

Office Order No. 1 / 2015

Sub:- Weeding out of old records.

Ref:- CCM's observation's during inspection.

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In lieu of office order No. 13 dt. 23.2.1989, the time limit for preservation of records has been modified and reproduced below for smooth working and guidance of staff and officer concerned

An inventory of those records which are due for destruction at a later date, may be made in a register which should show full details of the file such as subject dealt with, the date up to which it is required to be kept and the date when sent to record room for custody and the due date for destruction as per Proforma given below :-

Sl. No.	No. of the file	Subject dealt with	Period of correspondence		Prescribed life of the record	Date sent to record room	Due date of destruction as per office order.
			From	To			

Period of preservation of record are as under :-

Sl. No.	Description of Records	Time limit for preservation of records
1.	Attendance registers , muster rolls, leave record and posting/office order and handing of establishment matter	5 Years
2.	Complaints by and against the staff (other than)	3 Years
3.	Claims Paid	3 years from date of final payment.
4.	Repudiated cases	1 year from date of decision of competent authority.
5.	Cases decreed by court	Complete office file of decree cases should be preserved for 03 years.
6.	Cases dismissed	Dismissed cases should also be preserved for 1 year
7.	Cases settled out of court	1 year from the date of final payment.
8.	Cases in which liability has been accepted by the other Railways of claim have beer. settled by payment on behalf of other Railways.	3 Years from the date of issue of liability of acceptance letter or the date of foreign debit against a devisor Railways whichever is longer.
9.	Cases in which liability has been repudiated or delivery in good condition has been preserved to adjoining Railway.	3 Years from the date of issue of letter furnishing particulars of handing over to the adjoining Railways or issue of letter repudiating liability.
10.	Records of counter foil or pay/cash order/Old EFT	3 years from date of issue pay/cash order.
11.	Claim Register	5 years from the date of Repudiation of the case.
12.	Departmental cases such as PWD, Elect, RFC, Public sector covered such as IOC, FCI.	3 years from the date of Repudiation of the case.

## Note:-

1. The cases that are required to be preserved specially must not be destroyed even after the expiry of time limit mentioned above.
2. Those instruction do not apply to confidential Records kept in the personal custody of officers or in the security section of each Department destruction of such records will be subject to the orders of the Railway Board or other competent authority and they shall be preserved till such orders are issued.

All ACM's In charge will ensure strict compliance on the subject.

No.C/61/1/Pt.-XIV/GL/2015

*22/4/2015*  
Dy.CCM/PS  
For General Manager/C

Dated: 22.04.2015

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