

CENTRAL RAILWAY

(26) R
28/1/2020

FA&CAO (T)'s office,
New Traffic Accounts Building,
Above Platform No.7
CSMT Mumbai.400001.

Date: 15.01.2020

No:-AC/TA/Records/Destruction/2019-20

FA&CAO/EC Rly./HAJIPUR
FA&CAO/ E Rly./ KOLKATA
FA&CAO(T) N.Rly./KISHANGANJ/NEW DELHI
FA&CAO /W Rly./ KISHANGANJ/NEW DELHI
FA&CAO/W Rly./COG AJMER
FA&CAO/SC Rly./SECUNDRABAD
FA&CAO/S.Rly.TIRUCHIRAPALLI/CHENNAI
FA&CAO/NE RIY./ISSAT NAGAR/GORKHPUR
FA&CAOSE Rly./GARDEN REACH/KOLKATA-43
FA&CAO/WC Rly./JABALPUR
FA&CAO/NC Rly./ALLAHABAD
FA&CAO/KRCL/BELAPUR
FA&CAO/EAST COST Rly./BHUBNESHWAR
FA&CAO/SEC Rly./BILASPUR
FA&CAO /SW Rly./HUBALI
FA&CAO/NW Rly./JAIPUR

Sub:- Destruction of Old time barred Record of
Goods/Coaching/Misc. for Local & Foreign Traffic.

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Records mentioned in the enclosed list pertaining to period December 2009 to June 2019 are proposed to be destroyed as the period of preservation prescribed for them is over (vide Annexure IX of A-1 is over). Please intimate early whether any of these records are required to be preserved for any cases pending at your end. If no reply is received by 05.03.2020 it will presume that none of these records are required to be preserved and the same will be sent for destruction thereafter.

/FA&CAO(T)

D.A.:- As above

Copy to :- AFA(T) COACHING/MISC./GOODS
AFA(BOOKS) / AUDIT OFFICE/CSTM; CCM/ CSTM
Sr. AFA(T) TRB, Sr.AFA(T) INSP/ CSTM
Assistant Chef Cashier WCR/JHS
DRM C MB, BSL,NGP,SUR. PA and
Dy.CVO(Traffic) CSMT, Sr. Vigilance Officer (Accounts)
Chief Cashier, CSMT for information and necessary
action.

gaur vk
16/01/20
/FA&CAO(T)

AFA(T) Goods

List showing the records due for destruction on 31.12.2019.

Sr. No.	Particulars of Record	Preservation Period	Proposed to be Destroyed up to
1	Goods balance sheet L/F	2 1/2 Years	Jun-17
2	Advice of internal check	2 Years	Dec-17
3	Goods transit Memo	6 Months	Jun-19
4	Wagon registration Fees	2 1/2 Years	Jun-17
5	Money Receipts	1 1/2 Years	Jun-18
6	Warfage/Demurage Return	1 Year	Dec-18
7	Outstanding List	2 1/2 Years	Jun-17
8	Converted Abstract	3 Years	Dec-16
9	Machine Prepared Abstract	3 Years	Dec-16
10	Paid Statement L/F	3 Years	Dec-16
11	Grane Charges Statements	1 Year	Dec-18
12	Siding Charges Statements	2 Years	Dec-17
13	Error Sheet Book	2 Years	Dec-17
14	Error Sheet	2 Years	Dec-17
15	Incorrect Statements (Through Traffic)	3 Years	Dec-16
16	Paid Statement L/F (Through Traffic)	3 Years	Dec-16
17	MPA (Through Traffic) L/F	3 Years	Dec-16
18	Accounts foils of RR	3 Years	Dec-16
19	Daily Monthly Incorrect Statement (Concor)	3 Years	Dec-16
20	Paid Vouchers Goods Com. Claims	6 Years	Dec-13
21	C.R. Note	1 Year	Dec-18
22	Traffic Cash Check Sheet	2 Years	Dec-17
23	Cash Register (Cash Vouchers)	2 1/2 Years	Jun-17