

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF ACCOUNTS AND TREASURIES

No. DAT/Accounts/Records/2012/ 196

Puducherry, Dated: 25.07.2012

CIRCULAR

Sub: DAT – Accounts – Destruction of old records for
the year 2012 - Intimation - Reg .

dh
02108/12

It is proposed to destroy the old vouchers and records of this Directorate as per details furnished in Annexure-I & Annexure-II during the **Last Week of August 2012**, and the same is brought to the notice of all Heads of Departments/Offices for their kind information. In case, any of the records is required to be preserved for any specific purpose, the concerned Heads of Departments/Offices are requested to intimate the same to this Directorate **on or before 24/08/2012** stating the specific reason thereof.

2. For the preservation of any voucher/record lying in the outlying Regions the request may be sent to the concerned Deputy Director of Accounts & Treasuries of the outlying region **on or before 24/08/2012**.

3. The request for preservation of any particular Voucher should invariably contain the following particulars.

- (i) Head of Accounts with detailed Object Head such as Salaries, TE, OE, etc.
- (ii) Token No. / Non Token No. And date of presentation.
- (iii) Cheque No. and date together with amount.

4. If no request is received on or before the date fixed above, it will be presumed that no specific records need to be preserved and this Directorate will go ahead with the destruction of records during the **Last week of August 2012**.

5. The receipt of this Circular may please be acknowledged.


(C. RAGAVAN) 26.07.12
DIRECTOR OF ACCOUNTS & TREASURIES

Encl: Annexure – I & II

To
All Heads of Departments/Office
Puducherry/Karaikal/Mahe/Yanam

Copy to:

1. All Deputy Director of Accounts & Treasuries/Junior Accounts Officers/ Stores/ Treasury Officer /Sub Treasury in Puducherry region - with a request to send all the old records kept in their section/offices which are no longer required to be preserved by them, in conformity with required period of preservation, with a complete list of such old records to the Supdt. Accounts Section **on or before 24/08/2012**.
2. The DDAT. Karaikal/Mahe/Yanam. The copies of the Circulars may be despatched to all Heads of Departments/Offices in the respective region. Barring such of those records which are required to be preserved by any Head of Departments/Offices, action may be taken for the destruction of old records.
3. All Supdts. DAT., Puducherry.
4. The Stamp Office for necessary action.
5. The Superintendent of Police, Vigilance and Anti-Corruption Police Unit, Puducherry for information and compliance.

ANNEXURE - I**Page No. 1**

| Sl.No. | Description of Items | Period of Preservation in year | Upto which period vouchers Were Destroyed | Years of voucher now proposed for Destruction |
|---------------|-----------------------------|---------------------------------------|--|--|
| 1. | GPF vouchers | 6 years | March 2005 | 2005-2006 |
| 2. | Contingent Bills | 3 years | March 2008 | 2008-2009 |
| 3. | TA/LTC vouchers | 3 years | March 2008 | 2008-2009 |
| 4. | Esst/MR vouchers | 3years | March 2008 | 2008-2009 |
| 5. | Refund vouchers | 3 years | March 2008 | 2008-2009 |
| 6. | HBA vouchers | 6 years | March 2005 | 2005-2006 |
| 7. | Suspense vouchers | 3 years | March 2008 | 2008-2009 |
| 8. | Deposit Payment vouchers | 7 years | March 2004 | 2004-2005 |

ANNEXURE – II

LIST OF FORMS/REGISTERS PRESCRIBING PERIOD OF PRESERVATION

Page No. 2

| Sl.No | Name of Forms Register | Period of preservation In years | Upto which period vouchers Were Destroyed | Years of voucher now proposed for Destruction |
|--------------|--|--|--|--|
| 1 | Certificate of transfer of charges of Gazetted officers | 1 | March 2010 | 4/2010-3/2011 |
| 2 | Report of six monthly outstanding register | 1 | March 2010 | 4/2010-3/2011 |
| 3 | Calendar of returns | 2 | March 2009 | 4/2009-3/2010 |
| 4 | Register of Accounts of service books | 2 | March 2009 | 4/2009-3/2010 |
| 5 | Contingent Audit Register(PAO) | 3 | March 2008 | 4/2008-3/2009 |
| 6 | Outstanding book advance registers | 3 | March 2008 | 4/2008-3/2009 |
| 7 | Register of final/audit of Per-Audit of bills | 3 | March 2008 | 4/2008-3/2009 |
| 8 | TE-No.Books | 3 | March 2008 | 4/2008-3/2009 |
| 9 | DA Contingent and miscellaneous vouchers (PAO) | 3 | March 2008 | 4/2008-3/2009 |
| 10 | Refind vouchers | 3 | March 2008 | 4/2008-3/2009 |
| 11 | Register of special change and recurring change | 3 | March 2008 | 4/2008-3/2009 |
| 12 | Railway warrant | 3 | March 2008 | 4/2008-3/2009 |
| 13 | Objection memo | 3 | March 2008 | 4/2008-3/2009 |
| 14 | Miscellaneous Recovery Register | 3 | March 2008 | 4/2008-3/2009 |
| 15 | TA bills allowances and acquittances | 3 | March 2008 | 4/2008-3/2009 |
| 16 | Token Register | 3 | March 2008 | 4/2008-3/2009 |
| 17 | Refund of lapsed deposit Register | 3 | March 2008 | 4/2008-3/2009 |
| 18 | File of PPOof deceased persons whose claims have been finally disposed off | 3 | March 2008 | 4/2008-3/2009 |
| 19 | Outward Register of bills | 3 | March 2008 | 4/2008-3/2009 |
| 20 | Register of Valuables | 3 | March 2008 | 4/2008-3/2009 |
| 21 | Copies of objection received from AG Office | 3 | March 2008 | 4/2008-3/2009 |
| 22 | Monthly Cash balance report (TO) | 3 | March 2008 | 4/2008-3/2009 |
| 23 | GPF Schedules | 3 | March 2008 | 4/2008-3/2009 |
| 24 | Cheque local fund | 3 | March 2008 | 4/2008-3/2009 |
| 25 | Suspense slip file | 3 | March 2008 | 4/2008-3/2009 |
| 26 | Register of Telegram issued | 5 | March 2006 | 4/2006-3/2007 |
| 27 | Bills Register | 5 | March 2006 | 4/2006-3/2007 |
| 28 | Token Census file | 5 | March 2006 | 4/2006-3/2007 |
| 29 | Budget Estimates | 5 | March 2006 | 4/2006-3/2007 |
| 30 | Pension vouchers | 3 | March 2008 | 4/2008-3/2009 |
| 31 | Regoser of confingent expendifune(Establishment) | 5 | March 2006 | 4/2006-3/2007 |
| 32 | Personal files of deceased Government Servant | 5 | March 2006 | 4/2006-3/2007 |
| 33 | Broad sheets | 5 | March 2006 | 4/2006-3/2007 |
| 34 | Token census Register | 5 | March 2006 | 4/2006-3/2007 |

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|----|--|----|------------|---------------|
| 35 | Counterfoil of cheques | 5 | March 2006 | 4/2006-3/2007 |
| 36 | Cheque Accounts Register | 5 | March 2006 | 4/2006-3/2007 |
| 37 | Cheque Delivery Register | 5 | March 2006 | 4/2006-3/2007 |
| 38 | Scroll books | 5 | March 2006 | 4/2006-3/2007 |
| 39 | Accounts cheque forms | 5 | March 2006 | 4/2006-3/2007 |
| 40 | Outstanding cheque list | 5 | March 2006 | 4/2006-3/2007 |
| 41 | Outward register of letters | 5 | March 2006 | 4/2006-3/2007 |
| 42 | Broad sheet of loans and advances | 5 | March 2006 | 4/2006-3/2007 |
| 43 | Paid cheque | 5 | March 2006 | 4/2006-3/2007 |
| 44 | Bill transit register (Token and non token) | 5 | March 2006 | 4/2006-3/2007 |
| 45 | Register for grant -in -aid | 6 | March 2005 | 4/2005-3/2006 |
| 46 | Daily Balance Sheets (TO) | 6 | March 2005 | 4/2005-3/2006 |
| 47 | C.D.Bills and files | 6 | March 2005 | 4/2005-3/2006 |
| 48 | Periodical Cheque Register | 6 | March 2005 | 4/2005-3/2006 |
| 49 | Contingent Audit Register | 6 | March 2005 | 4/2005-3/2006 |
| 50 | Establishment Audit Register | 8 | March 2003 | 4/2003-3/2004 |
| 51 | Fly Leaf | 8 | March 2003 | 4/2003-3/2004 |
| 52 | Cheque Drawn Register | 10 | March 2001 | 4/2001-3/2002 |
| 53 | Consolidated abstract | 10 | March 2001 | 4/2001-3/2002 |
| 54 | Cash Books(Accounts) | 10 | March 2001 | 4/2001-3/2002 |
| 55 | Compilation sheets | 10 | March 2001 | 4/2001-3/2002 |
| 56 | List of Payments | 10 | March 2001 | 4/2001-3/2002 |
| 57 | Audit Register for pension | 12 | March 1999 | 4/1999-3/2000 |
| 58 | Daily receipt and payment of Deposit Register | 12 | March 1999 | 4/1999-3/2000 |
| 59 | Register of Deposit and Advances | 12 | March 1999 | 4/1999-3/2000 |
| 60 | Plus and Minus Memorandum of Stamps | 12 | March 1999 | 4/1999-3/2000 |
| 61 | Loans to Municipality | 20 | March 1991 | 4/1991-3/1992 |
| 62 | Register of civil court Deposit | 20 | March 1991 | 4/1991-3/1992 |
| 63 | Register of Pension and Gratuity | 25 | March 1985 | 4/1985-3/1986 |
| 64 | Register of Pension and Payment | 35 | March 1976 | 4/1976-3/1977 |
| 65 | Requisition Books | 1 | March 2010 | 4/2010-3/2011 |
| 66 | Monthly Stationery Indent | 1 | March 2010 | 4/2010-3/2011 |
| 67 | Register of Acknowledgement of Service Books | 2 | March 2009 | 4/2009-3/2010 |
| 68 | List of Books | 2 | March 2009 | 4/2009-3/2010 |
| 69 | Attendance Register | 2 | March 2009 | 4/2009-3/2010 |
| 70 | Casual leave Register | 3 | March 2008 | 4/2008-3/2009 |
| 71 | Despatch Register | 3 | March 2008 | 4/2008-3/2009 |
| 72 | Leave Applications | 3 | March 2008 | 4/2008-3/2009 |
| 73 | Gazetted Officers leave application Register | 3 | March 2008 | 4/2008-3/2009 |
| 74 | Stationery Register | 3 | March 2008 | 4/2008-3/2009 |
| 75 | Register of U.O.letters | 3 | March 2008 | 4/2008-3/2009 |
| 76 | Stationery Accounts Book | 3 | March 2008 | 4/2008-3/2009 |
| 77 | Register of Permanent Advance (Estt) | 5 | March 2006 | 4/2006-3/2007 |
| 78 | Service Books of Govt.Servants Register/Deceased | 5 | March 2006 | 4/2006-3/2007 |
| 79 | Files/Papers Documents relating to contract agreements | 5 | March 2006 | 4/2006-3/2007 |
| 80 | Purport/Personal Register | 5 | March 2006 | 4/2006-3/2007 |

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|-----|--|----|------------|---------------|
| 81 | Circular Files | 5 | March 2006 | 4/2006-3/2007 |
| 82 | Bill Drawn Register | 5 | March 2006 | 4/2006-3/2007 |
| 83 | Bill Transit Register | 5 | March 2006 | 4/2006-3/2007 |
| 84 | Establishment Vouchers (pay bill) | 6 | March 2005 | 4/2005-3/2006 |
| 85 | Cash Book (Estt) | 10 | March 2001 | 4/2001-3/2002 |
| 86 | Officers Contingent Register(Estt) | 10 | March 2001 | 4/2001-3/2002 |
| 87 | Service Books of Govt.Servants (Retired) | 25 | March 1986 | 4/1986-3/1987 |
| 88 | Pay Bill Acquittance Roll | 35 | March 1976 | 4/1976-3/1977 |
| 89 | Register of safe custody of Duplicate keys | 1 | March 2010 | 4/2010-3/2011 |
| 90 | Register of control of expenditure | 2 | March 2008 | 4/2008-3/2009 |
| 91 | Monthly return of Stamp Account (judicial,Non-judicial postage) | 3 | March 2008 | 4/2008-3/2009 |
| 92 | Indent for Postage Stamps | 3 | March 2008 | 4/2008-3/2009 |
| 93 | Stamp vendors indent of Stamps | 3 | March 2008 | 4/2008-3/2009 |
| 94 | Challans Register | 3 | March 2008 | 4/2008-3/2009 |
| 95 | Challan paid into Treasury | 3 | March 2008 | 4/2008-3/2009 |
| 96 | Files on discount of stamps and other commission Bills | 3 | March 2008 | 4/2008-3/2009 |
| 97 | Counterfoil of receipt books | 3 | March 2008 | 4/2008-3/2009 |
| 98 | Register of Reserve Bank deposits | 5 | March 2006 | 4/2006-3/2007 |
| 99 | Paid cheque list from bank/treasury | 5 | March 2006 | 4/2006-3/2007 |
| 100 | Bank challans | 6 | March 2005 | 4/2005-3/2006 |
| 101 | Cash book of T.O.(Receipt) | 6 | March 2005 | 4/2005-3/2006 |
| 102 | Cash book of T.O.(payment) | 6 | March 2005 | 4/2005-3/2006 |
| 103 | Paid vouchers of "Secour local" | 6 | March 2005 | 4/2005-3/2006 |
| 104 | Sales Register of Stamps | 12 | March 1999 | 4/1999-3/2000 |
| 105 | Stock Register of Stamps | 12 | March 1999 | 4/1999-3/2000 |
| 106 | Duplicate cheque delivery list with date of encashment of cheque | 15 | March 1996 | 4/1996-3/1997 |