

SB Order No. 13/2018

No.116-12/2017-SB  
Government of India  
Ministry of Communication  
Department of Post  
(F.S.Division)

Dak Bhawan New Delhi-110001

Dated: 03.12.2018

To,

1. All CPMsG
2. Addl. Director General, APS, New Delhi

**Sub:-** Regarding amendment in Para 26 of S.B.Control Procedure for weeding out ' Old record of SBCO'

References have been received form Circles seeking to modify the manner of destruction of time barred records. Presently some specified time barred records are prescribed to be destroyed by burning them. The Circles have reported that since the burning of papers etc is now banned by the Government to prevent invironmental pollution, the Department had to explore the alternatives, for the purpose.

As per D.G. Posts letter No. 1-2/88-SB dated 17.10.1990 " Supervisor SBCO will keep the records duly arranged in the steel almirahs provided for the purpose under lock and key. The old records should be weeded out periodically in a systematic manner to ensure that only the records which are necessary to be preserved and kept in the branch. For the destruction of the time barred records, the incharge SBCO will seek the prior approval of the Divisional Supdt./Gazetted Postmaster, as the case may be, in writing. **Vouchers, spoilt passbooks, undeliverable passbooks and unused cheque foils and Cheque books should be destroyed by burning. The other records which are not to be preserved permanently should be torn and transferred to the Postmaster for sale as waste paper under the normal procedure. The particulars of the records destroyed will be noted in a register of records destroyed in Form ACG-91."**

The matter has been examined in detail and it is observed that the above instruction is required to be modified in view of present scenario. I am accordingly directed to inform that the said instruction may be treated as amended as under:-

" Supervisor SBCO will keep the records duly arranged in the steel almirahs provided for the purpose under lock and key. The old records should be weeded out periodically in a systematic manner to ensure that only the records which are necessary to be preserved and kept in the branch. For the destruction of the time barred records, the incharge SBCO will seek the prior approval of the Divisional Supdt./Gazetted Postmaster, as the case may be, in writing. **Vouchers, spoilt passbooks, undeliverable passbooks and unused cheque foils and Cheque books should be destroyed by shredding method. The other records which are not to be preserved permanently should be torn and transferred to the Postmaster for sale as waste paper under the normal procedure. The particulars of the records destroyed will be noted in a register of records destroyed in, Form ACG-91."**

This issues with the approval of Competent Authority.

Your's Sincerely,  
*Devendra Sharma*  
3/12/18  
(Devendra Sharma)  
Assistant Director(SB-II)

**Copy to:-**

1. DDG (FS)/ DDG(Vig.)/ JS&FA/ DDG (PAF)/ DDG (RB)/ DDG (Estt.)/ DDG PG&Inspection) DDG (PCO).
2. Director of Audit (P & T) Delhi.
3. Director, RAKNPA, Ghaziabad
4. All Directors, Postal Training Centres.
5. Director CEPT Mysore for uploading the SB order on Indiapost Website.
6. Dy. Director CEPT, DMCC/SDC, O/o The CPMG, Tamilnadu Circle.Chennai
7. AD/Inspetion/PF/Vigilence
8. All Accounts Officers ICO(SB)
9. All recognized unions.
10. PPS to Secretary Post
11. PS to Member (Banking)