टींचा अंतर्भाव होतो :-

(एक) राज्य शासनाच्या संबंधात असेल तेव्हा, मंत्रालयाचा कोणताही विभाग किंवा राज्य शासनाचे कार्यालय ;

(दोन) स्थानिक प्राधिकरण किंवा राज्य शासनाद्वारे पूर्णपणे किंवा सारतः नियंत्रित किंवा अर्धसहाय्यित असलेले कोणतेही वैधानिक मंडळ किंवा महामंडळ किंवा राज्य शासनाने घटित केलेला आयोग किंवा कोणतीही समिती यांच्या संबंधात असेल तेव्हा, उक्त स्थानिक प्राधिकरण, मंडळ, महामंडळ, आयोग किंवा समिती यांची कार्यालये ;

(झ) " अभिलेख अधिकारी " याचा अर्थ, कलम ५ च्या पोट-कलम (१) अन्वये अभिलेख निर्मिती अभिकरणाने नामनिर्देशित केलेला अधिकारी, असा आहे.

३. (१) या अधिनियमाद्वारे, राज्य शासनाला, सार्वजनिक अभिलेखांचे प्रशासन, व्यवस्थापन, जतन, निवड करणे, त्यांची विल्हेवाट लावणे आणि ते बाद ठरवणे या बाबींशी संबंधित कामांचे समन्वयन, विनियमन व पर्यवेक्षण करण्याचा अधिकार असेल.

सार्वजनिक
अभिलेखांचे
प्रशासन,
व्यवस्थापन,
झ्यादीशी संबंधित
कामांचे समन्वयन,
विनियमन आणि
पर्यवेक्षण करण्याचा
शासनाचा अधिकार.

(२) कलम २ च्या खंड (ज) मध्ये विनिर्दिष्ट केलेल्या अभिलेख-निर्मिती अभिकरणांच्या सार्वजनिक अभिलेखांच्या संबंधात, राज्य शासनास, आदेशाद्वारे, त्या आदेशात विनिर्दिष्ट करण्यात येतील अशा शक्तीच्या अधीन राहून पुढीलप्रमाणे कार्ये कोणत्याही कार्ये पार पाडण्यासाठी, संचालकास प्राधिकृत करता येईल :-

(क) पुराभिलेखांचे पर्यवेक्षण, व्यवस्थापन व नियंत्रण ;

(ख) कायमस्वरूपी सार्वजनिक अभिलेख, विहित करण्यात येईल अशा कालावधीनंतर, ठेव म्हणून स्वीकारणे ;

(ग) सार्वजनिक अभिलेखांचा ताबा, वापर आणि ते काढून घेणे ;

(घ) सार्वजनिक अभिलेखांची मांडणी, जतन आणि प्रदर्शन ;

(ङ) सार्वजनिक अभिलेखांची वस्तुसूची, निर्देशांक, सूची आणि इतर संदर्भ माध्यमे तयार करणे ;

(च) अभिलेख व्यवस्थापन पद्धत सुधारण्यासाठी मानके, कार्यपद्धती आणि तंत्रे यांचे विश्लेषण करणे, विकास करणे, चालना देणे आणि समन्वयन करणे ;

(छ) पुराभिलेख विभागातील आणि अभिलेख-निर्मिती अभिकरणाच्या कार्यालयातील सार्वजनिक अभिलेखांचे परिरक्षण, मांडणी आणि सुरक्षा यांची सुनिश्चिती करणे ;

(ज) सार्वजनिक अभिलेखांचे जतन करण्याच्या उद्देशाने उपलब्ध जागेचा वापर आणि सामग्रीचे परिरक्षण करण्यास चालना देणे ;

(झ) अभिलेखांचे संकलन, वर्गीकरण आणि विल्हेवाट करण्यावर तसेच अभिलेख व्यवस्थापनाची मानके, कार्यपद्धती आणि तंत्रे लागू करण्यावर अभिलेख-निर्मिती अभिकरणांना सल्ला देणे ;

- (ज) सार्वजनिक अभिलेखांचे सर्वेक्षण आणि तपासणी करणे ;
- (ट) पुराभिलेख प्रशासन आणि अभिलेख व्यवस्थापन यांच्या विविध शाखांमध्ये प्रशिक्षण कार्यक्रम आयोजित करणे ;
- (ठ) कोणत्याही खाजगी व्यक्ती/संस्थांकडून अभिलेख स्वीकारणे ;
- (ड) सार्वजनिक अभिलेख पाहू देण्यावर नियंत्रण ठेवणे ;
- (ढ) कार्यरत नसलेल्या मंडळांकडून अभिलेख प्राप्त करणे आणि राष्ट्रीय आणीबाणीच्या प्रसंगी सार्वजनिक अभिलेख हस्तगत करण्याची व्यवस्था करणे ;
- (ण) अभिलेख अधिकाऱ्यांकडून, अभिलेखाचे व्यवस्थापन आणि त्याची विल्हेवाट लावण्याच्या पद्धती यांवरील अहवाल प्राप्त करणे ;
- (त) सार्वजनिक अभिलेखांच्या अधिप्रमाणित प्रती किंवा त्यामधील उतारे पुरविणे ;
- (थ) सार्वजनिक अभिलेख नष्ट करणे किंवा त्याची विल्हेवाट लावणे ;
- (द) ऐतिहासिक किंवा राष्ट्रीय महत्त्व असलेले कोणतेही दस्तऐवज भाडेतत्त्वावर मिळविणे किंवा खरेदी करणे किंवा देणगी म्हणून स्वीकारणे.

सार्वजनिक
अभिलेख महाराष्ट्र -
बाहेर नेण्यास मनाई.

४. कोणतीही व्यक्ती, राज्य शासनाच्या पूर्व मान्यतेशिवाय, कोणतेही सार्वजनिक दस्तऐवज महाराष्ट्र राज्याच्या बाहेर नेणार नाही किंवा नेण्याची व्यवस्था करणार नाही ;

परंतु, कोणतेही सार्वजनिक अभिलेख हे कोणत्याही शासकीय प्रयोजनाकरिता महाराष्ट्र राज्याबाहेर नेले किंवा पाठवले जात असतील तर अशा पूर्वमान्यतेची आवश्यकता असणार नाही.

अभिलेख
अधिकारी.

५. (१) प्रत्येक अभिलेख-निर्मिती अभिकरण, या अधिनियमाखालील कर्तव्ये पार पाडण्यासाठी, त्याच्या अधिकाऱ्यांपैकी एकास अभिलेख अधिकारी म्हणून नामनिर्देशित करील.

(२) प्रत्येक अभिलेख-निर्मिती अभिकरणास, त्यास आवश्यक वाटेल अशा जागी व आवश्यक वाटतील तितके अभिलेख कक्ष उभारता येतील आणि प्रत्येक अभिलेख कक्ष एका अभिलेख अधिकाऱ्याच्या प्रभाराखाली ठेवण्यात येईल.

अभिलेख
अधिकार्याची
जबाबदारी.

६. (१) अभिलेख अधिकारी पुढील गोष्टींसाठी जबाबदार असेल,—

(क) त्याच्या प्रभाराखालील सार्वजनिक अभिलेखांची योग्य मांडणी, परिरक्षण व जतन करणे ;

(ख) सर्व सार्वजनिक अभिलेखांच्या नियतकालिक आढावा घेणे आणि तात्पुरत्या स्वरूपाच्या सार्वजनिक अभिलेखांचे निंदण करणे ;

(ग) स्थायी मूल्याचे सार्वजनिक अभिलेख टिकवून ठेवण्याच्या उद्देशाने, संचालकाशी विचारविनिमय करून, पंचवीस वर्षांपेक्षा जुन्या सार्वजनिक अभिलेखांचे मूल्यमापन करणे ;

(घ) कलम ८ च्या पोट-कलम (१) अन्वये विहित करण्यात येईल अशा रीतीने आणि अशा शर्तीच्या अधीन राहून, सार्वजनिक अभिलेख नष्ट करणे ;

(ड) संचालकाशी विचारविनिमय करून, सार्वजनिक अभिलेख जतन करण्यासाठी अनुसूची तयार करणे ;

(च) विहित करण्यात येईल अशा रीतीने वर्गीकृत केलेल्या सार्वजनिक अभिलेखाचा दर्जा कमी करण्यासाठी (श्रेणीअवनत) नियतकालिक आढावा घेणे ;

(छ) अभिलेख व्यवस्थापन पद्धत सुधारण्यासाठी आणि सार्वजनिक अभिलेख सुरक्षित ठेवण्यासाठी संचालकाकडून वेळोवेळी शिफारस करण्यात आलेली अशी मानके, कार्यपद्धती आणि तंत्रे यांचा अवलंब करणे ;

(ज) सार्वजनिक अभिलेखांच्या वार्षिक निर्देशांक सूच्यांचे संकलन करणे ;

(झ) संघटनात्मक इतिवृत्ते आणि त्याला जोडावयाची वार्षिक पुरवणी संकलित करणे ;

(ञ) सार्वजनिक अभिलेखांच्या व्यवस्थापनाकरिता संचालकास सहाय्य करणे ;

(ट) विहित करण्यात येईल अशा रीतीने संचालकाकडे वार्षिक अहवाल सादर करणे ;

(ठ) कार्यरत नसलेल्या कोणत्याही मंडळाचे अभिलेख, जतन करण्याकरिता, संचालकाकडे हस्तांतरित करणे.

(२) पोट-कलम (१) मध्ये विनिर्दिष्ट केलेली जबाबदारी पार पाडताना, अभिलेख अधिकारी, संचालकाच्या निर्देशानुसार कार्य करील.

७. (१) अभिलेख अधिकारी त्याच्या ताब्यात असलेले कोणतेही अभिलेख अनधिकृतपणे काढून टाकले जाणे, नष्ट केले जाणे, ते विरुध्द केले जाणे किंवा त्यात फेरफार केले जाणे अशा प्रसंगांमध्ये असे सार्वजनिक अभिलेख परत मिळवण्याकरिता किंवा ते पूर्ववत, करण्याकरिता, तात्काळ यथोचित कार्यवाही करील.

(२) अभिलेख अधिकारी, त्याच्या ताब्यात असलेले कोणतेही सार्वजनिक अभिलेख अनधिकृतपणे काढून टाकले जाणे, नष्ट केले जाणे, विरुध्द केले जाणे किंवा त्यामध्ये फेरफार केले जाणे, याबाबत आणि त्याने सुरू केलेल्या कार्यवाहीबाबतच्या कोणत्याही माहितीचा अहवाल, कोणत्याही विलंबाशिवाय, लेखी स्वरूपात, संचालकाकडे सादर करील आणि संचालकाने दिलेल्या निर्देशाना, कोणतेही असल्यास, अधीन राहून, त्यास आवश्यक वाटेल अशी कार्यवाही करील.

(३) अभिलेख अधिकाऱ्याला, सार्वजनिक अभिलेख परत मिळवण्याच्या किंवा ते पूर्ववत करण्याच्या प्रयोजनाकरिता कोणत्याही शासकीय अधिकाऱ्याचे किंवा अन्य कोणत्याही व्यक्तीचे सहाय्य प्राप्त करता येईल आणि असा अधिकारी किंवा अशी व्यक्ती अभिलेख अधिकाऱ्याला संपूर्ण सहकार्य देईल.

८. (१) त्या त्यावेळी अंमलात असलेल्या कोणत्याही कायद्यांमध्ये अन्यथा तरतूद केली असलेली खेरीज करून, कोणताही सार्वजनिक अभिलेख विहित करण्यात येईल अशा रीतीने व अशा शतीना अधीन राहून असेल त्याव्यतिरिक्त नष्ट करण्यात येणार नाही किंवा त्याची विल्हेवाट लावली जाणार नाही.

(२) संचालकाच्या मतानुसार, पुराभिलेखासाठी वापरता येणार नाही अशा प्रकारे जो विरुध्द झाला असेल किंवा जो तशा स्थितीत असेल असा अभिलेख वगळून, महाराष्ट्र सार्वजनिक अभिलेख अधिनियम, २००५ याच्या प्रारंभाच्या दिनांकास शंभर वर्षांहून अधिक जुना असलेला अन्य कोणताही अभिलेख, नष्ट करण्यात येणार नाही.

९. कलम ४ किंवा कलम ८ च्या कोणत्याही तरतुदीचे उल्लंघन करणारी कोणताही व्यक्ती पाच वर्षांपर्यंत असेल इतक्या कारावासाच्या शिक्षेस किंवा दहा हजार रुपयांपर्यंत असेल इतक्या दंडाच्या शिक्षेस किंवा या दोन्ही शिक्षांस पात्र होईल.

अभिलेख
अधिकार्याच्या
ताब्यात असलेले
सार्वजनिक अभिलेख
अनधिकृतपणे काढून
टाकले जाणे, नष्ट
केले जाणे,
इत्यादीबाबतीत त्याने
यथोचित कार्यवाही
करणे.

सार्वजनिक
अभिलेख नष्ट
करणे किंवा त्याची
विल्हेवाट लावणे.

सुरक्षा वर्गीकरणात येत असलेले विभागाकडे हस्तांतरित करण्यात येणार नाहीत. पुराभिलेख

खाजगी व्यक्ती वा संस्थांकडून अभिलेख स्वीकरणे. ११. (१) पुराभिलेख विभागास, कोणत्याही खाजगी व्यक्तीकडून/संस्थेकडून देणगीच्या रूपाने, खरेदी करून किंवा अन्य मार्गाने ऐतिहासिक किंवा राष्ट्रीय महत्त्व असलेले कोणतेही अभिलेख स्वीकारता येतील.

(२) पुराभिलेख विभागास, विहित करण्यात येईल अशा रीतीने आणि अशा शर्तीना अधीन राहून, पोट-कलम (१) मध्ये उल्लेख केलेले कोणतेही अभिलेख, कोणत्याही खऱ्याखुऱ्या संशोधन-शिष्यवृत्तीधारकाला उपलब्ध करून देता येतील.

सार्वजनिक अभिलेख पाहण्यासाठी खुले असणे. १२. (१) तीस वर्षांपेक्षा जुने असलेले आणि पुराभिलेख विभागाकडे हस्तांतरित केलेले सर्व अवर्गीकृत सार्वजनिक अभिलेख, विहित करण्यात येतील अशा अपवादाना आणि निबंधांना अधीन राहून, कोणत्याही संशोधन-शिष्यवृत्तीधारकाला उपलब्ध करून देता येतील.

स्पष्टीकरण.— या पोट-कलमाच्या प्रयोजनाकरिता, तीस वर्षांचा कालावधी, सार्वजनिक अभिलेख खुले केल्याच्या वर्षापासून गणला जाईल.

(२) कोणत्याही अभिलेख-निर्मिती अभिकरणास, विहित करण्यात येईल अशा रीतीने आणि अशा शर्तीच्या अधीन राहून, कोणत्याही व्यक्तीला कोणताही सार्वजनिक अभिलेख पाहू देता येईल.

राज्य पुराभिलेख सल्लागार मंडळ. १३. (१) राज्य शासनास राजपत्रातील अधिसूचनेद्वारे, या अधिनियमाच्या प्रयोजनासाठी, महाराष्ट्र पुराभिलेख सल्लागार मंडळ या नावाचे एक पुराभिलेख सल्लागार मंडळ घटित करता येईल.

(२) मंडळामध्ये पुढील सदस्यांचा समावेश असेल :—

- | | |
|--|---------------------|
| (क) शासनाचे सचिव, सांस्कृतिक कार्य विभाग | पदसिद्ध अध्यक्ष ; |
| (ख) सामान्य प्रशासन विभाग, वित्त विभाग, महसूल विभाग व नियोजन विभाग यांमधील शासनाच्या सह सचिवाच्या दर्जापेक्षा कमी दर्जाचा नसलेला अत्येकी एक अधिकारी | पदसिद्ध सदस्य ; |
| (ग) एक पुराभिलेख शास्त्रातील तज्ञ आणि कोणत्याही मान्यताप्राप्त विद्यापीठाच्या स्नातकोत्तर इतिहास विभागातील दोन प्राध्यापक याप्रमाणे, तीन वर्षांपेक्षा अधिक नसेल एवढ्या कालावधीकरिता, राज्य शासनाने नामनिर्देशित करावयाच्या तीन व्यक्ती | सदस्य ; |
| (घ) संचालक, पुराभिलेख विभाग | पदसिद्ध सदस्य-सचिव. |

(३) पोट-कलम (२) च्या खंड (ग) अन्वये नामनिर्देशित केलेल्या सदस्यांना, विहित केल्याप्रमाणे भत्ते देण्यात येतील.

१४. मंडळ पुढील कार्ये पार पाडील :-

मंडळाची कार्ये.

(क) सार्वजनिक अभिलेखांचे प्रशासन, व्यवस्थापन, रक्षण आणि वापर यांच्याशी संबंधित बाबींवर राज्य शासनास सत्ता देणे ;

(ख) पुराभिलेख अधिकाऱ्यांच्या प्रशिक्षणासाठी मार्गदर्शक तत्त्वे घालून देणे ;

(ग) खाजगी व्यक्तीच्या वा संस्थांच्या ताब्यात असलेला अभिलेख संपादित करण्याबाबत निदेश देणे ;

(घ) विहित करण्यात येईल अशा अन्य बाबींचा परामर्श घेणे.

१५. संचालकास, पुराभिलेख शास्त्र आणि इतर सहाय्यभूत विषयांमधील प्रशिक्षणाशी संबंधित पाठ्यक्रम, अभ्यासक्रम, निर्धारण आणि परीक्षा यांसाठी प्रमाणके व मानके निर्धारित करण्याचा अधिकार असेल.

पुराभिलेख शास्त्रांमधील पाठ्यक्रमांची प्रमाणके व मानके निर्धारित करण्याचा संचालकाचा अधिकार.

१६. या अधिनियमानुसार किंवा त्याखाली केलेल्या नियमानुसार, सद्भावनेने केलेल्या अथवा करण्याचे योजिलेल्या कोणत्याही गोष्टीबाबत, कोणत्याही व्यक्तीविरुद्ध, कोणताही दावा, खटला किंवा अन्य कायदेशीर कारवाई दाखल करण्यात येणार नाही.

१७. (१) राज्य शासनास, या अधिनियमाची प्रयोजने पार पाडण्यासाठी, राजपत्रातील अधिसूचनेद्वारे, आणि पूर्वप्रसिद्धीच्या शर्तीच्या अधीन राहून नियम करता येतील.

(२) विशेषकरून आणि पूर्वगामी अधिकारांच्या सर्वसाधारणतेस बाध न आणता पुढीलपैकी सर्व किंवा कोणत्याही बाबींसाठी अशा नियमांमध्ये तरतूद करता येईल :-

(क) ज्या कालावधीनंतर कलम ३ च्या पोट-कलम (२) च्या खंड (ख) अनुसार कायमस्वरूपी सार्वजनिक अभिलेख स्वीकारता येईल, तो कालावधी ;

(ख) ज्या रीतीने आणि ज्या शर्तीच्या अधीनतेने कलम ६ च्या पोट-कलम (२) च्या खंड (घ) अन्वये सार्वजनिक अभिलेख नष्ट करता येईल ती रीत व त्या शर्ती ;

(ग) ज्या रीतीने कलम ६ च्या पोट-कलम (२) च्या खंड (च) अन्वये, श्रेणी अवनत केलेल्या सार्वजनिक अभिलेखांचा नियतकालिक आढावा घेण्यात येईल ती रीत ;

(घ) ज्या रीतीने अभिलेख अधिकारी कलम ६ च्या पोट-कलम (२) च्या खंड (ट) अन्वये संचालकाकडे वार्षिक अहवाल सादर करील ती रीत ;

(ड) ज्या रीतीने आणि ज्या शर्तीच्या अधीनतेने, कलम ८ च्या पोट-कलम (१) अन्वये सार्वजनिक अभिलेख नष्ट करता येईल किंवा त्याची विल्हेवाट लावता येईल ती रीत आणि त्या शर्ती ;

(च) ज्या रीतीने आणि ज्या शर्तीच्या अधीनतेने, कलम ११ च्या पोट-कलम (२) अन्वये संशोधन-शिष्यवृत्तीधारकाला ऐतिहासिक आणि राष्ट्रीयदृष्ट्या महत्त्वाचा अभिलेख उपलब्ध करून देता येईल ती रीत आणि त्या शर्ती ;

(छ) ज्या अपवादांच्या आणि ज्या निर्बंधांच्या अधीनतेने, कलम १२ च्या पोट-कलम (१) अन्वये संशोधन-शिष्यवृत्तीधारकाला सार्वजनिक अभिलेख उपलब्ध करून देता येईल ते अपवाद आणि ते निर्बंध ;

(ज) ज्या रीतीने आणि ज्या शर्तीच्या अधीनतेने, कलम १२ च्या पोट-कलम (२) अन्वये कोणत्याही अभिलेख निर्मिती अभिकरणास कोणत्याही व्यक्तीला आपल्या ताब्यातील सार्वजनिक अभिलेख पाहू देता येईल ती रीत आणि त्या शर्ती ;

(झ) कलम १३ च्या पोट-कलम (३) अन्वये मंडळाच्या सदस्यांना देय असलेले भत्ते ;

(ञ) ज्या बाबींसंबंधात मंडळास कलम १४ च्या खंड (घ) अन्वये आपली कार्ये पार पाडता येतील त्या बाबी ;

(ट) या अधिनियमाची प्रयोजने पार पाडण्यासाठी विहित करावी लागेल किंवा करता येईल अशी अन्य कोणतीही बाब.

(३) या अधिनियमान्वये करण्यात आलेला प्रत्येक नियम, तो करण्यात आल्यानंतर शक्य तितक्या लवकर, राज्य विधानमंडळाचे अधिवेशन चालू असताना, एकाच अधिवेशनात किंवा लागोपाठच्या दोन किंवा त्याहून अधिक अधिवेशनांत मिळून, एकूण तीस दिवसांचा होईल इतक्या कालावधीकरिता, राज्य विधानमंडळाच्या प्रत्येक सभागृहापुढे ठेवण्यात येईल आणि ज्या अधिवेशनात तो अशा रीतीने ठेवण्यात आला असेल ते अधिवेशन किंवा त्याच्या लागतनंतरचे अधिवेशन समाप्त होण्यापूर्वी, त्या नियमात कोणताही फेरबदल करण्याबाबत दोन्ही सभागृहांचे एकमत होईल किंवा तो नियम करण्यात येऊ नये म्हणून दोन्ही सभागृहांचे एकमत होईल आणि असा निर्णय ते राजपत्रात अधिसूचित करतील तर, तो नियम, अशी अधिसूचना राजपत्रात प्रसिद्ध झाल्याच्या दिनांकापासून केवळ अशा फेरबदल केलेल्या स्वरूपातच अंमलात येईल, किंवा, यथास्थिति, अंमलात येणार नाही; तथापि, असा कोणताही फेरबदल किंवा विलोपन यामुळे, त्या नियमान्वये पूर्वी केलेल्या किंवा करण्याचे वर्जिलेल्या कोणत्याही गोष्टींच्या विधिग्राह्यतेस बाधा येणार नाही.

१८. (१) या अधिनियमाच्या तरतुदीची अंमलबजावणी करताना कोणतीही अडचण उद्भवल्यास, राज्य शासनास, राजपत्रात प्रसिद्ध केलेल्या आदेशाद्वारे, ती अडचण दूर करण्याच्या प्रयोजनांसाठी, त्यास आवश्यक किंवा इष्ट वाटेल अशी, परंतु या अधिनियमाच्या प्रयोजनांशी विसंगत नसेल अशी, कोणतीही गोष्ट करता येईल :

परंतु, या अधिनियमाच्या प्रारंभाच्या दिनांकापासून दोन वर्षे संपल्यानंतर, असा कोणताही आदेश काढण्यात येणार नाही.

(२) पोट-कलम (१) अन्वये काढण्यात आलेला प्रत्येक आदेश, तो काढण्यात आल्यानंतर शक्य तितक्या लवकर, राज्य विधानमंडळाच्या प्रत्येक सभागृहापुढे ठेवण्यात येईल.

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8

2. Inserted by Notification dated 14.8.1968.
3. Inserted by Notification dated 1.3.1972
4. Added by Notification dated 14.12.1984.
5. Substituted by Notification dated 8.12.1966.
6. Added by by Notification dated 19.4.1965.
7. Added by Notification dated 14.8.1968.
8. Added by Notification dated 30.7.1973.

[Section XIII A - Security for performance of Contracts]

51A. Security to be taken for due performance of contract.

When any contract involving financial implications is entered into with any person for execution of any work or providing supplies or rendering any service, adequate security shall be taken in all cases for the due performance of the contract. Such security may be taken by way of-

- (a) cash or the amount deposited as earnest money as per provisions of the Maharashtra Public Works Manual; or
- (b) deduction of percentage fixed as per provisions of the Maharashtra Public Works Manual from the bills for the work done; or
- (c) Guarantee bonds executed by the Scheduled Banks on behalf of their clients subject to the conditions laid down by the State Government from time to time in this behalf, and such bonds shall be executed in Financial Rule Form No. 2A; or
- (d) interest bearing securities mentioned in paragraphs 15 and 22 of the Maharashtra Public Works Account Code, 1967.

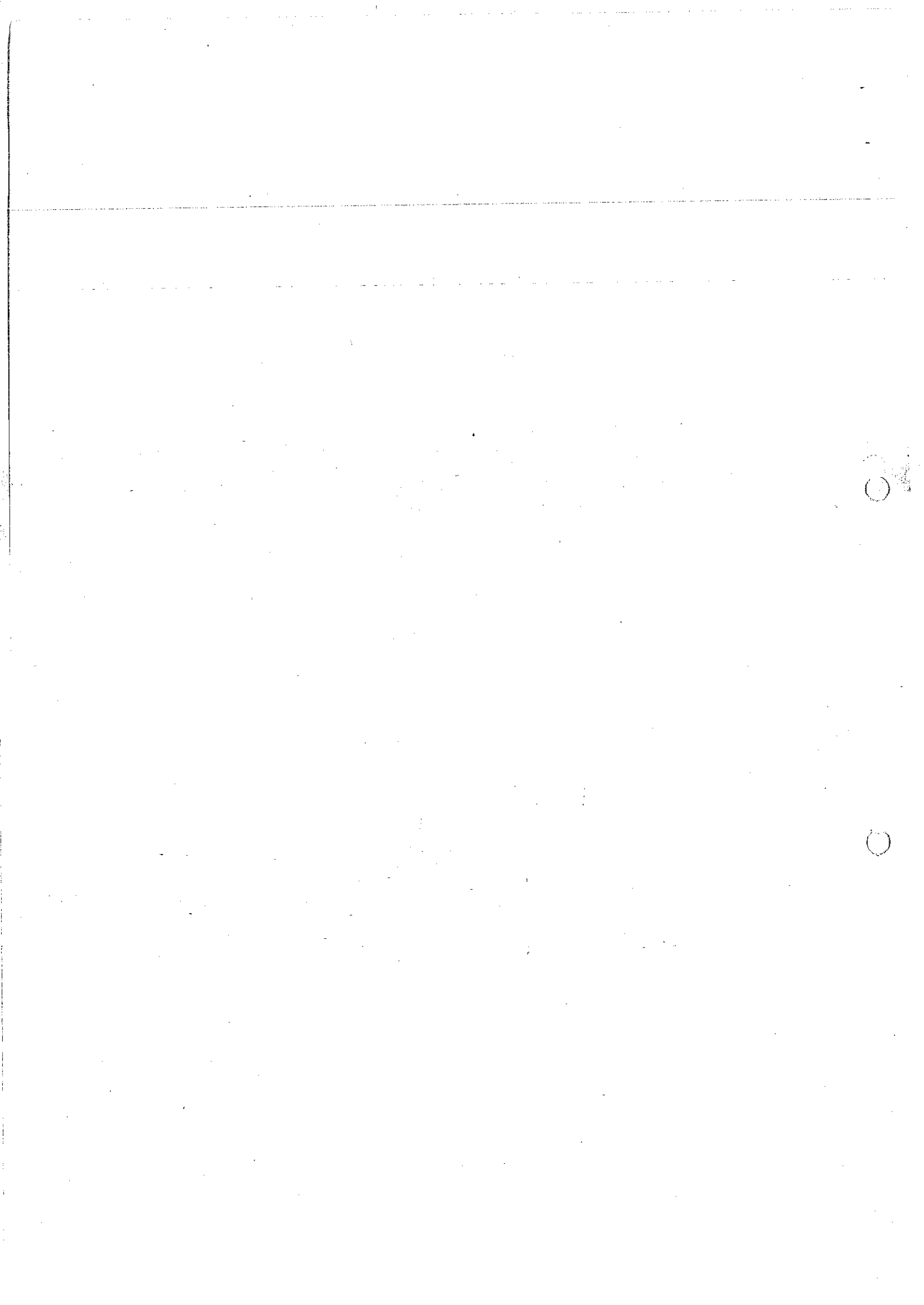
Explanation:- For the purposes of this rule, a Scheduled Bank means a bank included in the Second Schedule to the Reserve Bank of India Act, 1934].

* Inserted by Notification dated 22.7.1985.

Section XIV - Destruction of Accounts Records

52. Rules regarding destruction of records.

The rules and subsidiary rules regarding the destruction of Accounts records appertaining to the accounts audited by the Indian Audit Department are contained in Appendix 17 to these Rules.



*[Appendix 16 - Deleted]

* Deleted by Notification dated 28.7.1962.

Appendix 17

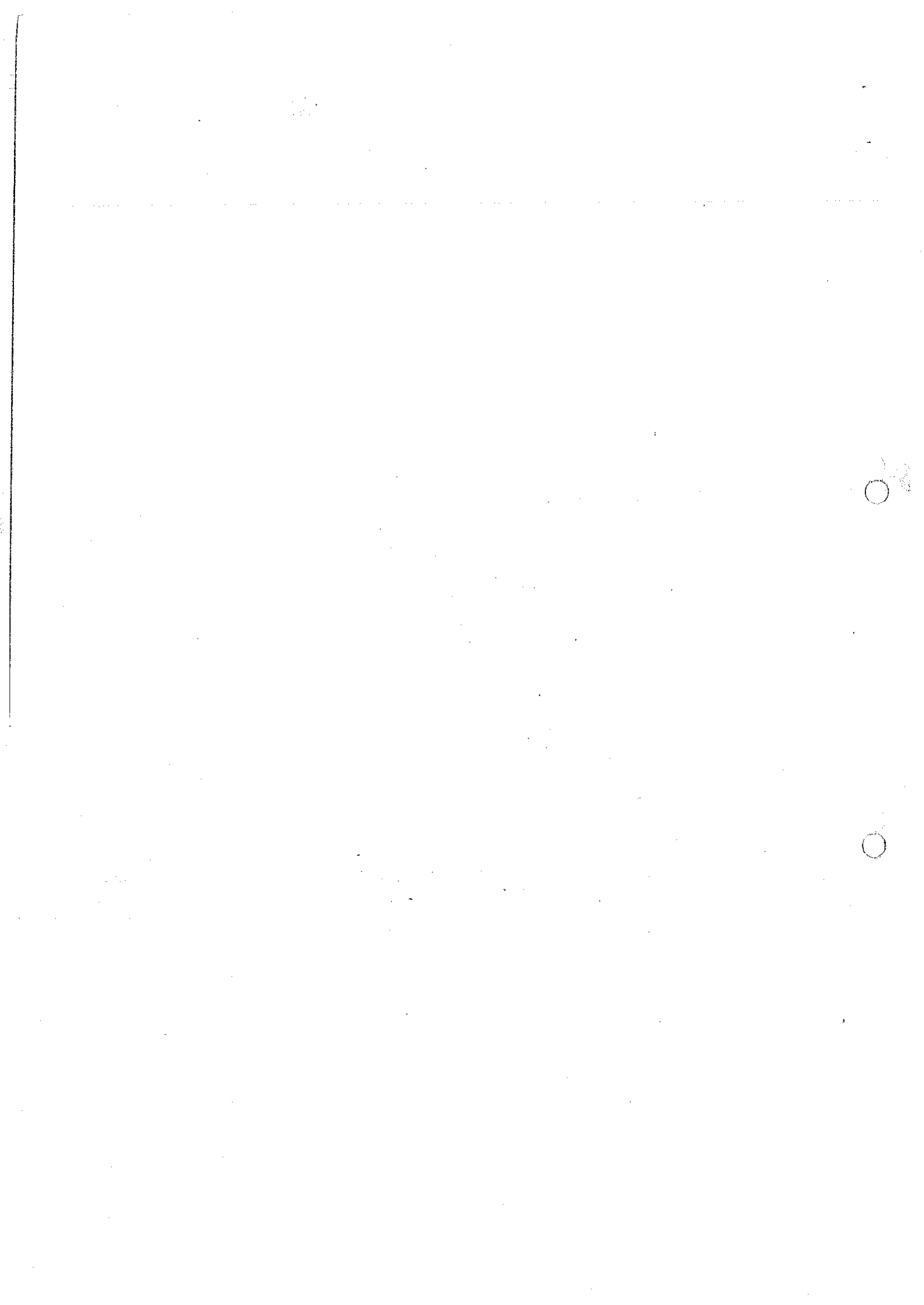
(See Fin. R. 52)

Rules regarding the destruction of accounts records in offices rendering accounts to Audit Offices.

The destruction of records (including correspondence) connected with accounts is governed by the following main rules, and the subjoined subsidiary rules:-

- (a) the following should on no account be destroyed:-
- (i) Records connected with expenditure which is within the statute of limitation.
 - (ii) Records connected with expenditure on projects, schemes, or work not completed, although beyond the period of limitation.
 - (iii) Records connected with claims to service and personal matters affecting persons in the service.
 - (iv) Orders and sanctions of permanent character, until revised.
- (b) The following should be preserved for not less than the periods specified against them:

Description of records	[Period of preservation in complete years]
Annual establishment return (Books of establishment)	35
Register of contingent expenditure	5
Detailed budget estimates of an office	5
Travelling allowance bills and acquittance rolls relating thereto	3
² [Service Book of Government servant, who has resigned]	5 from the date of resignation
Service Book of Government servant who has been retrenched/ removed/ dismissed.	(i) 5, if no case is pending in any court.



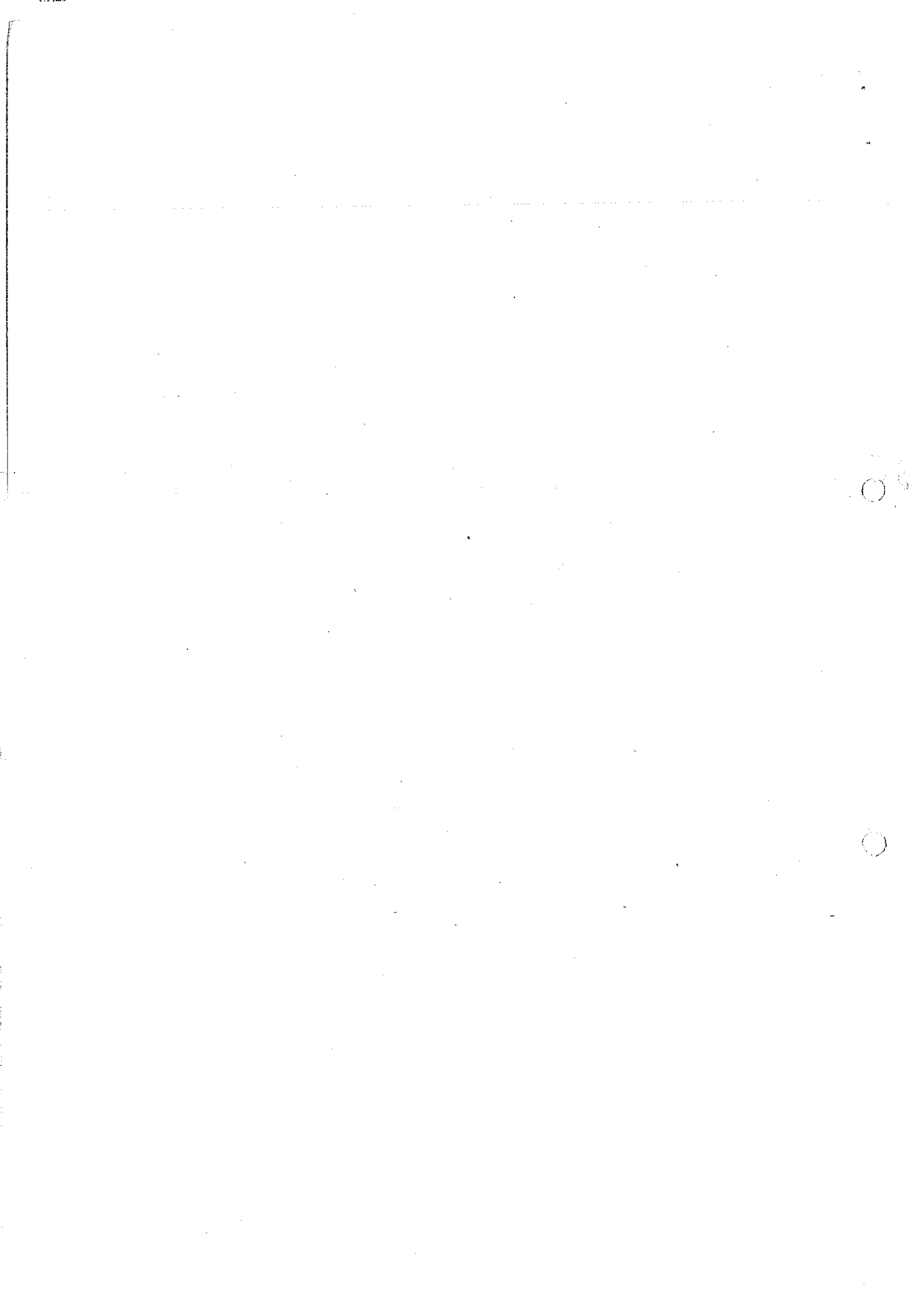
	(ii) 3, after final judgement under the normal course of law, i.e. the last judgement of the highest court as established by law;
	Where the court has up-held the Government's decision to retrench/remove/dismiss the Government servant.
Service Book of Government servant who retires from service/dies while in service	25, from the date of retirement/ death.
Note:- Before actual destruction it should be ensured that Pension/Provident Fund cases of the persons, to whom the service books relate have been finalised.]	
Leave accounts of non-gazetted Government Servants.	2[10, after death or 5 after retirement].
Cases in which invalid pensions have been sanctioned.	25
Other pension cases	5 after retirement.
Statement of monthly progressive expenditure and correspondence relating to discrepancy in figures.	2 [or till the date on which the process of reconciliation is completed, which ever is later. In case, comments are included in the Appropriation Accounts, the relevant records shall be preserved till the comments are finally dropped by the Public Accounts Committee.]
Mortality return of pensioners	5
Pay bills and acquittance rolls where these are maintained separately, of Government servants (other than those mentioned in the next entry) for whom no establishment returns are	35



submitted and no service books or service rolls are maintained.	
Description of records	[Period of preservation in complete years]
Pay bills and acquittance rolls where these are maintained separately of Class IV Government servants for whom no service rolls are maintained.	45
Pay bills of other classes of Government servants and acquittance rolls for pay and allowance (other than travelling allowance) when maintained separately (see Notes 1 and 2 below).	6

Note 1.- Establishment pay bills and acquittance rolls of Government servants other than Class IV up to and for the year 1928 should be preserved for 35 years and those of Class IV servants up to and for the year 1935, for 45 years. In regard to temporary and officiating service, the head of the office should also invariably give necessary particulars with reference to Articles 370 and 371 of the Civil Service Regulations of clauses (1) and (2) of B.C.S. Rules 240, as the case may be, with a view to enable the Audit Office to decide later on 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.

Note 2.- Before any pay bills are destroyed, the periods of temporary and officiating service, as recorded in the service books or service rolls (as the case may be) of the Government servant concerned, should be verified by the head of the office from the pay bill and the fact of such verification should be recorded under proper attestation in the service books or service rolls (as the case may be).



Note 3.- The periods of preservation of account records in Public Works Offices are prescribed separately in Appendix 5 to the Bombay Public Works Department Manual, 1929.

[Note 4.-The period referred to here denotes "Complete years" and not Complete account financial years.]

(c) Heads of Departments are competent to sanction the destruction of such other records in their own and subordinate offices as may be considered useless, but a list of such records only as properly appertain to the accounts audited by the Indian Audit Department for the destruction of which no specific provision exists in the rules, should be forwarded to the Principal Auditor, for his concurrence in their destruction before the destruction is ordered by the Head of Department.

1. Substituted by Notification dated 14-7-1966.
2. Substituted by Notification dated 1-2-1977.
3. Added by Notification dated 16-5-1983.
4. Inserted, *ibid*.

Subsidiary rules and instructions regarding the destruction of Accounts Records in offices rendering accounts to audit offices.

(a) The following records should be preserved for not less than the periods specified against them in the subjoined list.

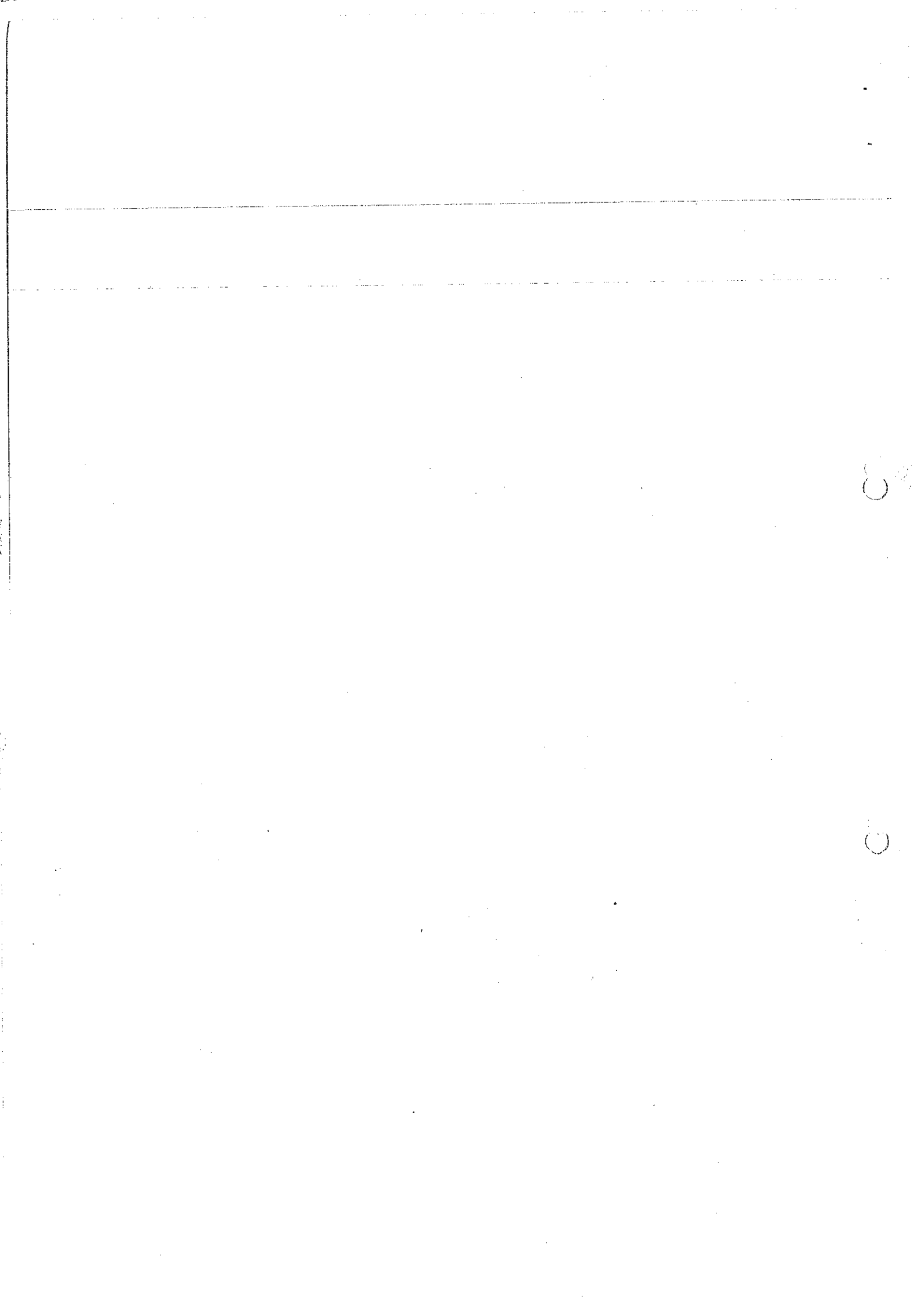
[Note 1.- The period referred to here denotes "Complete years" and not complete accounts/financial years.]

(b) The periods prescribed should be reckoned from the completion of the case or (for files of periodical or occasional reports or returns) from the time when (the old registers being full or completed) a new one is started after bringing forward the live entries.

(c) Where specific provision does not exist for any paper in the following list, the treatment and period of preservation should be determined with reference to analogous papers in the list. But doubtful cases should be referred to the Principal Auditor for elucidation.

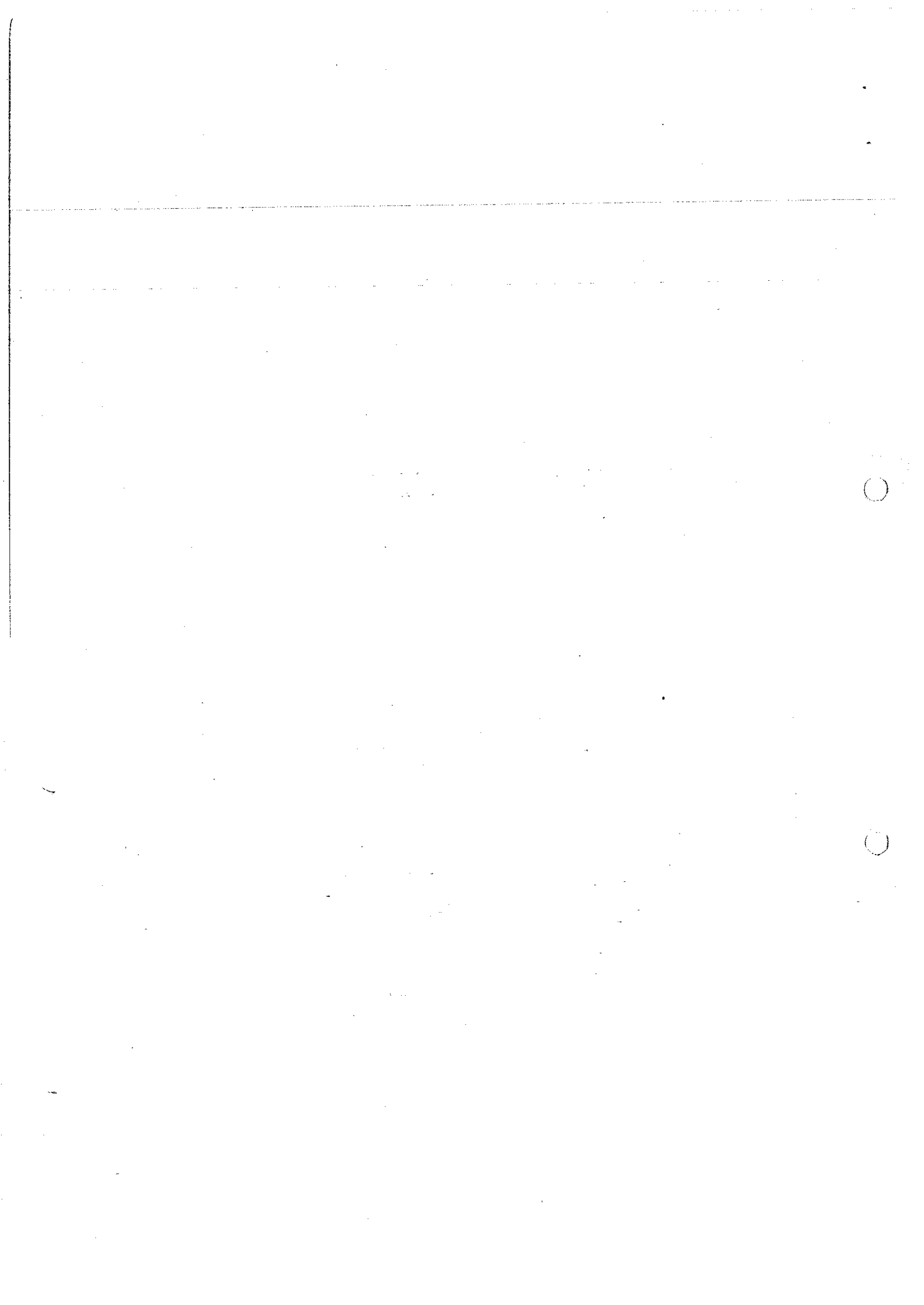
(d) Whenever a subject is mentioned such as fixation of contract grant, it must always be understood that the phrase "Papers or correspondence relating to" is prefixed.

+ Inserted by Notification dated 14-7-1966.

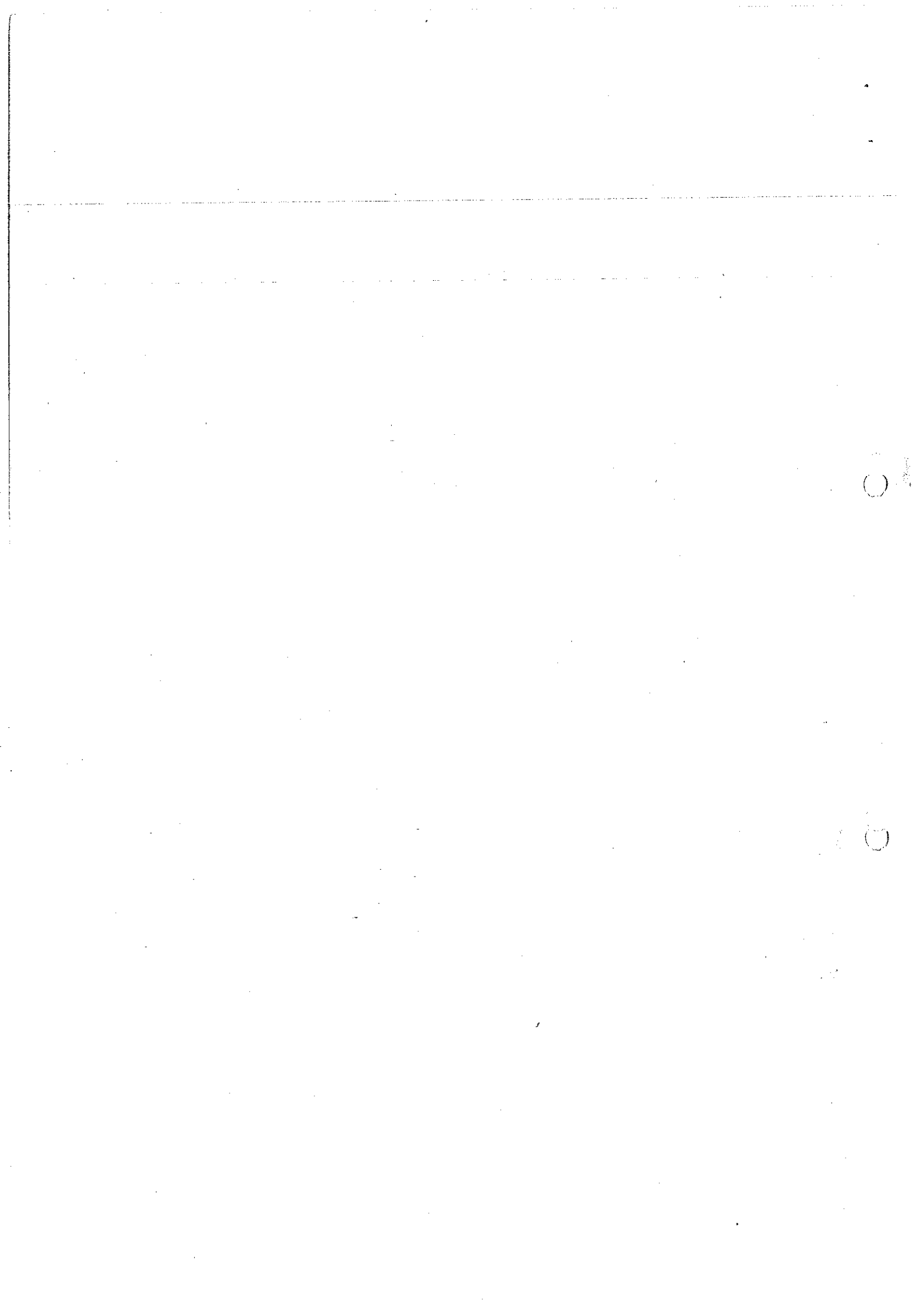


Preservation period of Accounts Records

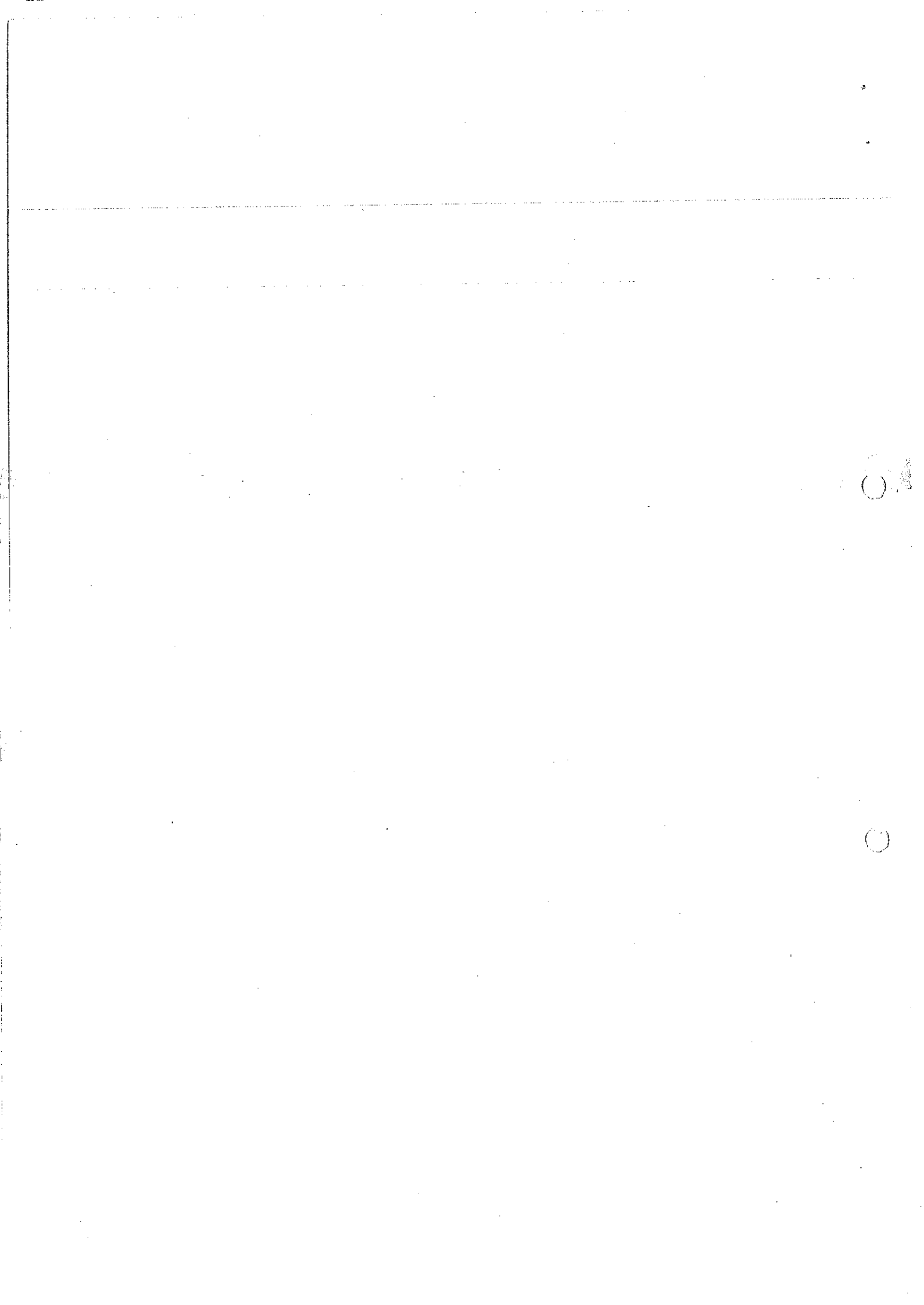
Serial No.	Description of records	[Period of preservation in complete years]	Remarks
General Administration			
1	Account papers of expenditure in connection with elections	1	
2	Return of election expenses Legislative Assembly District Local Board, etc.	1	
3	Inspection memoranda issued for guidance of inspected office.	30, or till superseded or included in a Manual.	
4	Errors for correction and explanation called for on inspection by the Accountant-General and other officers.	5	
5	Discussions as to forms of accounts and returns.	30 or till included in a Manual.	
6	Application for copies or searches of ledgers and day book.	5	
7	Receipt books, Treasury receipts for comparing fees and cost of paper money orders and V.P.P. vouchers.	1	
8	Accounts of service stamps including telegrams.	5	
9	Consolidated abstract of accounts of service stamps including telegrams.	5	
10	Indents and all papers about supply of service stamps.	1	
10A	Government resolutions in all Departments	Permanent.	
Accounts, Dead-stock and Stationery			
11	Dead-stock articles	5	When the register is full, check and carry forward all live entries to a new register. Enter in register with sufficient particulars
12	Correspondence relating to sale, loss or written off dead-stock	5	
13	Correspondence relating to purchase or transfer of dead-stock, sanctions allotments, etc.	1	
14	Statement of expenditure on imported stores	If not blank 5	
15	Annual report on dead-stock	1	
16	Model indent for stationery and forms	Permanent.	
17	Stationery and forms, receipts issue and balance registers.	5	
18	Indent for stores, stationery and forms, woollens, etc.	5	



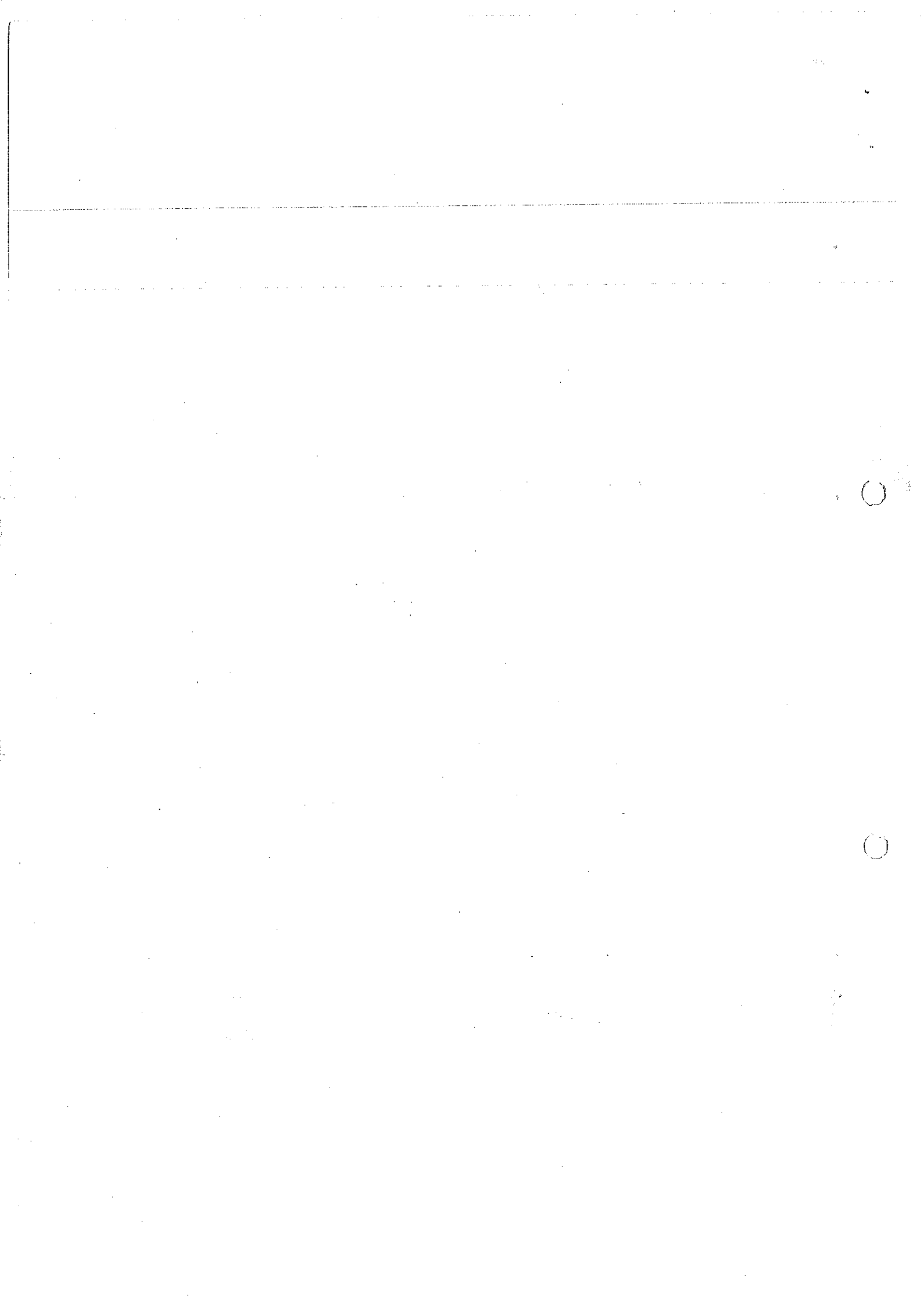
Serial No.	Description of records	[Period of preservation in complete years]	Remarks
19	Accounts of expenditure of fixed contingencies	5	
20	Office copies of detailed or abstract bills	5	
21	Vouchers if not sent with the bill	5	
22	Memoranda of bills submitted to the superior officer for consolidation.	1	
23	Unofficial deposit register for undischarged pay and allowances, etc.	5	
24	Receipt book for deposit of Bhatta for witnesses etc.	1	
25	Receipt book for payments of Bhatta and refunds of surplus	1	
26	Day book or ledger of Bhatta and refunds of surplus	5	
27	Solvency certificate received	1	
28	Enquiries as to solvency and register of certificates issued.	5	
Agriculture			
29	Half-yearly statement of loans to Co-operative Credit Societies	1	
30	Boring bills issued for works completed and correspondence in connection therewith.	3 after recovery and local audit.	
Cash Allowances			
31	Register of printed lists of cash alienation	Permanent	
32	Office copies of monthly consolidated alienation statements.	9	
33	Register of sanctioned alterations.	Permanent	
Boundary Marks			
34	Accounts about expenditure and recoveries.	5	
35	Half-yearly statement of advances and recoveries.	5	
Civil Law			
36	Register of dues under decrees	5	
37	Register of court-fee and pauper costs for recovery	5	
Court of Wards and Minors			
38	Government or Inter-estate loans	Till the estate is retroceded and then hand over to the ward.	
39	Levy of management and audit fees	5	
Education (Not under Local Fund or Municipal control)			
40	Grants for Boarding-Houses	recurring- Permanent; Non-recurring 3 years	
41	Deleted		



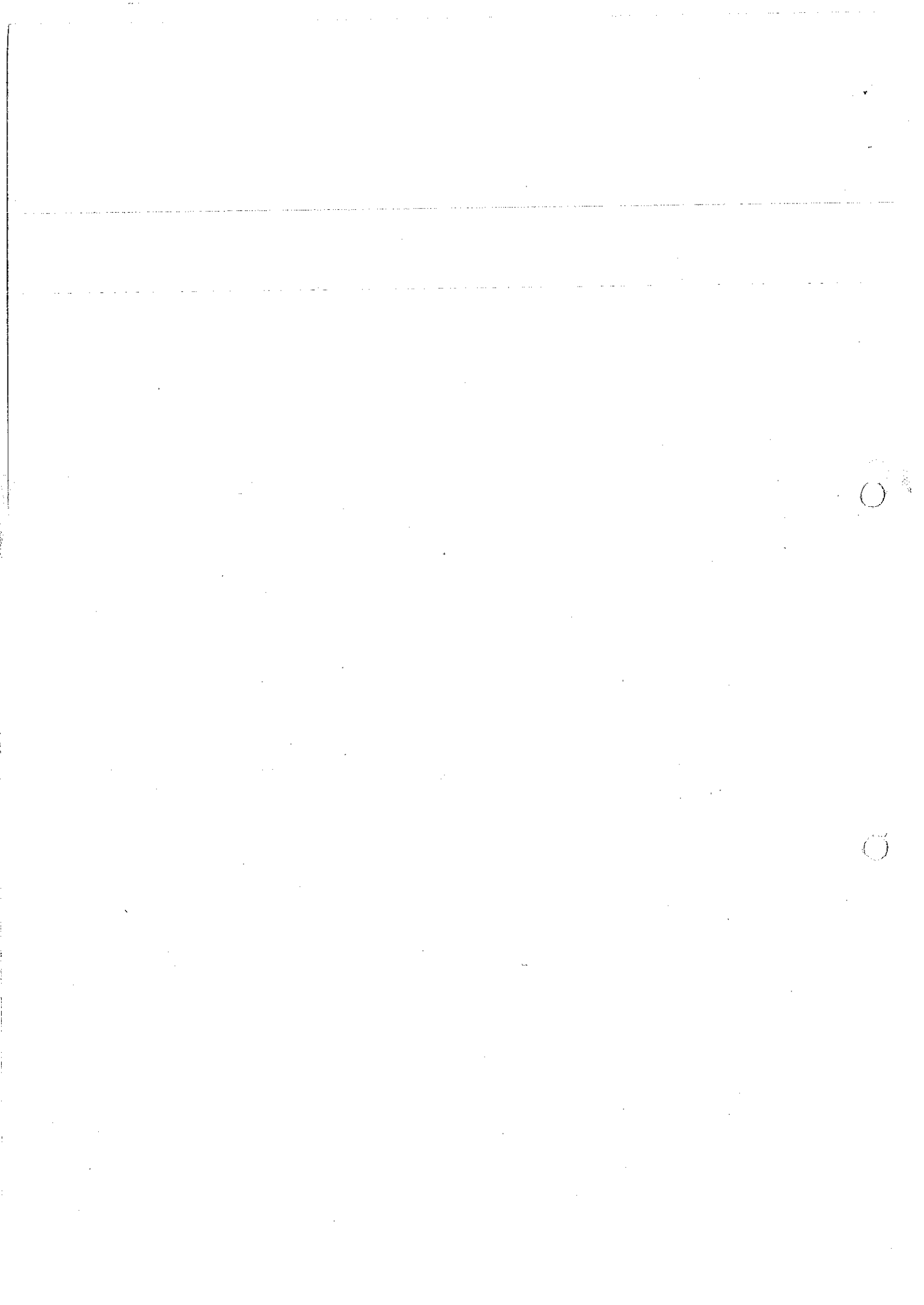
Serial No.	Description of records	[Period of preservation in complete years]	Remarks
Establishment			
42	Discussions and orders about strength of fixed establishment, scales of pay, fixed travelling allowance etc.	30	
43	Entertainment of temporary establishment including foreign service.	30	
44	Account books of fees for measurement or other such work	5	
45	Refunds of fees over-collected	5	
46	Register of process fees, recovered in stamps in support of temporary process serving establishment.	5	
47	Appointments, posting, transfers, promotions including increment certificate and crossing efficiency bars, reversions, etc.	Note in service book and then one year	
48	Travelling Allowance Bills and correspondence thereon	3	
49	Charge reports	1	
50	Permission to accept outside work or remuneration	5	
51	Security bonds	So long as in force, then 5 years.	
52	Annual reports of solvency sureties	1	
53	Alleged defalcations, misconduct, fines, reductions of all classes of officers.	Summarise into service book and then one year.	
54	Recovery of defalcated sums	5	
55	Transfer to foreign service	30	
56	Loans of Government servants to Railway, Municipality or other bodies	5 Enter facts in service books	
57	Transfers to Court of Wards by Collectors	5 Enter facts in service books	
58	Dismissals, invalidings and resignations, discharge on reduction, etc.	5	
59	Increment certificates	6	
60	Efficiency bars	3	
Pay and Allowances			
61	Eligibility and condition of subscription to General Provident Fund and nomination of beneficiaries	5	
62	Sanction to advances for tentage, house buildings, motors, ponies, cycles, etc. Advances on transfer	5	
63	Sanction to advances from General Provident Fund.	3	
64	Indent for peons' clothing and papers relating to its	5	



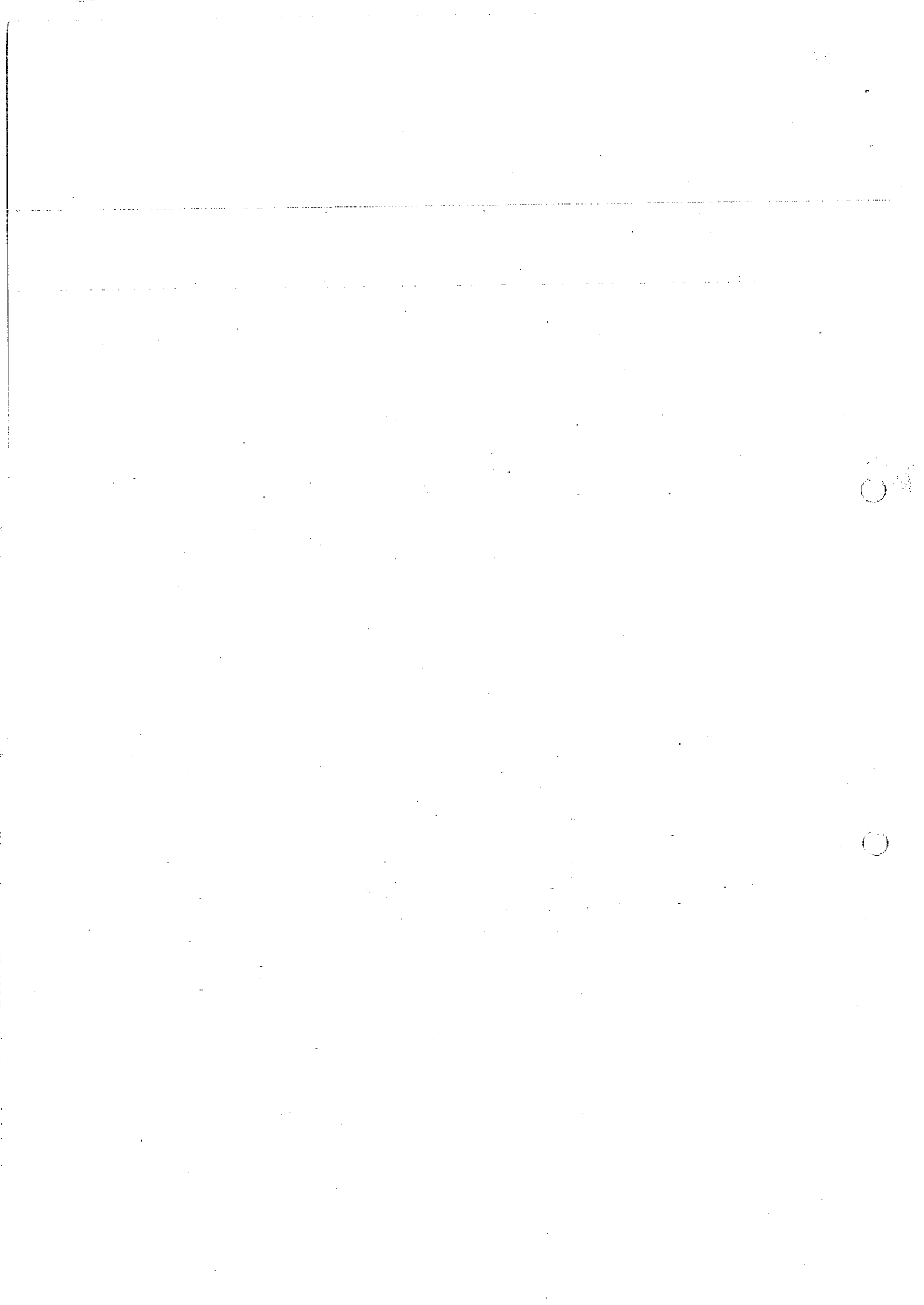
Serial No.	Description of records	[Period of preservation in complete years]	Remarks
	periodical supply.		
65	Register of clothing issued	5	
66	Plague allowances for butting, etc.	5	
67	Papers relating to allowances, tentage, conveyance, house rent, compensation and the like.	5	
68	Abstract of pay and fixed contingencies of talathis and their acquittance rolls	5	
69	Office copies of Memoranda sent to Huzur for consolidation into pay bills	1	
70	Office copies of pay bills of any pensionable establishment with acquittance rolls	30	This applies to pay bills already in the record room.
71	Office copies of pay bills or muster rolls of temporary establishment or non-pensionable establishment	5	
72	Honoraria, rewards and deputation allowances for special work	5	
73	Last pay certificate	1	
74	Leave of all kinds except casual leave	Enter in service book and then one year.	
75	Casual leave register and all papers thereabout	1	
76	Notice of attachments of salary by Civil Court.	Current till satisfied and then one year	
77	Recovery from Courts of Bhatta of Government servants.	1 year after credit into Treasury	
78	Individual correspondence and applications about the officers attaining the age of superannuation.	1	
79	Annual statement of officers attaining the age of superannuation	5	
Pensions			
80	Pensions and gratuities refused	5	
81	Grant of pension and verification of service and all other preliminary papers	5	
82	Gratuities whether granted or refused	5	
83	Extraordinary pensions	5	
84	Cases in which invalid pension have been sanctioned	25 [10 after death]	
85	Commutation of pension	15	
86	Correspondence relating to heirs of deceased Pensioners	5	
87	Commutation agreements	Till fulfilled	



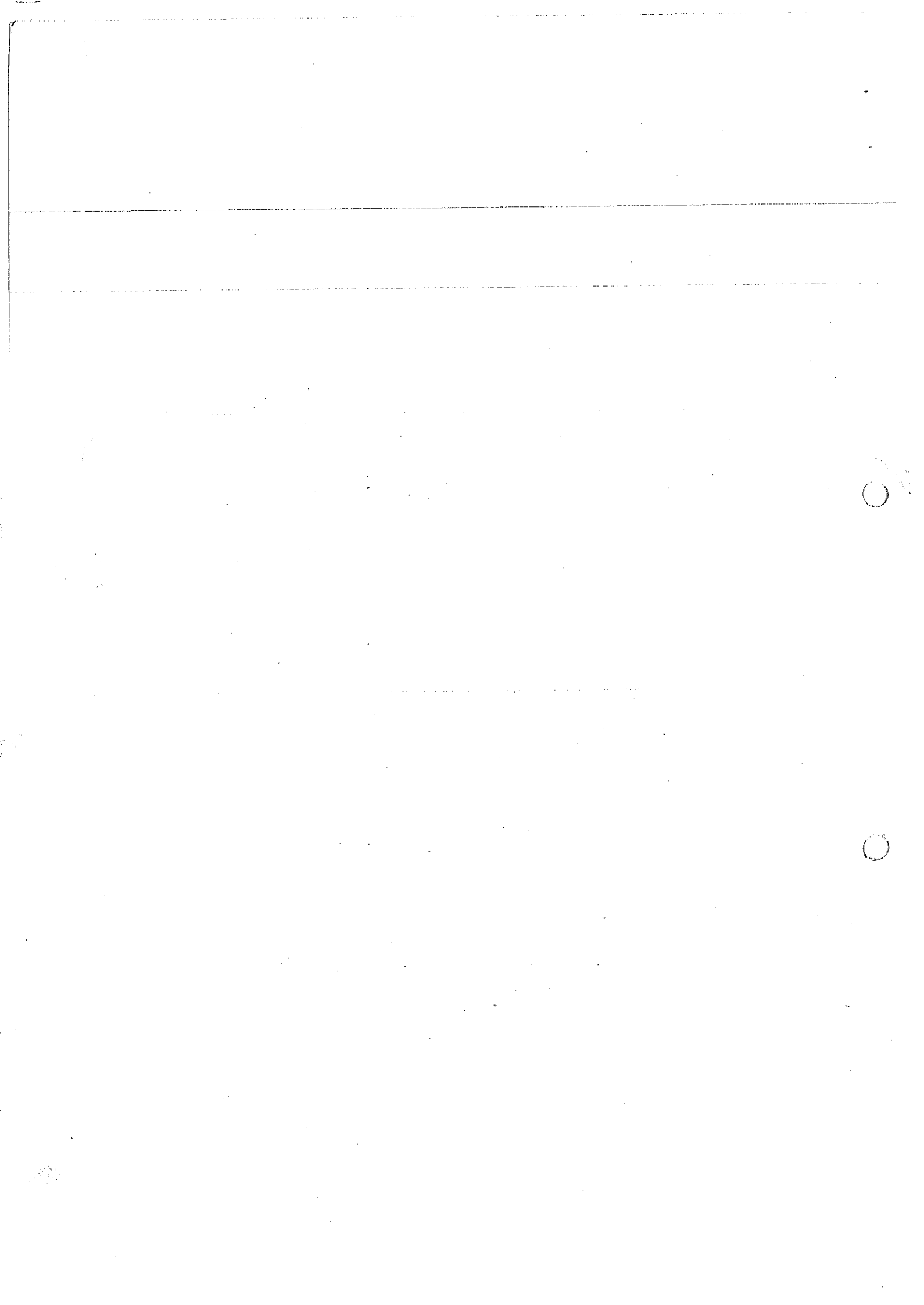
Serial No.	Description of records	[Period of preservation in complete years]	Remarks
87(a)	Nominations relating to Family pension and Death-cum-retirement gratuity received under Liberalised Pension Rules. If the Gratuity and/or Family Pension are paid to:-	30	
	(i) Minors	30	
	(ii) Other than minors not in accordance with the order in which nominations have been made	30	
	(iii) Other than minors in accordance with the orders in which nomination has been made	6 After the payment of death-cum-retirement gratuity of the last instalment of the Family Pension has been paid.	
87(b)	Pre-verification of pension cases	3	
87(c)	Family Pension	25 from the date of death of Government Servant	
87(d)	Other pensions	5 after retirement	
87(e)	No Demand Certificate	Normally, this certificate will be part of the pension file the question of prescribing separate retention period does not arise.	
Factories and Boilers			
88	Collections of fees for inspection of Boilers	1	
Famine			
89	Stock registers	30 after close of famine	
90	Famine expenditure	Permanent	
Forest			
91	record of sanctioned work (from 37)	Permanent	
92	Register of fellings, register showing preparation of sleepers, progress report of departmental work, progress report of sleeper operations, register of receipts in depots (form Nos: 5, 5-A and 7) and of disposals from deposits (from 6 and 8)	10	Safe depots where records are kept are considered to be Range offices
93	Reports of stock taking in depots	2	



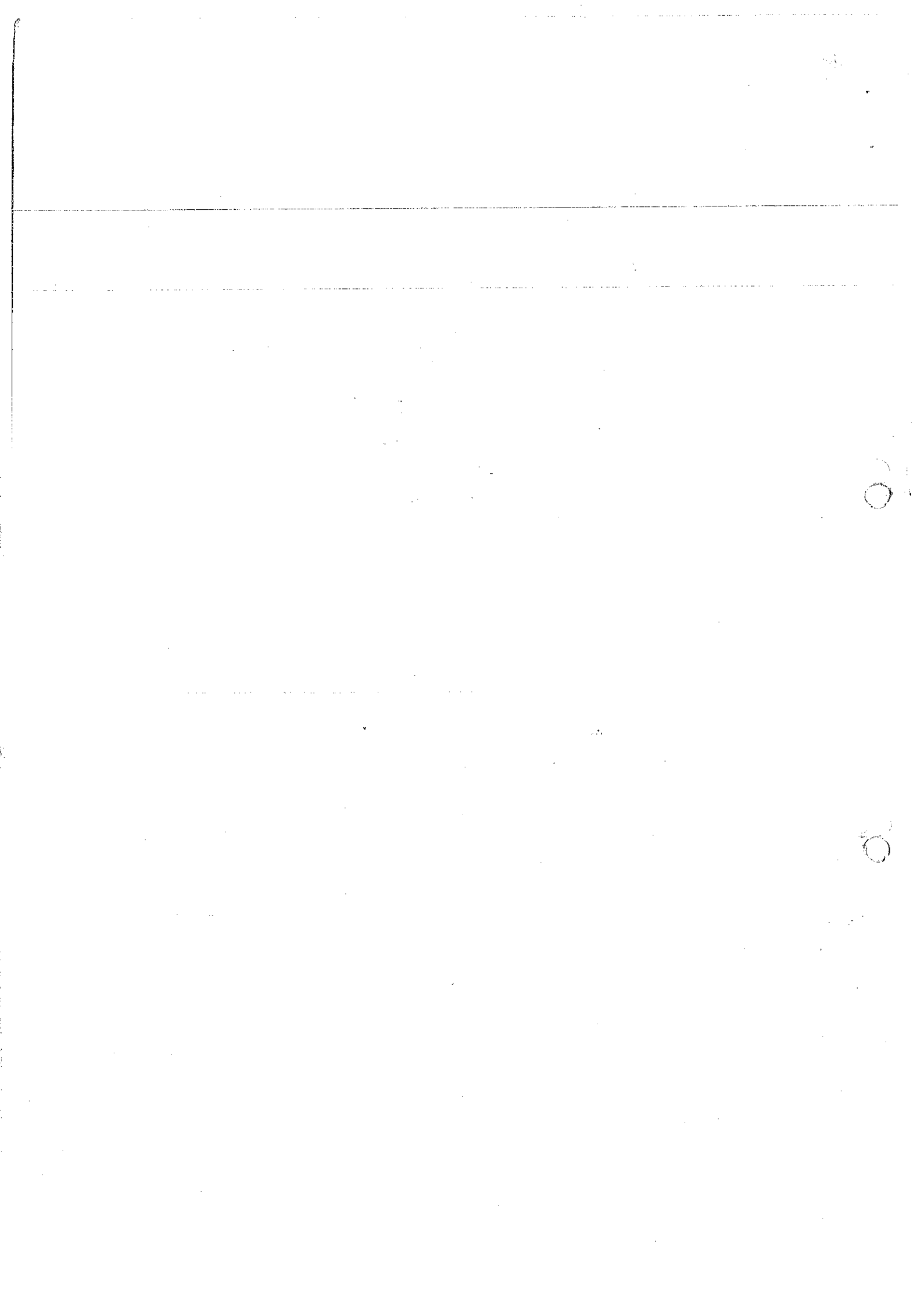
Serial No.	Description of records	Period of preservation in complete years	Remarks
94	Correspondence regarding revenue defaulters and other papers relating to levy of fees and interest and recovery of outstandings and advances	6 after recovery of the amount	
95	Papers relating to timber, tools, plant, outstandings of revenue and advances, etc., written off from the accounts	2	
96	Papers including Bills, relating to supply of forest produce to Government Departments, Local Boards, Municipalities, Railway Cos. other Public Departments and private persons	6	
97	Return of receipts and issues of timber and other produce in depots, return showing details of forest produce credited in Form No. 9 for which contractors are paid, return of forest produce removed by right privilege holders, return of forest produce sized and disposed of (Forms No. 9, 9-A, 10 and 17).	3	
98	Account showing outstandings on account of revenue received in advance	2 after recovery	
99	Annual budget estimate summaries of revenue and expenditure, returns of capital expenditure, rates of various operations, rents and taxes.	5	
100	Bill and receipt books (Form Nos. 13 and 14)	5	
101	register of stores, tools and plant and register of books and maps	1 after new book is prepared.	
102	Applications for cheque books (Form No. 25-A) abstracts of contractors and disbursers' ledger (Form 34).	2.	
103	Monthly cash account (Form No. 25)	15	
104	Register of cheques	3	
105	Schedule of remittances to treasuries (Form 36), objection statements including audit letters with explanation.	5	
106	Register of revenue and expenditure in each forest unit (Form 38), cash book (Form 24), contractors and disbursees' ledger (Form 33).	25	
107	Correspondence regarding expenditure on account of survey demarcation, boundary marks working plans, plantations, fire protections and other operations, plague allowance and grain compensation	3	
108	Monthly classified abstracts of receipts and expenditure (Form No. 35).	15	In the conservator's office the divisional abstracts should be kept for three years.



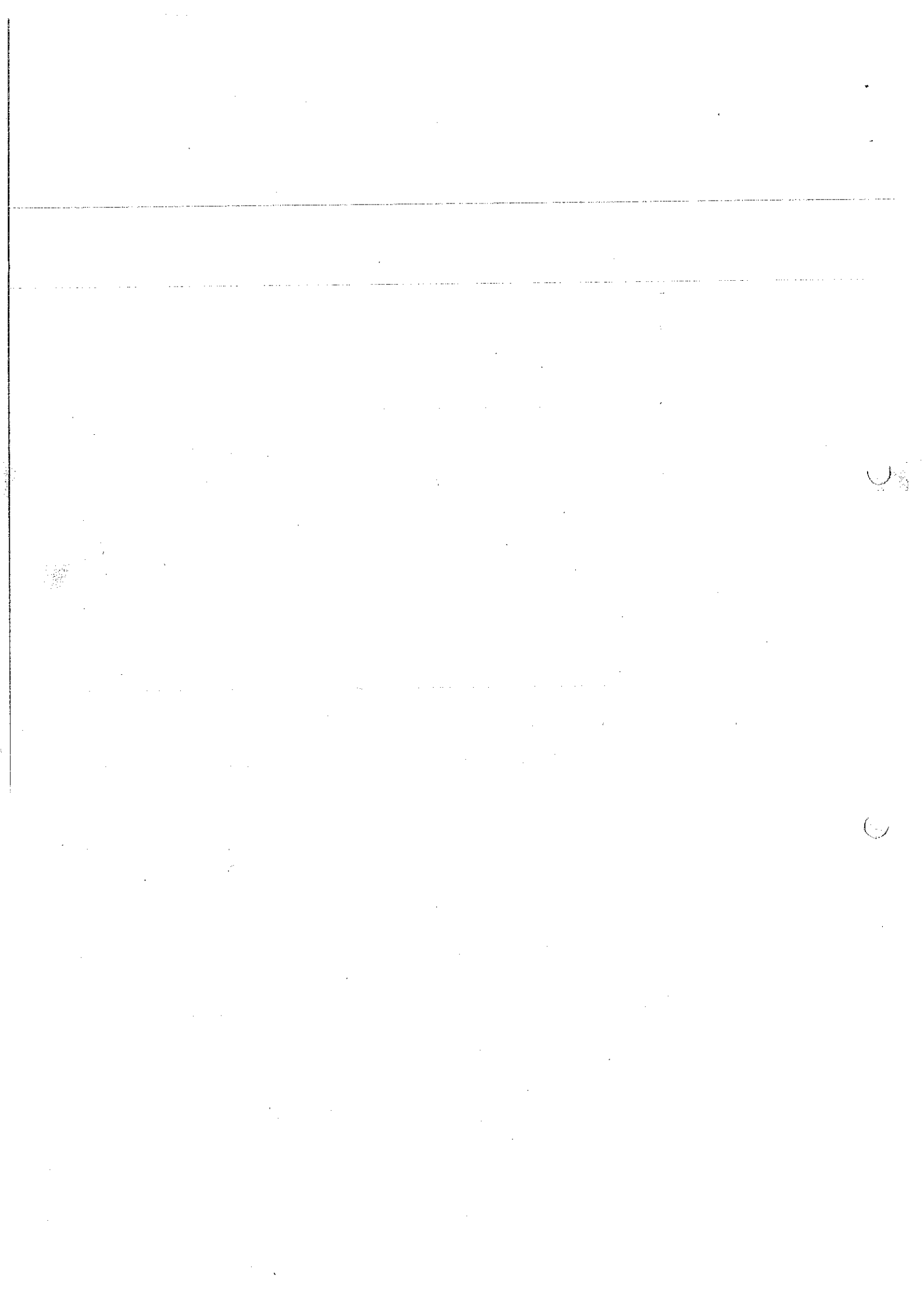
Serial No.	Description of records	[Period of preservation in complete years]	Remarks
109	Agreements deeds, security bonds, powers-of-attorney, etc taken from contractors and others and papers relating to the solvency of their security and correspondence regarding extensions and other matters affecting the contracts.	6 after completion of contract	
110	(a) Pay bills and acquittance rolls, where these are maintained separately, of Government servants for whom no establishment returns are submitted and no service books are maintained.	35	Before any pay bills are destroyed, the periods of temporary and officiating services as recorded in the service books of the Government servants concerned should be verified by the head of the office from the pay bills and the fact of such verification should be recorded under proper attestation in the service books.
	(b) Pay bills, acquittance rolls for pay and allowances (other than Travelling Allowance) where these are maintained separately, for Government servants for whom establishment returns are submitted and service books are kept up to and for the year 1928.	35	
	(c) Pay bills and acquittance rolls for pay and allowances (other than Travelling Allowance) where these are maintained separately, of Government servants for whom establishment returns are submitted and service books are kept from the year 1929.	6	
111	Distribution statements of office and protective establishments with absentee statements and returns of changes	35	
112	Correspondence regarding buildings, roads, bridges and other works, completion certificates of the same	6	
113	Plan, estimates of buildings, bridges and wells.	40	
114	Papers and returns of annual and special repairs of forest buildings, roads, bridges and other works.	1 after the bills are passed.	
115	Memoranda of inspection of Divisional Range and Round offices, Depots and Nakas and papers connected therewith.	3	
116	Government Circular orders and Accountant-General's, Conservator's and Divisional Forest Officer's, Circular orders of unimportant or temporary nature	2	
Land Acquisition.			
117	Award statements and supplementary awards on appeal	Permanent	
118	Cheque, counterfoils and all papers relating to payment	1 after	



Serial No.	Description of records	[Period of preservation in complete years] completion of acquisition.	Remarks
119	Papers relating to payment into Courts or into deposits	1 after completion of acquisition.	
120	Correspondence about handing over possession, removal of structure, etc.	5	
Local Boards			
121	Intimations by Collectors of estimated revenue.	1	
122	Budgetted distribution of estimate revenue between District Local Board and Taluka Local Boards.	5	
123	Intimation of actual revenue from cesses and assigned heads.	5	
124	Payment of cess on Excise revenue	30	
125	Overdrawal of balance from Government Treasury.	5	
126	Expenditure on treatment of rabid patients	5	
127	Audit of Government grant for communication, water supply, etc.	30	
128	Special loans of Sub-Assistant Surgeons for epidemics, etc.	5	
129	Government grant to be paid in respect of Local Board Engineer and other establishment.	30	
130	Government loans to District Local Boards.	30	
131	Government grant under Primary Education Act.	5	
Magisterial			
132	Fine statements	5	
133	Register of fines	5	
134	Papers relating recovery of cost of establishment of Bench and Honorary Magistrates	5	
Medical			
135	Stock account and Ledger of sale-proceeds of quinine treatments	5	
136	Contributions from Local Boards to Pasteur Institutions, Infectious Diseases Hospitals, etc.	5	
137	Collections of funds of Hospitals, Nursing Associations, etc.	5	
138	Fixation of Government grant to dispensaries	5	
139	Institutions of Fair Funds	30	
140	Accounts and details of institutions of Fair Funds.	5	
141	Recoveries due from Local Bodies on account of medical supplies, etc.	5	
Military Cantonments			
142	Acquisition or disposal of lands.	Permanent.	



Serial No.	Description of records	[Period of preservation in complete years]	Remarks
Military			
143	Claims for pensions by heirs of soldiers and followers	30	
144	Payment of assets of soldiers, etc.	5	
Miscellaneous - Ecclesiastical			
145	Maintenance of Cemeteries and Churches	30	
146	Register of endowments for tombs	Permanent	
147	Correspondence subsidiary to tombs	5	
Municipal			
148	Recovery of arrears of defunct Municipalities	5	
149	Discussions as to liability for expenditure in medical, Sanitary and Public Works matters.	30	
150	Grants-in-aid	5	
151	Recovery of audit fees, Lunatic charges, etc.	5	
152	Liability of Government buildings Municipal Taxes	The Executive Engineer should record decision	
Police			
153	Recoveries on account of punitive police	5	
154	Petty repairs to Police lines	3	
155	Enhanced fee to Public Prosecutors	5	
Public Works			
156	Allotment of funds for chavdis	1	
157	Ledger of contributions and expenditure by villagers	30	
158	Monthly statement of recoveries of rent due sent by Executive Engineer	2	
159	Certificate of safety of Treasury strong-room	Till renewed	
160	Demand statement of irrigation revenue	5	
161	Office copies of canal returns	30	
162	Bills of remuneration for collecting revenue	5	
163	Assessment and collection of cost of repairs	5	
164	Classification of Tanks	Permanent	
165	Estimates for minor works	Keep on current file till executed or rejected, then destroy	
Stamps and Opium			
166	Indents and invoices and subsidiary papers	5	
167	Issue book of stamps sold by vendors	30	
168	Day book of stamp vendors	5	
169	Stock accounts of all kinds including discount book	5	
170	Office copies of discount vouchers	5	

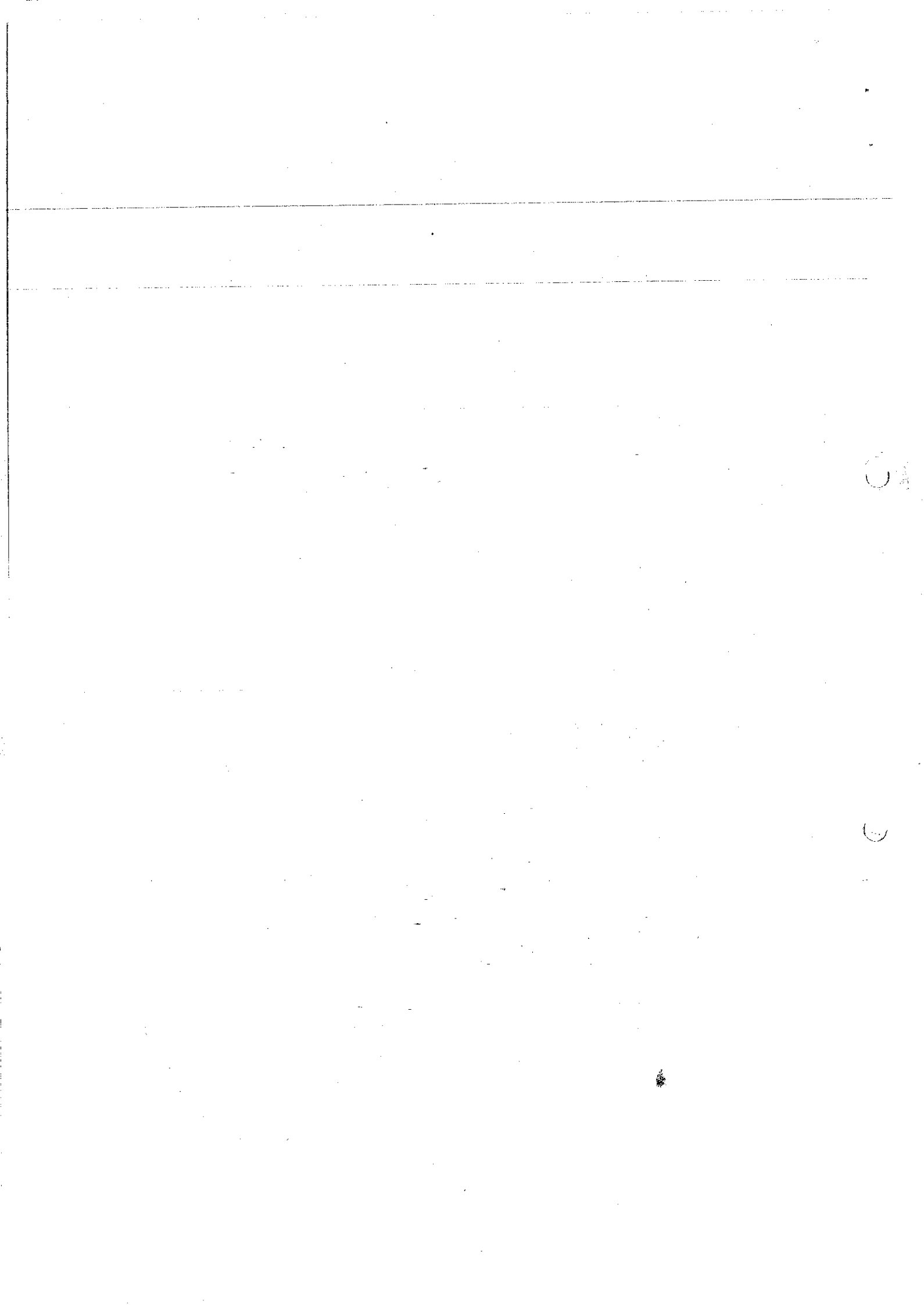


Serial No.	Description of records	Period of preservation in complete years	Remarks
171	Monthly abstract of stock and sales	5	
172	Refund of spoilt stamps	5	etc.
173	Counterfoils of receipts for stamps	5	
174	Exchange of stamps	5	
175	Register of refunds	5	
176	Advices of certificates issued by Civil Courts for refund.	5]	
177	Stock account of opium	5	
178	Monthly account of opium transactions	5	
Tagai			
179	register of loans paid to applicants	5	
180	Day book of Treasury register of recoveries	5	
181	Ledger of individual loans and recoveries	Current till loan is cleared off then 5 years	
182	Half-yearly return of collections and balances (principal and interest)	5	
183	Register of irrecoverable items written off	30	
Budgets			
184	Office copies of budget estimates with their schedules and appendices.	5	
185	All notes, information and correspondence regarding budgets from sub-offices or other branches	1	
186	Correspondence with the Accountant General as to budgets unless ending in a general instructions or rule.	1	
187	Printed or sanctioned budgets received from the Accountant General or other officer communicating grants.	3	
188	Reappropriation correspondence, extra grants and surrenders	1	
189	Fixation of Contract grants	5	
190	Register of demands	5	
191	Resource Estimates	1	
192	Periodical statements of expenditure under primary units under several major heads sent to Government or Controlling officers.	1	
Coins, Notes and Cash Balances			
193	Register of keys and padlocks	1 after a new register has been opened.	
194	Indents for small coin, copper, notes.	5	

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Serial No.	Description of records	[Period of preservation in complete years]	Remarks
195	Register of cash remittances	5	
196	Remittances inside or outside district, advice notes, receipts, escorts, shroff's certificates	1	
197	Register of uncurrent coins	3	
198	Register of cut coin	3	
199	Reports of coinage cases	1	
200	Rupree census	1	
201	Supply bills, local and foreign receipts and payment register	3	
202	All papers subsidiary to supply bills, local and foreign receipts and payment register	3	
203	Currency chest register	3	
204	Currency chest orders of transfer and replies, etc.	1	
205	Transaction slips and telegrams	Three months after the balances have been verified.	
206	Treasurer's day book and all subsidiary or Shroff's registers	1	
207	Treasurer's balance-sheet or detailed cash balance register.	3	
208	Register of contents of vaults and chests or double lock register.	3	When the registers are full, check and carry forward all live entries to a new register.
209	Register of boxes of valuables, etc., received for safe custody with all subsidiary papers.	1	When the registers are full, check and carry forward all live entries to a new register.
210	Cash balance reports received from Gazetted Officers when sub-treasury is examined.	1	
211	Cash balance reports received from Sub-Treasuries	1	
212	Orders issued to Gazetted Officers to count treasury balances.	1	
213	Verifications by the Collector	1	
Receipts			
214	Chalans of all sorts	5	
215	Huzur register of VII-Land Revenue	30	
216	All subsidiary registers of other departments. Custom, Income-tax, Salt, Excise, Stamps, Forest, Registration, Irrigation, XX- Interest, Administration of Justice, Jails and Convict Settlements, Police.	5	

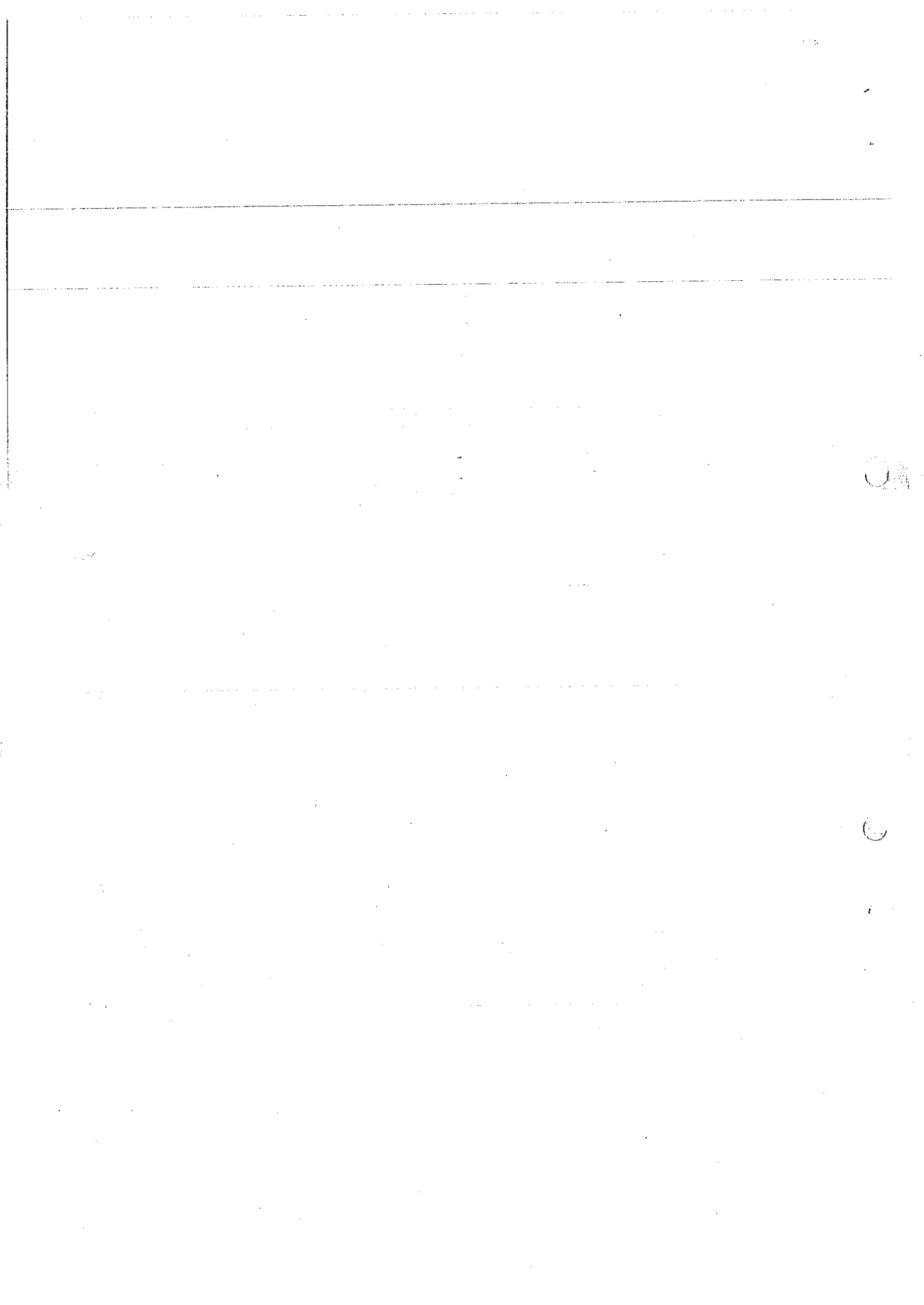


Serial No.	Description of records	[Period of preservation in complete years]	Remarks
	Education, Medical, Civil Works, Post Office, Telegraphs, Railway, Military and numerous others appearing in the form of cash account.		
217	All subsidiary correspondence relating to such receipts	2	
218	Receipts register of cash recoveries for service payments	5	
219	Receipt register of contribution for establishment and leave.	35	
220	General Provident Fund receipts register	5	
221	Office copies of schedules of General Provident Fund.	3	
222	Register of net proceeds of revenue assigned to Local Boards (i.e., cattle pound, Poison, ferry and tolls, sand and quarries, local fund cess, etc.)	5	
Payments			
223	Credit order of Public Works Department, Post Office, Military or other departments.	5	
224	Credit order issued to Sub-Treasuries	5	
225	Specimen signatures.	Keep with register so long as the officer is serving	
226	Intimation about cheque books	1	
227	All registers of payments for various departments	5	
228	Final withdrawal from General Provident Fund.	6	
229	Final withdrawal from General Provident Fund by persons other than subscribers	30	
230	Correspondence subsidiary to the above	6	
231	Vouchers of village cash allowances and Tagai payments	5	
232	Register of interest on Trust Fund	5	
233	Advices regarding the above.	5	
234	Register of enfaced Government promissory notes and stock certificates	10	
235	Register of endorsement on Government promissory notes and stock certificates.	5	
236	Register of interest payment on Government promissory notes and stock certificates	5	
237	Advices regarding interests, payment and cancellation.	5	
238	Register of Treasury Officer's payment orders.	1	
239	Register of power-of-attorney, succession certificates, etc. for negotiating or drawing interest of	30	

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Serial No.	Description of records	[Period of preservation in complete years]	Remarks
	Government securities.		
240	General Register of refunds.	5	
241	Refunds in all Departments	5	
242	Register of salaries of Gazetted officers and ditto of non-Gazetted officers.	12 8	
243	Salary slips and leave-salary certificates	3	
244	Register of payments under assignments and compensations	5	
245	Schedules of payments under assignments and compensations.	5	
246	Register of payments for land acquisition	Permanent	
247	Register of charges for collection of revenue assigned to Local Fund.	5	
248	Register of pension payment orders, Superannuation and Political pensions	6 12	
249	Check register of payments to Military Pensioners.	10	
250	Descriptive rolls of Military pensioners	White alive current; thereafter to be sent to pension office in original	
251	Payment of pension arrears to heirs.	5	
252	Old copies of pension payment orders and pension certificates renewed.	5	
253	Register of death certificates of pensioners	5	
Debt, Deposit and Advances Heads			
254	receipts for securities surrendered by the depositors when securities are returned to them	5	
255	Opening of new personal or other deposit accounts	30	
256	Advices and acknowledgements of Trust securities and deposits forwarded for safe custody	5	
257	Mortgage deeds for house buildings and similar advances.	Till repaid, in safe, and thereafter one year	
258	Register of advances recoverable, both receipts and payments	5	
259	All miscellaneous papers relating to above.	1	
260	Monthly plus minus memoranda of all advances.	5	
261	Plus and minus memoranda of chavdi funds, etc.	5	
262	Register of permanent advances	5	
263	Office copies of annual acknowledgements of balances of all debt and advance heads.	1	

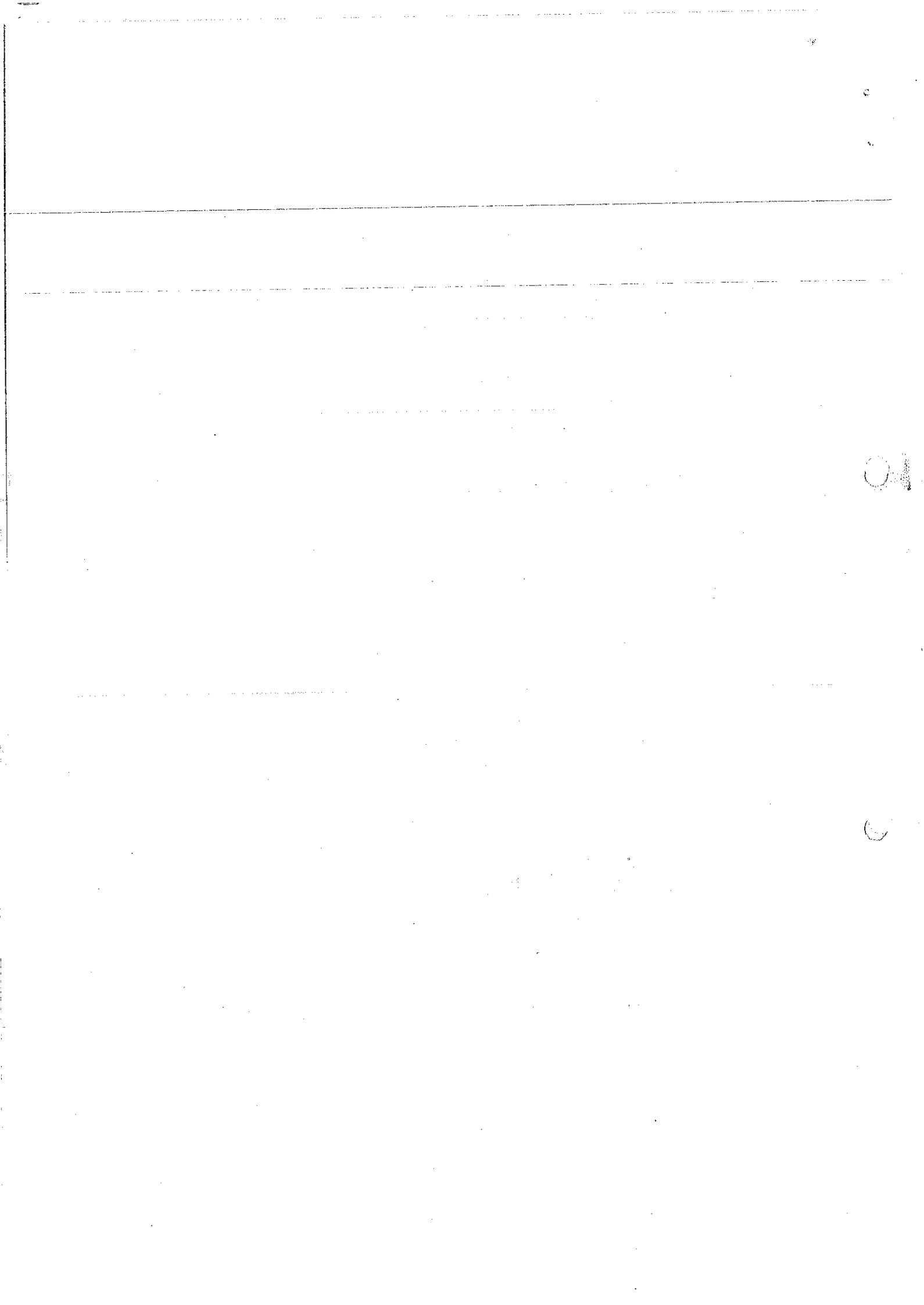


Serial No.	Description of records	[Period of preservation in complete years]	Remarks
264	Office copies of annual acknowledgements received from administrators of funds and personal accounts.	5	
265	Receipt and expenditure registers of District and other Local Funds.	30	
266	Ledger of personal and Municipal deposit accounts, receipt and expenditure.	30	
267	Receipt register of Police clothing fund	5	
268	Receipt register of cemetery endowments	30	
269	Public conveyance fund ledger	5	
270	Miscellaneous cash remittances (chiefly cost price of country liquor)	5	
271	Deposit receipt and payment registers of Revenue, Criminal and other deposits.	6	
272	Extract register sent to Huzur	6	
273	Office copies of clearance registers of items not repaid.	5	
274	Yearly schedule of lapsed deposits	Permanent	
275	Account current with the Indian States, register of receipt and payment with subsidiary papers	5	
276	Memoranda dividing consolidated land revenue between Government and Local Boards.	5	
277	Transfer of share of Local Fund to Municipality	5	
278	Register of cash orders issued and paid	5	
279	Counterfoils and advices of cash orders, cheques, remittance, transfer, receipts and supply bills and correspondence about issue or payment.	3	
280	Issue of duplicate or renewal of cash orders, R.T.R. and supply bills.	1	
281	Register of remittance, transfer, receipts and supply bills, issued and paid.	5	
282	Advices of R.T.R. and supply bill, issued and paid	1	
283	Discussions, applications and orders as to issue of R.T.Rs.	1	
General Accounts and Audit			
284	Day Book (Old Tal. Form 1)	30	
285	Daily sheets of Sub-Treasuries	5	
286	Token register	5	
287	Bank's daily sheets	5	
288	Register of State Bank deposits	5	
289	Accountant's daily balance sheet	1	
289A	Office copies of the Memorandum of daily transactions submitted by Treasury Officers to Government	1	

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Serial No.	Description of records	¹ [Period of preservation in complete years]	Remarks
290	Objection statement from Accountant General and office copies of replies	5	
291	Extracts of objection statements from the Accountant General, sent to and replies received thereto from other offices	5	
292	Treasury Objection memoranda	5	
293	Retrenchment register	5	
294	Annual Review of working of treasury received from the Accountant General	30	
295	Fraud or other attempts at fraud of treasury by public or staff including loss or theft of Government cash	30	
296	Account of service books, toll books, etc., kept for sale	5	
297	Adjustment memoranda	5	
298	Advice slips	5	
299	Agreement with contractors	1	For the period, till the contract/agreement is fulfilled or terminated and thereafter five years, or till the audit objections if any, raised by Audit have been cleared to the satisfaction of Audit authorities or have been reviewed by the Public Accounts Committee, whichever is later.]
300	Application for funds from treasuries	1	
301	Correspondence regarding railways warrants, bills for electrical energy, etc.	1	
302	Forwarding memoranda for cheques	1	
303	Requisition for blank cheque and receipt books	1	
304	Treasury and Bank pass Books	5	
305	Treasury remittance books	5	
305A	Cash book of receipts and payments maintained at the Huzur Treasury	5	
305B	Cash Books maintained under Financial Rule 45	¹ [10]	



Serial No.	Description of records	[Period of preservation in complete years]	Remarks
6[305C	The register of irregularities committed by the Sub-Treasury Officers	5	
305D	The Register of Treasury Voucher Slips	1]	
7[305E	Register of Bills received, passed and cheques drawn by the District Treasury (Form No. 1)	3	
305F	Token Register (Form No. 2)	5	
305G	Token Census Register [Form No. 2(a)]	1	
305H	Counterfoils of cheques (States and Central) (Form No. 3)	5	
305I	Register of Cheque forms issued to the cheque section (Form No. 4)	5	
305J	Register showing the receipts and distribution passed bills (Form No. 5)	1	
8[305J]	Memo of sums included in Cheques (Form No. 6)	1]	
305K	Register showing the distribution of Bills Forms among the cheque writers (Form No. 7)	1	
305L	Note-Book showing the distribution of Cheques among the cheque writers (Form No. 8)	1	
305M	Register of Cheques drawn (Form No. 9)	5	
305N	Register of Cheques delivered (Form No. 11)	15	
305O	Memo of undelivered cheques (Form No. 12)	1	
305P	Register of Bills returned unpassed (Form No. 16)	1	
305Q	Register of cash payments at the District Treasury (Form No. 17)	5]	
Weights and Measures			
306	Account books kept by Inspectors	5	
307	Expenses of local bodies under section 26 of Bombay Act XV of 1932	5	
308	Returns of Quarterly Statements of expenditure [vide section 27 (3) of Bombay Act XV of 1932]	1	
309	Levy of fees under section 27 of Bombay Act XV of 1932	5	
310	Collection of fees	1	
Lottery Record			
311	Acknowledgement Receipts (Form MSL-12)	One year	
312	Issue Sheets (Statements showing particulars regarding lottery tickets issued to the Agents)	One year	
313	Challans of all sorts	Five years	
314	Cash Books	Do.	
315	Cash/Cheque Delivery Registers	Do.	
316	Prize payment Registers	One year	
317	Certificate of payments	Do.	
318	Bonus Files	Do.	
319	Bonus commission and voucher files	Three Years	

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G

Serial No.	Description of records	[Period of preservation in complete years]	Remarks
320	Prize winning paid lottery tickets		
	(1) Prize winning paid lottery tickets upto Rs. 100 (inclusive)	One Year	(1) The paid lottery prize winning tickets upto Rs. 100 (inclusive) may be preserved for a period of one year from the date of draw and such records may be destroyed after completion of reconciliation of expenditure in the matter.
	(2) Prize winning paid lottery tickets of Rs. 250 and above	Five Years	(2) The paid lottery prize winning tickets of Rs. 250 and above may be preserved for a period of five years from the date of draw and then these may be destroyed.]
¹⁰ [Lottery Records			
321	Stock Register of Lottery Tickets (MSL-6)	5 years or after completion of audit whichever is earlier.]	

1. Substituted by Notification dated 14.7.1966.
2. Added by Notification dated 1.2.1977.
3. Inserted, *ibid*.
4. Substituted by Notification dated 6.4.1964.
5. Substituted by Notification dated 29.6.1968.
6. Added by Notification dated 7.2.1966.
7. Added by Notification dated 18.8.1966.
8. Inserted by Notification dated 16.4.1990.
9. Added by Notification dated 20.4.1977.
10. Added by Notification dated 6.11.1989.

