

**GOVT. OF NCT OF DELHI**  
**NEHRU HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL**  
**B-BLOCK, DEFENCE COLONY, NEW DELHI-110024**

**Manual 6**

**A statement of the categories of documents that are held by it for underits control**

**[Section 4(1) (b) (vi)]**

**Details of the records available may be made in a statement form, wingwise, unit wise, branch wise and it may be got tabulated, indexed and catalogued.**

**A statement of the categories of documents held**

<b>S. No.</b>	<b>Main Head</b>	<b>Sub Head</b>	<b>Retention period</b>	<b>Custodian of Documents</b>
1	Payment and recoveries	1.Expenditure sanctions not covered by Paragraph 1 above (including sanctions relating to grant-in-aid)	2 years, or one year after completion of audit, whichever is later.	Accounts Branch
		2.Cash Books maintained bythe drawing and disbursing officers under Central Government Account (Receipts and Payments) Rules 1983	10 years	Accounts Branch
		3.Contingent Expenditure	3 years or one year after completion of audit, whichever is later.	Accounts Branch
		4. Arrear claims (including sanction for investigation, where necessary expenditure paper relating to:	3 years or one year after completion of audit, whichever is later.	Accounts Branch

		5.GPF membership	1year	Admin Branch
		6.. GPF Nomination	1years after final settlement of GPF account	Admin Branch
		7.Adjustment of missing credits of GPFAccounts.	1 year	Admin Branch
		8.Final withdrawal from GPF e.g. forhouse building,higher technical education of children etc.	I year	Admin Branch
		9. GPF annual statements.	I year	Accounts Branch
		10..T.A./Transfer T.A. claims	3 years, or one year after completion of audit, whichever is later	Accounts Branch
2	Budget Estimates /RevisedEstimate		3 years	Accounts Branch
3	Service Book of : a.Officials entitled to retire ent/terminal benefit s.		3 years after issue of final pension/ gratuity payment order	Admin Branch
	a.Other employees		3 years after they have ceased to be in service	
4	Leave Account of a.Officials entitled to retirement/ term		3 years after issue of final pension/ gratuity payment order.	Admin Branch
	b. Other employees		3 years after they have ceased to be in service	

5	Service records	a.Nomination relating to family pension and DCR gratuity	1 year- after settlement of benefits	Admin Branch
		b Civil list gradation/ seniority list :-  1)in the case of departments preparing and bringing out the compilation 1.in the case of other departments (i.e.those supplying information for such compilation	3 years  1 years after issue of relevant compilation	Admin Branch
		c Alteration in the date of birth.	3 years	Admin Branch
		d.Admission of previous service not supported by authenticated service record,e.g.through collateral evidence.	years or 1 year after completion of audit, whichever is later.	Admin Branch
		e. Verification of service	5 years	Admin Branch
6	Expenditure statement		To be weeded out at the end of financial year.	Accounts Branch
			To be weeded out after the Appropriation accounts for the year have been finalized.	Accounts Branch
			To be weeded out after the Appropriation Accounts for the year have been finalized .	Accounts Branch

7	Surety Bonds executed in favour of a temporary or a retiring GOVT. servant		3 years after the Bond case to be enforceable	Accounts Branch
8	a.Pay bill register		35 years	Accounts Branch
	b.Office copies of Establishment pay bills and related schedules ( in respect of period for which pay bills registeris not maintained)		35 years	Accounts Branch
	C.Schedules to be Establihment pay bills for the period for which pay billregisteris maintained		3 years, or one year after the completion of audit, whichever is later	Accounts Branch
	d..Acquaintance Roll		3 years, or one year after the completion of audit, whichever is later.	Accounts Branch
9.	Muster Rolls		Such period as may be prescribed in this behalf in the departmental regulations subject to a minimum of three financial years of payment excluding the financial year of	Admin Branch
10.	Bill Register maintained in form TR-28-A		5 years	Accounts Branch
11	Paid cheque re turned by the Bank to he Audit /Accounts Office		5 years	Accounts Branch

12	Files, Papers and documents relating to contracts, agreements etc.		5 years after the contract/ agreement is fulfilled or terminated. In case where audit objections have been raised, however, the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the audit authorities or have been reviewed by the Public Accounts Committee.	Caretaking Branch & Admin Branch
13	Sub-vouchers relating to the Secret Services Expenditure Secret Services Expenditure		3 years after the expiry of the financial year in which the expenditure was incurred, subject to completion of administrative audit and issue of audit certificate by the nominated controlling officer.	NA
14	Patients record Investigations Reports Morbidity Data Patients Seen		10 Yrs	Medical Records Department

