

**Draft Extract of Relevant points from C.O. Guidelines for Preservation and Destruction of Old Records related to Personnel  
Department for Display on public domain**

**GUIDELINES FOR PRESERVATION AND DESTRUCTION OF OLD RECORDS (amended wef 01.02.2019)**

<b>OFFICE SERVICES AND PERSONNEL DEPARTMENTS</b>		
<b>Sl No</b>	<b>Name of the Record</b>	<b>Time Limit after which the records are to be destroyed</b>
24	(1) Copies of Salary Sheets and deduction statements (ii) F.No.24-Annual Return	3 years after the expiry of the month to which they relate To be destroyed after Income Tax Assessment is over.
25	Movement Advices for the preparation of Salary Sheets (such as increments etc.)	3 years after the expiry of the month to which they relate
28	Applications for the post of Assts./Typists/ Stenographers/Machine Operators/Peons/Sweepers	
	(a) In the case of the candidates whose names are placed on the ranking list and who are later on offered appointments	Application shall form part of their personal record.
	(b) The applications of all other candidates (non-selected)	To be destroyed after a period of one year from the date of publication of result of interview for the said round of recruitment.
		Also as the 1993 Recruitment Instructions (amendment to provisions of Clause 5 and 15, done vide Circular dt 23/11/2007) provide for preparation of a ranking list of candidates to be empanelled for appointment, the number of persons to be empanelled shall be 20% above notified vacancies. The validity period of the ranking list shall be maximum of two years from the date of its publication or till the next recruitment notification whichever is earlier. Accordingly, the records have to be preserved for period of 1 year after the exhaustion of the panel within 2 years or the next recruitment notification whichever is earlier as specified herein.
29	(ii) Answer papers of recruitment test for appointments to the posts of Asstt./typists/machine operators.	6 months from the announcement of the results of the test. Except for an appeal preferred within 6 months.
31	Marks lists of all the tests held for appointment/ promotion to the posts of RC/Assistants/Typist/ Stenographers/machine operators/Peon/Sweeper	3 years after the issuance of appointment letter to the last candidate in the panel.
33	(a) Despatch Register (ordinary) (F.No.4905) (b) Despatch Register (Regd.) (F.No.4907) © Hand Delivery Book	3 years from the close of the financial years to which it relates 3 years from the close of the financial years to which it relates 3 years from the close of the financial years to which it relates
34	Inward Register for Telegrams	1 year from the close of the financial years to which it relates
35	Inward Letter Register (Ord.) (F.No.4904) Inward Letter Register (Regd.) (F.No.4906)	1 year from the date of last entry in the register 3 years from the date of the last entry in the register
37	Telegram files	3 years from the close of the year to which they relate
38	Postal receipt file	3 years from the close of the year to which they relate
39	List of registered articles (Received from the Post Offices)	3 years from the close of the year to which they relate
40	Correspondence File	May be destroyed by the Dept. after considering the importance of the matter concerned and after obtaining sanction of the officer-in-charge.
42	Attendance Register	Immediately after the expiry of the minimum period for which they are required to be preserved under the "Local Shops and Commercial Establishments Act".
43	Late Memos/Short Leave Applications	Immediately after the Casual Leave Year is over.
44	Leave Applications:	
	(i) Casual Leave	Immediately after the Casual Leave Year is over.
	(ii) Leave application -C.L.(Not supported by Medical Certificate)	Immediately after the Casual Leave Year is over.
	(iii) Leave application-C.L.(Supported by Medical Certificate)	After 3 years of expiry of Casual Leave Year to which it belongs.
	(iv) Privilege Leave (on medical grounds)	In respect of leave on medical grounds (particularly in the respect of major diseases/operations) the applications should be preserved through out the service, otherwise to be destroyed after 3 years.

	(v) Sick Leave	do
	(vi) Other types of leave applications (Maternity Leave, Extraordinary leave, Leave on loss of pay etc.)	do
45	Personal files of the employees who have a) retired, b) resigned c) died while in service, d) dismissed/terminated	5 years after the expiry of financial year in which their retirement benefits have fully and finally been settled or o/s dues are fully and finally recovered, whichever is later.
47	Leave Register	
	(a) Leave (other than C.L.) Register	To be preserved throughout service of the employee and destroyed 5 years after the employee ceases to be in service.
	(b) Casual Leave Register	To be destroyed alongwith the Attendance Register relating to the Casual Leave Year.
48	Periodical Returns relating to staff statistics:	
	(i) Monthly statement of salaries paid	6 months after the expiry of the financial year to which they relate.
	(ii) Quarterly Statements of position of staff in each class	6 months after the expiry of the financial year to which they relate.
50	Statements received by the D.O. from the Branch Office under Management Information System and WSR	Destroy after 1 year
51	Monthly Statements sent to Chairman	Destroy after 1 year