

East Central Railway

No. COM-2D/Coaching Policy /08

Dhanbad, Date. 07.08.2008

SJs,CSs,CTIs & CTTs of Dhanbad Divn.
CS(G),CRS,CBNS,CS(P) &CGS-DHN.

- Sub:** Preservation period of Station records including reservation charts etc.
Ref:- (i) This office earlier circular No(i) COM-2D/Coaching Policy /99 dtd 14.10.99
(ii) COM-2D/Coaching Policy /2001 dtd 07.3.01 & 13.3.01 and
(iii) COM-2D/Coaching Policy /05 dtd 27.12.05.

Preservation period of Station records including reservation charts etc. are already circulated vide this office circulars quoted under reference though it has come to light during inspection that old records are still lying at the stations un-disposed which is highly irregular on your part.

However preservation period of station record is re-circulated for your information and rigid compliance.

Sl. No.	Particulars	Period
1	2	3
1	Ticket indent for passenger	1 year
2	Luggage Ticket/local Through	1 year
3	Cloak room ticket	1 year
4	Way bill for Bkg. Of animals, birds etc. local/Through	1 year
5	T.C.report	6 months
6	To pay parcel way bills local/Through Traffic	1 year
7	Return of chg. Vehicles inter-changed between India and Pakistan	3 year
8	Coaching Transit memo for balance sheet etc. monthly/local	6 months
9	Coaching Transit memo for pass. etc. monthly/local	6 months
10	Coaching Transit memo for parcel & motor traffic/through	6 months
11	Coaching Transit memo for passengers etc. through	6 months
12	Coaching Transit memo for periodical local	6 months
13	Coaching station balance sheet	2 yrs
14	Passenger classification local/Through	3 yrs
15	Passenger (Govt.) return/ local/Through	3 yrs
16	Returns of excess fare local/Through Animals & birds carriage Motor cars & Boats, Luggage(Ordy) local/through(Ordy)	3 yrs
17	Left luggage, Demurrage & Wharfage return	1 year
18	Abstract of local/Through Parcel/Motor traffic Outward/Inward	2 year
19	List of refund of overcharges	1 year
20	Return of goods demurrage/wharfage	1 year
21	Statement of goods handled by contractors	6 year

22	Handling bills	6 year
23	Goods Transit memo monthly local/periodical local/periodical monthly/through	6 months
24	Goods Balance sheet	2½ year
25	List of outstanding	2½ year
26	Cash Remittance Note	1 year
27	Cash Remittance note of mine receipt	3¼ year
28	Statement of telegraph cash transactions	1 year
29	Invoice of message drafts	1 year
30	Money Receipt	1½ year
31	Return of telegraph message paid for	1 year
32	Railway Service message form	1 year
33	Error sheet	2 year
34	Advice of check or station balance sheet	2 year
35	Traffic book	5 year
36	Summary of traffic book for journal entry	3 year
37	Report of P.T. of Accounts	2 year
38	Statement of tickets hand	1 year
39	SAs relief certificate	3 year
40	Traffic cash check sheet	2 year
41	Advice of tickets inward	1 year
42	Return of passes and P.TOs	1 year
43	Accounts office balance sheet	3 year
44	Station pay order	2 year
45	Cheque pass	1 year
46	Register of passes issued	1 year
47	Collected R.F.T. Foils	3 months
48	Statement of NIT	1 year
49	Incorrect statements	3 year
50	Office copy of carriage bills	3 year
51	Cash Register cash & voucher	2½ year
52	Machine prepared Abstracts O/C local/through	1 year
53	Paid statements local/through	3 year
54	Accounts copies of machine prepared abstract received from other railways	3 year
55	Error statement daily	6 months
56	LDCC statement received from other railways	2 year
57	Error statement monthly	2 year
58	Pilgrim tax statements	2 year
59	Statement of incorrect Invoices(Over/Undercharge) outward/local	of 3 year
60	Statement of Crane charges	1 year
61	Siding Charges statements	2 year
62	Statistical statement No. 8	2 year

63	List of unpaid wages	3 year
64	General cash book	10 year
65	Cash Abstract Book (Receipts & disbursement)	3 year
66	Journal/Ledger	10 year
67	Monthly Accounts Current Capital/Revenue	2 year
68	Transfer certificate	2 year
69	Journal slip	5 year
70	Chief Cashier Cash book (payment)	10 year
71	Chief Cashier Cash book	5 year
72	Remittance Note	1 year
73	Register of Earnings	1 year
74	Register of paper securities	20 year
75	Pay bill	10 year
76	Memo of difference in pay bills	3 year
77	T.A. Bill	3 year
78	Absentee Statement	3 year
79	Journal of duties performed	3 year
80	Statement of deduction from pay	3 year
81	Pay order	3 year
82	Register of bills received for internal check	6 year
83	Abstracts of bill passed,	10 year
84	Register of bills recoverable	5 year
85	Leave accounts of Non-Gazette staff	
	i) After retirement	5 year
	ii) After death	3 yrs
	iii) After registration/discharge	10 yrs
86	Inventory of dead stock	2 year
87	Annual statement of stores transaction	2 year
88	Purchase register	6 year
89	Stock verifier's report of discrepancies in stores	3 year
90	Advice note of stores returned	2 year
91	Class ledgers	3 year
92	Consolidated class ledger	5 year
93	Stock Adjustment Accounts Register	3 year
94	Schedule of indirect charges debitible of work orders	2 year
95	Labour pay sheet	5 year
96	Contractor's bill	2 year
97	Completion Reports	5 year
98	Paid parcel way bill (Local & Foreign)	4 year
99	Blank paper ticket (Local & Foreign)	3 year
100	Excess fare ticket (Local & Foreign)	3 year
101	Parcel way receipt (Local & Foreign)	4 year
102	Loading register	4 year
103	Unloading register	4 year
104	Down Reservation Chart	6 months

105	Used EFT Books	3 years
106	Duty roster and booking slips	12 months
107	Record foils of Pass, PTO etc.	12 months
108	Muster rolls of CAs, B/Porters, TTEs etc.	12 months
109	EFT accounts foils and posting register	24 months
110	Duplicate copies of EFT returns	12 months
111	Up chart register, Dn chart register and other office records	12 months
104	Coal invoice (local & through)	2 year
105	DTCs	4 year
106	Sundry cash statement	2 year
107	Special ticket statement	1 year

It is also mentioned here that the following records should however on no account be destroyed without prior approval of the head of the Department concerned:-

- (i) Records connected with expenditure which is with the statute of limitation.
- (ii) Records connected with expenditure on work not completed although beyond the period of limitation.
- (iii) Records of experiments and observations.
- (iv) Records connected with claims to service and personal matters of person in Service.
- (v) Records required in connection with investigation of cases by Vigilance Enquiry Committee etc.

Sr. Divl. Comml. Manager
E.C. Rly., Dhanbad

Copy to : COS(G) for kind information of D.R.M. please.