



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR  
GENERAL ADMINISTRATION DEPARTMENT

OFFICE MEMORANDUM

The 25th February, 2022

No. GAG(A) 190/2017/145.-

**Subject:- Common Record Retention Schedule of Assam Secretariat and other Subordinate Offices of Government of Assam.**

Considering the importance, usefulness and administrative requirements and the time required for reference to the files to be closed after completion of proceedings in the offices of all Departments of Assam Secretariat as to how long to save these files and in which categories to classify a Common Record Retention Schedule was published in the Manual of Office Procedure 1981.

In order to streamline the procedure of the Record Retention a Committee was constituted vide Notification No. GAG(A).190/2017/105, Dated 1<sup>st</sup> February, 2022 to examine the procedures to be adopted for Record Retention and to propose a Comprehensive Record Retention Schedule. Based on the recommendations of the above Committee a Common Record Retention Schedule for Assam Secretariat and other Subordinate Offices of Government of Assam is notified as per Annexure for classifying the files (General Principles, Schedule for new Archive maintenance, sorting procedures and sending Files to Archive) for similar subjects of Government works after taking into consideration the provisions under Paragraph 138 to 147 of the Manual of Office Procedure 1981.

This Common Record Retention Schedule will come into force with immediate effect.

**M. S. MANIVANNAN,**  
Commissioner & Secretary to the Government of Assam,  
General Administration Department.

**Annexure****Common Record Retention Schedule of Assam Secretariat and other Subordinate Offices of Government of Assam.****1. Matters to be included in word File**

The word file in this schedule includes electronic files (including e-mail) in addition to the physical file which also includes Documents, Rolls, Codices, Sheets, Micro Films, Micro fiche, Photographs, Charts, Plans, Diagrams, Sound Records, Registers, etc.

**2. To whom it will apply**

The provisions of this resolution shall apply to all Departments / Heads of Departments / All Offices / All Semi-Government Offices / Grant-in-Aid Institutions / Boards / Corporations / and Autonomous Institutions of the State of Assam.

**3. Classification of Files**

As per the provisions under Para 138 to 147 of the Manual of Office Procedure, 1981, the file shall be classified as under.

Classification	Period for Preservation
Files/ Register/ Letters classified under Class 'A'	Permanently
Files/ Register/ Letters classified under Class 'B'	12 years.
Files/ Register/ Letters classified under Class 'C'.	5 years.
Files/ Register/ Letters classified under Class 'D'	1 year

[Note: The period of preservation shall be counted from the last day of latest official year covered by the record.]

- (1) **Class-A:** Files under this category need to be preserved permanently. This category will be allotted to a file in which important policies have been discussed or which contains orders establishing important precedents or general instructions or rulings of a permanent importance and which are likely to be required for reference in future in the Department concerned or in other Departments. The originals of all files of this category will be preserved.
- (2) **Class-B:** This class will cover files which contain orders and instructions, etc., not of permanent importance and which are not likely to be required for reference after 12 years.
- (3) **Class-C:** This class will consist of files of secondary importance which it is desired to preserve for a very limited period. Files under this category need to be maintained for a maximum of 5 years.
- (4) **Class-D:** Files which are of a purely ephemeral nature will not be recorded but will be destroyed as soon as they are one year old.
- (5) The Superintendent will ensure that if any decision taken or order issued on the file has a bearing on the Standing Guard File on the subject, the amendments to its relevant parts have already been made. He will check whether any important decision in the file have to be incorporated in the Precedent Register.
- (6) A note to the effect that the file has been recorded will also be made in the File Register as the last entry. This will be done by writing in red ink the letters "Recorded A", "Recorded B" or "Recorded C" and the date of closing the file against main and supplementary file titles in the Index to the File Register and in the File Register.
- (7) All the Departments with prior approval from the senior most Secretary / Head of Departments/ Head of Offices to prepare lists of record classification and to review them every five years to make them more relevant as per the expanding work process. One copy of this list to be sent to the Director of Archives. Proper consideration has to be given if there are any changes to be made as per historical significance.



4. **Process of classification:** Closing of the file to be done after the due consideration and resolution of various issues related to the files. Once the chapter is closed, the concerned officer handling the case or any officer should do the classification of the file as per the chart at **Annexure-V**. The category to be displayed on the category docket sheet so that the classification of the file can be easily seen:

Provided that the Administrative Department with the approval of the senior most Secretary of the Department/ Head of Departments/ Head of Offices may classify in writing any other file/documents which are not mentioned in the above Annexure.

5. **Destruction of ephemeral Files:** Files which are of a purely ephemeral nature will not be recorded but will be destroyed as soon as they are one year old.
6. **Preservation of records of historical value:** Care should be taken to see that files containing papers which are important or are likely to become important in future, however indirectly, as sources of information on any aspect of history whether political, military, social, economic, etc. or which are, or may in future prove to be, or antiquarian interest are not destroyed. However, files containing papers of the following type, which have a definite historical value, should invariably be preserved :
- (a) Original papers containing discussions of important principles and questions of policy.
  - (b) Original papers relating to legislation.

#### 7. Preparing a File for record

(1) After a file has been marked for record, it will be arranged properly for recording. This would involve the following action in the Department:-

- (a) amendment or revision of the title of the file, where necessary, so that it describes adequately its contents ;
- (b) completing references, that is, removing alphabetical slips and giving permanent identification marks to the references quoted in notes and correspondence ;
- (c) preparing a fresh cover for the file with the revised title ;
- (d) marking numbers of previous or later files on the subject on the cover of the file ;
- (e) removing from the file routine notes and papers which may not have been weeded out already;
- (f) marking the approved classification on the cover of the file ;
- (g) noting in the File Register the date of recording, classification and in case of 'C' files the year of destruction.

(2) After action as above is completed, the files classified as A and B will be entered in the Register of Files for Record in the form given in **Annexure-I** and will be sent to the Recording Section along with the Register.

(3) Files classified as 'C' will be entered in the Register a Files for Record in the form given in the previous paragraph and will be sent to the Records Room along with the Register. The form for the Register of Closed Files for A, B and C cases is the same, but due to the short preservation period of 'C' cases, two Registers will be maintained one for A and B cases and the other for C cases.

#### 8. Recording of Files:-

- (1) On receipt of files classified as 'A' and 'B' .in the Recording Section they will be entered in the Receipt Register of the Section and distributed amongst the Assistants for recording.

- (2) Before proceeding to record a file, the Recording Assistant will see that the file has been arranged for record as described in paragraph 7.
- (3) Recording of an 'A' case will involve the following action :—
  - (a) Preparation of index slips
  - (b) Preparation of a table of contents and
  - (c) Editing the notes.
- (4) Index slips will be prepared at the time of recording of files under the main and supplementary titles as explained earlier.
- (5) A "Table of Contents" with reference to former and later cases will be prepared in the Assam Schedule V, Form No 34 at **Annexure-II**.
- (6) When editing the notes, all discussions on side issues routine notes will be omitted and everything that is not important and has no direct bearing on the case will be excluded. All important papers will be entered in the "Table of Contents". The full name and designation of the officer below their notes must appear.
- (7) After an 'A' case is prepared for record, it will be returned to the Branch Officer concerned for his approval to the printing of the case. After satisfying himself that the case has been correctly prepared for record. He will return the case to the Recording Section within 15 days. The Recording Section will forward the case to the Records Room for printing as well as custody. The Keeper of "Records will fill in a Requisition Form and send the recorded case direct to the Government Press for printing.
- (8) For recording 'B' cases, the index slips will be prepared as for 'A' cases. The 'B' class recorded files will be sent by the Recording Section to the Record Room for custody. For 'C' cases, no index slips will be prepared and they will be sent to the Records Room direct.

#### 9. Custody of Records

- (1) The recorded files will be sent direct to the Records Branch by the Recording Section through a Register maintained in the same form as the Peon Book.
- (2) Immediately on receipt in the Records Room, the files will be arranged according to Departments and Branches and the year of opening of the files irrespective of their classifications, and stacked on the racks of the Record Room. Slips on the racks will show the Branch and the year of each bundle of recorded files.
- (3) The Records Room will also maintain a simple Register in the form of reminder diary in which a few pages will be allotted to each future year. Files which will become due for destruction in a particular year will be entered in the portion of the Register earmarked for that year and will be taken out for review in that year.
- (4) Confidential cases forwarded to the Record Room will be kept separate from the non-confidential cases. They will not be issued to other departments unless the approval has been taken of the Branch Officer of the Administrative Department to which the case belongs. Cases of Political Department will not be sent to Record.



**10. Obtaining recorded Files from Record Room**

- (1) To get a recorded file from the Record, Room, a requisition slip in the form given in **Annexure-III** will be sent and signed by the Superintendent or higher officer. This will be entered in the Record Room Issue Register in the form given in **Annexure-IV** and the Serial No. of the Issue Register will be entered in the requisition slip. When the required file is taken out, the slip will be kept in its place. Before sending the file to the Branch requisitioning it, the Records Room will enter the date of compliance in the Issue Register and the serial number in the Issue Register will also be noted in pencil on the back cover of the file requisitioned.
- (2) In case a requisition slip is not furnished by a Branch or in case the Records Room itself takes out any paper, the Records Room will prepare a requisition slip.

**11. Change Slip.**—If a recorded file initially obtained for a case is subsequently put up with another case, a revised requisition slip super scribed with the words "Change Slip" and showing the number of the new file will be made over to the Record Room for replacing the original slip.

**12. Review and weeding of Records.-**

- (1) No file, other than ephemeral files mentioned which will not be recorded will be weeded out without first reviewing its contents.
- (2) Files will be reviewed at the end of their prescribed period of life.
- (3) 'A' category files may also be reviewed every 25 years. The additional number of printed copies of 'A' category files retained in the Branch will also be reviewed at the time of review of original records so that only the minimum number of printed copies of files is maintained.
- (4) The files will be reviewed by the Keeper of Records in January each year. He will send to the branches concerned a list of the files which according to him should be destroyed in that year. The list will be forwarded in the form given in Annexure-IV.
- (5) On receipt of the intimation, as mentioned above, from the Keeper of Records, the Branch Officer will arrange to examine the files in the Records Room. Or send for any of the files from the Records Room. Files which, on review, ' are found still to be of use, will be returned to the Records Room for retention until a period to be specified by the Department. Files, which can be destroyed, will be sent separately to the Records Room for destruction.
- (6) Before destroying such files, the Assistant in-charge of the Records Room will make an entry in the Register of Receipts for Recorded Files.
- (7) Records not falling in the category of Files' will also be reviewed periodically and those no longer needed shall be weeded out.
- (8) The period prescribed for review or retention of a file or record will count from the first January following year of its closing. All files and Registers closed during a year will be examined in the month of January of the following year and action for their recording etc. will be taken.

**13. Preservation of Records and Registers maintained in a Branch.—**

- (1) The destruction of records (including correspondence) connected with accounts is governed by the rules contained in Appendix IV of the Assam Financial Rules as at Annexure-VII.
- (2) Every Department will issue departmental office orders prescribing periods in consultation with Organisation and Methods Division for which files or Registers on specified subjects should be preserved. The retention schedules should show the specific categories of records which can be examined by classes to avoid review of the files individually.
- (3) The list specifying the periods for which the Registers and records prescribed in this Manual should be preserved, is contained in **Annexure-VI**.
- (4) The Registers required to be preserved according to the instructions contained in this Manual will be retained in the Departments. They will be destroyed after the period of preservation is over unless any departmental enquiry or action is pending with regard to them.
- (5) The Departments will forward copies of the Assam Gazette to the Records Room after they are no longer required by them. The Keeper of Records will maintain two bound copies of Assam Gazette for permanent record. They are for reference purposes and are not lent to the Departments. He will maintain six other loose copies of the Assam Gazette which can be borrowed by the Departments. The Keeper of Records will arrange the disposal of the extra copies of the Gazette through the Nazir.

**14. Destruction of spare copies.**

The bundles of spare copies mentioned in paragraph 69 will be examined every year by the Superintendent of the Branch. All spare copies which are not likely to be required any longer will be destroyed by him. Any paper which is still of use will be marked for retention till the next annual examination.



**Annexure-I**  
**[Paragraph 7(2)]**  
**Register of Files for Record**

Sl. No.	File No.	Subject	Classification (i.e., Class 'A', 'B' or 'C')	Date on which sent for record	Remarks
1	2	3	4	5	6

**Note:-1.** Two separate Registers will be maintained- one for Class 'A' and Class 'B' files and the other for Class 'C' files.

2. A number of pages will be allotted for each year according to an index which may be maintained at the beginning of the Register.

3. The entries will be made according to the year of opening the files and not according to the year of recording.

Assam Schedule V, Form No. 34		<b>Annexure-II (i)</b> <b>[Paragraph 8(5)]</b>
<b>REFERENCES TO FORMER CASES</b>		19
Nos. or File No. and year		File No.....19
		<b>A-Collection</b>
		ASSAM SECRETARIAT
		.....Department
		.....Branch
		19
<b>REFERENCES TO LATER CASES</b>		
Department, date and Nos.	Brief Title of File	
		Brief Subject
		Table of Contents
(to be continued on back if necessary)		
<b>Papers other than Proceedings</b>		No.
I-Printed		
Notes and orders		
II-Not printed		

(ii)

REFERENCES TO LATER CASES- Continued		Table of Contents-Continued
Department, date and Nos.	Brief Title of File	



**Annexure-III**  
**[Paragraph 10]**  
**Record Room Issue Register**

Serial No.	Date of receipt of requisition	File No. of the file/receipt for which papers are required	List of papers supplied and their subject.	To whom supplied	Date of compliance with requisition	Date of receipt back and restored to the records	Remarks
1	2	3	4	5	6	7	8

**Annexure-IV**  
**[Paragraph 10]**  
**List of files recommended for destruction by Keeper of Records**  
during the year ..... of .....Department

Serial No.	File No.	Subject	Classification	Year of closing the file	Remarks
1	2	3	4	5	6

Keeper of Records.

NOTE:-The comments of the Department should be sent within 15 days of receipt of this letter. If comments are not received within this period, it will be presumed that there is no objection to their destruction and the records will be destroyed accordingly.



**Annexure-V  
[Paragraph 4]**

**SCHEDULE-I**

Sl No.	Subject	Class
1	Matters related to Establishment	
1	Creation of posts of different cadres	A
2	Retention/permanent retention of posts	A
3	Transfer of posts	A
4	Rationalisation of posts/vacancies	A
5	Upgrade/downgrade category of posts	A
6	Re-designation of Posts	B
7	Long term appointment to probationary employees	B
8	Reservation of vacancies for Scheduled caste and Tribe	B
9	Other Reserved vacancies i.e. OBC, PwD, etc.	B
10	Circumstantial retrenchment in establishment	C
11	Dismissal, disqualified, resignation / Retrenchment in establishment	C
12	Permanent appointment of temporary employees	B
2	Recruitment and Appointment	
1	Policy matters relating to recruitment	A
2	Rules for recruitment, standing / statutory rules for updation of general rule/updation for recruitment and standing order	A
3	Relaxation in conditions of recruitment rules	A
4	Relaxation in age / educational qualification in recruitment	A
5	Appointment on Honorary (Unpaid) vacancies	A
6	Appointment of dependents in case of deceased employees/ Compassionate appointment	B
7	Application, personal submission and correspondence with the dependents of deceased employees	C
8	Appointment of persons in all cadre managed by the Department	B
9	Appointment by Assam Public Service Commission.	B
10	Correspondence with Assam Public Service Commission	B
11	Notification and declaration of vacant posts	B
12	Appointment and promotion without consultation with APSC	A
13	Matter related to decision of salary of Government employees	C
14	Preparation of list of surplus employees and appointment	C
15	Recruitment by Department / Office	B
16	Appointment through direct Selection	B
17	Court Case, Appeal revision against recruitment process	B
18	Court Case, Appeal, revision against appointment	B

	19	Department Recruitment committee – Formation, minutes and other Correspondence	B
	20	Ad-hoc Appointment	A
	21	Appointment on deputation	A
	22	Appointment outside State	B
	23	Recruitment on contractual basis	B
	24	To retrieve name of candidates from Employment offices	C
	25	Submission of monthly report of vacant posts employment office by department	C
	26	Applications and correspondence of employees for vacancies at the places other than Department / Directorate/Division	B
3		Medical Examination	B
4		Certificate of Physical examination	C
5		Issue / Misplace of Identity card	C
6		Personal file	B
7		Register of Service Book	B
8		Matters related to Departmental establishment	A
9		Departmental / Sectional Examination	
	1	Resolution, Circular, Standing Orders	A
	2	Arrangement of Examination and declaration of result	B
	3	Application of candidates and to inform about result to candidates	C
	4	Relaxation in rules of Departmental Examination	B
	5	Exemption from Departmental Examination	C
	6	Appointment of paper setter, examiner, payment of remuneration and allowances	C
	7	Answer sheet of candidates	C
	8	Correspondence related to Exam oriented questions	D
	9	Procedure followed in case of failed candidates after the allotted opportunities	B
10		Matters related to change in Name – Surname	B
11		Matters related to changes in Date of birth	B
12		Matters related to change in Educational qualification	C
13		Matters related to verification of Age and educational Qualification	B
14		Selection List	B
15		Seniority List	
	1	Resolution, Circulars, Rules and Standing Orders	A
	2	Preparation of list of temporary seniority	C
	3	Preparation of final list of seniority	B
16		About Discontinuation and resume of service	B



17	Leaves		
	1	Resolution, Circulars, Rules and Standing Orders	A
	2	Casual leave	D
	3	Transfer leave	C
	4	Half pay Leave	C
	5	Earned Leave	C
	6	Medical leave	C
	7	Leave for Tuberculosis and other incurable disease	C
	8	Extraordinary leave	C
	9	Maternity leave	C
	10	Educational leave	C
	11	Special Casual leave	C
	12	Child Care Leave	C
18	Pension / Retirement from services		
	1	Resolution, Circulars, Rules and Standing Orders	A
	2	Voluntary retirement	B
	3	Premature retirement	C
	4	Compulsory retirement	C
	5	Matters related to Death cum Retirement Gratuity (DCRG)	B
	6	Commutation of pension	B
	7	Family Pension/Subsistence allowance	C
	8	Disability Pension	C
	9	Other Pension	B
	10	Matters related to Pension	B
	11	Pension related correspondence with Officer/ Employee at the verge of retirement	C
	12	Officer at the verge of retirement / Personal correspondence and application related to employees	C
	13	About the decision of provisional pension	C
	14	Annual Registers of Officer/employee at the verge of retirement	D
	15	Leave Encashment Benefits	C
19	Confidential Report		
	1	Resolution, Circulars, Rules and Standing Orders	A
	2	Submission/court case against confidential report	B
	3	Confidential report of Class 1 and Class-2	B
	4	Confidential report of employees of Class 3 and 4	C



20	Training		
	1	Resolution, Circulars, Rules and Standing Orders	A
	2	Application, correspondence, result of pre service training	C
	3	Application, correspondence, result of training in Administration/ accounting /budgetary training	C
	4	Application, correspondence, result for language training	C
	5	Application, correspondence, result for computer training	C
	6	Application, correspondence, result for training out of state/Foreign country	C
	7	Application, correspondence, result for training of refresher/functional course	C
	8	Application, correspondence, result for other training	C
	9	Approval of training classes	C
	10	Training class, training syllabus, process and arrangement.	B
	11	Examination/result /certificate of training	B
	12	Correspondence to release / Presentation for training	C
	13	Speakers for training /Payment of honorarium	C
	14	Appointment of examiner of training examination and payment of honorarium	C
21	Promotion		
	1	Resolution, Circulars, Rules and Standing Orders related to promotion	A
	2	Correspondence related to formation/meeting and minutes of Departmental Promotion Committee	B
	3	Procedure of seal cover in case of promotion	B
22	Roster		
	1	Resolution, Circulars, Rules and Standing Orders	A
	2	Cadre wise roster Registers for promotion & direct recruitment	B
	3	Meeting/minutes/sufficiency report of roster backlog	C
	4	Court Case/ Tribunal Case	B
23	Register for approved gazetted establishment		B
24	Register for approved non gazetted establishment		B
25	Register about distribution of work establishment		C
26	Transfer of officers/employees of Department / division		
	1	General Policy related matters	A
	2	Gazetted and Non Gazetted employees	B
27	Certificate of charge (Charge Report)		C
28	About allowance of charge		C
29	Time to join job		C
30	Annual Increment		
	1	Resolution, Circulars, Rules and Standing Orders	A
	2	Withholding of increment. Submission and decision against the same	B

	3	Court case/Petition against withholding of increment	B
	4	Increment Register	C
31		Delegation of Authority	
	1	Resolution, Circulars, Rules and Standing Orders	A
	2	Correspondence	C
32		Fixation of Salary	B
33		Deputation	B
34		Review of services of employee/officer after the age of 50	C
35		To make the employees permanent and to appoint permanently	B
36		Departmental inquiries, dismissal and disciplinary action	
	1	Resolution, Circulars, Rules and Standing Orders	A
	2	Matters raised due to discipline and behaviour	B
	3	Matters raised due to disciplinary appeals	B
	4	Primary/Departmental investigation against employees / officers	B
	5	Personal submission and correspondence	C
	6	Dismissal, disqualified and resignation	B
	7	Court case, Tribunal cases and relevant correspondence	B
	8	Orders for direction, judgement and decision in the cases of Criminal, civil and discipline appeal rules	B
	9	About restoration of employees under dismissal	B
	10	Progress report under dismissal	C
	11	To be present at the head quarter	C
	12	Payment of maintenance allowance	C
	13	Allegation of bribe against Government employees	C
	14	Progress report of Court Case	C
	15	Management, progress report, correspondence, P. R. etc for court proceedings, Judicial- Partially judicial court, management of cases lying before tribunal	C
	16	Register of Court case	B
37		Deputation of employees for activity related to election and its correspondence	C
38		Group Insurance Scheme	
	1	Resolution, Circulars, Rules and Standing Orders	A
	2	Individual cases	C
	3	Information and Correspondence	C
39		Benefits to the employee at the time of death	
	1	Link Insurance	C
	2	Advance salary at the time of death	C
	3	Expenditure for transfer of dead body to its Native Place after death	C



	4	Payment of Insurance/ Savings Fund	C
	5	Expenditure and aid for travel of family to their native place at the time of death	C
40		Investigation/review of sub office under the head of the department	
	1	Investigation/ review programme	C
	2	Note and report of investigation /review	C
41		Decisions about the complaint of Women for sexual harassment	B
42		Complaint and correspondence related to women sexual harassment	C
43		Final orders/ resolutions/circulars/ judgement of court about the sexual harassment of women	A
44		Advertisement, Tender notice and approval of tender in news papers and gazette	B
45		Matters published against department/offices in newspapers	C
46		Reduction in vacancies under austerity measures	B
47		Matter of filling vacancies under austerity measures	B
48		Cancellation of vacancy, filling of vacancy and transfer of vacancies under austerity measures	B
49		Officers/ Employee association/Union	
	1	Resolution, Circulars, Rules and Standing Orders related to emergence, purpose, formation, constitution and approval	A
	2	Minutes of general meeting/ Committee meeting/other meeting	C
	3	Punishable actions for breach of constitution	C
	4	Submission of officers/employees against association/Union	C
50		Matters related to employee welfare	
	1	Policy related matters	A
	2	General welfare activities including Social Security Fund	C
51		<u>General matters related to service</u>	
	1	Correspondence with Directorate to start new office	C
	2	Orders/resolution for approval for starting up of new office	A
52		Space for Office	
	1	Orders/resolution for Allocation/acquisition of land	A
	2	Plan/maps of construction repairing, administrative approval and technical approval	A
	3	Correspondence with Road and Building Department about construction	B
	4	Grants for construction and progress report of construction	B
	5	Allocation of place for office in government building	B
	6	Hiring of rental space / building for office	C
	7	Agreement /Contract for place for rent/building	B
	8	Determination/renewal of rent	C
	9	About repairing in the building of office	C
	10	Taxes paid to local organization and correspondence	C
	11	Waiving of Government Taxes	C



53		Correspondence for procurement of Government Residence/ accommodation/building	B
54		Loose tools – Dead Stock Register	A
55		Direct Purchase	
	1	Resolution, Circulars, Rules and Standing Orders	A
	2	Correspondence related to purchase	C
56		Library	
	1	Library Register / Accession Register	A
	2	Approval to purchase books for library	C
	3	Library Issue Register	C
	4	Write off of books and physical Verification	C
57		Type Writer, Duplicator, Calculator, Fax Machine, Xerox Machine	
	1	Resolution, Circulars, Rules and Standing Orders	A
	2	Correspondence	D
	3	Annual Maintenance Contract	C
	4	Register indicating details of repairing	C
	5	About purchase of Computer through Govt. undertakings	C
58		Computer Facility	
	1	Resolution, Circulars, Standing Orders etc....	A
	2	Action Plan	B
	3	Proposal, approval and purchase of computer and it's allied items	B
	4	Proposal, approval and purchase of Software	B
	5	Computer repairing and Annual Maintenance Contract	C
	6	Correspondence for purchase of computer and its ancillary material	C
	7	Proposal, approval and availability for computerization and its ancillary services	B
	8	Website for department/ division and to keep updated information	B
	9	Result of Course on computer concept (CCC and CCC+) and to provide opportunity for the same	B
	10	Training and correspondence for Module 1 and 2	B
	11	Proposal and approval for purchase of Software	B
	12	Procurement of Telephone/Internet facilities	B
	13	Procurement of ASWAN facility	B
59		Arrangement of Files	
	1	Resolution, Circulars, Rules and Standing Orders	A
	2	List of approved classification from Department (List A, B, C, D)	B
	3	Revised approved list of classification from Department	A

	4	Compilation of files stored	A
	5	Class wise Register	A
	6	Docket Sheet Register	A
	7	Transfer list / Verification Register	B
	8	Index of bundle of destroyed files	A
	9	Class wise Register of destroyed files	A
	10	Transfer List of files of A class to be handed over to State Archives	A
	11	Correspondence for transfer List of files of C class to be handed over to state archives	C
	12	Resolution, Circulars, Rules and Standing Orders for garbage of destroyable records	A
	13	Implementation, Execution, Resolution, Circulars, Rules and Standing Orders for garbage of destroyable records	C
	14	Approval of list of classification	B
60		Writing Materials, Stationery, Forms	
	1	Correspondence for submission of Indent	C
	2	Register of Inward-outward and balance	C
	3	Physical verification	C
	4	New indent number for office	C
	5	Preparation and print various type of forms, questionnaire, brochure, and other material for office	C
61		About purchase of materials from foreign countries	C
62		Matters related to Income Tax	
	1	Circulars, resolutions related to Income tax	B
	2	Register and certificate of deduction of Income Tax	A
	3	Correspondence with Income tax Department for procurement of TDS number	B
63		Improper materials of repairing should be declared as useless and procedure of disposal of the same	B
64		Government Vehicle	
	1	Standing order for usage and repairing expenses of vehicle	A
	2	Spare part purchase Register	B
	3	Correspondence related to purchase of spare part and repairing	C
	4	Log Book	C
	5	Proposal and approval for receipt of vehicle	C
65		Standing order for office Administration and security	A
66		Uniform/Fixed dress distribution Register	C
67		Correspondence for Indent for Uniform/Fixed dress and its report	C
	1	Shoes / Slippers Register	C
68		Umbrella distribution Register	C
69		Matters related to address of employee/officers	C
70		Matters related to tour programme of Ministers	C



71	Action plan of office	B
72	Matters related to Table Inspection	C
73	Physical inspection of books	C
74	Await Case Register	C
75	Formation of Board/committee for work related to office	C
76	Publication of various articles related to office in various news papers and magazines	C
77	Different applications related to activities of office	C
78	Monthly progress report of office	C
79	Quarterly progress report of office	C
80	Half yearly progress report of office	C
81	Annual Administrative Report of office	B
82	Tour programme of officers/employees of Offices	C
83	Preparation of various types of forms and other literature related to office	C
84	Publication in Gazette	C
85	Rules related to entry in office premises / Secretariat	A
86	Complaint and Enquiry	C
87	Formation/ Meeting / Minutes of representative committee.	B
88	Rules related to propaganda and advertising through press	A
89	Arrangement of Press conference	C
90	Rules and arrangement for hospitality	A
91	Matters of office/ department published by Print / Electronic media	C
92	Administrative / practical matters related to National flag	C
93	Rules and Policy related matters for guests of state	A
94	Purchase of gifts for guests of State	C
95	Acceptance and self-sacrifice of gifts received by officers of secretariat	A
96	Matters related to arrangement and planning of meeting convention, ceremony and festival	C
97	Planning of tour programme of representative committee.	C
98	Matters related to Assembly / Parliament	
	1 Recommendation, instructions and Standing Orders	A
	2 Consolation and commitments / assurances	B
	3 Reports of different Committees	B
	4 Deduction proposal, resolution / determination, focus notice	B
	5 Questionnaire / Starred Questions	C
	6 Proceedings of Assembly/Parliament	B
	7 Correspondence related to Assembly/Parliament	C
	8 Register of MPs and MLAs, letters and their replies	C



99	Right to Information Act		
	1	Resolution/Orders/Circulars and policy related Files	A
	2	Files under RTI Act on which information officer has provided/partially provided/not provided information (On which First Appeal was not submitted)	D
	3	Files under RTI Act on which information officer has provided/partially provided/not provided information (And those files on which first appeal was submitted before appellate authority but Second Appeal was not submitted before State information commission)	D
	4	Files under RTI Act on which information officer has provided/partially provided/not provided information (And those files on which Second Appeal was submitted before State Information Commission and proceedings were completed as per the order of Information Commission )	C
	5	First Appeal, Second Appeal against the decision of Information Officer and File of PIO on which writ petition was filed before High court against judgement of information commission	B
	6	File of first Appeal submitted to appellate authority by complainant against the decision of Information officer (Against which second appeal was not filed before Assam Information Commission)	D
	7	File of first appeal submitted by applicant to appellate authority (Against which second appeal was not submitted before Assam Information commission)	C
	8	File of first Appeal of appellate authority against the decision of which second appeal and consequently writ petition was filed against the judgement of Information commission.	B
	9	Registers to be maintained by PIO	C
	10	Registers to be maintained by Appellate Authority	C
	11	Files of quarterly information	C
	12	Files of Annual returns	C
	13	File of proactive disclosure of respective year	B
	14	File of appointment of Assistant information officer / Public Information officer / Appellate authority under RTI Act	D
100	Transformation and Development		
	1	Matters to be decided for Sustainable Development Goal/Smart Goal	A
	2	Meeting for Sustainable Development Goal/Smart Goal	C
	3	Policy related matters	A
	4	Matters related to execution of schemes	C
	5	Sanction of schemes	B
	6	Correspondence related to plans and schemes	B
	7	Evaluation and Monitoring	C
101	Complete details related to celebration of Urban Development Year, Tourism year and other year		C
102	Facility of mobile phone to officers		C
103	Payment of Mobile phone bill		C

104	Correspondence with Human Rights Commission		C
	1	Rules, resolutions, circulars for award of various types of Prizes	A
	2	Compensation matters related to NHRC/AHRC	B
105	Disaster Management		
	1	Disaster management authority instruction, resolution, circulars	A
	2	Reports about / at the time of various disasters, calamities	B
	3	Activities / Correspondence to be conducted at the time of various disasters, calamities	C
	4	Correspondence / approval for presence in seminar conference	C
106	Budget and Planning		
	1	Register for Income and Expenditure	C
	2	Recovery of costs	C
	3	Distribution of Grants	C
	4	Investigation report and accounts of appropriation	C
	5	Estimates of Budget	B
	6	Remaining objections from investigation	C
	7	Paragraphs of investigation	C
	8	RE appropriation of corpus	C
	9	Final amended Grant	C
	10	Temporary distribution of Grant	C
	11	Supplementary Demand	C
	12	Investigation paragraph and reply of its explanation	C
	13	Demand/acceptance of additional fund	C
	14	Non recoverable loans / to write off advance payment	C
	15	Austerity measures in expenditure	C
	16	Figures of expenses incurred for receipt of help from centre	C
	17	Proposal for Central Aid	C
	18	Return of unspent Central Fund	B
	19	Standing Order for financial aid from Central Government	A
	20	Correspondence/ report for central help, programmes and implementation of schemes	B
	21	Proposal for new Subjects / Pre inspection and Theoretical approval	B
	22	Details of expenditure incurred lesser than the Grant received at the end of year	C



107	Plan Schemes		
	1	Accepted schemes	A
	2	Un-accepted schemes	C
	3	Review of existing schemes	C
	4	Administrative approval and technical sanction for major works	A
	5	Administrative approval and technical sanction for minor works	A
	6	Budget presumption for five year planning	A
	7	Reports of study group about five years planning	C
	8	Submission before Central and State Finance Commission	C
	9	Five Years planning	A
	10	Proposal of five year planning	B
	11	Physical and financial targets for Five Year Planning	C
	12	Information for evaluation of existing Five Year Planning	C
	13	Annual Development schemes / programmes	B
	14	Information for evaluation of Annual Development Scheme	C
	15	Evaluation report of Annual Development schemes	C
	16	Progress Register of Annual development schemes	B
	17	Schematic progress report	C
	18	Balance of approved Grant lying with the department / Directorate at the end of year	B
108	About publishing / booklet printed by the department		B
109	Classification of branch office/ to send at record office for maintenance		B
110	To prepare Circular /resolution collection (Manual / compendium)		B
111	To prepare speech of Honourable Governor/Chief Minister		C
112	Future oriented plans		A
113	National Development Committee		A
114	District Planning Centre		
	1	Matters related to appointment, transfer, training, budget, confidential reports, policy related matters	A
	2	Policy related matters for re-formation of district planning centre	A
	3	Policy related matters for development of backward area	A
	4	Policy related matters for district planning	A
	5	Policy related matters for District Planning Process –	A
	6	Approval of travelling allowance of members of district planning board	C
	7	Approval of charge allowance of District Planning officers	C



	8	Important matters in of meting of District planning Board	B
	9	Topics of Balanced Development Committee	B
	10	Scroll of District Schemes and List of Scheme of District level	B
	11	Provision of financial instruments to District Schemes and to provide financial aid to Panchayat	B
115		District wise information of Annual Development Schemes	B
116		Miscellaneous matters for Development schemes	C
117		General Provident fund (GPF)	D
	1	Opening of new account, appointment of legal heir and to provide options	B
	2	Temporary advance partial withdrawal / Last withdrawal / final Withdrawal from GPF	B
	3	Relevant correspondence with reference to abovementioned subject	C
	4	Payment of final withdrawal to legal heirs	C
	5	Final withdrawal from GPF by the person other than contributor	B
	6	Register of accounts of General Provident Fund	B
	7	Approval of fund for Compulsory Deposit scheme.	C
	8	Correspondence related to final withdrawal from GPF by the person other than contributor	C
118		Small Savings schemes	D
	1	Standing Orders/Instructions	A
	2	Correspondence related to scheme	C
119		Matters related to Fund, Cash and Accounts	
	1	Approval of medical expenses	C
	2	Approval of allowance of typist for additional time	C
	3	Voucher related to accidental expenses	C
	4	Monthly accounts of cash balance sent to accountant general	B
	5	Pass Books (All)	B
	6	All Accounts Registers (Related to the subjects which are not mentioned in this list)	B
	7	Other (Duplicate) copies of bill	C
	8	Files of Bills	C
	9	Accounts of Cash balance	B
	10	Accounts of Stock	B
	11	Account of Performance	B
	12	Report of Stock for the purpose of Cash Credit	C
	13	Remaining loan and Other Receivable Register	C
	14	Ledger of Advances	B

15	Bills Received for set off	B
16	List of half margin of Investigation schemes (After Adjustment)	C
17	Permission for acceptance of task and payment from outside	C
18	Matters related to Guilty, embezzlement, misbehaviour, penalty, degradation of officers of all department	B
19	Recovery of amount of embezzlement	C
20	Changes in Office Hours	C
21	Permission of advance with interest	B
22	Permission of advance without interest	B
23	Correspondence related to payment of reimbursement allowance	C
24	Honorarium remuneration for special work, reward and deputation allowance	C
25	Copy of Last pay Certificate	B
26	Attachment on salary as per notice received under Co operative Act and Court of claims	D
27	Recovery of Government Allowance as per Court Order	D
28	Approval of retirement pay and verification of service tenure and related correspondence	C
29	Approved or disallowed gratuity	C
30	Correspondence related to budget received from sub office or other branches	C
31	Correspondence with Accountant General about budget	C
32	Correspondence related to reinvestment	B
33	Income Register of establishment and holiday collection	B
34	Mortgage document for building construction and other allied advance	A
35	Agreement with contractor	B
36	Statistical sheet for work load	B
37	Register to maintain control on Grant	C
38	Register on control of travelling allowance	C
39	Inspection report	C
40	Office inspection report	D
41	Report of annual evaluation for activity of treasury from AG	A
42	Fraudulent drawal from Treasury and damage to Govt. Fund if there is any theft.	B
43	Accounts Register of stamp tickets of office services	C
44	Worksheet, its abstract and correspondence	D
45	Internal Register for distribution of post within branches	D
46	Register other than Salary bill (Post Audit)	D
47	Salary bill Register	A
48	Cheque Register	C
50	Register of unpaid amount (Post Audit)	C



51	Advance Register (Post Audit)	C
52	Cashbook Register (Post Audit)	B
53	Permanent Advance Register (Post Audit)	B
54	Supplemental salary bill secondary Register (Post Audit)	C
55	Token Register (Post Audit)	C
56	Day book (Post Audit)	C
57	Miscellaneous expenses Register	C
59	Register for employees/officers on pension	B
60	Medical charges Register	C
61	Accidental expense bill (Post Audit)	C
62	Advance bill (Post Audit)	C
63	Medical bill (Post audit)	C
64	Lumpsum bill / Detailed bill (Post audit)	C
65	Bills related to Honorarium payment	C
66	Register of outstanding loan and other receivables	B
67	Para of Public Account Committee	C
68	Amendment in salary structure (As per rule of ROP)	B
69	Resolution, Circulars, rules and Standing Orders	A
70	Correspondence	C
71	Fixation of salary	B
72	Matters related to Audit objections	C
73	Sample signature	C
74	About information related to pension cases	B
75	About rent free Accommodation to employees	C
76	T A Bill Register (Post audit)	C
77	File related to natural calamities such as earthquake, flood, cyclone	B
78	Administrative development schemes	C
79	Matters related to payment to employees during strike	C
80	Correspondence related to group insurance schemes for employees	B
81	Authority file (Salary, allowances, advance)	C
82	Objections and other details related to deduction against advance for building construction	C
83	File related to application for advance, approval, and guarantor in case of building construction	B
84	Correspondence related to no due certificate for advance for building	C
85	For approval of cash allowance	C
86	For approval of various types of allowances	B

87	Matters related to issue of income certificate and certificates related to salary	D
88	Register for control on Grant	C
89	CAG report and its replies	B
90	Reply of PSC Para	B
91	About appointment of Statutory Audit	B
92	Original Bank Guarantee	B
93	Receipt Books	C



**Annexure-VI**  
**Schedule-II**  
**[Paragraph 12(3)]**  
**Period of Preservation of Secretariat Records**

Sl No	Register	Period of Preservation
1.	Receipt Register for Dak Section	1 year
2.	Assistants Log Book	"
3.	Typist's Log Book	"
4.	Peon Book	"
5.	Weekly Arrear List 'A'	"
6.	Register of Departmental Publication	"
7.	Service card of type writers	"
8.	Register of periodicals received	"
9.	Register of Railway Receipts	"
10.	Attendance Register	"
11.	Register for Rubber Stamp	"
12.	Register of file received un-officially	3 years
13.	Register of files issued un-officially	"
14.	Despatch Register (Postal Dak)	"
15.	Stamps Account Register	"
16.	Register of Assembly Questions	"
17.	Register of Assembly Resolutions	"
18.	Register of Assurance	"
19.	Inspection Reports on Secretariat Departments	"
20.	Register for Inward Letters (Receipt)	5 years
21.	Register for Outward Letters (Issue)	"
22.	Departmental Receipt Register	"
23.	File Index Register	"
24.	Stores Register	"
25.	Stock Register of liveries	"
26.	Issue Register of liveries	"
27.	Assembly/ Parliamentary Question Register	"
28.	Register book for posts sent through peon	"
29.	Standing Guard File	Permanent
30.	Precedent Register	Permanent

31.	Annual Amalgamated Index	“
32.	Register of files for record	“
33.	Record Section Receipt Register	“
34.	Record Room Issue Register	“
35.	Issue Section Register of typewriters	“
36.	Register of black listed firms	“

(\* NOTE ..... The Register at Sl.20 will be preserved for 5 years if the Annual Amalgamated Index for the year has been prepared by the Record Section ; if not, the Register will be preserved until preparation of the Annual Amalgamated Index)



**Annexure-VII**  
**APPENDIX 4**  
**Rules regarding Destructions of accounts records**  
**[See Financial Rule 116)**

The destruction of records (including correspondence) connected with accounts is governed by the following rules and such other subsidiary rules consistent therewith as may be prescribed by the Government of Assam with the concurrence of the Accountant-General.

So long as an objection is outstanding and the accounts have not been completely checked and accepted in audit, they and the supporting documents should not be destroyed even though the period of preservation prescribed in the Departmental Rules may have expired.

(a) The following should on no account be destroyed:

Records connected with expenditure which is within the statute of limitation;

Records connected with expenditure on projects schemes or works not completed, although beyond the period of limitation:

Records connected with claims to service and personal matters affecting persons in the service;

Orders and sanctions of a permanent character, until revised.

(c) The following should be preserved for not less than the period specified against them:

Description of Records	Period of preservation years
Acquittance Rolls for pay and other allowances	35 Yrs
Register of contingent expenditure	5 Yrs
Detailed Budget estimates of an office	5 Yrs
Travelling allowance bills and acquittance rolls relating thereto	3 Yrs
Service Books	5 Yrs after death or retirement whichever is earlier.
Leave accounts of non-gazetted Government servants	3 Yrs after death or retirement
Pension Cases	5 Yrs after retirement
Statement of monthly progressive expenditure and correspondence relating to discrepancy in figures	2 Yrs
Mortality return of pensioners	5 Yrs
Pay bills	35 Yrs
Pay and receipt Cheque Book	5 Yrs
Daily Cash Book	10 Yrs
Abstract of Acquittance Rolls	10 Yrs
Register of Pay held over	6 Yrs
Station Cash Accounts	6 Yrs
Register of promissory notes enforced for payment of interest at a Treasury	20 Years
Memorandum of advice of re-enfaced notes	1 Year
Detailed list of notes enfaced for payment of interest of a Treasury	1 year
Register payment of Interest	1 Year
Payment Order of invest on Promissory notes at a Sub-Treasury	20 Years or until interest to be paid from the Treasury.

Note: These rules will also apply to the Public Works Department.

- (c) A minimum period after which any record may be destroyed has been prescribed. Heads of Departments and Divisional or District Officers may order to writing destruction of such records in their own and subordinate offices, on the expiry of that period counting from the last day of latest official year covered by the record.
- (d) Heads of Department are 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 Department should be forwarded to the Comptroller for his concurrence in their destruction before the destruction is ordered by the Head of Department.
- (e) Full details should be maintained permanently in each office of all records destroyed from time to time.

**Note.** The words Annual Establishment returns (Book of Establishment).....35 years have been deleted and the figure "6" occurring against the item 'Pay Bill' has been substituted by the figure 35 vide C. S. No. 213 Ref. Memo No. FEG.-69/62/7, dated 28-8-1962]