

OFFICE OF THE ACCOUNTANT GENERAL (A&E), PUNJAB & U.T, CHANDIGARH

CRT-II/Disposal of old record/21-22/ 32-34

Dated- 21/06/2021

Circular

In Continuation of this section circular No. CRT-II/Disposal of old record/2019-20/154 dated 02.07.2019, the old record consigned to main record branch is required to be destroyed on quarterly basis instead of six monthly basis as provided at note below Para 8.28 of the manual of CRT Section Vol-I. The details of various types of old record due for destruction on each quarter is mentioned below in the table:-

List of Record proposed to be destroyed on quarterly basis

Sr. No	Record	Preservation period	Period of record due for destruction on 30.06.21	Period of record due for destruction on 30.09.21	Period of record due for destruction on 31.12.21	Period of record due for destruction on 31.03.22
1.	Salary TA and Medical vouchers/Treasury vouchers	03 years	04/18 to 06/18	07/18 to 09/18	10/18 to 12/18	01/19 to 03/19
2.	TE file and TE ledger	10 years	04/11 to 06/11	07/11 to 09/11	10/11 to 12/11	01/12 to 03/12
3.	Detail book	10 years	04/11 to 06/11	07/11 to 09/11	10/11 to 12/11	01/12 to 03/12
4.	Treasury cheque	03 years				
5.	Cash Account and list of payment	10 years	04/11 to 06/11	07/11 to 09/11	10/11 to 12/11	01/12 to 03/12
6.	Classified Abstract and Consolidate Abstract	10 years	04/11 to 06/11	07/11 to 09/11	10/11 to 12/11	01/12 to 03/12
7.	Personal File of Gazette officers	03 years after the death of retirement whichever is earlier				
8.	PWD monthly accounts	07 years	04/14 to 06/14	07/14 to 09/14	10/14 to 12/14	01/15 to 03/15
9.	Pension vouchers	05 years	04/16 to 06/16	07/16 to 09/16	10/16 to 12/16	01/17 to 03/17
10.	GPF Ledger and Registers	35 years				
11.	Reports to be sent by the respective wing/section latest by.		25/06/21	25/09/21	25/12/21	25/03/22

In Case the old record due for destruction is still required to be preserved, then it may be informed to CRT-II section on or before the dates mentioned at Sr. No. 11 (positively) in the above table on quarterly basis without further communication from the CRT-II, Otherwise the list of old record to be destroyed with a certificate to the effect that the said record is not required by the Govt. Or a Court of Law or in connection with settlement of outstanding objection or the accounts for the period to which they relate, have been completely checked may be furnished latest by 25.06.2021, 25.09.2021, 25.12.2021 and 25.03.2022 positively. Unless specific instruction to the contrary are received from the section concerned by the Record Keeper, records which are due for destruction will be automatically weeded out & destroyed as stipulated in Para 8.28 of CRT manual Vol-I.


Deputy Accountant General (Admin)

Copy forwarded to the following for information and necessary action.

1. All the Group officers
2. All the Branch Officers of main office and UT sub-office,
3. IT Support Cell for putting in office web site.


Sr. Accounts Officer (CRT-II)