

No. CLM/Genl 40

To

All SS&CS (CG), CS(G), CTE, CTTI, of LMG DRUN

SUB - DISPOSAL OF OLD RECORDS OF STATIONS.

It is observed that instructions laid in DRM/CLMG's office order No. CLMG/Genl/88 dt. 07.12.90 regarding disposal of old records of stations are not being complied with. However the same is reiterated and reproduced below for your strict compliance.

1. Records which are required to connect with court case, PE/Vigilance cases and relevant to clear station outstanding should not be destroyed without approval from this office

2. All other old records which are the age specified in the enclosed Annexure A should be burnt and destroyed locally at the station within 15 days from date of receipt of this circular under personal supervision of Sec.CMI or SS, SSMs. Records which are not mentioned in the enclosed Annexure A should be destroyed after the time period mentioned in the Manual Of Station Accounts.

3. After sorting out the records at item (1) and (2) above, the record to be burnt should be noted in the REGISTER OF OLD RECORDS. CMI/SS, SSMs supervising destruction of records should sign the Register of old records with date and time as a token of witnessing destruction of old records mentioned therein

After burning of the old records some space will be available. The remaining records should be arranged chronologically for each type of records and bundled separately. The bundles should be wrapped with paper neatly and placed in shelves/racks. The record should be kept far from dust and spider web so that it may give a pleasant look. It should also be watched that the records are not displaced or hapapazardly placed after use when necessary.

Inspecting officials should pay special attention to this aspect in time of visit of their station.

All concern to note and ensure strict compliance

Annexure (A)

(A) GENERAL RECORDS (FOR GOODS AND COACHING)

- (1) Attendance Register - 10 Years
- (2) Rate Circulars - 10 Years
- (3) Circular of policy matter and permanent order - Permanently
- (4) C.R. Note book - 10 Years
- (5) Guard's signature of Cash bags - 2 Years
- (6) Gate Pass book - 5 Years
- (7) Monthly godown inventory - 10 Years
- (8) Register of DDM issued - 10 Years
- (9) Register of MGR. Office copy (MGR) of MGR with relevant papers - 10 Years
- (10) List of old records disposed of - Permanently

(B) COACHING RECORDS

- (1) Coaching Balance Sheet - 10 Years
- (2) Outstanding List - 5 Years
- (3) Collected RRs of Parcels (Foreign) - 10 Years
- (4) -Do- (Local) - 5 Years
- (5) Parcel Delivery Book (Foreign) - 10 Years
- (6) -Do- (Local) - 5 Years
- (7) Outward Parcel way Bill Book (Local) - 5 Years
- (8) -Do- (Foreign) - 10 Years
- (9) Luggage & Parcel Cash books - 5 Years
- (10) Soldier's Ticket Book - 5 Years
- (11) Used BPT & EFT Books - 3 Years
- (12) TC Reports - 2 years

(C) GOODS RECORDS

- (1) Invoice Book (Foreign) - 10 Years
- (2) -Do- (Local) - 5 Years
- (3) Goods Cash Book - 5 Years
- (4) Goods Balance Sheet - 10 Years
- (5) Goods Tally Book - 5 Years
- (6) Placement Register - 5 Years
- (7) Goods despatch book and package guidance - 5 Years
- (8) Transshipment Register - 5 Years
- (9) Wagon Allotment Register - 5 Years
- (10) Error sheet Register - 10 Years
- (11) Error sheet (where outstanding cleared) - 5 Years
- (12) Machine prepared Abstract with summary - 10 years
- (13) Wagon Register - 5 Years
- (14) Register of unconnected wagons - 10 Years
- (15) Card Label of wagons
- (i) Unconnected Wagons - 10 Years
- (ii) Wagon delivered & on Indemnity Bond - 5 Years
- (iii) Wagon in which DD issued - 2 Years
- (iv) Other than above