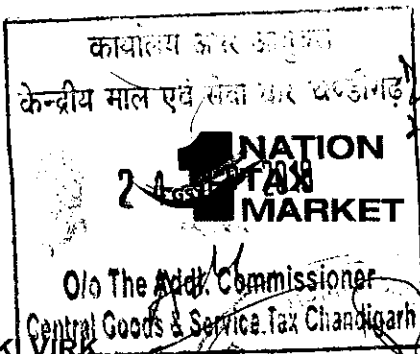


3807



सत्यमेव जयते

MANORANJAN K. VIRK
IRS
CHIEF COMMISSIONER



3413/CS/24/19
मुख्य आयुक्त
केन्द्रीय माल एवं सेवा कर और केन्द्रीय उत्पाद शुल्क
चंडीगढ़ क्षेत्र, चंडीगढ़
CHIEF COMMISSIONER,
CENTRAL GST & CENTRAL EXCISE CHANDIGARH ZONE,
CHANDIGARH

दूरभाष / Phone : 0172-2704180 / फैक्स / Fax 0172-2702572

Email Id: ccu-cexchd@nic.in

अ.स.स.

D.O. No. 110/Zone-14/Admn/SBM/2017/

दिनांक 8912

Dated 19.09.2018

Dear Kishori Lal,

It is once again impressed up on that the 'Swachh Bharat Mission' is among one of the dream projects of the Govt. and the same is being monitored regularly at high level. The Board / DGHRD has issued various instructions / guidelines advising the activities which can be undertaken under this scheme. DG, DGHRD recently has shown displeasure over slow utilization of funds allocated under this scheme.

2. Apart from the projects undertaken by the respective jurisdictional Commissioners under 'Swachhata', the undersigned has decided to earmark '**Weeding out and digitization of records**' as the pilot projects of this zone. While weeding out of records, it may be ensured that the relevant instructions contained in Central Excise and Divisional Office Procedure manual, GFR and other relevant rules / instructions, may be adhered to. Instructions issued by the Ministry are reiterated regarding weeding out of obsolete and old records by destroying the records in terms of OPM, CBEC [Annexure A] and guidelines issued by this office letter C. No. 99/Zone-14/Admn/Misc/SAP/2017/755-761 dated 24.03.2017 [Annexure B]. As we are heading towards eOffice, it has become essential to have digitized records in making steps with the ambitious plan of Govt. of India i.e. 'Digital India'.

3. In order to achieve the above stated goal, within a limited time frame, the following timelines need to be adhered to:

- | | | | |
|-------|--|---|---------------|
| (i) | Identification of records for weeding out | : | By 10.10.2018 |
| (ii) | Weeding out of Records | : | By 20.10.2018 |
| (iii) | Destruction of old and obsolete records | : | By 30.11.2018 |
| (iv) | Digitization of records (by scanning and storing on haddisk / servers) | : | By 30.11.2018 |

4. In order to adhere to the above time- schedule, a committee of a Nodal officer of the rank of ADC/JC alongwith 02 members from Group A may be formed for monitoring the progress of action taken in the projects.

5. In view of above, it must be ensured that the above project meets the timelines so decided. A fortnightly progress report under the signature of Commissioner is to be sent by 05.10.2018, 25.10.2018, 05.11.2018 & 05.12.2018 for stages (i), (ii), (iii) & (iv) respectively and addressed to the undersigned.

With best wishes,

Yours sincerely,
Manoranjan K. Virk
(Manoranjan K. Virk)
19/9/18

Encl: As above

To
Sh. Kishori Lal,
Commissioner,
Central Goods and Service Tax Commissionerate,
Chandigarh.

Annexure A

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Office Procedure Manual, CBEC – For standardization of Office procedure Central Excise Offices

Relevant portions for Weeding out of obsolete files

2.5 Destruction of Files

The length of retention of a file is to be seen in Appendix I. The length of retention of other records is Appendix-II. When the action on the file is complete, it should be recorded by the dealing hand in consultation with the supervising officer classifying the period of retention as in Appendix A when the period of retention is over and the files should be destroyed.

The files which are to be destroyed are to be listed with file number and subject in triplicate. The orders of Head of Office are to be obtained on a sheet. A reference to the line in the file opening register is to be made. The file opening registers should show the destruction of the file. One copy of the list is to be kept with the record keeper. All govt. files should be destroyed and under no circumstances should they be sold as 'raddo'.

Record of files and registers maintained in office.....Commissionerate Range Division

Serial No.	Subject. of File/Register	Date of opening File/Register	Date of closing of File/Register.	Date of closing of File/Register.	Date of recording File with classification	Remarks of
1	2	3	4	5	6	

7.2 The period of maintenance of the various registers is given in appendix A (1). Every register should be opened only after making an entry in the file register/register of registers. Procedure for opening, closing, recording and destruction of register should be same as for the files. In place of the column for the file number in the file register, the register's name should be written in the register. On the cover of the register, the following details should always be mentioned.

- (a) Name of the register in file register.
- (b) Sl. No. of the register in file register.
- (c) Authority/instruction requiring maintenance of register (If no authority available, can be left blank.)
- (d) Date of opening the register.
- (e) Date of closing register
- (f) Period of retention.

All pages should be serially numbered in a register and a certificate certifying that the register contains that many pages, as serially numbered therein, should be incorporated on the first page. The Certificate should be signed by the immediate superior of the officer who opens the register with his name and designation.

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Appendix-I

List of subject Indices for files with period of retention
Source: Office Procedure Manual of Central Excise Department page 156 onwards
I-Administration

Number	Subject	Period of retention of File
1.	Arms and Ammunition	Permanent
2.	Associations and Unions	5 Years
3.	Books and Publications	5 Years
4.	Buildings and Lands	Permanent
5.	Circulars and Instructions	Permanent
6.	Forms	6 Years
7.	Furniture, Equipment and Appliances. etc.	10 Years
8.	Holidays	1 Year
9.	Jurisdiction	Permanent
10.	Law suits	Permanent
11.	Office Accommodation	3 Years after the closure of the deal.
12.	Office Organisation and Procedure	Permanent
13.	Powers and delegation. etc.	Permanent
14.	Printing	5 Years
15.	Rent, Rates and Taxes	Permanent
16.	Sanction of Staff	10 Years
17.	Stationery	5 Years
18.	Telephones	3 Years
19.	Tour and Inspection notes	3 Years
20.	Stores	5 Years
21.	Welfare Institutes	3 Years
22.	Miscellaneous	3 Years

II-Establishment

(Page 157 of Office Procedure Manual) Matters marked with an * are subsequent additions

1.	Advances (all kinds)	3 Years except for permanent advance files which should be permanent.
2.	Allowances and Honorarium(all kinds)	Permanent
3.	Appointment, Promotion, Posting. Transfer and Retirement of Class I,II ,III & IV servants	Permanent (They should be Permanent records till the officer's

35 years.

28.	Rewards	3 Years
29.	Service Records	5 Years after death or retirement whichever is earlier.
30.	Provident Fund*	10 Years
31.	Recruitment	10 Years
32.	Re-employment and extension of service	3 Years
33.	Resignations	3 Years
34.	Seniority	10 Years
35.	Training	5 Years
36.	Tour Program	One year
37.	Uniforms and clothing	8 Years
38.	Miscellaneous	3 Years

III-Accounts

1.	Assignments and compensations	10 Years
2.	Budget Estimates	5 Years
3.	Contingencies	5 Years
4.	Circulars and Instructions	Permanent
5.	Defalcations and Frauds	10 Years
6.	Deposits	Permanent
7.	Grants-in-aid and amenities	5 Years
8.	Permanent advances	Permanent
9.	Personal Ledger Accounts	5 Years
10.	Internal Audit	3 Years
11.	Pre-audit	3 Years
12.	Reconciliations	3 Years
13.	Returns	3 Years
14.	Remittance	3 Years
15.	Service Stamps	3 Years
16.	Securities(other than those taken under Central Excise Rules which will be classified under the appropriate head)	Permanent
17.	Works	3 Years
18.	Write off	5 Years
19.	Expenditure statements	5 Years
20.	Miscellaneous	3 Years



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thereafter or until the obligations thereunder are fulfilled.

6.	Banderols, Revenue Stamps and Labels	5 Years
7.	Bonded Removals	5 Years
8.	Circulars and Instructions	Permanent
9.	Classification *	5 Years.
10.	Import and Export	3 Years
11.	Inspection Notes	3 Years
12.	Intelligence and Preventive	3 Years
13.	Licensing/Registration	3 Years
14.	Manufacture/Production	3 Years
15.	Offenses and Adjudications	5 Years
16.	Overtime	3 Years
17.	Price Declaration, Valuations *	3 Years
18.	Refunds and Remissions	3 Years
19.	Reports, Returns, Registers and Parliament Questions*	3 Years
20.	Rewards	10 Years
21.	Representations from Trade and Public	3 Years
22.	Samples for Chemical Analysis	3 Years
23.	Stock Taking	3 Years
24.	Textile or other special control	5 Years
25.	Trade Labels	5 Years
26.	Trade Samples	3 Years
27.	Transport	3 Years
28.	Tour Notes	3 Years
29.	Warehousing	5 Years
30.	Miscellaneous	3 Years.

VII-All Cess and other allied Acts.

1. Assessment
2. License
3. Inspection
4. Offense
5. Refunds and Remissions
6. Returns
7. Rewards
8. Miscellaneous.

Note:- Any cess, as and when imposed may be treated in the same manner by giving successive letters of t alphabet.

VIII-Customs- Sea and Land

1. Customs Act, Rules and Notifications issued thereunder Permanent
2. Customs Tariff Act, Notifications and Tariff Rulings Permanent
3. Foreign Exchange Regulations Act and Notifications issued by the Central Government and Reserve Bank of India Permanent

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- | | | |
|-----|--|---|
| 29. | Sample and Chemical analysis | 3 Years |
| 30. | Vessels Plying under general pass | 3 Years |
| 31. | Light dues | 3 Years |
| 32. | Port dues | 3 Years |
| 33. | Landing and export certificates | 3 Years |
| 34. | Correspondence with Port Administration | Permanent |
| 35. | Bonds | As long as the bond is valid and for one thereafter or until the old obligations thereunder are fulfilled. |
| 36. | Errors and omissions in Customs documents | 3 Years |
| 37. | Ship's stores | 3 Years |
| 38. | Entry inward of vessels | Permanent |
| 39. | Transshipment. | 3 Years |
| 40. | Warehousing | 5 Years |
| 41. | Port clearances and entry outward | 3 Years |
| 42. | Creek Passes | 4 Years |
| 43. | Appointment of ports, wharves, Custom-houses and declaration of ports for coasting. | Permanent |
| 44. | Vehicles and Launches | Permanent |
| 45. | Personal deposit accounts | 5 Years |
| 46. | Receipts and remittances | Permanent |
| 47. | Land Customs or minor port accounts | Permanent |
| 48. | Miscellaneous | 3 Years |
| 49. | Complaints from the Trade and the Public | 3 Years |
| 50. | Nepal Invoices | 5 Years |
| 51. | Modus operandi files, Dossiers and Indexing. | 5 Years from the date of suspect becoming inactive |
| 52. | Vigilance files | 15 years or till the Govt. Servant is in service, which ever is later. |
| 53. | Quarterly Bulletins received from other Commissionerate and Directorate of Revenue & Intelligence | 3 Years |
| 54. | Secret inquiries files, inquiry files i.e inquiries received from other Collectorates about seized goods | 3 Years for infractions and 5 Years for others. |
| 55. | Proscribed literatures | Generally such literature would be destroyed. However, where departmental proceedings or prosecutions are launched/contemplated the literature may be retained as long as it has evidence value |
| 56. | Press Cuttings | 1 Year |
| 57. | Verification of character and antecedents files. | 3 Year |
| 58. | Register of offences and penalties | 10 Year |



APPENDIX - 9

[See Rule320]

DESTRUCTION OF OFFICE RECORDS CONNECTED
WITH ACCOUNTS

The destruction of records (including correspondence) connected with accounts shall be governed by the following Rules and such other subsidiary rules consistent therewith as may be prescribed by Government in this behalf with the concurrence of the Comptroller and Auditor-General.

1. The following shall on no account be destroyed :-

- (i) Records connected with expenditure, which is within the period of limitation fixed by law.
- (ii) Records connected with expenditure on projects, schemes or works not completed, although beyond the period of limitation.
- (iii) Records connected with claims to service and personal matters affecting persons in the service except as indicated in the Annexure to this Appendix.
- (iv) Orders and sanctions of a permanent character, until revised.
- (v) Records in respect of which an audit objection is outstanding.

2. The following shall be preserved for not less than the period specified against them :-

Sl. No.	Main-Head	Description of records Sub-Head	Retention Period	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Payments and recoveries.	(I) Expenditure Sanctions not covered by Paragraph 1 above (including sanctions relating to grants-in-aid) (ii) Cash Books maintained by the Drawing and Disbursing Officers under Central Government Account (Receipts and Payments) Rules, 1983. (iii) Contingent expenditure. (iv) Arrear claims (including sanction for investigation, where necessary). Papers relating to : (v) GPF Membership. (vi) GPF Nomination. (vii) Adjustment of missing credits in GPF Accounts.	2 years, or one year after completion of audit, whichever is later. 10 years. 3 years, or one year after completion of audit, whichever is later. 3 years, or 1 year after completion of audit, whichever is later. 1 year. 1 year - after final settlement of GPF Account. 1 year.	Subject to: (a) Original nomination being placed in Vol. II of the Service Book of Group 'D' Government servants; and (b) Nomination in original or an authenticated copy thereof being placed in Vol. II of the Service Book/Personal File in case of other Government servants. Subject to an authenticated copy of the sanction being placed on the personal file.



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		Description of records		
Sl. No.	Main-Head	Sub-Head	Retention Period	Remarks
(1)	(2)	(3)	(4)	(5)
6.	Expenditure statements.	(c) Alteration in the date of birth. (d) Admission of previous service not supported by authenticated service record, e.g., through collateral evidence. (e) Verification of service. (a) In respect of lower formations. (b) In respect of Department itself. (c) Register of monthly expenditure (Form GFR 9)	3 years. 3 years; or 1 year after completion of audit, whichever is later 5 years. To be weeded out at the end of financial year. To be weeded out after the Appropriation Accounts for the year have been finalized To be weeded out the Appropriation Accounts for the year have been finalized.	Subject to suitable entry being made in the appropriate service record and on authenticated copy of the order being kept in Vol. II of Service Book/Personal file - do - Subject to a suitable record being kept somewhere, e.g., in the Service Book or History Sheet.
7.	Surety Bonds executed in be favour of a temporary or a retiring Government servant.		3 years after the Bond ceases to enforceable.	
8.	(a) Pay Bill register. (b) Office copies of Establishment pay bills and related schedules (in respect of period for which pay bill register is not maintained). (c) Schedules to the Establishment pay bills for the period for which pay bill register is maintained. (d) Acquaintance Roll.		35 years 35 years 3 years, or one year after the completion of audit, whichever is later 3 years, or one year after the completion of audit, whichever is later.	



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INSTRUCTIONS

1. The retention period specified in Column (4), in the case of a file, is to be reckoned from the year in which the file is closed (i.e., action thereon has been completed) and not necessarily from the year in which it is recorded.
2. In the case of records other than files, e.g., registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
3. In exceptional cases, a record may be retained for a period longer than that specified in the schedule, if it has certain special features or such a course is warranted by the peculiar needs of the department. In no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
4. If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised in the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and, where necessary, revised suitably.

NOTES.-

- (1) Before any pay bills/pay registers are destroyed, the service of the Government servants concerned should be verified under Rule 257 in accordance (1) with .
- (2) The periods of preservation of account records in Public Works Offices are prescribed separately by Government.
- (3) Where a minimum period after which any record may be destroyed has been prescribed, the Head of a Department or any other authority empowered by him to do so, may order in writing the destruction of such record in their own and subordinate offices on the expiry of that period counting from the last day of the latest financial year covered by the record.
- (4) Heads of Departments shall be competent to sanction the destruction of such other records in their own and subordinate offices as may be considered useless, but a list of such records as property appertain to the accounts audited by the Indian Audit and Accounts Departments shall be forwarded to the Audit Officer and or the Accounts Officers, as the case may be, for his concurrence in their destruction before the destruction is ordered by the Head of Department.
- (5) Full details shall be maintained permanently, in each office, of all records destroyed from time to time.



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Note – The principle to be adopted in respect of files having financial implications and hence liable to be called by audit for inspection is that such files should be retained for a period of five years after they have been recorded. If, at any time during the period of five years, an audit objection having reference to the transaction dealt with in that file arises, is received, the file will not be destroyed until after the audit objection has been settled to the satisfaction of the audit. Also, if local audit does not take place within the period of five years, the Head of the Office should ascertain from the audit authorities whether they have any objection to the files relating to the earlier years, due for weeding out by the application of the five year formula, being destroyed or retained for a further period for scrutiny by the audit party and, if so, for what period.

While records may be reviewed and weeded out at periodical intervals in the light of the retention periods prescribed to avoid their build-up, the attempt should be to make a continuous and conscious effort throughout the year to weed out unnecessary records. In other words, the working rules should be "weed as you go".

INSTRUCTIONS:

1. The retention period specified in Column (4) in the case of a file, is to be reckoned from the year in which the file is closed (i.e., action thereon has been completed) and not necessarily from the year in which it is recorded.
2. In the case of records other than files, e.g., registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
3. In exceptional cases, a record may be retained for a period longer than that specified in the Schedule, if it has certain special features or such a course is warranted by the peculiar needs of the Department. In no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
4. If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised on the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously "reviewed and where necessary revised suitably".

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THE PUBLIC RECORDS ACT, 1993 No.69 OF 1993 (22nd December, 1993)

An Act to regulate the management, administration and preservation of public records of the Central Government, Union Territory Administrations, public sector undertakings, statutory bodies and corporations, commissions and committees constituted by the Central Government or a Union Territory Administration and matters connected therewith or incidental thereto.

Be it enacted by Parliament in the Forty-fourth Year of the Republic of India as follows :-

1. (1) This Act may be called the Public Records Act, 1993.
(2) It shall come into force, on such date as the Central Government may, by notification in the Official Gazette, appoint
2. In this Act, unless the context otherwise requires, -
 - a. "Board" means the Archival Advisory Board constituted under sub-section (1) of section 13;
 - b. "Director General" means the Director General of Archives appointed by the Central Government and includes any officer authorized by that Government to perform the duties of the Director General
 - c. "Head of the Archives" means a person holding the charge of the Archives of the Union Territory Administration;
 - d. "prescribed" means prescribed by rules made under this Act;
 - e. "public records" includes -
 - i. any document, manuscript and file;
 - ii. any microfilm, microfiche and facsimile copy of a document;
 - iii. any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
 - iv. any other material produced by a computer or by any other device, of any records creating agency;
 - f. "records creating agency" includes, -
 - i. in relation to the Central Government, any ministry, department or office of that Government;
 - ii. in relation to any statutory body or corporation wholly or substantially controlled or financed by the Central Government or commission or any committee constituted by that Government, the offices of the said body, corporation, commission or committee;
 - iii. in relation to a Union Territory Administration, any department or office of that Administration;
 - iv. in relation to any statutory body or corporation wholly or, substantially controlled or financed by Union territory Administration or commission or any committee constituted by that Government, the offices of the said body, corporation, commission or committee;
 - g. "records officer" means the officer nominated by the records creating agency under sub-section (1) of section 5.
3. (1) The Central Government shall have the power to coordinate, regulate and supervise the operations connected with the administration, management, preservation, selection, disposal and retirement of public records under this Act.
(2) The Central Government in relation to the public records of the records, creating agencies specified in sub-clauses (i) and (ii) of clause (f) of section 2 and the Union territory Administration in relation to the public records of the records creating agencies specified in sub-clauses (iii) and (iv) of the said clause, may, by order, authorize the Director General on the head of the Archives, as the case may be, subject to such conditions as may be specified in the order, to carry out all or any of the following function, namely :-
 - i. supervision, management and control of the Archives.
 - ii. acceptance for deposit of public records of permanent, nature after such period as may be prescribed;
 - iii. custody, use and withdrawal of public records;
 - iv. arrangement, preservation and exhibition of public records;
 - v. preparation of inventories, indices, catalogues and other reference media of public

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xii. transferring of records of any defunct body to the National Archives of India or the Archives of the Union Territory, as the case may be, for preservation.

- (2) The records officer shall act under the direction of the Director General or, as the case may be, head of the Archives while discharging the responsibilities specified in sub-section (1).
7. (1) The records officer shall, in the event of any unauthorized removal, destruction, defacement or alteration of any public records under his charge, forthwith take appropriate action for the recovery or restoration of such public records.
- (2) The records officer shall submit a report in writing to the Director General or as the case may be the head of the Archives without any delay on any information about any unauthorized removal, destruction, defacement or alteration of any public records under his charge and about the action initiated by him and shall take action as he may deem necessary subject to the directions, if any given by the Director General or, as the case may be, head of the Archives.
- (3) The records officer may seek assistance from any government officer or any other person for the purpose of recovery or restoration of public records and such officer or person shall render all assistance to the records officer.
8. (1) Save as otherwise provided in any law for the time being in force, no public record shall be destroyed or otherwise disposed of excepts in such manner and subject to such conditions as may be prescribed.
- (2) No record created before the year 1892 shall be destroyed except where in the opinion of the Director General or, as the case may be, the head of the Archives, it is so defaced or is in such condition that it cannot be put to any archival use.
9. Whoever contravenes any of the provisions of section 4 or section 8 shall be punishable with imprisonment for a term which may extend to five years or with fine which may extend to ten thousand rupees or with both.
10. No public records bearing security classification shall be transferred to the National Archives of India or the Archives of the Union Territory.
11. (1) The National Archives of India or the Archives of the Union Territory may accept any record of historical or national importance from any private source by way of gift, purchase or otherwise.
- (2) The National Archives of India or, as the case may be, the Archives of any Union Territory may, in such manner and subject to such conditions as may be prescribed, make any record referred to in sub-section (1) available to any bona fide research scholar.
12. (1) All unclassified public records as are more than thirty years old and are transferred to the National Archives of India or the Archives of the Union Territory may be, subject to such exceptions and restrictions as may be prescribed made available to any bona fide research scholar.

Explanation :- For the purposes of this sub-section, the period of thirty years shall be reckoned from the year of the opening of the public record.

(2) Any records creating agency may grant to any person access to any public record in its custody in such manner and subject to such conditions as may be prescribed.

13. (1) The Central Government may, by notification in the Official Gazette, constitute an Archival Advisory Board for the purposes of this Act.
- (2) The Board shall consist of the following members, namely :-
- i. Secretary to the Government of India in the Ministry of Central Government dealing with Culture
 - ii. One officer not below the rank of Joint Secretary to the Government of India, each from the Cabinet Secretariat, Ministry of Home Affairs, Ministry of Defence, Ministry of External Affairs, Ministry of Finance and Ministry of Personnel, Public Grievances and Pension.
 - iii. Two representatives not below the rank of Joint Secretary in the Union Territory Administrations to be nominated by the Central Government.
 - iv. Three persons to be nominated by the Central Government for a period not exceeding three years, one being an Archivist and two being Professors in the Post-graduate Department of History in any recognized University.
 - v. Director General of Archives.
 - vi. The members nominated under clause (d) of sub-section (2) shall be paid such

or case No. and subject.

NOTE—"Disposals" for the purpose of this paragraph means "final disposals" (vide paragraph 19(d)).

54. Retention and destruction of records.—(a) Life periods for different classes of papers are shown in Appendix V. In cases of files of correspondence and statistical return the maximum life periods are given in Section III (ii) of the Appendix. Each recorded file should, however, be given disposal classification, in the manner laid down in para. 19, with due regard to these life periods.

(b) In January each year, all 'L' disposals of penultimate year and any other 'D' disposals, the period of retention of which has expired, should be scrutinised to ascertain whether any of these records need further preservation (see para 20 also). The records so examined should then be put up to the Head of Office or a Gazetted officer, nominated by him who, after satisfying himself about the correctness of the scrutiny, should pass order for destruction of those records which have outlived their life periods specified and which, in his opinion, are no longer to be retained. Corresponding entries of the records to be destroyed appearing in the Files Register maintained under para 15 may be superscribed with the words "destroyed on....." under the signature of the Head of Office/Gazetted Officer. If entries of the records to be destroyed are not available in the File Register mentioned above, a separate list of all such records to be destroyed, should then be prepared, preferably in a well-bound register and the records should be destroyed in presence of the Officer of and above the rank of Head Clerk by burning or by sale as waste paper, according to the method approved. The following certificates should then be recorded on the File Register maintained under para 15 or on the list as the case may be. "Certified that all the records which had completed the prescribed period of retention on the 1st January, 19..... were scrutinised and the accuracy of the classification and the period of preservation verified and found correct." "Certified that all the records passed for destruction were duly and completely destroyed by fire or otherwise in my presence on..... 19....."

The certified lists and/or the Files Register are to be preserved in each office as permanent record.

APPENDICES

Name	Telegraphic Address
21. Asst. Collector of Air Customs, Palam, Airport	AIRCUSTOMS
22. Asst. Collector, Customs, Port in Post-Office, New Delhi	CUSPOST
23. Asst. Collectors of Customs, Jodhpur, Amritsar, New Delhi, Rajkot	CUSTOMS
24. Asst. Collector of Customs, West Bengal, Calcutta, Siliguri	ACLANDCUS
25. Chief Accounts Officer, Hyderabad, Allahabad, Kanpur, Barua Patna, Nagpur	CENACCOUNT
26. Chief Accounts Officer, Central Excise, Calcutta & Orissa, Calcutta	CENEXCOUNT
27. Chief Accounts Officer, Central Excise and Customs, West Bengal, Calcutta	CENEXCOUNT WEB
28. The Superintendent of C. Ex. Kanpur, Murud, Thana, Deolali, Kozhikode, Cannanore, Ernakulam, Mavattapuzha, Kottayam, Alleppey, Trivandrum, Yamani, Sitapur, Shahjahanpur, Moradabad, Chandernagore, Meerpur, Aligarh, Bulandshahr, Kasganj, Ghaziabad, Meerut, Meerut, Shaharanpur, Dehraon, Rohtak, Yamunanagar, Ludhiana, Jullundur, Gurdaspur, Gurgaon, Srinagar, Sikar, Udaipur, Cochin, Haldia, Madurai, Mysore, Samastipur, Monghyr, Patna, Patna, Patna, Gaya, Dalmiyanagar, Dibrugarh, Jorhat, Silchar, Guwahati, Sibsagar, Dibrugarh, Imphal, Dispur, Kohima, Aizawl, Nimal-Towa, Coimbatore, Madurai, Mysore, Durgam, Gulbarga, Hyderabad, Bangalore, Gwalior, Bikaner, Jaipur, Indore, Lucknow, Patna, Ranchi, Darjeeling, Guwahati, Imphal, Kohima, Aizawl	SUPCENEX
29. Superintendent, Customs & Excise, Agrata II Circle, Nizam Rural	CENEXSUP
30. Superintendent of Customs, Central Intelligence and Preventive, West Bengal, Calcutta	LANDCUSINT
31. Superintendent of Customs, Bikaner, Ferozepur	SUPCENEX

APPENDIX V

(Para. 54)

Period of preservation of records

S. No.	Description of Records	Period of preservation
<i>Section I. Statutory—Records</i>		
1.	Form D. 1	One year after the expiry of the planting season.
2.	Form D. 2	As long as the relevant licence has good.

APPENDICES

		3
3. Form A.L. (1-4 & 6)		One year after the expiry of the licensing period to which the application relates.
4. (a) Form A.L. 5 (other than curer's store room)		Two years (in the event of a licensee being involved in any departmental proceedings the A.L. 5 application and the connected records should be preserved till action, if any, initiated against him is finalized).
(b) Form A.L. 5 (for curer's store-room)		Five years.
5. Form T.G. 1		Same as in S. No. 3
6. All Bands in Form B Series		As long as they are valid and for one year thereafter or until the obligations thereunder are fulfilled whichever is later.
7. Form E.B. Series		Three years after completion.
8. Form S.B.		Five years.
9. Form R.G. Series		Two years after completion.
10. Form D.D. 1 & D.D. 2		Ten years.
11. (i) Form A.R. 1-3 & 5 (and 5)		Five years.
(ii) Form A.R. 4 & A.R. 6 (and 6)		Two years.
(iii) Form A.R. 6 to A.R. 9		Three years.
12. (i) Form T.P. (1 & 2)		Ten years.
(ii) Form T.P. (3 & 4)		Four years.
13. Gate pass		Four years.
14. Sale Notes		One year.
15. Form R.T. (1, 2, 3, 5, 7(C), 7(G), 8(C) and (SG))		Five years.
16. Form R.T. (4.6.6 (Cr.) 9 & 11)		Two years.
17. Form W.R.G. (1 & 2)		Four years after completion.
18. Form W.R.G. 3		Three years after completion.
19. Form R.Q. 1		One year.
20. Form A.C. 1		One year.
21. Form A.I. 1		One year.
22. Form C.T. (1 & 2)		One year.
23. Form A.S.P.		Five years.

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1	Min. Guide and Cont.	Permanent
2	General Register	Permanent
3	Attendance Register	Five years
4	Register of Stationery	Three years after the completion of the register
5	Form T.R. 5	Five years
6	Form T.R. 6	Five years
7	Form R.T.R.	Five years
8	Form C.T.R.	Three years
9	Returns Prescribed under the Indian Oil Seeds Committee Act and Trading License Committee Act	3 Years
10	Register of completion of 050 monthly state-wise and telegraphic figures of Excise-levy (under instructions from the Department)	10 Years
11	Register of registration of receipts and records with A.G. (C.R. 58)	Do
12	Register of working drafts (Part 29 of T.R.M.)	3 Years
13	Register of custom memo. (Part 32 of T.R.M.)	Do
14	Register of fines and penalties (Form C.R. 59)	10 Years
15	Register of monthly 050 statement to Director, S.I. C.E. & C.S.	3 Years
16	Files of monthly telegraphic figures sent to Director of Statistics and Intelligence & Customs Central Excise, New Delhi and Director General of Commercial Intelligence and Statistics, Calcutta	Do
17	Files of reconciliation statement sent to A.G. (C.T.R. 58)	10 Years
18	Files relating fines and Penalties (Statement from Superintendents)	5 Years
19	Correspondence connected with fines and Penalties statement	Do

(ii) Files of correspondence and statistical returns

The references below are to items given in "List of subject indexes" (Category II (A)) for example I (1) refers to Arms and ammunitions files and V (9) to files relating to cultivation and production of Tobacco.

- 1. Permanent
- 2. 5 Years
- 3. 10 Years
- 4. Permanent

SECTION III—Other Records

(iii) Bills of all the various drawn on pay bill forms Six years

(iv) Bills of all the various drawn on pay bill forms Six years

Notes 1. Establishment pay bills and acquittance bills sent for the year 1952 in the case of those in regular service and for the year 1953 in the case of those in irregular service should be preserved for 15 years.

Notes 2. If any pay bills are destroyed, the periods of temporary and continuing nature as recorded in the ledger books or entries in the form of the Govt. Service Regulations should be verified by the Head of the Office from the pay bills and the list of such verifications should be preserved under the same number in the Service Book or other books for the use of the Office in regard to temporary and continuing nature of the bills.

Notes 3. If any pay bills are destroyed, the periods of temporary and continuing nature as recorded in the ledger books or entries in the form of the Govt. Service Regulations should be verified by the Head of the Office from the pay bills and the list of such verifications should be preserved under the same number in the Service Book or other books for the use of the Office in regard to temporary and continuing nature of the bills.

(v) Bills of all the various drawn on pay bill forms Six years

(vi) Bills of all the various drawn on pay bill forms Six years

(vii) Bills of all the various drawn on pay bill forms Six years

(viii) Bills of all the various drawn on pay bill forms Six years

(ix) Bills of all the various drawn on pay bill forms Six years

(x) Bills of all the various drawn on pay bill forms Six years

(xi) Bills of all the various drawn on pay bill forms Six years

(xii) Bills of all the various drawn on pay bill forms Six years

(xiii) Bills of all the various drawn on pay bill forms Six years

12	3 years
13	3 years
14	3 years
15	3 years
16	3 years
17	3 years
18	3 years
19	3 years
20	10 years
21	10 years
22	3 years
23	3 years
24	3 years
25	3 years
26	3 years
27	3 years
28	3 years
29	3 years
30	3 years
31	3 years
32	3 years
33	3 years
34	3 years
35	3 years
36	3 years
37	3 years
38	3 years
39	3 years
40	3 years
41	3 years
42	3 years
43	3 years
44	3 years
45	3 years
46	3 years
47	3 years
48	3 years
49	3 years
50	3 years

VIII. As to (V) above corresponding to similar sub-headings

VIII. 1. Permanent.

2. Permanent.

3. Permanent.

4. Permanent.

5. Permanent.

6. 3 years.

7. 3 years.

8. 3 years.

9. Permanent.

10. 3 years.

11. 3 years.

12. 3 years.

13. As long as the bond is valid and for one year thereafter or until the old obligations thereunder are fulfilled.

14. Permanent.

15. 3 years.

16. One year after the completion of Export/Import/Transit.

17. 3 years after final judgement.

18. 3 years.

19. 3 years.

20. 3 years.

21. 10 years.

22. 3 years.

23. 3 years.

24. 3 years.

25. 3 years after all action is completed.

26. 3 years.

27. 3 years.

28. 3 years.

29. 3 years.

30. 3 years.

31. 3 years.

32. 3 years.

33. 3 years.

34. 3 years.

35. 3 years.

36. 3 years.

37. 3 years.

38. 3 years.

39. 3 years.

40. 3 years.

41. 3 years.

42. 3 years.

43. Permanent.

44. Permanent.

45. 3 years.

46. Permanent.

47. Permanent.

48. 3 years.

49. 3 years.

50. 3 years.

1	3 years
2	3 years
3	3 years
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5	3 years
6	3 years
7	3 years
8	3 years
9	3 years
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14	3 years
15	3 years
16	Permanent
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44	3 years
45	3 years
46	3 years
47	3 years
48	3 years
49	3 years
50	3 years

VIII. As to (V) above corresponding to similar sub-headings

VIII. 1. Permanent.

2. Permanent.

3. Permanent.

4. 3 years.

5. Permanent.

6. 10 years.

7. Permanent.

8. 3 years.

9. Permanent.

10. Permanent.

11. Permanent.

12. 3 years.

13. Permanent.

14. 3 years.

15. Permanent.

16. Permanent.

17. 3 years.

18. Permanent.

19. Permanent.

20. Permanent.

21. Permanent.

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45. Permanent.

46. Permanent.

47. Permanent.

48. Permanent.

49. Permanent.

50. Permanent.

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मुख्य आयुक्त का कार्यालय,
केन्द्रीय उत्पाद शुल्क एवम सेवा कर चंडीगढ़ क्षेत्र,
प्लॉट - 19, सैक्टर - 17/सी, सी आर बिल्डिंग,
दूरभाष / Telephone: 0172-2702379; फैक्स / Fax: 0172-2710212;
ई-मेल / E-mail: ccuchandiadm@gmail.com

C. No. 99/Zone-14/Admn/Misc/SAP/2017/ 755 - 761

दिनांक: 24.03.2017

सेवा में

मुख्य लेखा अधिकारी (गोपनीय) / सभी अधीक्षक / प्रशासनिक अधिकारी (सी सी यू),
केन्द्रीय उत्पाद शुल्क एवम सेवा कर चंडीगढ़ अंचल, चंडीगढ़ ।

महोदय / महोदया,

विषय: **Swachhta Action Plan with Activities / Projects for Swachhta for F. Y. 2017-18
and 2018-19** -संदर्भित ।

Please find enclosed herewith a copy of letter of even C. No. / 1129-1134 dated 13.02.2017 vide which the Programmes / Schemes / Activities to be followed by the Central Excise & Service Tax Chandigarh Zone for the implementation of Swachhta Action Plans (SAP) for the years 2017-18 and 2018-19 are prepared.

In the above context, it is hereby requested to take necessary action as per the Activities mentioned at Sr. No. 6 (Weeding out obsolete files, *pro forma* to be filled in this regard is enclosed herewith) under Part - B i.e. Basic Maintenance and at Sr. No. 1 under Part - E (Awareness creation) of Swachhta Action Plan for the year 2017-2018.

संलग्न: यथोपरी

प 24/3/17
(पारुल गर्ग)
उपायुक्त (सी सी यू)

- Swachhta Action Plan (SAP) 2017 – 2018
- List of Programmes / Schemes / Activities
- Office of the Chief Commissioner of Central Excise & Service Tax, Chandigarh Zone [With attached and subordinate Formations / Commissionerates viz Chandigarh-I, Chandigarh-II, Audit Commissionerate, Ludhiana, Jalandhar and Jammu & Kashmir]

S. No.	Programme / Schemes / Activities	Proposed Budget (in Rs. Per year)*	Target date for completion of Activity	Designation of the official responsible for implementation of activity and adherence of timelines	Designation of official responsible for overall supervision of the Activity
A	Digitisation of Office records / E – office / E - publication				
1	Adoption of E – office platform to lessen the use of papers: The following steps have been taken to increase the use of E – office:- i. Vendor to be given a rate contract for digitisation of physical files. Support / training on E – office issues to be organised ii. Digital Signature Certificates to all the officials for use of E - office		Dec, 2017 May, 2017 April, 2017	Submission of monthly report (Section wise) to DC / AC (Admn) at Comm'te / Division level and DC / AC (CCU) of CCU (Admn) on the no. of files digitised in the month and those which are yet to be digitised. If not digitised, the reasons thereof Submission of monthly report to CCU (Admn) on officers trained during the month and those who are yet to be trained	ADC (P&V) of th Hqrs., Office of th Comm'te an officer of the ran of AC / DC of th divisional offices
2	Digitisation of publications: All non statutory publications to be procured in a digitised version		June, 2017		ADC (P&V) of th Hqrs., Office of th Comm'te an officer of the ran of AC / DC of th divisional offices c the concerne Comm'te
3	Installation of CCTVs in Corridors of office premises. This will help in monitoring the cleanliness and issue advisories / take action against violators.		Nov, 2017		ADC (P&V) of th Hqrs., Office of th Comm'te an officer of the ran of AC / DC of th concerned Comm'te

* The expenditure on the activities where no amount has been mentioned against the 'proposed budget' will be met as per proposals received from field formations for the needful scheme under concerned Object Heads, by projecting the same to the DGHRD in the Budgetary demands of the B.E. 2017-18

Note: It is mandatory to submit a monthly report with regard to Scheme / Programme 1-3 under 'A' above, as per the stipulated timelines for completion of the activities to CCU (Admn)

				officer of the rank of Supdt. at the Divisional / Range offices
6	Weeding out obsolete files and optimization of office space. Purchase of Compactors for Storage will be considered. In this regard Expression of Interest would be floated to invite proposals from interested parties for providing the Compactors for safe and secure up keep of records and better utilisation of space		Annual basis	All DC / AC (Admn) to forward details of need for Compactors by April, 2017 DC / AC (Admn) to float tender for selecting the vendor by June, 2017 Vendors to install compactors by Dec, 2017
7	Renovation / upgradation of rooms		2 rooms every quarter	All DC / AC (Admn) to forward details of rooms needing renovation by April, 2017 DC / AC (Admn) to take estimates from approved rate contract vendors for seeking approval by 2 nd month of every quarter Vendor to complete the work by 3 rd month of the quarter
				Mandatory submit Quarterly Annual report with regard to 1-7 and 'B' as per the stipulated dates of completion activity, to CC (Admn)
<p>Note: It is mandatory to submit Quarterly / Annual report with regard to Scheme / Programme 1-7 under 'B' above, as per the stipulated timelines for the completion of activities, to CCU (Admn)</p>				

Swachhta Action Plan (SAP) 2017 – 2018

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-2018

S. No.	Programme / Schemes / Activities	Proposed Budget (in Rs. Per year)*	Target date for completion of Activity	Designation of the official responsible for implementation of activity and adherence of timelines	Designation of official responsible for overall supervision of the Activity
D	Cleanliness and beautification of Surroundings				
1	Maintenance of Cut flower potted plants as per rate contract provisions		Daily / Monthly	<p>A team of Operators may be formed to daily assess the quality of flowers / plants. They shall report any deviation in quality to Supdt / Insp (Hqrs). DC / AC (Admn) of the Comm'te / Division offices to monitor every month</p> <p>Based on the feedback of the Committee, appropriate action by way of cut in the amount to be reimbursed to vendor / appreciation letter to vendor</p>	<p>DC / AC (Admn)</p> <p>Supdt (Hqrs) / Ins (Hqrs) of th concerned Comm'te an Divisional office where applicable</p>
2	Put pictures of Archival Value on the walls of Corridor of the Hqrs office and other offices of each Comm'te		June, 2017	<p>Committee to finalise the details of pictures and tender by April, 2017</p> <p>Finalise the vendor by May, 2017</p> <p>Putting the pictures in various offices by June, 2017</p>	<p>DC / AC (Admn)</p> <p>Supdt (Hqrs) / Ins (Hqrs) of th concerned Comm'te ar Divisional offic where applicable</p>
3	The Courtyard gardens and outer lawn will be well maintained and planted with seasonal flowers and ornamental plants		Daily basis	<p>DC / AC (Admn) to coordinate with staff of CPWD who are assigned the responsibility of such maintenance</p> <p>In case of incidence of non-maintenance, the matter may be escalated to the Supdt Engg or Executive Engg of CPWD incharge for the area</p>	<p>DC / AC (Admn)</p> <p>Supdt (Hqrs) / Ins (Hqrs) of tl concerned Comm'te at Divisional offic where applicable</p>

Note: It is mandatory to submit Monthly progress Report with regard to Scheme / Programme 1-3 under 'D' above, as per the stipulated timelines for the completion of activities, to CCU (Admn)