

B1/602—The detailed instructions in regard to the preservation of old records have been notified under Item Nos. 885 and 2112 of Weekly Gazette No. 20 and 27 of 15/5/1961 and 3/7/1961. However, in the context of the revision of the provision of limitation Act 1923 (Act No. 36 of 1963) and recommendations contained in Public Accounts Committee in their report to the Lok Sabha as also the Summary of observations and recommendations in the Report of the 'One Man Expert Committee of Compensation Claims' it has been decided to reiterate these instructions for the information and guidance of the staff:—

*PRESERVATION  
OF RECORDS*

- (i) The periods for which station records etc. must be preserved are shown in the attached lists. The period for preservation of records will count from the date of completion of the record or document.
- (ii) Records must be kept very carefully at stations; each book, when finished, must be labelled on the back, or on the cover with the name of the record or document and dates on which they were brought into use and completed. Each record must bear serial number from the register (see Clause IV below)
- (iii) On the expiry of the periods for which records are to be preserved, station Masters will keep them ready for despatch and advise Divisional Railway Master, who will make necessary arrangement to collect them at a centralised place on his Division, according to the jurisdiction of stations and send them in bulk, loaded in a wagon and seal them direct to Haji Bandar Depot for further disposal. The respective DRM will issue suitable instructions to the stations under their control, the mode of despatch and centralised place of collection, for onward despatch to Haji Bandar. A copy of the instructions issued in this connection should be docketted to CCS, BB.
- (iv) A register must be kept in the following form:—

Register of records at.....station.

Sr. No.	Name of Record	Period		Date sent to Haji. Bandar Depot
		From	To	

- (v) Records must be placed on shelves in almirahs or box in a dry secure place, where they will be safe from handling or removal by any unauthorised person and from vermin. They must be periodically examined by the Station Master and upon each charge of Station Master, the state of the records should be noted and any serious disorder or disregard of rules brought to notice.

2. Records which are the subject matter of correspondence and on which objection has been raised, as well as all records in connection with the freight and Error Sheets outstanding in Balance Sheets and these required for clearance of items kept outstanding by the Accounts Office and intimated through the Advice of Accounts should not be destroyed till the objection is settled or the item is deleted by the Accounts Office.

3. The District Commercial Inspector when inspecting a station, must examine the records carefully and see that it is properly kept. The above instructions will not supersede instructions, if any, issued by the Divl. Officer for the preservation of records for a particular period.

Sr. No.	Description	No. of Form	Period of Preservation	
			Present Years	Proposed Years
1	2	3	4	5
1.	Requisition for passengers' ticket counter foil	COM 18 B	2	4
2.	Requisition for supply of Season tickets counter foil	COM 19 B COM T-22	2	4
✓ 3.	Ticket stock book	COM 20 B	3	5
✓ 4.	Season Ticket stock Register	COM 21 B	3	5
✓ 5.	Register of Blank Card Ticket issued	COM 22 B	4	2
✓ 6.	Register of Blank Card & Paper tickets checked at stations	COM 23 D	6	2
✓ 7.	Special Ticket for reserved accommodation counter foil	COM 25 B	1	4
✓ 8.	Soldiers' ticket counter foil	COM 27 B	1	4
9.	Railway Police Free Pass class.	COM 28 B	6	4
			Months	
10.	H.C. & D ticket (Local/Foreign) counter foil	COM 29 B		3
11.	Passengers' Luggage ticket (Local/Foreign)	COM 30 B	4	3
12.	Cloak Room ticket counter foil	COM 31 B	1	1
✓ 13.	Excess Fare Receipts counter foil	COM 32 B	4	4
14.	Register of collected tickets	COM 33 B	2	2
✓ 15.	Daily Trains' Cash Book	COM 37 B	4	4
16.	Summary of trains & Parcels Cash Book	COM 38 B	4	4
17.	Summary of trains & Parcels	COM 38 B	4	4
18.	Return of excess fare (Local/Foreign) counter foil	COM 41 F	1	2
19.	Composition of Troops extra train	COM 50 F	6	2
			Months	
20.	Return of Govt. Rly. Police Passes	COM 51 F	6	2
			Months	
21.	Requisition by Rly. Police Officer on duty Passes over F/line counter foil	COM 52 B	6	2
			Months	
22.	Parcel & Luggage Cash Book	COM 53 B	2	3
23.	Parcel Way Bills, counter foil (full, half & quarter rates)	COM 54 B COM 55 B COM 56 B	4	6
24.	PWB counter foil Treasure	COM 57 B	4	4
25.	PWB counter foil (Inward & delivery)	COM 58 B	4	4
26.	PWB Free Counter foil	COM 59 B	1	2
27.	Overcharge Balance Sheet Book	COM 62 B	4	4
28.	Overcharge in Coaching Traffic	COM 62 B	6	1
			Months	
29.	Transit Memo of Coaching returns (monthly) counter foil	COM 65 B	6	1
			Months	
30.	Register Rly. Warrants & requisition for Military Stores	COM 66 B	6	2
			Months	
31.	Credit Voucher Book for	COM 68 B	1	2
32.	Medical Authority Book	COM 314 B	4	3
33.	Forwarding Note (Ordinary)	COM 79 F	4	6
34.	Forwarding Note (Dangerous)	COM 80 F	4	4
35.	Rly. Receipt & Invoice	COM 125 B	4	6
36.	Register of over or under-charges (Local & Fgn.)	COM 85 B	4	4
		COM 128 B		6

Sr. No.	Description	No. Form.	Period of Preservation	
			Present/Proposed Years	Years
37.	Register of over or under-charges (Warehouse & Delivery Book).	COM 86B		
38.	Goods Cash Book		4	4
39.	Goods outstanding Book	COM 97B	4	4
40.	Register of current O/S (Bombay Goods Depot)	COM 98B	2	2
41.	Register of Irregular O/S (Bombay Goods Depot).	COM 99B	2	2
42.	Wharfage & Demurrage Register	COM 100B	2	2
43.	Goods Balance Sheet Book	COM 101B	2	4
44.	Goods Loading & Unloading Book	COM 102B	2	4
45.	Unloading Memo & Gate Pass Book (Bombay Goods Depot).	COM 103B	2	4
46.	Transit Memo of Goods return note sent to Audit.	COM 105B	1	1
47.	Description of Traffic Book	COM 105B	6	6
48.	Ledger Accounts Book	COM 110B	Months	Months
49.	Register of excess & unclaimed consignments	COM 114B	1	2
50.	Register of Grain & seeds sweepings	COM 116B	4	4
51.	Register of Goods admitted Audit Debits (Bombay Goods Depot.)	COM 117B	1	5
51.	Register of Goods admitted Audit Debits (Bombay Goods Depot.)	COM 118B	1	3
52.	Register of adjustment (Bombay Goods Depot)	COM 119B	6	1
53.	Register of Gate Pass counter & counter foil		Months	Months
54.	Register of Gate Pass register	COM 120B	6	6
55.	Goods Daily Cash Summary	COM 121B	3	3
56.	Goods Daily Account Book (Bombay Goods Depot).	COM 122B	1	1
57.	Register of Forwarding Note	COM 123B	4	4
58.	Statement of wagons Registration Fee Deposits/Refunds.	COM 248B	1	1
59.	Siding Registers	COM 313B	4	4
			1	5
<b>AUDIT GENERAL</b>				
60.	Cash Remittance Note counter foil	COM 144B	12	7
61.	Advice Note of Sundry Receipts counter foil	COM 144B	1	1
62.	Transit Memo on Vouchers	COM 147B	1	1
63.	Guard's certificate for cash (counter foil) Bags deposited in travelling safety Cash Box.	COM 148B	6	6
64.	Catering Voucher counter foil	COM 150B	1	1
<b>TRAFFIC</b>				
65.	Tranship Goods Despatch Book (Junction stations).	COM 163B	3	3
66.	Tranship Goods Despatch Book (Non-In. stations).	COM 163B	3	3
67.	Guard's certificate for collection of excess fare counter foil.	COM 164B	6	6
68.	Cash Receipt counter foil		Months	Months
69.	Register of unclaimed parcels transferred to LPO RD VT.	COM 165B	4	4
		COM 171B	1	5

Sr. No.	Description	No. of Forms	Period of Preservation	
			Present Years	Proposed Years
1	2	3	4	5
70.	Memo slip of weight of passenger luggage counter foil.	COM 172B	6 Months	1
71.	Certificate of service performed by relieving hands counter foil.	COM 182B	6 Months	1
72.	Seal Cards/Packet Labels	....	14	2
73.	Sheets & Rope A/C	COM 98B	6 Months	1
74.	Reweighting of Goods	COM 192B	1	1
75.	Crane charge receipt counter foil	COM 193B	1	1
76.	Delivery sheets (Bombay-Pune Depot) counter foil	COM 208B	4	4
77.	Passenger ticket for escort Guard-in-charge of treasure.	COM 209B	6 Months	1
78.	In. Tranship Foreman's Book	COM 210B	3	3
79.	Transhipping Advice Note counter oil	COM 211B	6 Months	6 Months
80.	Delivery Foreman's Entry Books (Bombay Goods Depot).	COM 14B	6 Months	1
81.	Register of luggage & parcels transferred to	COM 215B	1	2
82.	Lost Property Register Book	COM 216B	1	2
83.	Goods Debit Book (Bombay Goods Depot)	COM 217B	1	1
84.	Check Pass	COM 218B	1	2
85.	Charge sheet book	COM 244B	1	1
86.	Junction Invoice Register Form	COM 11B	2	1
87.	Inward Railway Receipt collected (Goods, Luggage and Parcel).	....	4	4
88.	Weigh bridge register	COM 197B	4	5
89.	Money Receipt book for VYRF	COM 690 RVY 1-4	4	5
90.	Refund of Partially used tickets	COM 690B	3	3
91.	Coupon books for 0.25 like EFT to be used by TTEs.	COM 783B	3	3
92.	Coupon books for Rs. 5.25 like EFT to be issued by TTEs.	COM 796B	3	3
93.	Blank Paper ticket local/foreign	....		4
94.	Challan Books	COM 246B	3	3

(4) The record excluding the items shown in para 3 above may be permanently preserved.

(5) The above limits shall generally apply to the preservation of records in the ordinary course. It should, however be ensured that proper care is taken to preserve records, when Claims or disputes relating to Court Cases or arbitration proceedings pertaining to any commercial matter arise, till such matter is finally closed and prior permission from the requisite office is obtained and on no account automatic destruction of records resorted to merely because the afore-mentioned prescribed period of normal preservation of those records has expired.

(6) The Divisional Officers and other supervisory staff should ensure in their periodical inspection of stations/Goods Depots/Shed etc. that the above instructions are strictly adhered to.