



स्वच्छ डाकघर अभियान

Compendium on Preservation and Disposal of Records



Compendium on Preservation and Disposal of Records

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Ghaziabad-201002

Preface

Swachh Bharat Abhiyan has been started by the Government to make India a completely clean India. It is a programme run by the Government to fulfill the vision of Mahatma Gandhi by involving the people from all walks of life to make it successful. This mission has to be completed by 2nd October of 2019 which is the 150th birth anniversary of Mahatma Gandhi. The first cleanliness drive of this mission was started by the Prime Minister of India 2nd October of 2014. This mission is very much necessary to get the feeling of physical, mental, social and intellectual well being.

Swachh Bharat Abhiyan was also started by the Department with the objective of not only cleanliness but also proper record management, construction of common toilets, ladies toilets, maintenance of buildings, improving the look and feel of Post Offices through “Project Arrow”, Mail Offices through Mail Network Optimisation Project and sensitization of all staff regarding hygiene & cleanliness and maintenance of office records. Proper name boards are to be provided to all offices as per the prescribed guidelines in India Post Brand Identity Manual. Letter Boxes are also to be painted with proper logo & signage and cleaned. Regular Shramdan was also envisaged to be organized in all offices contributing to 100 hours of voluntary Shramdan in a year by each employee.

In order to ensure proper disposal of records and other articles of stock the compendium is being brought out to help all concerned in the Department of Posts. We are thankful to Postal Training Centre, Mysuru for providing us the soft copy of their publication on “Preservation of Records” for including the relevant material in this compendium. As we all know “Cleanliness is next to Godliness”. Let us continue the cleanliness activities and dispose of all old records, unserviceable articles of stock etc. so that it will be easier for all of us to locate the records actually required and also provide a healthy and clean office not only to our employees but also to all our esteemed customers in all our offices.

Ghaziabad
Dated 18th February, 2016

Pradipta Kumar Bisoi
Director

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RECORDS

1. Records constitute an important element in office system and procedure. Their maintenance and preservation is one of the important functions.
2. The following tips will be useful for maintenance of the records :
 - Know what records are to be preserved and for how long
 - Keep only required and prescribed records. Weed out needless / time barred ones, making the space available for storing other records to be preserved.
 - Ensure neatness and easy accessibility of the records preserved for retrieval and reference.
 - Be aware of the rules relating to maintenance of secrecy of official documents / information.
 - Take steps for the safety of the records.
3. In this book the information available in the various rules in the departmental manuals regarding production of records and their period of preservation are furnished.

According to the RTI Act “record includes, (a) any document, manuscript and file (b) any micro film, micro fiche and facsimile copy of a document (c) any reproduction of image of images embedded in such micro film (whether enlarged or not) and (d) any other material produced by computer or any other device.

“Information” means any material in any form including records, documents, memos, emails, opinions, advices, press release, circulars, orders, log books, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by public authority under any other law for the time being in force.

RECORDING

4. Recording is the process of closing a file after action on all the issues under consideration thereon has been completed.
5. Following action should be taken in respect of files which are to be recorded and disposed of in the offices where O & M Procedure is followed.

a) When the dealing assistant is satisfied that no further action is required to be taken on a file, the file should be recorded, indicating the year of destruction.

b) Every file which to be recorded will be stamped on the outer cover with the words "to be destroyed" or "Permanent Record"

c) A note to the effect that the file has been recorded will be made in the File Register under the Column "Date of Recording".

d) Files which are of purely ephemeral nature will not be recorded but will be destroyed as soon as they are one year old.

e) For the purpose of recording every section will maintain the periodicity of preservation of records concerning to the section and the recording will be done once in every month.

6. Maintenance and destruction of spare copies

Each section will keep in separate bundles spare copies of important communications issued by it. These bundles should be examined every year and all spare copies which are not likely to be required any longer should be destroyed by the Section Supervisor.

7. Old Records:

The recorded files may be sent to Records after getting them stitched.

8. On the fly leaf of the Sectional Register of old files an extract from the latest orders showing the periods of preservation of different kinds of records should be pasted. This extract should be corrected up to date as and when changes in the periods of preservation of records are made by the prescribed authorities. Period of preservation and date of destruction should be noted on the file cover also.

9. The following procedure should be adopted for maintaining files in Record Room

- a) The files transferred to the Record Room will be accompanied by a challan in duplicate in the prescribed proforma. After due verification, one copy of the challan will be retained in the Record Room and other copy will be returned to the Section concerned. Duplicate copies of the challans retained in the Record Room will be filed chronologically section wise.
- b) The files in the Record Room will be arranged section wise and chronologically. Where the file marks do not indicate the year of opening, the files will be arranged serially, as for example AR 630, AR 702, AR 781 etc.
- c) For the purpose of weeding, all the files received in the Record Room will also be entered in the Record Review Register year wise and section wise on the basis of year of destruction of the files. Every year, files due for destruction will be picked up with the help of this register and referred to the concerned section Supervisor for a certificate as to whether the file may be destroyed or should be preserved for a further period, which he should indicate. The Record Review Register should be maintained in the prescribed proforma.
- d) In order to keep a proper not about the movement of the recorded files, they will be obtained when required by sending a requisition slip in the prescribed proforma. The requisition slip, the length of which will normally be the same as that of an office file, will be placed in the record bundle in place of the file taken off. When a recorded file is put up with papers other than those for which it was originally obtained from the records, a fresh slip marked "change slip" should be prepared by the concerned section and sent to the record room for placing it in lieu of the original slip.

(Chapter VII of Manual of Office Procedure of P&T Circle Offices and Other Administrative Units)

PRESERVATION OF RECORDS

10. The information compiled in the following pages is based on rules contained in various Departmental Manuals and orders issued from time to time. The authority is quoted at appropriate place. However, the following points should be kept in view while destroying or disposing of the old records.

11. The following records should not be destroyed on any account:

- a. Records connected with expenditure which is within the period of limitation fixed by law.
- b. Records connected with the expenditure on projects, schemes or works not completed, although beyond the period of limitation.
- c. Records connected with claims to service and personal matters of affected persons in the service.
- d. Orders and sanctions of a permanent character, until revised

(Para) of Appendix 5 of P&T FHB Volume-I)

12. Where a minimum period after which any record may be destroyed has been prescribed, Heads of Departments and Circles or Divisional Heads or First Class Postmasters (including Presidency Postmasters) may order in writing the destruction of such records in their own and subordinate offices on the expiry of that period counting from the last day of the latest official year covered by the Record.

(Para © of Appendix 5 of P&T FHB Volume-I)

13. 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 as properly appertain to the accounts audited by the Indian Audit Department should be forwarded to the Director of Audit P&T for his concurrence before destruction I ordered by the Head of the Department.

(Para (d) of Appendix 5 of P&T FHB Volume-I)

14. The account records against which audit objections are pending should not be destroyed until final settlement of audit objections. Before ordering destruction of records, it should be ensured that no audit objection is pending in respect of the period for which records are destroyed.

(Note below Rule 94 of P&T FHB Vol.I)

15. All relevant records in connection with the complaints involving pecuniary claims, including those kept in the Audit Offices should be preserved by the

offices dealing with such complaints (or they should ensure that the records are preserved).

(Note below Rule 25(1) (b) of Postal Manual Volume-VI Part-I)

16. A register of destruction of records in form ACG-91 should be maintained in each office and preserved permanently. Full details of all records destroyed from time to time should be maintained in this register. Proforma of ACG-91 is furnished in Appendix at the end of this book.

(Rule 69 of P&T FHB Volume-I)

17 IMPORTANT

a. The old records except those mentioned in item (b) below (and those mentioned at appropriate place in the succeeding pages), should be torn up and sold as waste paper to contractors by calling for tenders for fixed periods. If no purchaser can be found to buy the waste paper it should be destroyed by fire.

(Rule 25(1) (a) & (b) of Postal Manual Volume-VI Part-I)

b. The following records should be destroyed by fire

(i) Confidential Records.

(ii) Book of Postmarks

(Rule 25 (1) (b) of Postal Manual Volume VI Part-I)

c. The following records should not be destroyed without special permission of the Head of Circle:

i. Post office Order Book (Except in Branch Offices)

ii. Register of undeliverable passbooks in deposit in the Head Office.

iii. Post office certificate Ledger (used under the old procedure)

iv. Correspondence and documents regarding which enquiry is in progress, or connected with cases which have not been fully decided or closed.

v. Character sheets of officials in service and those who have absconded.

(Rule 25 (3) of Postal Manual Volume-VI Part-I)

vi. Order book of a record office.

vii. Nominal roll of Token holders.

viii. Works papers, correspondence or documents regarding which enquiry is in progress, or connected with cases which have not been fully decided or closed.

(Rule 17 (2) of Postal Manual Volume-VII)

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I POSTAL		
1. HEAD AND SUB POST OFFICE		
1.1 Mail and Sorting		
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
(See also Misc 1.17)		
(Rule 25 of Postal Manual Volume VI Part I)		
1.2 Franking Machine Records		
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	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
3	Franking Machine Record Book (to be maintained by the Main PO and the licensee) (FM.4)	-do-
4	Franking Machine Ledger to be maintained in the Main Post Office (FM.5)	-do-
5	Licence for Franking Machine (FM.7)	-do-
6	Franking Machine Window Ticket (FM.8)	-do-
7	Register showing payment of advance rentals and postage in respect of hired Franking Machines (FM.16)	-do-
8	Franking Machine Register regarding postings (to be maintained by licensee) (FM.10)	3 years from the date of last entry in the register
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
11	Register showing particulars of repairs made in the Franking Machines (to be maintained by the PMRO) (FM.17)	2 years
12	Application for renewal of licence for hired Franking Machines (FM.14)	2 years after expiry of validity date of licence
13	List of Licences of hired Franking Machines authorised to post their articles (to be maintained in the post offices) (FM.15)	2 years after expiry of validity date of licence
(DG Posts Lr No.53-2/86-PMR dt.18/02/1986)		

1.3 Bag Account

1	Day bag books in CBOs	10 years
2	Day bag book in UBOs/DBOs	2 years
3	Stock Register	10 years
4	Repairable bags register	10 years
5	Unserviceable bags register	10 years
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

Para 29 of the Booklet "New System of Bag Accounting Procedure Manual" 1986)

1.4 Delivery

1	Deposit Account	18 months
2	Letter Postage account	18 months

(Part II of Annexure 'A' of Appendix 5 of P&T FHB Volume I)

1.5 Registration and Parcel

1	Memos or admission of delivery obtained from the addressees in cases where inward foreign parcel receipts are not forthcoming	1 - 1½ years
2	Inward foreign parcel receipts obtained from the Director of Accounts (Postal) for purposes of enquiry	1 - 1½ years after completion of enquiry
3	Register of customs duty realised on postal parcels and letters	1 - 1½ years
4	Inward foreign parcel bills	1 - 1½ years
5	Register of letter mail articles detained for customs examination	1 - 1½ years after the items under detention are finally disposed off
6	Register of refunds and write back of customs duty allowed on postal parcels and letters	1 - 1½ years after the items assessed for the customs duty are finally disposed off
7	Statement showing details of inward duty prepaid parcels and the amount claimed in the UK General Account	3 years
8	Schedule of customs duty and other charges realised in cash on inward foreign parcels and letter mail articles	1 - 1½ years
9	Parcel receipts and assessment memos relating to inward foreign parcels and letter mail articles	1 - 1½ years

10	Schedule of cash refunds of customs duty and postal fee	1 - 1½ years after the items assessed to the customs duty are finally disposed off
11	Registered lists received and despatched	2 years
12	Parcel lists received and despatched	2 years
13	Receipts for inward foreign registered articles of the letter mail and for inward foreign parcels on which no customs duty is charged	1 - 1½ years
14	All records of registration department except those mentioned in item 11 above and elsewhere in this part	1 year
15	All records of Parcel department except those mentioned in item 12 above and elsewhere in this part	1 year
16	Duplicate copies of the lists of parcel receipts returned to the Director of Accounts (Postal) and to offices of Exchange	1 - 1½ years
Note : In the case of an article of the foreign post under dispute regarding which an enquiry is in progress, the records pertaining to it should be kept until the matter has been settled even if the prescribed period is exceeded		
(Rule 25 of Postal Manual Volume VI Part I)		
1.6 Money Order		
1	Journals (lists) of money orders issued (Head Office and Sub Office (MO.2)	18 months
2	Register of Money Orders received for payment (MO.3)	18 months
3	List of Money Orders Paid (Head Office and Sub Office (MO.4)	18 months
4	Compilation of Money Orders Paid (MO.23)	18 months
5	Books of money order receipts (Head Office and Sub Office) (MO.1)	2 years
6	Compilation of daily totals of money orders issued in sub offices	18 months
7	Postman's money orders paid books (MS.27)	18 months
8	Files of cases containing paid money orders received from Postal Account Office	Files for 1 year and paid orders for 2 years
9	Records relating to inward/outward foreign money orders in exchange offices	3 years
10	Counterfoils of used RMO cheque books	5 years from the date of last cheque drawn in the book
11	Counterfoils of pay order	3 years from the date of issue of last pay order
Part II of Annexure A of Appendix 5 of P&T FHB Volume I)		

1.7 Indian Postal Orders		
1	List and Journals of Indian Postal Orders sold	18 months
2	List of Indian Postal Orders paid	18 months
3	Register of Indian Postal Orders in stock	18 months
(Part II of Annexure 'A' of Appendix 5 of P&T FHB Volume I)		
1.8 Treasury/Cash		
1	Treasurer's Cash Book	10 years
2	Treasury Passbook	10 years
3	Treasury Vouchers	3 years
4	Treasury receipts	3 years
(Part II of Annexure 'A' of Appendix 5 of P&T FHB Volume I)		
5	Cash Book (TR.4)	10 years
6	Register of cheques received and cleared (ACG 28)	5 years from the date of last entry in the register
7	Register of cheque/receipt books	5 years from the date of last entry in the register
8	Counterfoils of used cheque book/receipt books	5 years from the date of last cheque drawn/receipt issued from the book
9	Money receipts (ACG 67)	5 years from the date of last cheque drawn/receipt issued from the book
(Rule 8 of FHB Volume I)		
(Part I of Annexure 'A' of Appendix 5 of P&T FHB Volume I)		
10	Cash Book maintained by drawing and disbursing officers	10 years
Appendix 5 of P&T FHB Volume I		
1.9 Sub Accounts		
Note : The period of preservation mentioned below is in terms of complete account year(s)		
1	Head Office Summary	3 years
2	Sub Office daily accounts	18 months
3	Branch office daily accounts	2 years
4	Sub office summaries	18 months
5	Branch Office summaries	18 months
6	Sub Office slips	18 months
7	Branch Office Slips	2 years
8	Sub Office Accounts	3 years
9	Branch Office Accounts	3 years
10	Treasurers Cash Book	10 years
(Part II of Annexure 'A' of Appendix 5 of P&T FHB Volume I)		

1.10 Accounts		
1	Head Office Cash Book	3 years
2	Contingent Bills (copies)	3 years
3	Schedule of receipts and payments (copies)	3 years
4	Memo of disbursement of pay and allowances with receipts for money paid by the Postmaster	3 years or 1 year after the completion of audit whichever is later (i.e. maximum 3 to 6 years)
(DG 62-37/86 dt.25/06/87)		
5	Runner's appointment certificates	Permanent
6	Remittance advice and acknowledgement	18 months
7	Daily lists of telephone revenue collections	2 years
8	Monthly statements of fluctuating charges in form A	1 year
9	Counterfoils of pay orders	3 years from the date of issue of last pay order
10	Register of refunds (ACG 27)	5 years
(Part II of Annexure 'A' of Appendix 5 of P&T FHB Volume I)		
11	Objection statements and retrenchment memoranda	3 years
12	Receipts for money paid (other than those filed with the acquittance rolls)	3 years
13	Register of losses, recoverable advances and retrenchments	4 years
14	Letter of authority for payment to another person or agent	35 years
15	Inspection reports from the Audit Office/Accounts Office	1 year after the next inspection provided all the items have been settled
16	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)
17	Register of Security Deposits or Bonds	10 years
18	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)
19	Papers relating to grant of advances of pay, travelling allowances, purchase of motor cars etc	3 years
20	Last pay certificates	3 years
21	Renewal of sanctions to temporary	3 years

	establishment	
22	Register of Budget grants	5 years
23	Correspondence relating to fund deduction etc	1 year
24	Receipts and invoices with the exception of those under dispute	3 years
25	Demands for Licence Fee, etc on departmental buildings	3 years
26	Gazetted Officer's Pay Slips	1 year
27	Charge Reports (office copies)	1 year
28	Register showing the name, designation, pay etc of Gazetted Officers drawing pay from a disbursing office	5 years
29	General Provident Fund record relating to GPF Membership	1 year
30	General Provident Fund record relating to nomination	1 year subject to (a) Original nomination being placed in Volume II of the Service Book of Group D Government servant and (b) Nomination in original or an authenticated copy thereof being placed in Volume II of the Service Book/Personal File in case of other Government servant
31	Records relating to adjustment of missing credits in GPF accounts	1 year
32	Records relating to financing of insurance policies from GPF accounts	1 year subject to an authenticated copy of the sanction being placed on the personal file
33	Records relating to final withdrawal from GPF, eg for house building, higher technical education of children etc	1 year
34	GPF annual statements	1 year
35	Grain compensation and overtime allowance etc, Bills	6 years
36	Service Rolls	5 years after death, resignation, discharge or retirement whichever is earlier
37	Register of Sanctioned Establishment	At the end of one year after new one has been prepared
38	Register for maintaining particulars of accounts records destroyed	Permanent

39	Contingent Sub Vouchers	3 years
40	Bills for reimbursement of medical charges	6 years
41	Register of cheque/receipt books	5 years from the date of last entry in the register
42	Register of Destruction of records	Permanent
42(a)	Loan Register	10 years
43	Register of Files/Vouchers/Registers a) Transferred to Departmental recording Wing i.e. old records room of the Department/Office	25 years
	b) Transferred to National Archives	Permanent
44	File Index Register	10 years
(Part I of Annexure 'A' of Appendix 5 of P&T FHB Volume I and Appendix 13 of General Financial Rules)		
45	Annual establishment return (Book of Establishment)	35 years
46	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
47	Arrear claims (including sanction for investigation, where necessary)	3 years or one year after completion of audit, whichever is later
48	Records relating to contingent expenditure	3 years or one year after completion of audit, whichever is later
49	Budget estimates/revised estimates of an office	3 years
50	Travelling allowance bills and Acquittance Rolls relating thereto	3 years
51	Service Book (including leave account)	3 years after death/retirement or date of final sanction of pension, whichever is later
52	Invalid Pension	Till the youngest son/daughter attains the majority or five years, whichever is later
53	Family Pension	Till the youngest son/daughter attains the majority or five years, whichever is later
54	Other pensions	Till the youngest son/daughter attains the majority or five years, whichever is later

55	Life Certificate and Certificate of unemployment obtained from pensioners who are paid their pensions by money orders	5 years
56	Money order receipts and acknowledgements of pensioners	5 years
57	Statement of monthly progressive expenditure and correspondence relating to discrepancy in figures	2 years
58	Pay Bill Register	35 years
59	Office copies of establishment pay bills and related schedules (in cases where pay bill register is not maintained)	35 years
60	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
61	Acquittance Rolls of pay and allowances (other than travelling allowances)	3 years or one year after completion of audit, whichever is later
62	Bill Register maintained in Form TR.28-A	5 years
63	Bill of charges for conveyance of mails, etc and payees' receipts for money paid (other than those filed with establishment pay bills)	6 years
64	Muster rolls and Register of muster rolls	5 years
<p>Note 1 : Before any pay bills are destroyed the periods of temporary and officiating services, as recorded in the service books of the Government servant 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.</p>		
<p>Note 2 : The acquittance rolls of Gramin Dak Sevaks should be preserved for 45 years for the purpose of verification of their services.</p>		
<p>Note 3 : Receipts for money paid filed along with the acquittance rolls should be preserved for the period prescribed for the relevant acquittance rolls.</p>		
<p>Note 4(Appendix 5 of P&T FHB Volume I)</p>		
65	Schedule of customs duty and other charges realised in cash on inward foreign parcels and letter mail articles	1 - 1½ years
66	Schedules of cash refunds of customs duty and postal fee	1 - 1½ years after the items assessed to the customs duty are finally disposed off

1.11 Savings Bank

1	SB Ledgers in HO	To be destroyed forthwith by Postmasters after ensuring that all the accounts in the ledger have been closed, transferred or recopies and after obtaining certificate from the Postal Account Office that all the discrepant items of ledger have been settled. The folios pertaining to silent accounts will be extracted and kept separately in a serial order of accounts in convenient folders duly stitched and their particulars entered in a special register
2	Ledger cards of closed and transferred accounts and used up ledger cards	6 years provided the ledger agreement work has been completed
3	Sub Office SB Journals	To be destroyed by Sub Postmasters after ensuring that the SB ledgers have been prepared in respect of all accounts standing in the books of a sub office
4	SO SB Ledgers	6 years after all the accounts have been closed, transferred or recopies
5	SO CTD journals of 5 year accounts	6 years from the date of last entry
6	SO CTD journals of 10 year accounts	12 years from the date of last entry
7	SO CTD journals of 15 year accounts	18 years from the date of last entry
8	SO journals of RD accounts of 5 years	6 years from the date of last entry
9	SO journals of FD accounts of 5 years	6 years from the date of last entry
10	SO journals of TD accounts 1 to 5 years	6 years from the date of last entry for 3 and 5 year accounts and 3 years from the date of last entry for 1 and 2 year accounts

11	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
12	Specimen signature books - SO	5 years after all the accounts featuring in the books have been closed or transferred
13	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
14	Register of undeliverable passbooks	2 years after all the pass books entered in the register have been transferred to SBCO
15	Special error book maintained in the SB Branch	3 years
16	Books of preliminary savings bank receipts	3 years from the date of issue of last receipt
17	Monthly statistical registers	3 years
18	List of silent accounts received from the SBCO by the sub offices	Permanent
19	Guard books containing depositor's applications for duplicate passbooks	6 years
20	List of withdrawals of Rs.2,500/- or more at branch offices and single handed sub offices with verification reports	1 year
21	Stock register of passbooks	18 months
22	Interest payment orders received from Director of Postal Accounts Calcutta	3 years
23	Authority for operating a public account	Till the closure of the account
24	Government Security Holder's Rolls	So long as the securities remain in custody
25	Authority recognising the guardian of a minor depositor	
26	Index to Ledger Cards	6 years after all the accounts in the index have been closed or transferred
27	Ledger Cards of silent accounts and ledger folio of silent accounts extracted	Permanent
28	Guard file containing applications for local transfer of accounts	2 years

29	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
30	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
31	Index to preliminary receipts (MS.15)	2 years
32	SB slip (SB.27)	18 months
33	Duplicate copies of Advice of Transfer (SB.9 or SB.9a)	2 years after obtaining from the Pairing Office a certificate that no item is outstanding as unpaired
34	Register of inward and outward advices of transfer	2 years
35	SB voucher list (SB.22)	2 years
36	Register of rectification of SB interest	3 years
37	Objection register (SB.61)	2 years after all the objections have been settled
38	Register showing the number of SB passbooks received for entry of interest	2 years
39	Duplicate copies of preliminary receipts (SB.26) received from the branch offices and kept in the account office	18 months
40	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
41	Duplicate copies of credit/debit SB transfer journals	2 years after obtaining from Pairing Office a certificate that no item is outstanding as unpaired
42	Register of discontinued CTD accounts revived	2 years after the revival of last entry
43	Register containing photographs and other particulars of depositors	3 years after the accounts in the register have been closed or transferred
44	Register of collection cheques	2 years
45	Stock register of SB cheque books	2 years
46	Register of returned cheques	2 years

47	Register of sanctions issued to Branch Offices and ED Sub Offices in respect of withdrawals exceeding the powers of BPMs/EDSPMs	2 years
48	Guard file containing applications for conversion of CTD accounts from one type to another	1 year
49	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
50	Guard book containing Court orders regarding guardianship of minors	2 years after accounts in the guard book have been closed or transferred
51	Guard book containing sanctions for opening Provident Fund accounts	2 years after accounts in the guard book have been closed or transferred
52	Guard book containing powers of attorney	2 years after accounts in the guard book have been closed or transferred
53	Guard book containing applications for the issue of new SB passbooks in lieu of spoilt ones	3 years
54	List of "Will Follow" interest accounts	2 years
55	Guard book containing applications for change in the name of SB depositors	2 years after the accounts are closed
56	Guard book containing letter of authority of SB depositors on active service	2 years after the accounts are closed
57	Guard book containing Court attachment orders of SB deposits	2 years after the accounts are closed
58	Guard book containing applications of depositors for issue of SB cheque books	2 years after the accounts are closed
59	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
60	Guard book containing copies of lists of collection cheques on local branches	-do-
61	Guard book containing copies of lists of collection cheques received from outstation for collection	-do-
62	Receipt book for passbooks (SB.28)	2 years

63	List of documents	2 years
64	Long Books	2 years
65	Guard book containing applications of depositors for revival of silent accounts	5 years (Rule 81 of POSB Manual Vol I)
66	Error book maintained in connection with the deposit by automatic transfer from SB account to CTD/RD account of the depositor	5 years
67	Guard file containing applications for the grant of certificate of deposits made in CTD accounts	1 year
68	Nominal roll kept in SB/SC branch	10 years
69	Guard book containing monthly schedule of CTD/RD accounts under Pay Roll Savings Scheme in Sub Offices	Same period as prescribed for SO CTD/RD journals

(Appendix III of Post Office Savings Bank Manual I)

1.12 Savings Certificates

	Application for purchase or transfer of certificates (NC 69 or NC 71) DG Posts Lr No.30-47/84-8B III dt.25/01/90	Six years after encashment of certificate on maturity/date of discharge of certificates
1	Application for Nomination (NC.51) or cancellation or variation of nomination (NC.53) of Post Office Savings Certificates	5 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 the certificate
2	Register of Nominations (NC.52) of Post Office Savings Certificates	5 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 the certificate
3	Yearly list of unsold Post Office Savings Certificates	The list should be destroyed after obtaining from the Postal Accounts Office certificate of settlement of all the discrepant items relating to that year or after 2 years whichever is later
4	Yearly list of Unclaimed Post Office Savings Certificates	3 years
5	Preliminary receipts NC 4(a) issued for Post Office Savings Certificates	3 years

6	Preliminary receipts NC 11 issued for Post Office Savings Certificates	3 years
7	Identity slips (counter foils) of Post Office Savings Certificates	18 months after the discharge of the certificates
8	Voucher List (NC.31 (a) of Post Office Savings Certificates	18 months provided no objections are pending settlement regarding non receipt of any returns in the Postal Accounts Office
9	Daily summary of payment of Defence Deposit Certificates	18 months
10	Guard Book containing applications for Gift Coupons (NC.40)	3 years after the Gift Coupons are discharged
11	Receipts issued for amounts for purchase of Units of the Unit Trust of India	18 months
12	Special error book relating to Savings Certificates	3 years
13	Monthly statistical registers	3 years
14	Bonds of Indemnity obtained in connection with the issue of duplicate certificates under Rule 20 of the PO Savings Certificates Rules 1960 *	(i) 5 year NSCs : 23 years from the date of issue
		(ii) 7 year NSCs : 18 years from the date of issue
		(iii) 12 year NSCs : 23 years from the date of issue
		(iv) 10 year NPCs : 21 years from the date of issue
		(i) 12 year NPSCs : 23 years from the date of issue
15	Journals of certificates issued and discharged	18 months
16	Monthly summaries of certificates issued and discharged	18 months
17	Stock register of certificates	10 years after a new register is opened and the Postmaster has initialled the carried forward entries
18	Invoices of Certificates	3 years
19	Applications for purchase of transfer of certificates in lieu of which duplicate certificates have been issued	For a period of 6 years plus the period of maturity or extended maturity, if any, from the date of discharge of certificates

* From Item 14 it is apparent that the indemnity bonds are to be preserved for a period of 6 years after the period of maturity and extended period of maturity, if any

20	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
21	Sub Office and Head Office journals of certificates issued through Authorised Agents (NC.47 and NC.48)	18 months *
22	Ledger for payment of commission to Authorised Agents (NC.49)	3 years* from the date of payment of commission
23	Authorised Agents Bills for commission earned (NC.50)	3 years* from the date of payment of commission
24	Schedule of commission paid to Authorised Agents	3 years
25	Partially used up Authorised Agents Receipt books	3 years
26	Nominal Roll kept in SB and Savings Certificates Branches	10 years
27	Monthly Statement of stock position of Certificates sent by the Sub Office to Head Office	3 years
* Records mentioned at Serial Number 21 to 24 should not be destroyed, in case, where the commission has not been paid		
28	Unclaimed savings certificates kept in the custody of Postal Accounts Office	30 years from the date of maturity
29	Register of Sale of Gift Coupons	18 months after the Gift Coupons are discharged
30	List of Gift Coupons sold during the month	18 months
31	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
(Appendix VII of Post Office Savings Bank Manual Volume II read with DG Posts Letter No.30-47/84-SB dt.03/12/87 and No.30-47/84-SB dt.04/07/88 and 23/08/88)		

1.13 Record Keeping for Savings Bank/Certificates

1	All long books and List of Transactions either available in hard copy or in soft copy	5 years
2	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
3	All account closure vouchers	5 years from the date of closure of accounts
4	All purchase application forms along with KYC/CDD documents	5 years after discharge of certificates

(Master Circular No.1 on Anti Money Laundering (AML) /Combating of Financing Terrorism (CFT) AML/CFT issued vide SB Order 14/2012 and amended vide SB Order No. 8/2013.)

1.14 Telephones

1	Daily lists of telephone revenue collections	2 years
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(Part II of Annexure 'A' of Appendix 5 of P&T FHB Volume I)

2	Counter foils of receipts in form Eng 8 for collection of Telephone Revenue	1 year
3	Counter foils of receipts in form Eng 9 for collection of Telephone Revenue	2 years in respect of departmental connections without involving guarantee and for those relating to guaranteed connections will those connections are given up or the guarantee is terminated

(Part I of Annexure 'A' of Appendix 5 of P&T FHB Volume I)

1.15 Stock

1	Invoices of articles received from the Stock Depot	3 years
2	Carbonic copies of invoices returned to Stock Depot	3 years

(Part II of Annexure 'A' of Appendix 5 of P&T FHB Volume I, Rule 25 of Postal Manual Volume VI Part I and Rule 17 of Postal Manual Volume VII)

3	Postal and other publications	After supply of new editions
4	Invoices of Publications and books of blank forms	After receipt of the first invoice for the year (destroyed by the Inspecting Officer during inspection)
5	Stock book	10 years after the year in which it is replaced by a fresh stock book

6	Receipts and invoices with the exception of those under dispute	3 years
(Part I of Annexure 'A' of Appendix 5 of P&T FHB Volume I)		
1.16 Staff		
1	Gradation List	3 years after new ones have been issued
2	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.
(Rule 25(1)(a) of Postal Manual Volume VI Part I)		
3	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)
4	Service Books (including leave accounts)	3 years after death/retirement or date of final sanction of pension, whichever is later
5	Personal files	3 years after death/retirement or date of final sanction of pension, whichever is later
(Rule 25 of Postal Manual Volume VI Part I and note there under and Appendix 5 of P&T FHB Volume I)		
6	Records of disciplinary proceedings	10 years from the date of disposal of disciplinary case
7	Records of appellate proceedings	7 years from the date of disposal of appeal
(Rule 154 of Postal Manual Volume III read with DG P&T No.112/82/Vig.III dated 08/10/82)		
8	Service records of ED agents	1 year from the date of termination of service
(DG P&T Lr No.5-4/72-ED Cell (1) dated 18/08/73)		
1.17 Miscellaneous		
1	Register of Post Box Holders (M.23)	3 years
2	Inspection reports and verification reports by executive	1 year after the next inspection provided all the items have been settled

(Part II of Annexure A of Appendix 5 of P&T FHB Volume I)		
3	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
4	Postmaster's Order Book	3 years
5	Monthly statistical registers (Est 88, Est 90, Est 91, Est 92 etc)	3 years
6	Monthly statistical abstract	3 years
7	Correspondence register	3 years
8	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
9	Records relating to issue of Identity Cards	1 - 1½ years after the expiry of the validity of the cards
10	Other records of Post Office with the exception of those mentioned specifically, extant circulars of the Head of the Circle and account records detailed in the Postal Financial Handbook (included in this book elsewhere)	1 - 1½ years
11	Nominal Roll	Permanent
12	Circulars containing instructions of a permanent nature and bearing distinguishing title "Standing Orders"	On specific instructions from competent authority
(Rule 25 of Postal Manual Volume VI Part I)		
13	Book of Postmarks (MS.18)	1 - 1½ years
14	Attendance Register (S.37)	5 years
15	Enumeration Returns (MS.6)	2 years
16	OTA records	1 year from the end of the financial year to which forms relate
17	Cases of irregularities and complaints in which a pecuniary claim has been made and rejected	3 years after the month in which the cases are closed
(Rule 25(a) of Postal Manual Volume VI Part I)		
18	Register of Destruction of records	Permanent
19	Register of Files/Vouchers/Registers a) Transferred to Departmental recording Wing ie old records room of the Department/Office	25 years
	b) transferred to National Archives	Permanent
20	File Index Register	10 years
(Part I of Annexure A of Appendix 5 of P&T FHB Volume I)		

2. BRANCH POST OFFICE		
1	Branch Office account (Pa.6)	3 years after they are used up
2	Branch Office Journal (Pa.5) along with BO slips	3 years after they are used up
3	Book of BO receipts (MS 87(a))	2 years
4	Registered lists	2 years
5	Parcel Lists	2 years
6	Mail Lists received and despatched	2 years
7	Branch Office slips	2 years
8	Invoices of publications and articles received from the Stock Depot	3 years
9	Order Book	To be destroyed on special permission of the Divisional Superintendent
10	Stock Book	To be destroyed on special permission of the Divisional Superintendent
11	Village Postman's book of receipts (MS.87)	2 years
12	Book of Postmarks	2 years
13	Circulars of the Head of the Circles containing convictions of Departmental officials	Permanent
14	Enumeration Returns	5 years
15	Yearly village returns	5 years
Note: The records at serial 9, 10, 11 and 12 above should be destroyed by fire or otherwise, in such a manner that they may not be used again. Other record should be torn up and sold as waste paper		
(Rule 21 of Book of Rules for Branch Offices)		

3. FOREIGN POST		
1	ACFMs order book	3 years
2	Other records of Foreign Post Offices with the exception of those mentioned in this part, extant circulars of the Head of the Circle and account records detailed in the P&T FHB	1 - 1½ years
3	Stock Book of a Foreign Post Office	10 years after the year in which it is replaced by a fresh stock book
4	List of Foreign Money Orders issued by the Foreign Post Offices	18 months
5	Telegraphic Money Order advice books (FMO.17)	18 months
6	Records relating to inward Foreign MOs in exchange offices	3 years
7	List of Journal of Irish Postal Orders paid	18 months
8	Inward foreign parcel receipts obtained from the Director of Accounts (Postal) for purposes of enquiry	18 months after completion of enquiry
9	Register of customs duty realised on postal parcels and letters	18 months
10	Inward foreign parcel bills	18 months
11	Register of letter mail articles detained for customs examination	18 months after the items under detention are finally disposed off
12	Register of refunds and write back of customs duty allowed on postal parcels and letters	18 months after the items assessed for the customs duty are finally disposed off
13	Statement showing details of inward duty prepaid parcels and the amount claimed in the UK General Account	3 years
14	Parcel receipts and assessment memos relating to inward foreign parcels and letter mail articles	18 months
15	Schedule of cash refunds of customs duty and postal fee	18 months after the items assessed for the customs duty are finally disposed off
16	Schedule of customs duty and other charges realised in cash on inward foreign parcels and letter mail articles	18 months
17	Receipts for inward foreign registered articles of the letter mail and for inward foreign parcels on which no customs duty is charged	18 months
(Rule 25 of Postal Manual Volume VI Part I)		
Note : 1. The records of the following branches mentioned elsewhere in this book		

are retained for the same period as mentioned against them when such records are maintained in Foreign Post Offices		
a	Mail and Sorting Branch of PO	
b	Registration Branch of PO	
c	Treasury Branch of PO	
d	Accounts Branch of PO	
e	Stock Branch of PO	
f	Staff Branch of PO	
g	Miscellaneous Branch of PO	
h	Divisional Superintendents (Postal and RMS)	
Note 2	All records relating to articles received or despatched by the Foreign Post should be preserved for a period of 18 months. However, the records pertaining to customs assessment should be preserved for 18 months after the item assessed to duty or under detention are finally disposed of (Rule 11(1) of Foreign Post Manual)	
Note 3	In the case of an article under dispute regarding which an enquiry is in progress, the records pertaining it should be kept until the matter has been settled even if the prescribed period is exceeded. If the enquiring Administration after being duly informed of the conclusions of the enquiry, allows six months to lapse, counting from the date of the communication without raising any objections, the case is considered as settled (Rule 11(1) of Foreign Post Manual)	
Note 4	In the case of records pertaining to settlement of accounts with foreign countries, the period of 18 months should be reckoned from the date of settlement (Rule 11(1) of Foreign Post Manual)	
Note 5	The preservation of records relating to UK General and Parcel Account will however be governed by Rule 400 of Foreign Post Manual ie for a period of 3 years (Rule 11(1) of Foreign Post Manual)	
Note 6	Documents of the international service shall be kept for a minimum period of 18 months from the day following the date to which they refer. However, if the documents are prepared on microfilm, microfiche or similar medium they may be destroyed as soon as it is established that the reproduction is satisfactory. (Extract from Article 107 of the UPU documents of the 1989 Washington Congress Vol III Part 2)	

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II SAVINGS BANK CONTROL

4. SAVINGS BANK CONTROL ORGANISATION

1	List of transactions	2 years after agreement of binder balances for that period
2	SB vouchers (including SB 3 applications received with warrants of payment of closed accounts)	6 years
2A	Register of vouchers checked	6 years
3	Combined local credit and debit transfer journals	18 months after agreement of all the binder balances for the relevant period
4	Consolidated journals of SB deposits and withdrawals	2 years after agreement of all the binder balances for the relevant period
5	Undeliverable passbooks	6 years from the year of their receipt
6	Statistical register	5 years after agreement of all the binder balances of all the binders for that period and after the reconciliation of balances maintained in the Postal Accounts Office
7	Registers SB.62, SB.62a) and SB 63	3 years after agreement of all the binder balances for the relevant period
8	Register SB.61	2 years after all the objections have been settled
9	Interest statement and summary thereof	3 years after agreement of all the binder balances
10	Miscellaneous registers (register of binder discrepancy, register of verification of binder check sheet, interest short or excess passed, 20 percent checking of interest, register of unposted items etc)	3 years after the end of the year to which they relate
11	Certified lists of accounts and balances	Permanent
12	Register of corrections to opening balances	Permanent
13	List of silent accounts	Permanent
14	Agreement sheets	3 years after the agreement of all binder balances of the period concerned
15	Voucher lists	2 years
16	Periodical statements	18 months
17	Objection statements	18 months
18	Miscellaneous correspondence	18 months

19	Inspection reports	18 months after all the items have been admitted
20	Spoilt passbooks	Upto next inspection and destroyed by the AO ICO (SB)
21	Unused cheque foils	Upto next inspection and destroyed by the AO ICO (SB)
22	Register of records destroyed (ACG 91)	Permanent
<p>Note 1 : For the destruction of the time barred records, the incharge of SBCO will seek the prior approval of the Divisional Superintendent/Gazetted Postmaster, as the case may be</p> <p>2 : Vouchers, spoilt passbooks, undeliverable passbooks and unused cheque foils and cheque books should be destroyed by burning. The other records should be torn and transferred to the Postmaster for sale as waste paper</p> <p>3 : The period of preservation prescribed above will apply mutatis mutandis to CTD, FD, RD, TD and CDS records also</p> <p>(Rules 25, 42, 52, 62, 71 and 81 of Postal Manual of SB Control, Pairing and Internal Check Organisation red with DG Posts Lr No.30-47/84-SB dt.9/12/85 and No.1-2/88-SB dt.17/10/90)</p>		
5. PAIRING ORGANISATION		
1	Voucher list (SB 22(c))	2 years
2	Receipt and despatch register	3 years
3	Debit transfer journals (SB.2a)	2 years after all the items are adjusted
4	Credit transfer journals (SB.2b)	2 years after all the items are paired
5	Advices of transfer (SB.9)	3 years
6	Index register of transfer journals	2 years
7	Register of wanting ATs	18 months after all the wanting ATs have been received
8	ATs transfer and receipt register	18 months
9	Debit wise credit sheets (SB.91)	2 years after all the items are paired
10	Consolidated statement of debit wise credit sheets (SB.92)	2 years
11	Credit summary (SB.93)	2 years
12	Register of unadjusted debits (SB.94)	3 years after all the items are adjusted
13	Register of unpaired credits (SB.95)	3 years after all the items are paired
14	Debit summary (SB.96)	2 years
15	Grand consolidated statement of debit wise credit sheets (SB.97)	2 years
16	Grand Credit Summary (SB.98)	2 years
17	Grand Debit Summary (SB.99)	2 years

18	Objection Register (SB.61)	3 years after all the items have been settled
19	Statistical Register (SB.102)	5 years
20	Files relating to periodical statements	18 months
21	Inspection Reports	18 months after all the items have been admitted
22	Miscellaneous correspondence files	18 months after the file is closed

Note 1 : The period of preservation prescribed in this item applies to all types of accounts and NSAC.

Note 2 : The time barred records will be destroyed after the approval of the AO, ICO (SB) and their particulars noted in a register of records destroyed in form ACG 91).

(Rule 134 of Postal Manual of SB Control, Pairing and Internal Check Organisation)

6. INTERNAL CHECK ORGANISATION (SAVINGS BANK)

1	Copy of lists of transactions of SB/CTD/RD/TD/FD/C+DS/PPF/NSS/MIS accounts	2 years after the agreement of binder balances for that period
2	SB/PPF annual interest statement	5 years after the agreement of binder balances for that period
3	Annual lists of balances in respect of CTD/RD/TD/FD/CDS accounts	5 years after the agreement of binder balances for that period
4	Progress reports	12 months
5	Inspection reports and work sheets	18 months
6	Miscellaneous correspondence files	18 months
7	Ruling files and register of rulings and precedents	Permanent
8	Ledgers/Lists of silent accounts	Permanent
9	Register of records destroyed	Permanent
10	Register of inspections	3 years
11	Lists of silent accounts revived received from SBCOs	3 years

(Rule 147 of Postal Manual of SB Control, Pairing and Internal Check Organisation)

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III RAILWAY MAIL SERVICE		
7. HEAD RECORD OFFICE		
1	Cash Books	3 years
2	Cash abstracts	3 years
3	Copies of contingent bills and bills for double duty and outstation allowances	3 years
4	Loss case register	Permanent
5	Statements and correspondence relating to reserved accommodation supplied to Railway Mail Service Sections half yearly and weightment of bags despatched under weightment system half yearly	1 year
6	Stock book of bags	3 years
7	Memo of disbursement of pay and allowances with receipts	3 years or 1 year after issuing by audit whichever is later
8	Invoices of articles received from the Stock Depot	3 years
9	Carbonic copies of invoices returned to Stock Depot	3 years
(Part III (a) of Annexure A of Appendix 5 of P&T FHB Volume I)		
10	Register of sanctioned establishment of RMS office	1 year after new one is prepared or supplied
8. SUB RECORD OFFICE		
1	Correspondence relating to robberies, thefts, etc (inland post)	1 year after the cases are closed
2	Invoices of articles received from the Stock Depot	3 years
3	Carbonic copies of invoices returned to Stock Depot	3 years
4	Order Book of a mail office or a section	3 years
5	Correspondence relating to personal files (appointments, nominations, leave, pension and punishments etc)	3 years after the month in which the official concerned ceased to belong to the Department. In cases where the Department is likely to be involved in some loss, they should be preserved till the monetary responsibility is fixed
6	Work papers of RMS offices and sections	18 months
7	Correspondence relating to the disposal of registered articles (both letters and parcels)	18 months

8	Other records of a Record or Sub Record office with the exception of those mentioned in the important instructions at the beginning of this book and other account records with prescribed period of preservation	18 months
9	Arrangement register	18 months (in cases where Department is likely to be involved in some loss, they should be preserved till the monetary responsibility is fixed)
10	Attendance Register	-do-
11	Daily Report	-do-
12	Order Book of Mail/Record offices or sections which have been abolished	3 years
(Rule 17 of Postal Manual Volume VII)		

IV ADMINISTRATION		
9. SUB DIVISIONAL INSPECTOR AND ASSISTANT SUPERINTENDENT OF POST OFFICES		
The records in the office of the Inspector or Assistant Superintendent of Post Offices of Sub Divisions should be preserved for the period prescribed for Divisional Superintendent (See Item 11)		
(Rule 297 of P&T Manual Volume VIII)		
10. INSPECTOR, RAILWAY MAIL SERVICE		
1	PMG's Circulars and Circle Orders	3 years counting from the month of April following the close of the official year in which they were issued
2	DG's Circulars and General Orders	-do-
3	PMG's Weekly Sorting Orders and Sorting Memos	1 year counting from the month of April following the close of the official year in which they were issued
4	Memos relating to changes in Due Mail and Sorting Lists issued by the Superintendents RMS	-do-
5	A' orders issued by the Superintendents RMS	-do-
6	B' orders issued by the Superintendents RMS	-do-
7	Copies of Due Mail and Sorting Lists of Sections and Mail Offices in the Sub Division of Inspectors	1 year after the new ones have been supplied
8	Memoranda of distribution of work of sections and mail offices	1 year after the new ones have been supplied
9	List of officials appointed by the Inspector	1 year after a new list is prepared
10	Copies of publications and manuals	To be destroyed on the receipt of new edition
11	Character sheets of Group D servants within the jurisdiction of an Inspector RMS with declarations prescribed in Rule 16 of P&T Manual Volume IV	1 year after the death, resignation, retirement or dismissal of the officials. Character sheets of officials who have absconded should not be destroyed without the special permission of the Head of the Circle
12	Lists of letter boxes in Sub Division	1 year after the preparation of a new list

13	Note Books	1 year counting from the month of April following the close of the official year in which they were prepared
14	Inspection Notes	-do-
15	Punishment Register	-do-
16	Personal files and other records relating to leave, appointment, and punishment of Group D servants (Porters and Van Peons)	3 years after the month in which the officials concerned ceased to belong to the Department except in cases of absconders whose records should not be disposed of without the special permission of the Head of the Circle
17	Carbonic correspondence book	3 years after the year in which they were closed
18	Gradation list in respect of the officials (Gr D servants) in the Sub Division of the Inspector	3 years after the issue of new one
19	Stock Invoices	3 years counting from the month of April following the close of the official year in which they were issued
20	Stock Book	Should be destroyed when a new book is opened after obtaining the sanction of the Head of the Circle
21	Memorandum Book	Permanent
22	Order Book	Permanent. May be destroyed with the special permission of the Head of the Circle

(Rule 330 of P&T Manual Volume VIII)

11. DIVISIONAL SUPERINTENDENTS (POSTAL AND RMS)

1	DG's Circulars and Circulars of Head of the Circles	3 years counting from the month of April following the close of the official year in which they were issued
2	DG's General Orders	-do-
3	Cases of irregularities and complaints in which a pecuniary claim has been made and rejected	3 years after the month in which the cases are closed

4	Enquiry cases relating to discharged cash certificates (together with the certificate)	3 years from the due dates of maturity of the certificates
5	Enquiry cases relating to savings bank withdrawals (together with warrants of payment)	3 years after the month in which the cases are closed
6	Inward and outward registers of correspondence	3 years after the years in which they were closed
7	Copies of sorting lists, memorandum of distribution of work and other documents supplied to offices and sections	1 year after new ones have been supplied or prepared
8	Maps	1 year after the new ones have been supplied or prepared
9	Registers of sanctioned establishments	1 year after the new ones have been supplied or prepared
10	Personal files and confidential reports	3 years after the month in which the officials concerned ceased to belong to the Department except in cases of absconders whose records should not be disposed of without the special permission of the Head of the Circle
11	Establishment files	15 years
12	Confidential records/character sheets	1 year after the officials concerned have died, resigned or been dismissed. Confidential records and character sheets of officials who have retired should be preserved and destroyed 5 years after their retirement. Confidential records and character sheets of officials who have absconded should not be disposed of without the special permission of the Head of the Circle. Confidential records and character sheets of officials who retire on invalid pension should be preserved alongwith their pension cases for 25 years or for 3 years after their death, whichever is earlier
13	Gradation Lists	3 years after new ones have been issued
14	Copies of the Manual, Codes and other sets of rules supplied to the Superintendent	Until they have become obsolete
15	Cases in which invalid or extra ordinary pensions have been sanctioned	25 years from the date the pension is sanctioned
16	Other pension cases, other than those mentioned at item 15 above	5 years after retirement

17	Order book	Should be kept as a permanent record and not disposed of without the special permission of the Head of the Circle
18	Invoices of articles received from the Stores Depot	3 years after the month in which they are received
19	Building and runner's huts	3 years after the month in which the buildings or huts have ceased to be occupied by the Department
20	DG's Annual Report	To be preserved for 3 years in the Divisional offices
21	Nominal Roll	3 years. In cases where the Department is likely to be involved in some loss, it should be preserved until the case is settled and monetary responsibility fixed
22	All other records not mentioned above	1 year after the month in which they were closed
(Rule 201 of P&T Manual Volume VIII)		
23	Register showing licences issued for the use of Franking Machine (to be maintained by the licensing authority) (FM.2)	2 years after expiry of validity date of licence
24	Application for licence to use Franking Machine (for private parties (FM.6)	-do-
25	Application for renewal of licence (for private parties) (FM.9)	-do-
26	Licence for Franking Machine (FM.7)	-do-
27	Franking Machine Window Ticket (FM.8)	-do-
28	Application for hiring of Franking Machine from the Department of Posts for the use of Ministry/Department (FM.13)	-do-
29	Register showing payment of advance rentals and postage in respect of hired Franking Machines (FM.16)	-do-
30	Certificate of fitness to the Postal Franking Machine (FM.18)	-do-
(DG Posts Lr No.53-2/86-PMR dt.18/02/1986)		
31	Inward foreign parcel receipts obtained from the Director of Accounts (Postal) for purposes of enquiry	1 - 1½ years after the completion of enquiry

32	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)
(Rule 25 of Postal Manual Volume VI Part I)		
33	Register of	
a	Registered Newspapers	Permanent
b	Policies assigned	Permanent
c	Loss with index	Permanent
d	Absconders	Permanent
e	Correspondence received	3 years
f	Security bonds	3 years
(Part I of Annexure A of Appendix 5 of P&T FHB Volume I)		
12. CIRCLE OFFICE		
12.1 Railway Mail Service Records		
1	Sanctions issued by the DG and Head of the Circles to the revision of half yearly interest charges payable to railways	3 years. (A list of the sanctions should however be recorded in a register which should be preserved permanently)
2	Sanctions issued from time to time for revision of annual haulage charges payable to railways	2 years. (Full particulars of the sanctions should be recorded in the register to be preserved permanently)
3	Register of regular accommodation supplied to the Railway Mail Service Sections	1 year (this register should be destroyed at the end of every year after a new register has been prepared)
4	Register of Railway bills	3 years
5	Correspondence regarding acceptance of railway bills and duplicate copies of the bills accepted	3 years after acceptance of the bills
6	Cases relating to the construction of mail vans	Permanent
7	Cases relating to the supply of regular accommodation to the Railway Mail Service Section	3 years
(Part III (b) of Annexure A of Appendix 5 of P&T FHB Volume I)		
12.2 Other Records		
1	Appeal	3 years after the month in which the cases are closed

2	Applications for Postal Life Insurance, Endowment Assurance and Monthly Allowance	3 years after the month in which the policy is paid or becomes void except where payment is made on an indemnity bond in which case the papers together with the bond should be preserved for 6 years after the month in which payment is made. In the case of a proposal which has been rejected, on medical or other grounds, all the papers relating to the proposal should be preserved upto the year the proposer attains 50 years of age
3	Annual Reports of	
a	The Director General	The reports themselves should be kept permanently, but the other papers in the file should be destroyed 3 years after the year to which they relate
b	The Head of the Circle	One year after the year in which they are received
c	Superintendent	One year after the year in which they are received
d	Foreign Administration	3 years after the year in which they were received
4	Budget allotments	3 years after the year in which they were relate
5	Building and runner's huts	3 years after the month in which the buildings or huts have ceased to be occupied by the Department
6	Business hours and distribution of work in post offices	1 year after they have become obsolete
7	Confidential records and character sheets	1 year after the month in which the officials concerned died, resigned or were dismissed. Confidential records and character sheets of officials who have retired should be preserved and along with the pension cases and destroyed 5 years after their retirement. In the case of officials who have absconded the records should not be destroyed without the special permission of the Head of the Circle. Confidential records and character sheets of officials who retire on invalid pension should be preserved along with their pension cases for 25 years or for 3 years after their death, whichever is earlier

8a	Creation; revision or abolition of establishments of any class and changes in the status of post offices in foreign territories	Permanent
b	Other establishment cases	20 years
9	Contracts and leases (Treasury, Stamp vending, Mails, Engineering and Buildings)	12 years after the termination of the contract except where immovable property is taken as security
10	Fortnightly reports of Superintendents	1 year after the month to which they relate
11	DGs Circulars and General Orders	3 years after the close of the year in which they were issued
12	Due Mail and Sorting Lists	1 year after they have ceased to be extant
12a	Diaries of SSPOs/SPOs	1 year after the month which they relate
13a	Field Post Office	5 years after the month in which the cases are closed
b	Volunteers for Field Services	1 year after the date of return to India of the volunteer
14	Highway robbery	3 years after the month in which the cases are finally closed
15	House breaking and theft	3 years after the month in which the cases are finally closed, except in cases of theft by postal officials who have been dismissed, then the cases should be destroyed 5 years after the month in which they are closed
16	Irregularities, enquiries and complaints	1 year after the month in which the cases are closed, except when a pecuniary claim has been made and rejected, in which case the record should be preserved for three years after the month in which it is closed
17	Enquiry cases relating to discharged postal certificates (together with the certificate)	3 years from the due dates of maturity of the certificates
18	Enquiry cases relating to savings bank withdrawals (together with warrants of payment)	3 years after the month in which the cases were closed

19	Inspection Reports and copies of inspection and verification remarks in order book	1 year after the year in which they are received
20	Indents/Invoices	1 year after that to which they relate
21	Loss of, or damage to Postal articles	3 years after the month in which the cases are finally closed, except in cases where departmental official concerned has been dismissed, then the cases should be destroyed 5 years after the month in which they are finally closed
22	Minor's and insane depositor's accounts	3 years after the accounts are closed except where withdrawals are allowed on an indemnity bond, in which case the papers together with the bonds should be preserved for six years after the accounts are closed
23	Offences of all kinds by departmental officials as well as by outsiders	3 years after the month in which the cases are finally closed, except in the case of departmental officials who have been dismissed, when the cases should be destroyed 5 years after the month in which they are finally closed
24	Personal files and confidential reports	3 years after the month in which the officials concerned severed their connection with the Department, except in the case of absconders when the records should not be destroyed without the special permission of the Head of the Circle
25	Prosecution of departmental officials and outsiders	3 years after the month in which the cases is finally closed, except in cases where the departmental official concerned has been dismissed, when the cases should be destroyed 5 years after the month in which it is finally closed. In the case of an absconder, the records should be kept permanently until the official has been apprehended or until the police intimate that his name has been removed from their register

26	Cases in which invalid or extra ordinary pensions have been sanctioned	25 years from the date the pension is sanctioned
27	Pension cases, other than those mentioned in item 26 above	5 years after retirement
28	Public and Regimental accounts	Permanent
29	Rulings on all subjects	Permanent
30	Registers of	
a	Policies assigned	Permanent
b	Losses with index	Permanent
c	Absconders	Permanent
d	Correspondence received	3 years after the registers are used up
e	Security bonds	3 years after a new register has been prepared
f	Other kinds	Till they have become obsolete
31	Returns regarding pension or gratuity	1 year after they are closed
32	Returns of other kinds	1 year after the year in which they are received
33	Service books and service rolls of officials who have not retired on pension	5 years after the month in which the officials concerned severed their connection with the Department, except in the case of absconders when the records should not be destroyed without the special permission of the Head of the Circle
34	Claims to postal certificates of deceased holders	3 years after payment is made except where payment is made on an 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
35	Savings Bank accounts of deceased depositors	3 years after the accounts are closed, except where withdrawals are allowed on an indemnity bond in which case the papers be preserved for 6 years after the month in which payment is made
36	Affidavits, certificates from income tax authorities or indemnity bond executed by the partners of the unregistered firms (holders of certificates irregularly issued)	-do-

37	Temporary and monsoon establishments	3 years after the month in which the cases are closed
38	Time Tab	1 year after they have ceased to be extant
39	Tour Programmes	6 months after the completion of the tour
40	Medical Fee register	5 years
41	Stock register of forms	3 years
42	Outward register	5 years
43	Inward register	5 years
44	Registered journal	3 years
45	Premium ledger accounts	9 years after completion of review
46	Surrender value register	5 years
47	Death/Maturity register	5 years
48	Register of policies cancelled	5 years
49	Irregularity register	3 years
50	Refund register	10 years
51	Certified lists of premia	10 years
52	Schedules of premia payment etc	10 years
53	Register of paid up policies	Permanent
54	Active policy register	15 years
55	Premium ledger accounts relating to discharged policies (files with insurant's personal files)	3 years after full payment
56	Register of unadjusted items	10 years
57	Review register (premium ledger accounts review)	Permanent
58	Files regarding miscellaneous correspondence	3 years
59	Non credit register	10 years
60	Refund due register	3 years after close
61	Register for watching credits (special register)	3 years after close
62	Discontinuance register	5 years
63	Loan interest calculation register	5 years
64	Loan account register	10 years
65	Refund register for loan	5 years
66	Loan ledger cards	3 years after full repayment
67	UA register for loan	10 years
68	Index register of loan applications	3 years
69	Loan release register	3 years
70	Loan voucher register	3 years
71	Register for intimation of half yearly interest	5 years

72	Paid up policies with acknowledgement of payment endorsed or the order of payment issued and the payee's receipt taken on the back of the payment order	30 years from the date of discharge
73	Files of policies discharged and surrendered	3 years after full payment
74	Proposal register	6 years after completion of all entries
75	Register of proposals rejected	10 years
76	Register of Nomination Assignment	Permanent
77	Register of Ledger Cards transferred	10 years
78	Alphabetical list of insurance	Till the next is prepared
79	Index cards	Till the policy is discharged
80	Safe custody register	Permanent
81	Loan register	10 years
82	Pakistan register (proforma accounts)	Till the debit is actually accepted by Pakistan
83	Register of Pakistan Policy cases transferred to Pakistan	Permanent
84	Register of PLI policy holders	10 years after the close of the year to which it relates
Note : All other records which are not mentioned above should be preserved for such periods as may be fixed by the Head of the Circle in accordance with the circumstances of each individual case		
(Rule 16 of P&T Manual Volume VIII)		
12.3 Welfare Fund		
1	Grant of assistance to sick employees, dependents of deceased employees	3 years from the end of the financial year in which the files are closed
2	Subsidy for excursion trips	3 years from the end of the financial year in which the files are closed
3	Financial assistance to Recreation Clubs etc	3 years from the end of the financial year in which the files are closed
4	Grant of Scholarships	3 years after the payment of last instalment
5	Account Books	10 years
6	Vouchers	3 years
7	Counterfoils of cheque books and receipts	5 years from the date of last cheque drawn in the book
(DG P&T Lr No.B.12011/13/72-WL dt.22/08/73 read with Appendix 5 of P&T FHB Volume I)		

13. VIGILANCE		
1	Records relating to CCS (CCA) Rules viz. clarifications; interpretations; general notification; schedule regarding appointing authority, disciplinary authority and appellate authority; clarifications and instructions regarding charge sheets, documentary evidence, enquiry officers, examination of witnesses and show cause notices; instructions regarding penalties, consultation with UPSC, appeals and petitions and suspension and subsistence allowance	Permanent (superceded standing rules and orders to be weeded out)
2	Records relating to CCS (Conduct) Rules viz clarifications; interpretations; general notifications	Permanent (superceded standing rules and orders to be weeded out)
3	Vigilance complaints against Gazetted and non Gazetted officers leading to disciplinary cases	10 years or 3 years after the final disposal of appeal or final judgement in normal course, whichever is later
4	Anonymous and pseudonymous complaint on which no action is taken	To be destroyed at the end of the year
5	Other files dealing with vigilance complaints against Gazetted and non Gazetted officers where allegations are not proved	3 years
6	Disciplinary proceedings	
a	Files resulting in imposition of penalties	10 years or 3 years after the final disposal of appeal or final judgement in normal course, whichever is later
b	Files resulting in exoneration of accused officials	3 years
c	Authenticated copy of the order imposing penalty	Copy to be kept in personal file and preserved. Suitable entry to be made in service record
7	Prosecution	
a	Files relating to prosecution of officers/officials	10 years or 3 years after the final judgement in the normal course of law, whichever is later
b	Copy of final judgement	To be kept in personal file and preserved. Suitable entry to be made in service record
8	Appeals and Petitions	
a	Files relating to appeals and petitions	7 years

b	Copy of appellate order when the original order is modified	Copy to be kept in personal file and preserved. Suitable entry to be made in service record
9	Court Cases	
a	Files relating to court cases	10 years after final judgement in normal course
b	Copy of court orders	Copy to be kept in personal file and preserved. Suitable entry to be made in service record
10	Intimations and sanctions under CCS (Conduct) Rules, viz regarding employment of dependents in private firms/foreign missions in India, for participation in politics; radio broadcast, contributions of articles, editing or managing of newspapers, publications; evidence before Committee of Enquiry; receipt of subscriptions, gifts, private trade or employment etc	3 years
11	Files relating to	
a	Vigilance control measures	5 years
b	Statistical returns	5 years
c	Activities of Vigilance Officers	5 years
12	Files relating to general rulings issued by Central Vigilance Commission, Ministry of Home Affairs, CBI etc	Permanent
13	Files relating to Parliament questions	
a	Where the question was answered/admitted	3 years
b	Where the question was disallowed/lapsed/withdrawn	1 year
14	All other vigilance records not included in items (1) to (13) above	After obtaining the orders from the Vigilance Section of Postal Directorate
(Chapter XIX of Handbook for Vigilance Officers of P&T Department - 1st Edition February 1982)		
14. RETURNED LETTER OFFICE		
1	Army Lists	To be destroyed after they become obsolete
2	Registered Lists accompanying registered articles redirected to addressees	18 months
3	Registered lists accompanying undeliverable outward foreign parcels	18 months
4	Enumeration of articles received in an RLO (RLO.1)	3 years (with the special permission of the Head of the Circle)

5	Enumeration of articles despatched by an RLO (RLO.2)	3 years (with the special permission of the Head of the Circle)
6	Register of registered articles and articles containing valuable property received (RLO.3)	-do-
7	Register of articles containing valuable property in store (RLO.4)	-do-
8	Half yearly returns (RLO.5)	-do-
9	Error Book (MS.2)	-do-
10	Postmaster General's Order Book	-do-
11	Stock Book	-do-
12	Correspondence relating to such matters as the Postmaster General may decide	-do-
13	Bond of secrecy (RLO.17) of officials	Not to be destroyed so long as the official is in service except with the special permission of the Head of the Circle. If the official has died, resigned, retired or dismissed, his bond of secrecy will be preserved for 3 years, after which it may be destroyed. If the official has absconded, his bond of secrecy should not be destroyed without the special permission of the Head of the Circle
14	All other records except those mentioned in items 1 to 13 and 15	1 year
15a	Unregistered packets containing printed papers without value such as trade circulars, price lists, almanacs etc	Disposed of forthwith by being sold as waste paper or destroyed
b	Unregistered letters (not containing valuables) and postcards	Preserved for one month excluding the month of receipt and then destroyed by being burnt
c	Unregistered book packets containing articles of no value preserved for one month excluding the month of receipt and then sold as waste paper or destroyed	Preserved for one month excluding the month of receipt and then destroyed by being burnt
d	Registered postcards	Preserved for one month excluding the month of receipt and then destroyed
e	Registered articles of letter mail and parcels not containing anything intrinsic or saleable value	i) Letters preserved for 3 months excluding the month of receipt and then destroyed by burning

		ii) Packets and parcels preserved for 3 months excluding the month of receipt and then destroyed by burning unless there are instructions otherwise by the Head of the Circle
f	Articles containing anything liable to perish or deteriorate such as fruits, cheese, medicines etc	Destroyed or sold at any time at the discretion of the Manager
g	Articles of intrinsic value but found undesirable to sell them such as medals, fire arms etc	To be disposed of under the specific orders of the Head of the Circle
h	Valuables	
i)	Cash and currency notes	Credited under unclassified receipts in the post office after one year excluding the month of receipt
ii)	Postage, Court Fee and other stamps of current Indian issues	Affixed to the error book and obliterated after one year excluding the month of receipt
iii)	Embossed postcard/envelope and stamp booklet	Credited under unclassified receipts in the post office after one year excluding the month of receipt
iv)	British Postal Orders	Sent to Director of Postal Accounts Calcutta after one year excluding the month of receipt
v)	Irish Postal Orders	-do-
vi)	Indian Postal Orders	-do-
vii)	Hundis, Bank Drafts and Cheques	Destroyed by being burnt after one year excluding the month of receipt and on obtaining the orders from the Head of the Circle
viii)	All other articles of value	Sold by public auction through the agency unconnected with the Department selected by the Head of the Circle (anything on the article should be obliterated and any letter/document accompanying destroyed)
Note 1: The period mentioned in items above is to be counted from the date on which the articles were finally received as dead.		
Note 2: Any article which is the subject of correspondence with any of the post offices, or supervising officers or any member of public should not be auctioned or otherwise disposed of.		
Note 3: The period of preservation does not apply to inward foreign parcels. Such parcels charged with customs duty, remaining undelivered, will be dealt with by the office of exchange and handed over to the Collector of Customs concerned at once.		
(Rule 408, 432, 434 and 435 of P&T Manual Volume VIII)		

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V ACCOUNTS

15. POSTAL ACCOUNTS OFFICE

15.1 General

1	Scale check register	3 years
2	Contingent and travelling allowance bills	3 years
3	Remittance check register	3 years
4	Statement of remittance	3 years
5	Register and Broadsheet of balances under advances etc	5 years
6	Progress Report	3 years
7	Objection statements	3 years
8	Register of objection statements	2 years
9	Register of reminders	1 year
10	Objection books	3 years
11	Adjustment book	3 years
12	Register of objection outstanding for more than 6 months	3 years
13	Advice of transfer	3 years
14	Acceptance of transfer	3 years
15	Statement of disburser's accounts	2 years
16	Income tax statements	3 years
17	Peon books	2 years
18	State of work returns	1 year
19	Register of pending letters	1 year
20	Postmaster General's General Order file	1 year
21	Director General's Circular files	5 years
22	Director General's General Order files (Postal)	5 years
23	Register of miscellaneous Posts & Telegraphs advances	5 years
24	Register of recoveries and refunds on account of money order discrepancies	3 years
25	Register of recoveries and refunds on account of P&T Department	1 year
26	Monthly statements showing customs duty assessed on inward parcels and letters received from the Customs Department	1 year
27	Funds statement	5 years
28	Post Office Life Insurance Statements	3 years
29	Sanctions for compassionate gratuities	3 years
30	Sanctions for House Building Advances	3 years
31	Annual acknowledgements of House Building Advances	5 years

32	Register showing the dates of posting and submission of the classified abstracts of Head Post Offices	5 years
33	Memorandum of monthly cash balances (form No.ACG 84)	1 year
34	File of temporary sanctions	1 year
35	Classified abstract	3 years
36	Files containing memos of undisbursed pay	6 years
37	Register of special recoveries	6 years
38	Statements showing :-	
	(i) Realisation of telephone revenue in post offices (Form No.ACE 105)	5 years
	(ii) Miscellaneous and mispostings in the above statement	3 years
39	Register and broadsheet of deposits, fixed deposits, other deposits and deposit of fees	3 years
40	Register of lapsed deposits	6 years
41	Broadsheet of Telegraph charges and upkeep fees	Permanent
42	Index register of inward ATD	3 years
43	Defalcation register in form SY-17	3 years
44	Grant register (form SY 268)	5 years (after final action taken report)
45	Bills for reimbursement of medical charges	3 years
46	Broadsheet of recoveries under FR 127	6 years
47	Compassionate gratuities register	35 years
48	Vouchers including pay bills of post offices	6 years
49	Cash accounts and schedules	6 years
50	Register of Files/Vouchers/Registers	10 years
	a) Transferred to Departmental recording Wing ie old records room of the Department/Office	25 years
	b) Transferred to National Archives	Permanent
51	File Index Register	10 years
15.2 Administration, Establishment and Record		
1	Register of contingent expenditure	5 years
2	Stock register of stationery and forms	3 years
3	Register of records destroyed	Permanent
4	Register of furniture	Until recopied
5	Index register of records	Permanent
6	Transit register	3 years
7	Register of blank cheque books	5 years
8	Letters of forwarding cheque books	3 years

9	Requisition for stationary and forms	3 years
10	Receipts for payment to Government	3 years
11	Counterfoils of cheques	3 years
12	Service books	5 years after death, retirement, whichever is earlier
13	Register of casual leave	2 years
14	Attendance Register	2 years
15	Index register of cases	15 years
16	Daily report book of registered articles	3 years
17	Index register of inward letters	6 years
18	Security bonds furnished by the Cashier	20 years after Cashier ceases to do Cashier's duties
19	Register of Establishment	Permanent
20	Register of sale of waste paper	2 years
21	Recovery register of GPF advances etc in form ACG	6 years
22	Increment register in form sY-299	3 years
23	Annual income tax return	2 years
24	Bill register	4 years
25	Register of specimen signature	10 years after a new register is opened
26	Application for appointment	3 years
27	Personal files	5 years after death or retirement
28	Character Rolls	5 years after death or retirement
29	Rent returns of quarters	1 year
30	Bill for water charges and electricity	1 year
31	List of balances in GPF account on 31st March received from GPF	1 year
32	Register of control over expenditure	1 year
33	Applications for opening of GPF accounts	1 year
34	Cases for grant of advances from GPF accounts	1 year
35	Office copies of last pay certificates	6 years
36	Budget reconciliation register	5 years
37	Budget check register	5 years
38	Register of officials retiring within six months	3 years
39	Special pay bill of the Comptometer Operators	6 years
40	One copy of the Gradation Lists	Permanent
41	Pay Bills and acquittance rolls (where they are not maintained separately)	35 years

42	Special pay statements of Savings Bank, Money Orders and GPF Sections	6 years
15.3 General Provident Fund		
1	Schedule of debits and credits to service and other funds	3 years
2	Consolidated abstract of debits and credits	3 years
3	Register of assignment of policies	Permanent
4	Register of unclaimed General Provident Fund	Permanent
5	Master Cards	2 years
6	Quarterly proof sheet	3 years
7	Annual proof sheet	3 years
8	File containing certificate from disbursing offices for distribution of annual accounts statements	2 years
9	Advices and acceptances of transfers	2 years
10	Personal ledger cards	Follow the period prescribed for GPF vouchers of final payments vide item 13 below
11	Register of closed cards	
12	(i) Index register in form GPF (maintained before the introduction of machine posting)	4 years
	(ii) Register of final payments in form GPF 6 started with the introduction of machine posting	35 years
13	GPF vouchers of final payments made to persons other than subscriber	
	(a) to minors	30 years
	(b) to other than minors	
	(i) not in accordance with declaration of subscribers	3 years
	(ii) in accordance with declaration of subscribers	6 years
14	GPF vouchers of final payments made to persons other than those mentioned in item 13	6 years
15	GPF application form No.3	3 years
16	GPF transfer registers (inward and outward)	6 years
17	GPF declaration forms	Follow the period prescribed for final payment vide item 13 and 14 above
18	Sanction to the temporary withdrawal from General Provident Fund	3 years
19	Register recording percentage check of interest calculation	2 years

20	Quarterly lists of transfers between Account Offices	1 year
21	Life Insurance policies of the subscribers whose whereabouts are not known	30 years from the date of death/date of maturity of the policy as the case may be
15.4 Post Office Certificates		
1	Issue register	Permanent
2	(i) Cash Certificates issue journals in respect of issues earning interest for five years	6 years
	(ii) Cash certificates issue journals in respect of issues earning interest for 10 years	11 years
	(iii) Cash certificates issue journals in respect of issues earning interest for 15 years	16 years
3	Cash certificates proof sheet	4 years
4	Transfer register	4 years
5	Cash certificate sent out register	3 years
6	Spoilt cash certificate register	3 years
7	Yearly list of unsold certificates	1 year
8	Spoilt PO certificates	To be destroyed as soon as the numbers are noted in the register maintained in the Account Office
9	Register of reconciliation with detail book figures	2 years
10	Balance sheet	10 years
11	Correspondence relating to the issue of duplicate PO certificates	To be preserved till the discharge of certificates themselves are due for destruction
12	Summaries of issues and discharges of PO certificates (4 different issues)	4 years
13	Transfer entry registers	4 years
14	Register showing the monthly figures of PO Certificates issued and discharged for the purpose of staff requirements	1 year
15	Register showing the consolidation of transferred PO certificates	4 years
16	Postmaster General's sanctions authorizing payments to the heirs of deceased investors	10 years
17	Abstract of issues and discharges of PO certificates (form DG (PA) 337)	10 years
18	Register of PO Certificates discharged from (DG (PA) 338)	2 years

19	Annual consolidation of balances for calculation of interest liabilities of Government on account of PO certificates (form DG (PA) 339-C)	1 year
20	Compilation for the annual verification of PO Certificates balances from the Circle Balance Sheet (form DG(PA) 339-D)	2 years
21	Classification slips (form DG(PA) 339-A)	To be destroyed after the six yearly verification and the recopying of the issue registers
22	Classified Abstract of discharged PO certificates (form DG (PA) 339-B)	-do-
23	Statement showing the transactions of PO Certificates under "Issues" and "Discharges"	3 years
24	Statements showing the amounts of PO certificates issued and discharged by post offices	3 years
25	Monthly statement showing the discharge value of PO certificates in thousands of rupees for each series of issues	3 years
26	Annual statements of balances under Post Office Certificates	6 years
27	Broadsheet of proof sheet balance (form DG (PA) 339-E)	After the six yearly verification and recopying of new registers
28	Broadsheets of debits and credits to Controller General of Accounts	10 years
29	PO certificate figures as per Cash Account received from PA Sections (form No.DG(PA) 322)	1 year
30	Detail book figures from book section	2 years
31	Subsidiary registers for working out the values of discharged PO certificates as also outstanding PO certificates	10 years
32	Manuscript register of advice of payment	2 years
33	Unclaimed and undelivered cash and other certificates	To be preserved for a period of 30 years from the date of maturity but to be destroyed after expiry of the period of notice prescribed by the DG P&T in the Postal Notice
15.5 National Savings Certificates		
1	National Savings Certificates stock and issue register	Permanent

2	(i) 5 years National Savings Certificates issue journal (previous extended for a further period of 7 years and again for 5 years)	18 years
	(ii) 7 years National Savings Certificates (allowed to be retained for a further period of 5 years) issue journal	13 years
	(iii) 12 years National Savings Certificates (allowed to be retained for a further period of 5 years) issue journal	18 years
	(iv) 12 years National Savings Certificates issue journals	13 years
3	(i) 5 years National Savings Certificates discharge journal (previous extended for a further period of 7 years and again for 5 years)	23 years
	(ii) 7 years National Savings Certificates (allowed to be retained for a further period of 5 years) discharge journal	18 years
	(iii) 12 years National Savings Certificates (allowed to be retained for a further period of 5 years) discharge journal	23 years
	(iv) 12 years National Savings Certificates discharge journals	18 years
4	(i) Discharged 5 years National Savings Certificates and declarations issued in lieu of lost National Savings Certificates (previously extended for a further period of 7 years and again for five years)	23 years
	(ii) Discharged 7 years National Savings Certificates and declarations issued in lieu of lost National Savings Certificates (allowed to be retained for a further period of 5 years)	18 years
	(iii) Discharged 12 years National Savings Certificates and declarations issued in lieu of lost National Savings Certificates (allowed to be retained for a further period of 5 years)	23 years
	(vi) Discharged 12 years National Savings Certificates and declarations issued in lieu of lost National Savings Certificates	18 years
15.6 Defence Savings Certificates		
1	Defence Savings Certificates stock and issue registers	Permanent
2	Defence Savings Certificates issue journal	11 years
3	Defence Savings Certificates discharge journal	16 years

4	Discharged Defence Savings Certificates and Declarations issued in lieu of lost Defence Savings Certificates	16 years
Note : Other records may be preserved for the same period as are prescribed for corresponding PO certificate records		
15.7 British Postal Orders, Indian Postal Orders and International Reply Coupons		
1	Requisition from Postmasters	1 year
2	Post Office receipts and acknowledgements for British Postal Order covers	1 year
3	Office copies of invoices	Till return of receipted invoices
4	Receipted invoices	10 years
5	Monthly statement showing the number of British Postal Orders in stock at the Post Offices and the Accounts Office and also those sold and paid	3 years
6	Stock registers of International Reply Coupons	15 years
7	Statements received from Accounts Offices showing International Reply Coupons exchanged during the month	3 years
8	Monthly statement showing the number of British Penny Postage stamps of each denomination at the end of each month from Account Offices	3 years
9	Register showing the number of International Reply coupons sold	5 years
10	Intimation of supply of International Reply Coupons	1 year
11	International Reply Coupons Indian Issue received from foreign countries after having been exchanged there	3 years
12	International Reply Coupons both issued and exchanged in India	1 year
13	Register of spoilt Indian Postal Orders	3 years
14	Monthly Statement showing the number of Indian Postal Orders in stock at Post Offices and Accounts Offices and also those sold and paid	3 years
15	Register showing the adjustments of British Postal Orders and Indian Postal Orders	3 years
16	Monthly statement showing the number of Irish Postal Orders paid	3 years
17	Annual statement of Indian Postal Orders sold furnished to the Director General every year	5 years

18	Register of spoilt and unclaimed Indian Postal Orders	3 years
19	Register of over credit or short payment on Indian Postal Orders	1 year
20	Broadsheet 'A' showing the balance of Indian Postal Orders in central stock	3 years
21	Broadsheet 'B' showing the Indian Postal Orders in stock in Accounts Offices including Post Offices	3 years
22	Broadsheet 'C' showing Indian Postal Orders sold, remaining unpaid during the current and previous year issues	3 years
23	Files regarding reconciliation between DB and statement figures of Indian Postal Orders in stock, sold and paid in respect of all the Accounts Offices	3 years
24	Monthly statements of Indian Postal Orders stock, sold and paid received from all Accounts Offices	3 years
25	Monthly statements of DB figures in respect of Indian Postal Orders sold and paid received from Directorate	3 years
26	Register of spoilt, unclaimed and time barred Indian Postal Orders (maintained in the Central Indian Postal Orders paid group)	3 years
27	Transfer entry register maintained in the Central Indian Postal Orders paid group	3 years
28	Central check register of balances of Indian Postal Orders (form DG PT A/c 563)	3 years
29	Files regarding loss of Indian Postal Orders before and after issue and miscellaneous cases etc	3 years
15.8 SB Cumulative Time Deposits etc		
1	CTD applications	1 year
2	Deposit journals and advice of transfers	8 years in case of 5 years account
3	Withdrawal journals	3 years
4	Master Cards	8 years in case of 5 years account, 13 years in case of 10 year accounts and 18 years in case of 15 year accounts
5	Cards of closed accounts	3 years
6	Warrants of final payment	10 years
7	Consolidated report of work by members of each group	18 years
8	Index register	Permanent

9	Special CTD journals/memos	Same period as for ordinary CTD journals
10	List of accounts for which the facility is extended/discontinued during the month and lists of accounts in which there was default due to insufficiency	Same period as for ordinary CTD journals
15.9 Money Order		
1	List of money orders issued and paid with abstracts of daily totals	15 months
2	Lists of family allotment money orders issued and paid with abstracts of daily totals	27 months
3	Money orders paid (except foreign inward money orders)	12 months from the end of the period of currency
4	Family allotment money orders paid	24 months from the end of the period of currency
5	Foreign inward Sterling money orders	36 months from the end of the period of currency
6	Summaries	36 months from the end of the period of currency
7	Statement of unchecked items	18 months
8	Money orders paid after currency	3 months
9	Void money orders	10 years
10	Register of unpaid money orders	3 years
11	Broadsheet of unpaid money orders	3 years
12	Statistical register of inland and telegraphic money orders	3 years
13	Statement of money orders remittance	2 years
14	Statement of money orders recoveries and refunds	2 years
15	Register of void money orders reissued	5 years
16	Register of foreign inward money orders	3 years
17	Register of foreign outward money orders	3 years
18	Exchange accounts	10 years
19	Register of money orders sent out	5 years
20	Register of money orders issued and paid	1 year
21	Schedule of void orders paid	3 years
22	Reissued money orders paid	3 years
23	Register of items transferred to petty receipts	1 year
24	Money orders issued from Field Post Offices	3 years
25	Broadsheet of foreign money orders	3 years
26	Register of reconciliation of foreign money orders	3 years
27	Statement of recoveries from wrong payees	3 years
28	Register of inward orders repaid to the remitters in foreign countries	3 years

29	Register of classification of inward and outward orders	2 years
30	Annual statements	3 years
31	Register of foreign money order remittances and interest on balances of money order exchange accounts outstanding for more than six months	10 years
32	Refund and recovery statements received from PA Section intimating the amounts of Foreign money orders debited and credited in the cash account	2 years
33	Statement of amounts adjusted to foreign money orders received and sent	2 years
34	Unchecked register of Trade Charge money orders	3 years
35	Register of repaid postal orders	5 years
36	List of repaid postal orders	3 years
37	Statement showing foreign inward money orders that became void after six months	3 years
38	Reissue cases without money orders	3 years
39	Duplicate money order cases	3 years
40	Foreign money order cases	3 years
41	Register of duplicate money order cases	3 years
42	Register of void money orders cases	3 years
43	Register of foreign money order cases	3 years
44	Register of remittance cases	3 years
45	Register of ledger cases	3 years
46	Register of paid list cases	3 years
47	Register of issue list cases	3 years
48	Register of sent out cases	3 years
49	Register of objection book cases	5 years
50	Classification files of void money orders paid	2 years
51	Register of money order transfers	3 years
52	Register of missorted/misclassified money orders	3 years
53	Distribution register issue list/paid list sorting/debit checking	2 years
54	Reissue cases with unpaid reissued money orders	10 years
55	Memorandum of money orders made over to sorting section	1 year
56	Sorting broadsheet of money orders paid	1 year
57	Agreement of sorting broadsheet	1 year
58	Register of abstracted money orders for test debit check	3 years

Note : Money order vouchers taken out of the bundles in connection with

correspondence relating to cases of frauds and defalcations should be left in the proper files and should not be returned to the money order bundles nor be destroyed. Money orders called for in connection with objection statements should be filed with them when received back and should not be returned to the money order bundles. Foreign money orders repaid, or reported as finally void to the country of origin shall be recorded with the correspondence to which they relate

59	Broadsheet of money orders issued on Posts and Telegraphs Service selected for test check	1 year
60	Register of mutilated money orders	1 year
61	Register of telegraph money order requisitions abstracted	3 years
62	Register of amounts debited to Defence Department on account of commission on money orders issued from Field Post Offices or under special orders	3 years
63	Review register of unchecked items	3 years
64	Statements of amounts adjusted to "Inland Money Orders" received from book section	5 years
65	Annual statements	5 years
66	Distribution register of unchecked items	2 years
67	Monthly statements together with the register	1 year
68	Money order ledger	3 years
69	Register of check slips and memo of admission of payment	3 years
70	Register showing entries of money orders (ordinary and telegraphic) credit of which are not traceable by the Debit Checker	3 years
71	Register showing casual leave out of turn of item workers	1 year
72	Schedule of exchange account adjustments	3 years
73	Register showing forecast of figures	1 year
74	Broadsheet showing the dates selected for check of money order commission result	2 years
75	Register containing history chart of Comptometer machine	One year after machine is condemned
76	Register containing history chart of statement of irregularities in the issue of duplicate money orders	1 year
77	Broadsheet of money order remittances	3 years
78	Transit register of money order records sent to old record	1 year
79	Statistical register for figures to be furnished to DGPS	3 years
80	Broadsheet of items provisionally adjusted to "O-I" from RR statements and registers	3 years

81	Register showing balances outstanding in the objection book advances on the last date of March and September or general abstract of money order objection book	3 years
82	Combined transfer ledger and abstract	5 years
83	Register of amounts debited to Military Department on account of money order commission on FA MOs from Field Post Offices	3 years
84	Statement of detail book figures (remittance and objection book)	2 years
85	Statement showing the state of machines in the Circle Postal Accounts Offices	1 year
86	Replacement programme of Comptometer Machines	1 year
87	Slips in form DG (PA) 405	End of 2nd month following the month to which they relate
88	Daily report showing receipt and disposal of letters received in each group of Money Order Section	1 year
89	Distribution broadsheet of sorting groups	1 year
15.10 Government Securities		
1	Register for controlling the imprest and sales and purchases	10 years
2	Register showing the daily balance of imprest	10 years
3	Imprest register for calculation of profit and loss	10 years
4	Stock day book	30 years
5	Intermediate day book	30 years
6	Intermediate day book of undeliverable notes	Permanent
7	Register of denominations	5 years
8	Transit register of securities	5 years
9	Register of securities received and disposed of	5 years
10	Despatch register of securities	5 years
11	Imprest register of investment certificates	10 years
12	Application for safe custody and delivery of securities with relevant correspondence	3 years
13	Register of applications for safe custody and delivery of securities	3 years
14	Applications for purchase for sale and return of securities with relevant correspondence	3 years
15	Register of applications for purchase, sale and return of securities	3 years

16	Register of Postmaster General's sanctions for disposal of deceased depositors securities	5 years
17	Daily quotations received from bank	1 year
18	Register of daily transactions	3 years
19	Register of accrued interest	3 years
20	Weekly report on discharged safe custody receipts from Postmasters	3 months
21	Schedules of payment of discharged safe custody receipt with relevant correspondence	2 years
22	Safe custody receipts discharged on maturity etc of loans	30 years from the date of discharge of the safe custody receipt
23	Discharge reconciliation registers	3 years
24	Objection register of loan applications and discharges	2 years
25	Intimations of purchase and sale of securities received from the Postmasters with the certificate of credit or debit to Savings Bank account	3 years
26	Acknowledgements of safe custody receipts and certificates issued in lieu of last safe custody receipts from Postmasters signed by investors	Permanent
27	Acknowledgements of securities returned from custody	2 years
28	Credit slip of interest warrants received from Bank	2 years
29	Register of interest distribution	3 years
30	Register of interest payment orders despatched	2 years
31	Interest payment orders received back from Postmasters with certificate of credit	2 years
32	Statement of interest sent to Postal Accounts office	2 years
33	Depositors ledger	Permanent
34	Register of adjustment of various kinds of transactions	3 years
35	Miscellaneous acknowledgement memos	1 year
36	Applications for Government of India Loans	5 years
37	Lists of loan applications received from Postmasters	2 years
38	Daily report of loan transactions	6 months
39	Indents for supply of scrip of the new loan	1 year
40	Correspondence relating to the indent and supply of scrip	3 years
41	Instructions in connection with new loans	10 years

42	Acknowledgement of scrip and interest payment orders including investors receipt	5 years
43	Acknowledgement of safe custody receipts issued to investors	2 years
44	Register of applications for Government of India Loans	1 year
45	Scrip despatch register new loan	2 years
46	Register of loan compilations (statistics)	3 years
47	Register of enfacement of Government Promissory Note	3 years
48	Register of Stock of GP Notes (Loan)	Permanent
49	Indent register of stock certificates (Government of India Loans)	2 years
50	Miscellaneous correspondence	3 years
51	Register of transfer of Savings Bank accounts to and from foreign countries	5 years
52	Statement of payment of trust interest received from Accounts Office	2 years
53	Counterfoils of requisitions for purchase and sale of Government Securities through bank	1 year
54	Register of purchase and sale of Government Securities through Bank	2 years
55	Register of written back interest on Government Securities	2 years
56	Register for watching the return of intimation of interest issued by the Post Office within the same Postal Circle	1 year
57	Transfer register of security holders accounts	1 year
58	Register showing the date of death and other particulars of a Government Security holder	3 years
59	Register of cash payment of sale proceeds written back and held over interest to the claimant of deceased depositor	6 years
60	Broadsheet of trust interest account	2 years
61	Broadsheet of post office investment account	2 years
62	Register of monthly reconciliation of purchase and sale	2 years
63	Schedule of foreign transfers received from Accounts Office	1 year
15.11 Account Current		
1	Outward exchange account including office copies of the supporting schedules	5 years
2	Advance schedules received from other Accounts Officers	5 years
3	Railway account register	5 years

4	Account register for fixed charges relating to railway accounts	10 years
5	Railway freight bills	3 years
6	Account current vouchers other than railway freight bills	According to their classes
7	Account register for fixed charges relating to civil accounts	5 years
8	Monthly AO statements showing adjustment on account of stamps etc under the head "Sale of ordinary stamps"	5 years
15.12 Book Section		
1	Journal	5 years
2	Ledger	5 years
3	General Principles of calculation of Profit and Loss Accounts	Permanent
4	Calculations of appointment of general and joint charges	One year after the close of the year in which the calculation is actually made
5	Office copy of the Finance and Revenue Accounts (Posts and Telegraphs Portion)	One year after the close of the year in which the accounts are compiled
6	Questions relating to accumulated profit or loss for interest rebate or surcharge and calculations thereof	Permanent
7	Calculation of cost of Savings Bank, Government security and Cash Certificate work and cost of Radio Stations debitable to the Civil Aviation Department	One year after the close of the year in which the calculation is actually made
8	Calculation of cost of combined office	Three years after the close of the year in which the calculation is actually made
9	Budget files	15 years
10	Files relating to ways and means estimates	5 years
11	Files relating to revenue estimates	5 years
Note : The period of preservation of these files is subject to the condition that all outstanding points in the file have been disposed off		
12	General abstract	30 years
13	Adjustment accounts	5 years
14	Settlement of account abstract	5 years
15	Abstract of adjustments	3 years
16	Broadsheet of periodical adjustments	3 years
17	Detail book	10 years
18	Transfer ledger abstract	5 years

15.13 Customs Duty on Postal Parcels etc		
1	Register of Customs Duty realised on postal parcels and letters	3 years
2	Register of refunds and write back of customs duty allowed on postal parcels and letters	3 years
3	Inward foreign parcel bills	3 years
4	Register of letter mail articles detained for customs examination	3 years
5	Schedules of Customs Duty and other charges realised in cash on inward foreign parcel and letter mail articles	3 years
6	Parcel receipts and assessment memos relating to inward foreign parcels and letter mail articles	3 years
7	Register showing the reconciliation of totals of parcel bills and letter mail registers with the amount claimed in customs duty bills	2 years
8	Register showing the adjustments of Customs Duty Bills	2 years
9	Customs Duty Ledger	Permanent
10	Register showing the classification according to months of assessment of credits and debits booked under the Head AR Customs Duty realised on inward foreign articles etc	5 years
11	Register showing the classification and adjustment of write back and prepaid duty statements of customs duty	3 years
12	Register for watching the adjustment of credits on account of cash refunds of customs duty authorised by the Collector of Customs to the addresses of inward foreign articles after delivery	3 years
13	Register showing unchecked debits taken from the inward parcel bills and letter mail register etc	3 years
14	Statement of credits on account of customs duty realised in all Postal Circles with the classification and agreement sheets	3 years
15	Register of parcel receipts and assessment memos sent out	3 years
16	Broadsheet showing parcel receipts and assessment memos made over by the schedule checkers to sorting group	3 years
17	Broadsheet showing parcel receipts and assessment memos made over to credit checkers	3 years

18	Register showing rectification of misclassifications of month of assessment of customs duty	3 years
19	Register showing classification of recoveries on account of customs duty showing in the schedules of Customs Duty	3 years
20	Extracts from Customs Duty Ledger	3 years
21	Statements in connection with the verification of balances under the Head 'AR' - Customs Duty and reports based thereon	3 years
15.14 Pension		
1	Register of payments of officials under Workmen's Compensation Act	3 years
2	Certificates and report on claims under the Workmen's Compensation Act	6 years
3	Register of verification cases	5 years
4	Register of pension cases	25 years
5	Register of anticipatory pension cases	5 years
6	Register for daily report of progress of verification and pension cases	1 year
7	Register of applications for certification of pensions	6 years
8	Commutation payment register (form SY 170)	6 years
9	Gratuity register (ATC 24)	6 years
10	Copies of sanctions for transfer of payment of pensions	3 years
11	Copies of sanctions to the payment of arrears of pensions due to deceased pensioners	3 years
12	Half yearly statements of non drawal of pensions furnished by Postmasters	3 years
13	Verification cases other than those which are filed with pension cases	5 years
14	Report on applications for commutation other than those filed with pension cases	3 years
15	Pension schedules	10 years
16	Gratuity payment orders	3 years
17	Pension reports	15 years
18	Pension cases of officials who have retired/died	7 years after the death of the pensioner (including family pensioner) provided that all claims to arrears of pension/family pension etc have been met by that time
The destruction of records is governed by the following rules: Note 1: The records should be preserved for the number of complete account years mentioned in Column 3 above.		

Note 2: Heads of Postal Accounts Offices are competent to sanction the destruction of such other records in their offices, as may be considered useless.
Note 3: On receipt in the Old Record Branch the relevant particulars relating to the records will be entered in a register in Form No SY 257 special care being taken to fill in correctly the column relating to the year of destruction. The entries in the register should be neatly written and the items comprehensively described. "This Record Keeper shall be responsible for conducting an annual review to locate files to be destroyed as per the preservation period prescribed/indicated on the outer cover."
Note 4: At a certain time in each year, to be fixed by the Head of office, the weeding of records for destruction will be taken in hand. The entries in the column relating to the year of destruction will indicate which records are due for destruction in any particular year. When selecting the records for destruction it will be necessary to consult all the earlier volumes of the register and it is to facilitate this part of the work that an 'Index' has been prescribed.
Note 5: No records will actually be destroyed except with the sanction of the Head of the Office. For this purpose, a list will be made out in a bound register (form SY 256-A) of all the records weeded out for destruction and his approval thereto will be obtained in writing. This register should be carefully preserved as being the actual authority for the destruction of the records detailed in them.
Note 6: When the destruction has been completed the clerk in-charge will under his dated initials, write against the item in the 'Remarks' column of the register the word 'Destroyed' and also give a reference to the orders of the head of the office sanctioning the destruction.
Note 7: The Head of the Postal Accounts office should send half yearly report on the state of old records after personal inspection by himself or a Senior Accounts Officer under him. This report should accompany the return on the state of work for the month of September and March each year.
(Appendix 3 to Postal Accounts Manual Volume I)

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VI ANCILLARY SERVICES

16. POSTAL STORES DEPOT

1	Estimates books	3 years
2	Correspondence relating to	
	a) revision of estimates	3 years
	b) examination of workshop accounts	10 years
	c) buildings	3 years
	d) annual reports	10 years
3	Workshop warrants with their vouchers	3 years
4	Cash book	3 years
5	Receipt books	6 years
6	Tender	3 years
7	Personal ledgers of contractors	3 years
8	Book debit ledgers	3 years
9	Cash sale ledgers	3 years
10	Stores ledgers	3 years
11	Invoice books	1 year
12	Supply order books	1 year
13	Detailed statement of stamps and seals	1 year
14	Office copies of	
	a) Account Current (Other than Stores)	10 years
	b) Store Account Current	10 years
	c) Manufacture Account Current	10 years
	d) List of Payment Vouchers	10 years
	e) Schedule showing particulars of miscellaneous receipts paid into local post office during the month	3 years
	f) General balance sheet	10 years
	g) Profit and loss account	10 years
(Part VI of Annexure A to Appendix 5 of P&T FHB Volume I)		
Note : Account records maintained in the Postal Stores Depot should be preserved for the same period as in the case of post office (see item 1.10)		

17. CIRCLE STAMP DEPOT		
1	Register of spoilt Indian Postal Orders	3 years
2	Monthly Statements showing the number of IPOs in stock at Post Offices	3 years
(Rule 377(5) of P&T Manual Volume VIII)		
3	Invoices in respect of Post Office Certificates	10 years
Note 1 : Period of preservation of other records of CSD is not codified so far		
Note 2 : The account records should be maintained for the same period as in the case of post office (see item 1.10)		
Annexure		
The period of preservation of records which has been codified is as follows :- (Cash Certificate Branch)		
1	CC - 13 or Invoices issued by the CSD to the HOs for supply of cash certificates	10 years
(Rule 377(5) of Postal Manual Volume VIII)		
List of records for which period of preservation will have to be prescribed and codified by the Directorate		
1	Indent sent to ISP Nashik by CSD (Half yearly)	5 years
2	Invoices received from ISP Nashik for supply of cash certificates	5 years
3	CC - 12 (DGPA 323) Stock register of cash certificates	Permanent
4	Indents received from HDs	3 years
5	Monthly statement of stock position in respect of savings instruments forwarded to ISP Nashik by CSD	3 years
6	Fortnightly statement of particulars of invoices with date, details of cash certificates sent to the HOs	10 years
7	Quarterly of cash certificates (HOs for supply of cash certificates (HO wise and Division wise). The list indicates the invoice number, date and details of cash certificates	5 years
Note 1: The stock register CC 12 need to be made a permanent record as the stock register in the HOs. Stock and Issue Register in Postal Accounts are permanent record.		
Note 2: The invoices issued to HOs are acknowledged to the CSD. At CSD the office copy and its acknowledgements is preserved for 10 years. The fortnightly list of invoices issued is sent to Postal Accounts. In stock and issue register (permanent record of PAO), the number of the invoice, its date and particulars of certificates supplied is noted in detail for adjustment of issue and discharge of each certificate under each HO. This exercise is done with reference to fortnightly reports sent by CSDs by Registered Post. The Divisional Heads who are supplied with quarterly list of invoices by the CSD (which is prepared HO wise) will check the invoices the details of the certificates in the HOs during the Executive		

Inspections. The divisional superintendents will have to ensure that all supplies are detailed in the stock register CC-12. This stock is verified by him with reference to the entries in the stock and issue register. The list of unsold stock of cash certificates as on 31st March every year is received at PAD will verify the unsold stock lists with the Stock and Issue Register. The list of unsold stock of cash certificates as on 31st March every year is received at PAD from all the HOs (including SO). The PAD will verify the unsold stock lists with the Stock and Issue Register. Therefore, the supplies made by CSD are properly accounted for at the HOs etc. Thus the period of preservation of stock register, the fortnightly reports to PAO quarterly consolidated list to Divisional as suggested. There appears to be no need to increase the period in respect of Fortnightly reports and Quarterly lists.

Letter No.2-2/99-2000 dated 13/11/99 received from Supdt CSD Bangalore 18

Department of Posts

Note dt.29/09/1999

This is regarding a proposal for codification of period of preservation of records of Circle Stamp Depot pertaining to Postal Orders Branch.

The Circle Stamp Depots have come into existence in 1979 to start with in one or two circles by taking over the work of stamps and stationery from Huzoor Treasuries of the state. Circle Stamp Depots came into existence in all Circles and in some Circles Regional Depots were formed (Trichy, Nashik and Kanpur). The Circle Stamp Depot Bangalore has come into existence from 01/08/80. Initially, stamps and stationery were procured from ISP and distributed to all the Head Offices in the Circles. Later on cash certificates work was transferred from the Postal Stores Depot to Circle work was transferred from Postal Accounts to Circle Stamp Depot.

In all there are eight records used in CSD. Since the work has been transferred from Postal Accounts Office to Circle Stamp Depot, the period of preservation is codified under Section 5 of Appendix III of Postal Accounts Manual Volume I (1986 edition) and these details are furnished in the annexure. The other five records are indicated in the same annexure and the preservation of these has not been codified. Therefore, the period is suggested with the reasons for such a period based on the study made at this Depot.

Annexure

The period of preservation of following records pertaining to Indian Postal Orders is codified in Section 5 of Appendix III of Postal Accounts Manual Volume I 1986 Edition corrected upto 01/01/86. (The work of procurement and distribution of Postal orders to the HOs was transferred from PAO to CSD with effect from 01/06/87) and therefore the same preservation will continue.

1	Indents for procurement of Postal Order on ISP	1 year
2	Indents from HO received at CSD	1 year
3	Register of Defective and spoilt postal orders received	3 years
The records whose preservation to be codified		
	Invoice received from ISP Nashik	5 years

	DGPA 480-IPO stock register (preservation as in the case of IRC)	15 years
	<p>DGOA 303 – Invoices to HOs (After supplies are made to the HOs, the PAO maintains the accounts in its supply and issue registers and the list of unsold stock in respect of each HO/SO is sent to PAO by HOs yearly and the unsold stock is verified by the PAO. This exercise for 3 to 5 years is enough to ensure proper accounting of the supplies received from CSD at HOs. Therefore 10 years is the safest period of preservation)</p>	10 years
	Format of stock statement to ISP Nashik	3 years

18. MAIL MOTOR SERVICE		
1	Cash Book	3 years
2	Imprest Certificate	3 years
3	Contingent Bills and Sub Vouchers	3 years
4	Cash Account current	10 years after the year in which it is replaced by a fresh stock book
5	Issue Register of Petrol	3 years after the final disposal of the vehicles provided that it is not required for settlement of any pending objections or cases.
6	Stock Register of Petrol	One year after the final disposal of the tyre, provided that it is not required for settlement of any pending objections or cases.
7	History sheet of Vehicles	6 months after the Audit Inspection pertaining to the period which the records relate, provided that such records are not required for settlement of any pending objections or cases
8	History sheet of Tyres	-do-
9	Log sheets	-do-
10	Garage gate Register	-do-
11	Gate Pass	-do-
12	KMPL Register	-do-
13	Job Cards	-do-
14	Time Bills	-do-
15	Duty Petrol Abstract	18 months after the Audit Inspection pertaining to the period to which the records relate is completed whichever is later, provided that such records are not required for settlement of any pending objections or cases
16	Daily Duty Abstract sheet	-do-

Note:- For such general records mentioned in Appendix 5 of P&T FHB Volume-I, as are maintained in the Postal Mail Motor Service, the period of preservation noted against each in the said appendix will apply (see item 1.10)

(Appendix 32 of Revised Accounting Procedure)

19. POSTAL DISPENSARY		
1	Stock Register of Medicines and Equipment	5 years
2	Medicines Issue Register	5 years
3	Daily Attendance Register	5 years
4	Patient Medicines Issue Register	5 years
5	Issue Slips	5 years
6	Files of Specialist Consultation Permissions	5 years
7	Files of Indents, Bills and Quotations	5 years

(D.G. P&T No. 23/24/65-WL dated 19/01/67 and No. 3-6/75-Medical dated 24/10/75)

Note: Account records maintained in the P&T Dispensaries should be preserved for the same period as in the case of Post Office (See Item 1.10)

20. POSTAL CIVIL WING		
1.	Expenditure sanctions	3 years or one year after completion of audit whichever is later.
2.	Cash Book	10 Years
3.	Arrear claims (including sanction for investigation, where necessary)	3 years or one year after completion of audit whichever is later.
4.	Records relating to contingent expenditure	3 years or one year after completion of audit whichever is later.
5.	Budget Estimates	3 Years
6.	Revised Estimates	3 Years
7.	Travelling allowance bills and acquittance rolls relating thereto	3 years
8.	Money order receipts and acknowledgements	5 years
9.	Pay Bill Register	35 Years
10.	Office copies of establishment pay bills and related schedules (in cases where pay bill register is not maintained)	35 years
11.	Schedules to the 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.
12.	Acquittance rolls of pay and allowances (other than travelling allowance)	3 years or one year after completion of audit whichever is later.
13.	Bill register maintained in form TR 28A	5 years
14.	Bill of charges for conveyance of mails etc and payees 'receipts for money paid (other than those filed with establishment pay bills)	6 years
15.	Sanctions of estimates	3 years
16.	Papers relating to grant of advances of pay, travelling allowances, purchase of motor cars etc.	3 years
17.	Register of security deposits or bonds	10 Years
18.	Last Pay certificates (office copies)	3 years
19.	Applications for GPF conversion, withdrawal and advance	2 years
20.	Charge reports (office copies)	1 year
21.	GPF Schedule	1 year
22.	Contingent vouchers	3 years
23.	Counterfoils of used cheque / receipt books	5 years from the date of last cheque drawn / receipt issued from the book
24.	Bills for reimbursement of medical charges	6 years
25.	Account statement	3 years
26.	Treasury / Bank vouchers	3 years

27.	Contractor's Ledger	To be retained for all time (a ledger complete in itself may be destroyed after 10 years if accounts have been satisfactorily settled.)
28.	Register of imprest	10 years
29.	Ledger head register	10 years
30.	Numerical account of stores	5 years
31.	Allotment register	5 years
32.	Muster Rolls	5 years
33.	Register of muster rolls	5 years
34.	Register of cheque books / receipt books	5 years from the date of last entry in the register.
35.	Building files and bills	5 years from the date of submission of completion reports.
36.	Stores vouchers / invoices	3 years
37.	Money receipts (counter foils)	3 years
38.	Monthly cash and stores account	3 years
39.	Accounts of unserviceable stores	3 years
40.	Advice and acceptance of transfer debits	3 years
41.	All vouchers of contingencies, work charges and recoupment bills	3 years
42.	Contractor bills	3 years (to be preserved irrespective of time limit when there is some dispute and case is referred to Arbitrator /Court)
43.	Register of liabilities	-do-
44.	Completion reports	4 years
45.	Treasury Passbooks	3 years
46.	ATDs	3 years
47.	Stores vouchers for daily receipts and issues of stores	3 years
48.	ACE 9 reports	3 years
49.	Records connected with expenditure on works not completed although beyond the period of limitation	3years from the date of final closing of account
50.	Railway credit notes (counterfoils also)	3 years

(Appendix 3 of P&T FHB Volume III)

21. DEPARTMENTAL EXAMINATIONS		
S.No.	Records	From Records
1.	Preservation of Tabulated results sheet or mark sheet registers of departmental examination	For a period of 3 years from the date of announcement of respective results. {Amended Rule 17(a) of Appendix No. 37. Vol. IV }
2.	Preservation of Answer books in respect of all departmental examinations	For a period of 12 months from the date of announcement of respective results {Rule 17(b) of Man. Vol. IV, Appendix37}
3.	Preservation received soft copy of the Registers, if any, Receipt Register, X-Register, Y –Register	For a period of 3 years or till the court case/ vigilance / disputes are decided, which is later {Dte. Order No. 51-2/2003-SPB-I dated 10.11.20104}
4.	Z- Register	40 years, since it contain the relative merit & eventually seniority in the cadre. (Dte. Order No. 51-2/2003-SPB-I dated 10.11.2004}
5.	Decentralized examinations 1. LGO Examination for promotion to PA/ SA 2. PA/SA Direct Recruitment examination 3. Postmaster Grade –I Examination	Preservation period of answer script is 1 year, while that of tabulation sheet/ register is three years from the date of announcement of results. {Dte. Order No. A-34020/22/2011-DE dated 16.12.2011}
6.	Records related to e-payment transaction in c/w application fee in r/o PA/SA /Postman/MG direct recruitment exam	For a period of 18 months under the custody of SPM/APM/DPM. {Dte. Order No. 34020/08/2013-dE dated 31.01.2014}

Records related to court cases/vigilance cases/ disputes should be preserved till finalization of such cases and thereafter suitable orders be taken from Competitive Authority for disposal.

Appendix-I

Register of Accounts Records in _____ Office that have been destroyed from time to time

Full Particulars of Records	Number of volumes of each sort	Period to which they relate		Rack or Shelf No.
		From	To	
1	2	3	4	5

Date when due for destruction	Date on which actually destroyed	Authority under which destroyed	Dated initials of the Head of the Office	Remarks
6	7	8	9	10

VII MISCELLANEOUS ITEMS

22. Computer and Peripherals

On the basis of recommendations of the Committee constituted for "Reassessment of the norms for supply of computers and peripherals in various offices of the Department of Posts in the country following guidelines were communicated for further necessary action:-

- (a) The life of computer and peripherals is fixed for 5 years.
 - (b) While procuring Computers and peripherals it may be ensured that the warranty is extended to 5 years.
 - (c) In case 5 years warranty is not possible, a clause for maintenance beyond the period of warranty maybe included so that the machines can be put to use for 5 years.
1. The competent authority has added that 5 years of age criteria is only an enabler and indicative guidelines for initiating the process of condemnation. Normally the computers are in working condition even after crossing the 5 years life and can be put in to use further. Hence the 5 years life span is not to be used as a yardstick by itself to condemn a computer unless other necessary conditions like the suitability for use of present and further applications is independently examined. Hence Circles may take most economic course of action depending upon the local conditions under the overall guidelines given above.
 2. The Circles can condemn Computers and peripherals which are not working and irreparable as per above recommendations/ observations after following the due procedure prescribed in the GFR and all such rules/ articles on the subject.
 3. A committee should be constituted for this purpose with the following members:-
 - (a) Director Postal Services representing Administration.
 - (b) CAO/ ACAO/ Sr. A.O./ A.O. representing Finance Wing.
 - (c) A Technical member having knowledge of Information Technology from a Government or Semi Government Institution such as NIC/ MTNL/ BSNL/ DOT etc. In case a suitable officer is not available from NIC/ MTNL/ BSNL/DOT etc., an officer of the Department not below the level of PS Group "B" having sufficient knowledge of IT can also be made the member of the committee.
 - (d) And in case of power backup systems an EE/AE representing Electrical Division.
 4. All other instructions/ guidelines mentioned in this office Memo No. 40-01/2003 –Tech dated 17.12.2003 holds goods.

(Dte. Lr. No. 40-8/2013-Tech dated 25.03.2015)

23. Damaged, Unserviceable and Surplus articles

The following instructions should be followed in disposing of damaged or unserviceable articles of stocks.

Description of articles	How to be disposed of
Acme covers Bags for postmen, etc. Bag-stands Belts Bicycles and accessories Boxes, e.g., office boxes, Mail boxes, etc.	Should not be returned to the stores Depot. If damaged they should be repaired locally. When they become unserviceable, they should be sold by auction under proper authority.
Furniture Hammers Hand-bags for sorters, etc. Hand-carts and trucks Lable cases Lamps Leather wallets, etc. Notice-boards and sign-baords Safes Sorting cases Tarpaulins Wicker baskets	Should not be returned to the stores Depot. If damaged they should be repaired locally. When they become unserviceable, they should be sold by auction under proper authority.
Letter boxes Knives Pads (ink and stamping) Portfolios Scissors Stoves Type-boxes	If damaged, they should be repaired locally, if practicable, otherwise they should be sent to the Stores Depot for repair. When they become unserviceable, they should be sold by auction under proper authority, care being taken in the case of letter boxes to see that they are thoroughly broken up before being sold.
Locks and padlocks	When they get out of order or damaged or become unserviceable in any way, they should not be repaired locally, but should in all cases be returned to the Stores Depot.
Badges Bags Clocks and time-pieces Metal tokens Scales and weights Stamps and seals	When out of order, they should be repaired locality, if possible; otherwise they should be returned to the Stores Depot for repair. When unserviceable, obsolete, or surplus, they should be returned to the Stores Depot.
Obsolete publication and forms	Should not be returned to the stores Depot, but should be sold as waste paper or destroyed under the rules, Obsolete large forms, if printed on one side only, should, unless they have to be destroyed under the

	rules, be sent to the Government of India Forms Press, Aligarh, to be used for making envelopes.
Straw-board covers of used-up or obsolete books and forms and unserviceable file-boards.	If they are not of a smaller size than 8½ inches by 6¾ inches, they should not be destroyed when no longer required, but should be sent to Circle Stores Depots for transmission to the Government of India Forms Press, Aligarh, for use in book binding. When a sufficient number of such covers and boards has accumulated in a Stores Depot, they should be forwarded in bags, through the Railway Mail Service, to the Government of India forms Press, Aligarh.

(Rule 329 of Postal Manual Volume II)

When articles are sold as unserviceable, the proceeds should be credited to Government. If the articles are valueless and cannot be sold they should be destroyed. The orders of the Superintendent in regard to the disposal of damaged and unserviceable articles must be obtained in every case,. except in the case of post offices where the inspector has ordered the return of any unserviceable articles to the Store Depot while inspecting an office. No articles should be repaired; sold or destroyed without such orders which should be noted in the book in which the articles in question are entered. First class postmasters will write their orders, in respect of such articles in their own offices in the Stores book.

(Rule 330 of Postal Manual Volume II)

24. Obsolete Forms

When forms, with the exception of those mentioned below, become obsolete, they should be torn up and sold as wastepaper, unless otherwise specified by special instructions or they can be utilised for making envelopes etc. The following forms, viz :

- Registered Journals,
- Parcel Journals,
- V.P. Letter Journals,
- V.P. Parcel Journals,
- Books of M.O. Receipts,
- Books of B.O. Receipts,
- V.P. M's. Book of Receipts,
- Receipt Books for Telephone Bills,
- Other receipt books from which Post offices grant receipts to the members of public.

When they become obsolete, should be destroyed by fire, in the presence of the officer-in-charge of the office.

In Head Offices, the latter course should also be adopted as regards Savings Bank and other varieties of Pass Books. The spoilt and obsolete Pass Books should be destroyed in the presence of the Sr. Supdt./Supdt. of Post Offices at the time of verification of the Accounts of the Head Post Office and the total number of Pass Books destroyed should be entered in the Stock Register of Pass Books, under the Sr. Supdt./Supdt's initials.

In head offices, the latter course should also be adopted as regards savings bank pass-books, the total number of pass-books burnt being entered in the stock register of pass-books, under the head post master's initials

(Rule 307 and 308 of Postal Manual Volume II)

25. Obsolete and Unserviceable Stamps

Unserviceable (i.e. defectively manufactured, damaged or spoiled), obsolete and unwanted surplus stocks of Postage Stamps and Postal Stationery, Revenue Stamps, Central Recruitment Fee Stamps, Defence or National Savings Certificates, and other stamp which may be had from time to time by Post Offices shall be exchanged for serviceable ones of the same kinds i.e. belonging to the same Department or of the postal Department if necessary from the Local or Branch Depots, as the case may be. Damaged and obsolete Postage Stamps that can be counted and identified shall be sent once a quarter to the Controller of Stamps, Nasik Road for destruction. The necessary entries on account of Stamps sent shall be made in the plus and minus memoranda. Damaged adhesive stamps in loose labels shall be pasted on a sheet or sheets of paper to facilitate verification before transmission to the Controller. The destruction certificate shall show the quantity and the face value of stamps destroyed. At the beginning of each month the Controller of Stamps shall furnish to the Civil Accountant General/Circle Postal Accounts Office concerned copies of destructions certificates granted by him during the previous months to enable him to verify the entries, in the plus and minus memoranda, Postage stamps that are damaged beyond identification and cannot, therefore, be checked by actual counting, shall be disposed of according to the procedure laid down in Rule 52 B.

(Appendix 2, Part III under Rule 46 of Postal Financial Hand Book Volume II)

26. FURNITURE ARTICLES			
S.No.	Type and Name of the Item	Life	Remarks
A Durable I Heavier			
1.	Sofa Set	15 yrs	
2.	Dining Table	15 yrs	
3.	Almirah	15 yrs	
4.	Beds	15 yrs	
5.	Dressing Table	15 yrs	
6.	Side Board	15 yrs	
7.	Chest or Drawers	15 yrs	
8.	Central Table	15 yrs	
9.	Book Case	15 yrs	
10.	Writing Table	15 yrs	
11.	Easy Chair	15 yrs	
12.	Sentry Box	15 yrs	
A Durable II Lighter			
13.	Chairs	10 yrs	
14.	Cabinets	10 yrs	
15.	Framed Mirror	10 yrs	
16.	Peg Table	10 yrs	
17.	Stools	10 yrs	
18.	Tepoy	10 yrs	
19.	Tepoy	10 yrs	
B Non - Durable			
20.	Grass Mating	2 yrs	At the time of change of occupancy or once in two years whichever is earlier.
21.	Chicks	2 yrs	-do-
22.	Coir Mattress	2 yrs	-do-
23.	Jute Mattress	2 yrs	-do-
24.	Tepoy	2 yrs	
25.	Cotton Durries	5 yrs	Redying as described at least once in three years or change of occupancy at the time of use whichever is earlier
26.	Cotton Durries	5 yrs	-do-
27.	Cane Garden Chairs	2 yrs	
28.	Tepoy		At the time of occupancy or six months, whichever is earlier.
29.	Dust Bin	2 yrs	
30.	Bath Tubs	2 yrs	
31.	Folding Beds	2 yrs	
32.	Foam Mattresses	5 yrs	Change of tapestry as described or after 2 ½ years whichever is earlier.

S.No.	Type and Name of the Item	Life	Remarks
33.	Foam Cushion	5 yrs	Change of tapestry as described or after 2 ½ years whichever is earlier.
34	Cotton Mattresses	5 yrs	Regular maintenance includes change of cloth in between as described.
35	Curtains	5 yrs	It may be considered whether it could be made concurrent with term of Lok Sabha/ Tenure of the Member of LS/ RS
36	Woollen Carpets	10 yrs	
C Upholstery			
37	Sofa Set	3 yrs	
D Dry Cleaning			
38	Sofa		At the time of change of occupancy or once in a year whichever is earlier
39	Sofa Chair		-do-
40	Dining Chairs		At the time of change of occupancy or once in six months whichever is earlier.
41	Cotton Durries		At the time of change of occupancy or once in a year whichever is earlier.
42	Curtains		At the time of change of occupancy or once in six months whichever is earlier.
E Painting			
43	Cane Garden Chairs		At the time of change of occupancy or once in six months whichever is earlier.
44	Tepoy		-do-
F Polishing			
45	Polishing		At the time of change of occupancy or once in 2 years whichever is earlier.

(Annexure – 17 of CPWD Maintenance Manual 2012)

27. ELECTRICAL EQUIPMENTS / INSTALLATIONS		
S.No.	Description of Equipments/ Installations	Life in Years
A.	Wiring of Electrical Installations	
1.	Conduit Wiring Non – Coastal Area	20
2.	Conduit wiring Coastal Area	15
3.	MS Pole	20
4.	GI Pole	25
B.	Fans	
1.	Ceiling Fan AC	15
2.	Exhaust Fan	6
C.	External Electrical Lines	
1.	Permanent overhead line on Steel/ RCC Poles	20
2.	Underground Cable Lines	20
D.	Sub Station Equipment	
1.	Switchgear LT/ HT	20
2.	Transformers	25
3.	Servo Voltage Stabilizer	10
E.	Lifts	
1.	Electric Lifts	15 -20
2.	Escalators	15 – 20
F.	Electric Motors and Pumps	
1.	Electric Motors Three Phase	15
2.	(Diesel) Engine Pumps upto 10 Hp	10
3.	Storm Water Pump	7
4.	Water Supply Pump (Centrifugal)	10
5.	Sewage Pump	5
6.	(Diesel) Engine Pump above 10Hp	12
7.	Diesel Generator Upto 50KW	12
8.	Diesel Generator above 50KW	15
G.	Refrigerators, Coolers and Air Conditioners	
1.	Refrigerators	6
2.	Cold Storage Plant with Air cooled condensing unit	8
3.	Desert coolers (1500 -2000 Cfm (Evaporative type)	4
3.	Water Coolers	5
4.	Window type/ Split type/ Air-conditioning / units with air cooled condensers	7
5.	Packaged type Air – conditioning units with water cooled condensers	10
6.	Packaged type Air –conditioning units with air cooled condensers	8
7.	Central chilled water system of air –conditioning plant with water cooled condensers	20
8.	Evaporative type air-cooling plant (upto 25,000 cfm)	10

S.No.	Description of Equipments/ Installations	Life in Years
H.	Miscellaneous	
1.	Boilers	15
2.	Incinerator	15
I.	Transport	
1.	Motor Car	5
J.	Fire Fighting Equipment	
1.	Fire Alarm System	15
2.	Water based wet riser/sprinkler system	20

(Annexure 23 of CPWD Maintenance Manual 2012)

28. UNSERVICEABLE VEHICLES AND STORES

IN MAIL MOTOR SERVICE

Para No	Description
141	An account of all un-serviceable stores returned to stock must be kept by each unit in an Unserviceable Stores Register in the form given in Appendix – 27.
142	The entries in the Register should be made immediately unserviceable stores including those returned in lieu of new parts issued from stock are received back in stock.
143	Obsolete stores including those stores, which have become unserviceable while lying in stock or which have become surplus to requirements should also be brought on to this Register duly routed through the Stores Issue Register. The page and serial number of the Stores Issue Register should be noted in this Register for purposes of cross-reference.
144	The unserviceable and obsolete stores should be disposed of at least once in a year as per the procedure given under Rule 197 to 200 of GFR. 26
145	<p>As regards their actual disposal, the arrangements shall be as under:-</p> <p>(a) Unserviceable stores up to the book-value of Rs.20,000/- should be disposed of by the Sr. Manager/ Manager after calling for competitive tenders (please see Note 1 below).</p> <p>(b) Unserviceable stores for the book-value up to Rs.2,00,000/- should be disposed of by the Sr. Manager/ Manager as per GFR Rule 197.</p> <p>(c) Unserviceable stores for the book value exceeding Rs.2,00,000/- should be disposed as per GFR 197 to 200 after obtaining approval of competent authority.</p> <p>Note-1: Normally approved auctioneers are required to enter into a contract with the Postal Department for a stipulated period for conducting the sale of obsolete and unserviceable stores belonging to the Indian Postal Department. All the stores which are required from time to time to be disposed of by public auction should be disposed of only through the agency of such approved auctioneers. In those cases, however, where such arrangements do not exist, auction may be conducted under the supervision of Gazetted Officer, after observing all the usual formalities.</p>

(Para 141 to 145 of Book of Accounting Procedure for MMS)

Register of Unserviceable Stores

S . N o.	D a t e	Nomen clature of Stores	Nu mbe r of Qua ntity	Regist ration No. of the Vehicl e from which remov ed	Refer ence to Page and Sl. No. of Store s Issue Regi ster	Sign ature of Stor es Clark s	Sign ature of Sr. Man ager/ Man ager	Details of Sale or Disposal of Unserviceable Stores			Rem arks
								Antici pated Sale Proce eds	Actu al Sale Proc eeds	Partic ulars of Acco unting of Sale Proce eds	
1	2	3	4	5	6	7	8	9	10	11	12

Note: The entries in the above Register should be made immediately after the unserviceable stores (including those returned in lieu of the new spare parts issued from Stock) are received by the Stores Clerk.

Note: As unserviceable stores are disposed of in bulk the total amount of the anticipated sale – proceeds and actual sale – proceeds of the lot should be shown in cols. 9 and 10 respectively by bracketing the serial Nos. of the lot and citing the details of credit pertaining to the lot in col.1.

(Referred in Para – 141 of Book of Accounting Procedure for MMS)

Life of various types of vehicles

SI No	Type of vehicle	Distance run (in Kilometers)	Length of use (in years)
1.	Heavy Commercial Motor Vehicles	4,00,000	10
2.	Motor Vehicles fitted with engines upto 20 hp (RAC)	1,50,000	6 ½
3.	Motor cycles fitted with engines of 3.5 hp (RAC) or above	1,20,000	7
4.	Motor Cycles fitted with engines of less than 3.5 hp (RAC)	1,20,000	6

(D.G. letter No. 5-1/2000-MV dated 02.05.2000)

29. RULES REGARDING DISPOSAL OF GOODS

Rule 196. Disposal of Goods

- (i) An item may be declared surplus or obsolete or unserviceable if the same is of no use to the Ministry or Department. The reasons for declaring the item surplus or obsolete or unserviceable should be recorded by the authority competent to purchase the item.
- (ii) The competent authority may, at his discretion, constitute a committee at appropriate level to declare item(s) as surplus or obsolete or unserviceable.
- (iii) The book value, guiding price and reserved price, which will be required while disposing of the surplus goods, should also be worked out. In case where it is not possible to work out the book value, the original purchase price of the goods in question may be utilised. A report of stores for disposal shall be prepared in Form GFR - 17.
- (iv) In case an item becomes unserviceable due to negligence, fraud or mischief on the part of a Government servant, responsibility for the same should be fixed.

Rule 197. Modes of Disposal:

- (i) Surplus or obsolete or unserviceable goods of assessed residual value above Rupees Two Lakh should be disposed of by:
 - a) obtaining bids through advertised tender or
 - b) public auction.
- (ii) For surplus or obsolete or unserviceable goods with residual value less than Rupees Two Lakh, the mode of disposal will be determined by the competent authority, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and, also, deterioration in value of goods to be disposed of.
- (iii) Certain surplus or obsolete or unserviceable goods such as expired medicines, food grain, ammunition etc., which are hazardous or unfit for human consumption, should be disposed of or destroyed immediately by adopting suitable mode so as to avoid any health hazard and/or environmental pollution and also the possibility of misuse of such goods.
- (iv) Surplus or obsolete or unserviceable goods, equipment and documents, which involve security concerns (e.g. currency, negotiable instruments, receipt books, stamps, security press etc.) should be disposed of/destroyed in an appropriate manner to ensure compliance with rules relating to official secrets as well as financial prudence.

Rule 198. Disposal through Advertised Tender.

- (i) The broad steps to be adopted for this purpose are as follows:
 - a) Preparation of bidding documents.
 - b) Invitation of tender for the surplus goods to be sold.
 - c) Opening of bids.
 - d) Analysis and evaluation of bids received.
 - e) Selection of highest responsive bidder.
 - f) Collection of sale value from the selected bidder.

- g) Issue of sale release order to the selected bidder.
 - h) Release of the sold surplus goods to the selected bidder.
 - i) Return of bid security to the unsuccessful bidders.
- (ii) The important aspects to be kept in view while disposing the goods through advertised tender are as under:-
- (a) The basic principle for sale of such goods through advertised tender is ensuring transparency, competition, fairness and elimination of discretion. Wide publicity should be ensured of the sale plan and the goods to be sold. All the required terms and conditions of sale are to be incorporated in the bidding document comprehensively in plain and simple language. Applicability of taxes, as relevant, should be clearly stated in the document.
 - (b) The bidding document should also indicate the location and present condition of the goods to be sold so that the bidders can inspect the goods before bidding.
 - (c) The bidders should be asked to furnish bid security along with their bids. The amount of bid security should ordinarily be ten per cent. of the assessed or reserved price of the goods. The exact bid security amount should be indicated in the bidding document.
 - (d) The bid of the highest acceptable responsive bidder should normally be accepted. However, if the price offered by that bidder is not acceptable, negotiation may be held only with that bidder. In case such negotiation does not provide the desired result, the reasonable or acceptable price may be counter offered to the next highest responsive bidder(s).
 - (e) In case the total quantity to be disposed of cannot be taken up by the highest acceptable bidder, the remaining quantity may be offered to the next higher bidder(s) at the price offered by the highest acceptable bidder.
 - (f) Full payment, i.e. the residual amount after adjusting the bid security should be obtained from the successful bidder before releasing the goods.
 - (g) In case the selected bidder does not show interest in lifting the goods, the bid security should be forfeited and other actions initiated including re-sale of the goods in question at the risk and cost of the defaulter, after obtaining legal advice.
- (iii) Late bids i.e. bids received after the specified date and time of receipt should not to be considered.

Rule 199. Disposal through Auction:

- (i) A Ministry or Department may undertake auction of goods to be disposed of either directly or through approved auctioneers.
- (ii) The basic principles to be followed here are similar to those applicable for disposal through advertised tender so as to ensure transparency, competition, fairness and elimination of discretion. The auction plan including details of the goods to be auctioned and their location, applicable terms and conditions of the sale etc. should be given wide publicity in the same manner as is done in case of advertised tender.
- (iii) While starting the auction process, the condition and location of the goods to be auctioned, applicable terms and conditions of sale etc., (as already indicated earlier while giving wide publicity for the same), should be announced again for the benefit of the assembled bidders.

(iv) During the auction process, acceptance or rejection of a bid should be announced immediately on the stroke of the hammer. If a bid is accepted, earnest money (not less than twenty-five per cent. of the bid value) should immediately be taken on the spot from the successful bidder either in cash or in the form of Deposit-at-Call-Receipt (DACR), drawn in favour of the Ministry or Department selling the goods. The goods should be handed over to the successful bidder only after receiving the balance payment.

(v) The composition of the auction team will be decided by the competent authority. The team should however include an officer of the Internal Finance Wing of the department.

Rule 200. Disposal at scrap value or by other modes: If a Ministry or Department is unable to sell any surplus or obsolete or unserviceable item in spite of its attempts through advertised tender or auction, it may dispose off the same at its scrap value with the approval of the competent authority in consultation with Finance division. In case the Ministry or Department is unable to sell the item even at its scrap value, it may adopt any other mode of disposal including destruction of the item in an eco-friendly manner.

Rule 201. A sale account should be prepared for goods disposed of in Form GFR 18 duly signed by the officer who supervised the sale or auction.

Rule 202.

(1) Powers to write off: All profits and losses due to revaluation, stock-taking or other causes shall be duly recorded and adjusted where necessary. Formal sanction of the competent authority shall be obtained in respect of losses, even though no formal correction or adjustment in government accounts is involved. Power to write off of losses are available under the Delegation of Financial Powers Rules, 1978.

(2) Losses due to depreciation: Losses due to depreciation shall be analyzed, and recorded under following heads, as applicable:

- (i) normal fluctuation of market prices;
- (ii) normal wear and tear;
- (iii) lack of foresight in regulating purchases; and
- (iv) negligence after purchase.

(3) Losses not due to depreciation: Losses not due to depreciation shall be grouped under the following heads:

- (i) losses due to theft or fraud;
- (ii) losses due to neglect;
- (iii) anticipated losses on account of obsolescence of stores or of purchases in excess of requirements;
- (iv) losses due to damage, and
- (v) losses due to extra ordinary situations under 'Force Majeure' conditions like fire, flood, enemy action, etc.;

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VIII. Action Plan of Department of Posts

(2nd October, 2015 to 2nd October, 2019)

S.N.	Proposed Activities and Key Tasks	TIME FRAME
	A. General Cleanliness a. Daily Cleanliness 1. Mopping of floor thrice a day 2. Cleaning of doors, windows, walls, counters and work stations. 3. Cleaning of public space, display boards, writing ledge (s), garden, foot mats 4. Cleaning and special care of equipment such as computers, printers, sorting cages, trays, opening tables, stamps and seals, weighing scales, etc. 5. Cleaning of toilets: thrice a day. 6. Ensuring availability of water in toilets. b. Weekly Cleanliness 1. Cleaning of floors with detergent/vim etc. 2. Cleaning and maintenance of garden area. 3. Terrace and roof top cleaning including overhead water storage tanks. c. Monthly Cleanliness 1. Proper Record Management. 2. Transfer of old records to back office. 3. Removal of stains on walls, public area 4. Proper maintenance of sewage lines & rain water pipes.	
	B. Special Cleanliness Drive a. Cleanliness 1. Cleanliness drive for cleaning of Post Offices, RMS Offices, Account Offices, Administrative Offices and Civil/Electrical Wing Establishments. 2. Cleanliness drive for cleaning of postal colonies 3. Cleanliness drive for cleaning Rural Branch Post Offices	Every three months
	b. Record Management 1. Weeding out of old records 2. Weeding out of unserviceable furniture etc. 3. Disposal of old records and unserviceable furniture etc. 4. Disposal of e-waste.	1. Every three months 2. Every three months 3. Every six months 4. Every six months
	C. Shramdan 1. Shramdan to be organised in each and every postal	Two hours every week

	<p>establishment contributing to 100 hours of voluntary Shramdan in a year by each employee</p> <p>2. 'Swachhta Groups' to be formed in each Post Office, Mail Office, Administrative Office, Account Office, and Civil/Electrical Wing Establishment to share best practices, to discuss issues of common interest, and to ensure that every employee's contribution of two hours of voluntary Shramdan results in a visible change.</p> <p>3. Identification of activities by the 'Swachhta Group' where the Shramdan would be contributed by the employees, and maintaining a record thereof.</p> <p>4. The activities done in the Shramdan would Be verified by the visiting/inspecting Officer. The data/photographs to be sent to the Directorate. Photographs to be stored on electronic media; no printing to be resorted to.</p> <p>5. Evaluation of cleanliness level in Post Offices/Mail Offices to be done by Inspecting/Visiting Officers and 'Swachhta Groups'.</p>	
	<p>D. Hygiene and Gender Sensitivity</p> <ul style="list-style-type: none"> o Construction of common toilets and ladies toilets in each financial year based upon requirement and availability of funds. 	
	<p>E. Signage and Letter Boxes</p> <p>1. Proper name boards to be provided for each Administrative Office, Account Office, Post Office (including Branch Offices) and Mail Office, according to prescribed guidelines following colour code and dimensions etc.</p> <p>2. Ensure that they are clean and regularly painted.</p> <p>3. Letter boxes to be painted only in Post Office red colour with proper logo and signage.</p> <p>4. Letter box peons to be provided with dusters and instructions to be issued in writing to them to clean the letter boxes daily. This would include RMS letter boxes installed at railway platforms/stations.</p> <p>5. Letter box numbers to be rationalized.</p>	
	<p>F. Maintenance of Postal Buildings</p> <p>1. Minor Repairs of Departmental Buildings, such as replacement of broken glasses/ latches, minor painting work, concealment of electric wiring etc., a continuous activity to be done on monthly basis. This will also</p>	<p>1. Monthly</p>

	<p>include minor repairs of furniture and recycling of furniture from Project Arrow Offices and other places.</p> <p>2. Major Repairs of Departmental Buildings such as whitewashing, damaged roof top/terrace/seepage/wall repairs etc. depending upon availability of funds.</p> <p>3. Minor repairs of Rented Buildings:</p>	<p>2. Every year</p> <p>3. Every month</p>
	<p>G. Improving ‘Look And Feel’ of Post Offices through “Project Arrow”</p> <ul style="list-style-type: none"> ○ Aim to cover all Departmental Post Offices under “Project Arrow” for improving the ‘look & feel’ subject to the availability of funds. 	October 2019
	<p>H. Improving ‘Look And Feel’ of RMS (Mail Offices) under “Mail Network Optimization Project”</p> <ul style="list-style-type: none"> ○ Aim to cover all Mail Offices under “Mail Network Optimization Project” for improving the ‘look & feel’ subject to the availability of funds. 	October 2019
	<p>I. Improving ‘Look and Feel’ of Administrative Offices /Postal Store Depot/ Circle Store Depot/ Mail Motor Service/ Circle Offices/ Regional Offices/ Divisional Offices/ Account Offices/ Civil/Electrical Wing Offices</p> <ul style="list-style-type: none"> ○ Aim to cover subject to the availability of funds. 	October 2019
	<p>J. Improving ‘Look and Feel’ of Postal Colonies</p> <ul style="list-style-type: none"> ○ Aim to cover subject to the availability of funds. 	October 2019
	<p>A. Human Resource Development</p> <ul style="list-style-type: none"> ○ All government employees to be sensitised regarding hygiene & cleanliness and maintenance of office records etc. ○ All training centres to incorporate a module on cleanliness. 	October 2016
	<p>B. Recognition and Encouragement</p> <ul style="list-style-type: none"> ○ Model Post Office/ RMS Offices/ Administrative Offices/ Account Offices/ Civil/Electrical Wing Offices to be appreciated. Awards like Swachh Post Office to be instituted /given every month in each Circle. ○ Employees contributing significantly towards the success of Swachh Bharat Mission to be appreciated every month by way of “Swachhta Protshahan” which could be in the form of a token prize, or a certificate or a letter of appreciation. 	
	<p>C. Social Media Platforms</p> <ul style="list-style-type: none"> ○ This platform would be utilised widely to educate our own employees as well as public. 	

	<ul style="list-style-type: none"> ○ Innovative ideas, significant achievements and success stories to be shared through social media. 	
	D. Inspections/Visits by the Officers <ul style="list-style-type: none"> ○ During the course of inspections and visits the vision of “Mission Swachh Bharat” would be promoted. ○ Verification and certification of Shramdan activities in the Postal Establishments and colonies by Inspecting/Visiting Officers. 	
	E. National Postal Week <ul style="list-style-type: none"> ○ National Postal Week, observed every year from 9th October to 15th October, would have a special focus on the activities creating awareness amongst staff and general public to make “Swachh Bharat Mission” a success. ○ Over the four year period, each year, the emphasis should be incremental improvement rather than mere repetition of activities. 	Every year
	<ol style="list-style-type: none"> 1. Monthly Report on cleanliness activities contributing to “Mission Swachh Bharat” by all CPMsG. Best practices followed in Circles to be shared. 2. Fortnightly monitoring through Video Conferencing. 3. Monthly Visits by Task Force. 4. Monthly feedbacks from customers/general public. 	

SWACHHTA PLEDGE

Mahatma Gandhi dreamt of an India which was not only free but also clean and developed. Mahatma Gandhi secured freedom for Mother India. Now it is our duty to serve Mother India by keeping the country neat and clean.

I take this pledge that I will remain committed towards cleanliness and devote time towards this. I will devote 100 hours per year that is two hours per week to do voluntary work for cleanliness. I will neither litter nor let others litter. I will initiate the quest for cleanliness with myself, my family, my locality, my village and my workplace.

I believe that countries that appear clean are so because their citizens don't indulge in littering nor do they allow it to happen. With this firm belief, I will propagate the message of Swachh Bharat Mission in villages and towns.

I will encourage 100 other persons to take this pledge which I am taking today. I will make them devote their 100 hours of cleanliness.

I am confident that every step I take towards cleanliness will help in making my country clean.





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