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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 under its control

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

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

A statement of the categories of documents held

S. No.	Main Head	Sub Head	Retention period	Custodian of Documents
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 by the 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)	1 year 1 year after final settlement of GPF account 1 year 1 year	Accounts Branch

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

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

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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 35 year	Accounts Branch
	b. Office copies of Establishment pay bills and related schedules (in respect of period for which pay bills register is not maintained)		3 years, or one year after the completion of audit, whichever is later	Accounts Branch
	c. Schedules to be Establishment pay bills for the period for which pay bill register is maintained		3 years, or one year after the completion of audit, whichever is later.	Accounts Branch
	d. Acquaintance Roll			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 returned by the Bank to the 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