

D—COMMON OFFICE SERVICES

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Records other than files.	

D—COMMON OFFICE SERVICES

Description of records	Head/Sub-head	Retention period	Remarks
1		2	3
1. Accommodation			
Office accommodation Rules.		Permanent*	
Requirements of office accommodation.		1 year after completion of audit.	
Shifting arrangements.		1 year after completion of audit.	
Residential accommodation Rules.		Permanent*	
Application for allotments of residential accommodation.		1 year after house is allotted.	
Application for free/reduced rent accommodation.		1 year after completion of audit.	
Application for providing water and electric connections issue of letter of guarantee.		1 year	Subject to a copy of the guarantee letter being placed in the personal file.
Application for surrender of accommodation.		1 year	
Unauthorised sub-letting of Government accommodation.		1 year	If, as a result of the enquiry the Government servant is disqualified for Government accommodation or any other penalty is imposed on him, a copy of the relevant order will be placed on the personal file.
Waiting lists of various types of accommodation from general pool.		1 year after house is allotted.	
House rent allowance Rules.		Permanent*	
Approval of the scale of accommodation for grant of house rent allowance on percentage basis.		1 year after completion of audit.	
Acquisition/purchase of building land for official use.		Permanent*	A suitable entry will be made in assets register.
Hiring/requisitioning of private property.		1 year after completion of audit ; or 1 year after termination of lease/contract, whichever is later.	
Additions, alterations and maintenance.		Permanent*	

2. Medical charges

Rules

Permanent*

Issue of medical identity cards.

Alterations/additions in identity cards

}

1 year

Subject to a suitable entry being made in the register of identity cards.

Medical charges-re-imbursement

1 year after completion of audit.

3. Working environment

Rules

Permanent*

Provisions of items of purchase/hiring store/stock/stationery.

1 year after completion of audit.

Subject to (a) suitable entries being made in the appropriate stock register in the case of purchase, and (b) a proper account of receipt, issue and return being maintained in other cases.

Waterman-engagement of during summer seasons/Daily wages labourer

}

1 year after completion of audit.

Subject to proper account being maintained in the appropriate register.

Maintenance of air conditioners, fans, heaters, etc.

4. Furniture

Rules

Permanent*

Condemnation/disposal of unserviceable articles.

}

1 year after completion of audit.

Subject to suitable entries being made in the appropriate stock assets register.

Hiring/purchase

Maintenance and repairs

Physical verifications.

5. Stationery and forms

Rules

Permanent*

Indent for stationery on Controller of Stationery.

1 year

Local purchase

1 year after completion of audit.

Subject to suitable entries being made in the appropriate register.

Supply of stationery

1 year

Subject to suitable entries being made in the appropriate register.

Physical verification

1 year after completion of audit.

Subject to suitable entries being made in the appropriate register.

6. Typewriters**Rules****Permanent***

Condemnation and disposal

1 year after completion
of audit.Subject to suitable entries
being made in the appro-
priate register.

Rate contracts.

Permanent*

Hiring

1 year after completion
of audit.Subject to suitable entries
being made in the appro-
priate register.

Purchase

Repairs and maintenance and bills
therefor.

Physical verification.

7. Duplicating machines**Rules****Permanent***

Condemnation and disposal

1 year after completion
of audit.Subject to suitable entries
being made in the appro-
priate register.

Rate contracts

Hiring

Permanent*1 year after comple-
tion of audit.Subject to suitable entries
being made in the appro-
priate register.

Purchase

Repairs and maintenance and bills
therefor.

Physical verification.

8. Calculating and Accounting machines**Rules****Permanent***

Condemnation and disposal

1 year after comple-
tion of audit.Subject to suitable entries
being made in the appro-
priate register.

Rate contracts

Hiring

Permanent*1 year after comple-
tion of audit.Subject to suitable entries
being made in the appro-
priate register.

Purchase

Repairs and maintenance and bills
therefor.

Physical verification.

9. Other office machines**Rules****Permanent***

Condemnation and disposal

1 year after completion
of audit.Subject to suitable entries
being made in the appro-
priate register.

1	2	3
Rate contracts	Permanent*	
Hiring	} 1 year after completion of audit.	Subject to suitable entries being made in the appropriate register.
Purchase		
Repairs and maintenance and bills therefor.		
Physical verification.		
10. Vehicles		
Rules	Permanent*	
Rate contracts	Permanent*	
Condemnation and disposal	1 year after completion of audit.	Subject to suitable entries being made in the appropriate register.
Purchase	} 1 year after completion of audit.	
Repairs and maintenance and bills therefor.		Subject to suitable entries being made in (i) appropriate stock register and (ii) register for watching progress of expenditure on maintenance and repairs of each vehicle.
Physical verification		
11. Office equipment including electrical and mechanical appliances and other miscellaneous stores.		
Rules	Permanent*	
Rate contracts	Permanent*	
Purchase	} 1 year after completion of audit.	Subject to suitable entries being made in the appropriate register.
Condemnation and disposal		
Repairs and maintenance		
Physical verification		
12. Liveries		
Rules	Permanent*	
Procurement of material	} 1 year after completion of audit.	Subject to proper account of the articles received being maintained in the appropriate register.
Stitching and tailoring		
Supply of shoes and chappals.		
Return, renewal, surrender and withdrawal.		
13. Black-listing of firms/contractors		
Circulars	Permanent*	

1	2	3
Individual cases	3 years	Subject to significant events concerning the performance of a contractor being noted in a suitable register or card index.
14. Contractors for supplies		
Approved list	Permanent*	
Registration	3 years	
Waiver/reduction of penalty of condonation of irregularity.	1 year after completion of audit.	
15. Telephone, clocks and call bells		
Telephones installation and shifting of telephone.	3 years ; or 1 year after completion of audit, whichever is later.	
Repairs and maintenance		
Clock and call bells (procurement and maintenance).		
16. Staff Car		
Rules	Permanent*	
Non Official journeys.	3 years ; or 1 year after completion of audit, whichever is later	
Purchase of P.O.L. accessories.	3 years ; or 1 year after completion of audit, whichever is later.	
Servicing, repairs and replacement of parts and relevant correspondence		
17. Unserviceable, obsolete and surplus articles		
Rules	Permanent*	
Approved list of auctioneers	Permanent*	
Engagement of auctioneers and notice of auction.	1 year after completion of audit.	
18. Maintenance of records		
Rules	Permanent*	
19. Printing and binding		
Rules	Permanent*	
Correspondence relating to printing and binding.	2 years	Subject to receipt of intimation about debit having been raised.
20. Library		
Ordering and receipts of books	3 years ; or 1 year after completion of audit, whichever is later.	Subject to suitable entries being made in the accession register/magazine register.
Ordering and receipts of periodicals		

1	2	3
Lending, transfer (requisition, reminder etc.) :		
(a) Lending	1 year	
(b) Transfer	3 years; or 1 year after completion of audit, whichever is later.	Subject to suitable entries being made in the accession register.
Membership applications.	1 year after resigning the membership	
21. Care taking arrangements		
Allocation of work among sweepers, farashes and chowkidars.	1 year after the allocation order ceases to be in force.	
White-washing, arrangements thereof	1 year after completion of audit.	
22. Security		
Rules	Permanent*	
Confidential and secret box.	} 1 year after completion of audit	Subject to suitable entries regarding distribution and custody of boxes and keys being made in the appropriate register.
Duplicate keys maintenance.		
Issue of identity cards—correspondence thereof	} 1 year	Subject to suitable entries being made in the register of identity cards.
Loss of identity cards.		
Temporary passes arrangements.		

RECORDS OTHER THAN FILES

1	2	3
Staff car log book.	3 years ; or 1 year after completion of audit, whichever is later.	
Stock register.	1 year after stock are entered in the latest register.	
Railway receipt register.	1 year after completion of audit.	
Short-hand note book	1 year	
Library accession register	} Permanent*	If, for any reason, a register has to be re-written, the old register will be retained for 3 years.
Departmental security seals register		
Register of identity cards		
Register of spare copies of classified documents.		
Telephone bills.	1 year after completion of audit.	