

A' B' C' D' E' - LIST

(A) Category preservation period- permanent.

Sr.No.	Mac No.	Nature of Record.
1.	37	Register of Building permissions.
2.	49	Register of House connection and reconnections (Water and rain connections) current record till writtern than the old register as G record
3.	70	Register of Civil Suits.
4.	72	payscales Register; Current record till rewritten then the old Register as C Record.
5.	96	Register of Immovable properties; Current; record till rewritten than the old register as (C' Record.
6.		Register of Lands; current record till rewritten then the old Register as C Record
7.	106	Register of Investment: Current record till the loans as paid up then as C Record.
8.	107	Register of lons current record till the loans is paid up then as C Record.
9.	107/A	Register of sinking funds;-current record till the losn is paid up then as C Record.
10.		proceedings of General Board and all other executive committees and Law committee.
11.		Government Rseolution, orders and circulars including Law Rules, Regulations and standing order and instruction issued by Government regarding Municipal Elections.
12.		Important administrative circulars standing order of permanenet neture issued by collectory and Municipal Authorities, Examiner, L.F.Accounts and Rememberance of legae Affairs; Ad only Finalorders and judgemnets (To weed out unnecessary papers propety while filing)

13. Papers regarding formation and reconstruction of Municipality papers relating to fixing or alteration of city limits and Octroi limits.
14. Taxation Reports:- (Only final reports) and not all proceedings and miscellaneous correspondence.
15. Act, Rules and by Laws and Schedules of Taxes and Establishment, proposals and sanction papers.
16. Register and papers relating to delegation of powers to Municipal committee and officers :- A record if incorporated in Rules or By-Laws If not then as current record till in force of then as C record.
17. Register showing the rates of taxes rates cess fees or charge for All kinds of municipal revenue and permit use of and dispensaries, various sorts of licence and permit, use of Ambulance car, Dead Body vad. Rangupwan Swimming pool etc.
18. case papers of the above items if not covered under item No.16 to treat at current papers till revised there after D papers.
19. Administration Report of Chief Officer: Only printed copy of permanent preservation.
20. Government Gazettes.
21. Library Register current record till rewritten and authenticated there after the old register as D record.
22. Abstract of General Census of Municipal areas and Nation Register.
23. papers relating census of Municipal area and Nation Register.
24. papers relating to Civil suits by or against the Municipality regarding Municipal proprietary interest.
(To weed out unnecessary papers while filling and such papers to place under D record).
24. papers relating to creation of new posts of revision on Payscale of any scheduled post (This does not include papers regarding temporary establishment).

25. Municipal service regulations and standing orders only final orders to be preserved permanently case papers are current till in force than as C records.
26. Orders fixing amount of security to be taken from Municipal employees current as long as in force then as C record
27. Register of rates of all kinds of allowance paid to the Municipal staff such as Dearness Allowances House Rent Allowance etc. This included special allowance attached to some permanent and schedule rates and of likewise nature.
28. Case papers of the above cases to treat as current papers till revised or withdrawn there after defunct papers as D record.
29. Register of opinions of the Municipal Auditor, Examiner of L.F. Accounts and Remembrances of legal affairs on cases of General nature and policy matter referred to them for advice and opinions.
30. Awards and judgements of Industrial Tribunals in labour of staff disputes and agreements with staff union only final judgements or orders to be retained permanently.
31. Donation papers of and for immovable properties.
32. Donation papers for establishment of Trusts.
33. Register of Donations including articles gifted to the Municipality.
34. Register of vital Statistics.
35. Papers regarding Festival or celebration of Important events and honours given to Ministers and National Leaders etc, This does not include papers relating to opening ceremony or foundation stone laying ceremony or annual celebrations of events or ordinary and filling)
36. Rules and regulations relating to use of Rang upvan, swimming pool Ambulance car, Dead Body Van, committee Bus, public parks and of like nature current papers till revised and there after the defunct paper as D record
37. Ten copies of cash issue of Sudhari Samachar Annual printed records Administration Records, Annual Accounts and General Board Proceedings (printed) in puces bound volumes.

38. Two copies of printed Budgets.
39. Papers of cases in which the Municipality shares the revenue with Government :-To preserve so long as the revenue is leviable; the class it as C record.
40. Discussions and decisions as regards liability or right of the Municipality in matters of income or expenditure in medical sanitary public works education and all matters connected with the general administration of the Municipality.
41. Municipality school Board :- papers involving important policy questions and constitutions,
42. Register of supreme court :- High court decisions and judgments and Rulings on Municipal Administration including Election cases
43. Annual Accounts ; only printed copy.
44. papers and correspondence for raising of loans in open market or from Government; current record till the loan raised is fully repaid then as D record.
45. papers relating to purchase or new loans interest payment transfer of names inquiry about heirs and all matters connected with loan current papers till the loan is satisfied then as 'E' record.
46. Lapsed Deposit Register current record till rewritten and there after the old and defunct register as 'D' record.
47. Register or grant in aid received from Government.
48. Register of Municipal Debenture holders current record till all cases are repaid then as D record.
49. Papers relating to grant in aid in respect of original scheme of the Municipality (To weed out unnecessary papers regarding recovery of sanctioned amount from this record while filing This later record to class D category).
50. Plans estimates and papers of Town planning master plan. drainage, water works, Flood protective works or similar other capital scheme of original nature.

51. Sale deeds, Registers and papers regarding sale, purchase and acquisition of lands and buildings.
52. papers and Registers of lands assigned for public purpose.
53. Register of Documents.
54. sands.
55. City Survey maps and maps of important historical places and maps of Municipal Districts.
56. Maps charts and patraks of Distribution lines of water and drainage sluice valves, Fire Hydrants etc.
57. Maps, charts, Registers and papers of sanctioned abandoned of modified alignments papers should be regarded as pending cases and as dormant till alignment is enforced and given effect to on all the survey numbers.
58. Register and papers regarding private street lands declared as public street lands.
59. papers and deeds regarding exchange of lands.
60. Registers, papers and agreements of permissions, granted for chhaja, Balcony, projections, steps foot boards, sky sings etc. payment of prescribed fees compounded or otherwise or on 'No dava' ablat; Register as current record till rewritten there agree add and defunct papers as 'D' record case are current record till the permission is in force there after as D record.
61. Register papers, and agreements of Building permission in Road alignments A papers till the land is vacated and possession delivered to the Municipality there after as 'D' papers Register as 'A' record (current) till rewritten there after the old and defunct as 'D' record.
62. Register of encroachments current record till all the cases are finally disposed off then as D record.
63. Town planning Acquisition Register.
64. Town planning possession Register.
65. Town planning site plan Register.
66. Town planning Register showing Road widening Lines.
67. Town planning Demarcation Register.

68. Birth, death and vaccination Registers: retention period 75 years.
69. Register of marriages: retention period 75 years.
70. Register of late information of Birth and Deaths: retention period 75 years.
71. Papers relating in introduction of major public health schemes of permanent nature viz Anti malaria and filaria family planning food adulteration and of likewise nature.
72. Vaccination : Government correspondents on vital and policy issue.
73. papers regarding cemeteries or cremation and burial grounds
74. papers regarding cemeteries or cremation and burial and lepers till the case is current and live the record as D record.
75. Correspondence with Government regarding Infections Diseases Hospital on vital and policy questions.
76. Register of medico legal cases.
77. papers and agreements relating to grant of water connection disposal of private sewage or arrangement of latrine, cleaning etc. under fixed rate of special contracts and such other long term agreements current record till the term of contract there after as a record.
78. Register of cases of water supply by meters current record till rewritten then the old Register as D record.
79. Register of public stand posts cisterns, tanks or troughs
80. Register of Fires and floods.
81. Fire and flood reports when the damage exceed Rupees five ~~thousand~~ lacs or casualties exceed Ten human lives only final report (To weed out unnecessary papers while filing and these papers form D records.)
82. Register of public street light lamp posts including ornamental posts and mercury vapour lamps current till rewritten there after the old register as D record.

83. Joint water supply scheme with other municipality :
original scheme papers agreement and disputes Awards papers
(only final orders and awards for permanent retention after
weeding out unnecessary case papers and correspondence).
84. Type, Modal or standard Plans and Estimated current records till
revised there after the old papers as D record.
85. Register of Museum Articals current record till rewritten
then the old and defunct register as D record.
86. Original papers establishing new units or Hospitals, dispensa-
ries, coints, special medical units and or lidewise nature.
87. List of A papers current till reviewed of revise of rewritten
then the ~~old~~ old and defunct list as D record, Deleted
entries to enter in the B.C.D List
88. List of B.C.D. papers destroyed under orders of proper authority.

'B' CATEGORY PRESERVATION PERIOD :-

35 years for Establishment papers

30 years for other papers.

Sr.No.	M.A,C From	Nature of Record
1	8	General Day Book.
2	17	Classified Registers of Receipts/ payments (Ledgers).
3	35	Assesment Lisr of lands and Building liable to taxation.
4	76	provident fund Ledger.
5	77	Broad sheet of provident Fund.
6	77/A	provident Fund Day Book
7	108	Cash Book of sinking funds and special funds.
8		Security Bonds of Municipal Employees; They should be treated as D record after retirement. of the employee concerned
9		papers regarding grant of personal allowance to a particular employee: current papers only so long as the employes is in service then as record.
10		Service Book of Municipal Employees in service then if not handed over to his heirs D record
11		Register of punishments to Municipal permanent employees.
12		pensidonpay order Current order till the pensionor is allve there after as D record
13		papess/ relating to opinions of the Municipal Auditor Examiner of L.E Accounts of "ememberancer of Legal Affairs referred to then for advice or openions only if sought on genera l policy issues rest as D record if related to a particular case only :(at the time of destruction of this recird after 30 years only final orders or judgements should beweeded out andto attach with papers under item 12 of a A List).

14. Register of prize distribution and special Awards Madals, merit Certificates in competitions or variety shows or for public service done to the Municipality.
15. ~~papers~~ papers of articles gifted to the Municipality.
16. School Board papers relating to creation of posts regulations and of like wise nature having permanent affect.
17. Audit notes and L.F. 'examiners' remarks and replies there to (This does not include preliminary audit notes).
18. Field Books.
19. Register of Mutations in the titles of lands, buildings and water connections.
20. Town planning incremental contribution Register.
21. papers relating to grant of licence of Hotels, Restaurants, dangerous trades etc. involving policy questions,
22. Case papers of medical legal cases.
23. Register of Enidemics.
24. papers regarding installation and purchase of new plants and machineries costing Rs.5000/- and above.

(c) CATEGORY PRESERVATION PERIOD + Ten years-

Sr.No.	M.A.From	Nature of record.
1	14	Register of Bills for payment during the year (Bill register) of Accounts Deptt. Only those of other departments D record.
2	15-79	Bills forms payment ovuchers files
3	25	Conetal collection Register of Direct permanent and Oetroi Department.
4	73	pay bills andacquittance Roll of the permanent and temporary astblishement.
5	74	Absentee statement.
6	75	periodical increment certuficates of the establish- ment.
7	103	Register of major works. pains and estimates and papers of all works when the cost exceeds Rs.10000/- and not fallong under item No.51 of A list.
8		Claculation papers, Registers and other details of censues.
9		Case papers of civil suits by or against the Municipality, "egarding Money. recovery Rent possession suit etc. Election peritions and appeals.
10		case papers of labour disputes, Industrual Tribunal case papers and reference etc.
11		proceedings consultatice andsub-committees and special committee (Excluding Law committee(.
12		papers relating to embazzements of Municipal property of defaulaction and misapporpriation cases.
13		Files andreports on special subjects such as taxation inquiry committee or Electicity committee
14		Inspection notes, remarks andreports of the Coollector, commissioner or D.L.A and its replies.
15		papers andcorrespondence regarding Local Bodies conference proceedings and reports of delegates.
16		papers relating to transfer of lands and Building and partition applications.

117 water connections and drain connections applica
tions with plans.

118 water connection transfer applications.

119 Case papers of arbitration proceedings, litigati-
ons and correspondence with other Municipality
relating to joint water works scheme : other than
those covered under item No.84 of A list.

120 Town planning : Inventory Register.

121 "Fajachithi" papers for new building constructions
and permissions to occupy them.

122 papers regarding sanctioning of lay out of plots.

123 papers regarding purchase and installation of new
plants, machineries, and instruments, when cost
exceeds Rs.1000/- but does not exceeds Rs.5000/-

124 Street Light, Agreemtnes and papers relating to
it Ten years after the term of afreement expires

125 Fires and floods reports when the damage exceeds
Rs. one lakh or casualty exceeding five human
lives.

126 Register of shops and establishment (B) from.

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Category preservation period - Five years.

Sr.No.	M.A.C.From	Nature of Record.
1	2 to 6	Budget Estimates.
2	7	Statements of reappropriations sanctioned by the Municipality.
3	9	Subsidiary Register of Miscellaneous Receipts
4	10	Subsidiary Register of Receipts (Treasury).
5	11	Register of money orders received during the years
6	12	Bill/Treasurer cash book.
7	14	Bill Register of all Departments Except Accounts officer.
8	16	Unpaid Register.
9	17/A	Transfer entries.
10	20 & 42	Collection Register of Octroi make clarks and octroi Refund Ledger.
11	29	Octroi Refund Ledger.
12	32	Account current with firms of public bodies for octroi dues from them
13	34	Collection Registration or Toll Receipts.
14	36	Register or objections to assessed taxes. for the year.
15	38	Register or increases and decreases of assessed taxes.
16	39-47 51-52	Demand Register of all direct taxes.
17	40	Bill Book of Taxes.
18	43	Firms Notices.
19	44	warrants.
20	45	Register of notice fees and warrant fees
21	46	Notice of private scavenging services.
22	50	Meter reading Book.
23	54	Stock account of face value tickets.
24	55-57	Licence-permits: counterfoils of duplicates.

- 56 Register of licence and permits :
Current record till wholly written up and
renewed and entered in the new volume then.
as D record.
- 59 Accounts of tickets issued to
collection clerks.
- 60-71 Demand Register to rents of lands and building
and all kinda of miscalleneous revanues.
- 61 Collection Register of Miscellaneous receipts
peors and Registers of miscellaneous sales
by auction or otherwise.
- 62
- 63 Garden Ledger Register.
- 63 Miscellaneous Demands- Bills.
- 65 Register of copying fees.
- 66 Register of copying fees.
- 67 Register of travellers.
- 68 Register and papers of works done for private
niduals by the Municipality.
- 69 Register and papers of hire of Municipal prop-
erties.
- 78 pension Register.
- 80 permanant Advance Register and Accounts.
- 81 Journal- Register of Receipt/issues of Stores.
- 82 Stores ledger.
- 82/A work order Register.
- 82/B work order Book.
- 83 Requisition Book (Indents Books).
- 84 Stamp accounts Book.
- 85 Register of moveable properties (Dead stock
Registier)....
- 88 Kerosene oil account.
- 89 Accounts of Electric lights.
- 89/A Meter readingbook for consumption of
electrical energy.

90 Live stock register.

51 91 Stock account of fodder.

52 92 Stock account of receipt books and muster rolls
53 94 petrol accounts.

54 98 Schedule of rates.

55 100 Muster Roll of daily rated labour employed

56 102 Register of minor works-plans and estimates and
57 papers of all works when the cost exceeding Rs.
2000/- but does not exceed Rs. 10000/-.

58 104 Stock account.

59 105 Tools and plans Register current record till
written then the old registers as D record.

60 109 Register of Advance/Deposits All uncleared
entries are carried over to the next years(Register.

61 110 Register of security deposits other than cash:
all uncleared entries are carried over to the
next year Register.

62 Inward and outward despatch registers Establishment
papers relating to schedule posts Appointment paper
s, postings. transfer promotion orders, leave papers
Efficiency ber crossing sanctions, permission to
accept outside work on remuneration or bonarairs,
deputstion for special training and grant of deputa-
tion allowance, Departmental inquiry papers leading
to diamaiials invalidings, compuls ry retirement,
discharge rediction warning and fineor otherwise
64 papers felating to grant of pension and gratury
amount and verification of service and all other-
preliminary papers for this purpose.

65 papers relating to temporary or provisional
establishment.

66 Departmental Examination : permissions granted
for appearance, question papers, programmes.
answert books and result declared.

67. papers relating to pay fixation and calculations resulting from Industrial Tribunal Awards is, agreements with staff unions or general revision of pay scale.

68. General revision of pay scale

68. Register and papers of advances to municipal employees for purchase of vehicles etc. D papers after the whole amount is repaid or written off.

69. Gradation of seniority loss of Municipal employees Current papers papers till revised there after an D record.

70. Establishment Recovery Register and papers 'D' papers after the full amount is recovered or written off and noted in service Book.

71. papers relating to payment of rewards or Bonus for special work. To note in service Book.

72. School, Board papers : other than those covered under A and B lists.

73. papers regarding variety shows competitions and prize distribution there at General statistics.

74. General statistics.

75. papers relating opening ceremony, foundation stonelaying ceremony or annual celebrations of ordinary and recurring nature.

76. Papers relating to Election of president appointment of Various committees and Municipal delegates on public bodies or institutions or local bodies conferences.

77. Surplus copies of Annual printed reports.

78. Resolution Register of Departmental Heads.

79. Miscellaneous Correspondence.

80. Papers relating to Election and Byelections of the Municipality and school Board.

81. Papers relating to prosecutions for offences under Municipal Act, Rules and By-laws: and correspondence relating to it.

82. Prosecution Register.

83. Administration Reports of departmental heads and Chief officer's manuscript or typed report.

Papers relating to purchase of municipal museum articles. Annual accounts, manuscripts or original. ... 19 ...

Cheque Book counterfoils.

86. Bank pass book.
87. Hedeeded debentures.
88. Papers and correspondence relating to recovery of sanctioned grant in aid from Government and papers weeded out from
89. Register No. 50 of 1951. item No. 50 list.
90. Register of cheque : issued, returned and cancelled.
91. Bill inwards and outward registers of Audit and accounts departments.
92. Register of grant - in- aid paid to private and public bodies
93. Fixed and call deposits Register and papers.
94. Interest watching Register.
95. Register of contents of Treasury valust and chests.
96. Correspondence with Examiner D.F. Account regarding disposal of Government audit notes.
97. Preliminary audit notes or objections.
98. Papers subject to audit current papers till the audit objection is pending there after to destroyed after five years.
99. "Rejachithi" papers for ordinary repairs to buildings.
100. Papers relating to pulling down of dangerous buildings and sheds.
102. Papers regarding action taken in respect of U.H.H buidlings.
103. "otice nondh Register.
104. Case papers finding incremental commibutions current papers till the case is live there after as 'D' records.
105. "egister of lands and nuiddings given or taken on lease, current record till rewritten than tthe old register as D record when rewritten the extinct, cases should be committee.

- 106 Papers and agreement relating to lease of land and building current record till the lease is valid than to treat as D record.
- 107 Papers relating to encroachments To file after the land entrenched upon is vacated or disposed off If ultimately the land is least or sold than the record should be classified according to that category.
- 108 Assessment appeals, petitions, objections, protests and industry reports for assessment purposes for all taxes, rates, cess, fees and all other Miscellaneous demand: Note in demand Register then file as D record.
- 109 Tax relief applications on charity educational or poverty grounds etc.
- 110 Papers and registers relating to lumpsum fixation of water rate and special sanitary cess etc. current papers till the term is valid there after as D papers Register Current record till rewritten then the old register as D record.
- 111 Refund of tax application papers and registers.
- 112 Tax written off papers and registers.
- 113 Wardwise pahani, patrahs of properties, vehicles, water connections etc. liable to municipal taxes. rates or cess etc.
- 114 Arrears of Tax. Register and recovery papers.
- 115 Registers and papers of properties and goods distrained attached and auctioned for nonpayment of taxes.
- 116 Register and papers relating to goods attached and auctioned for non-payment of octroi and toll.
- 117 Octroi exemption certificates Books-counterfoils.
- 118 Measurement Books for civil constructions or supply of of materials.
- 119 Applications and correspondence for erection of new light posts or shifting or existing light post.
- 120 D.G.S.G agreement and correspondence : current papers till the agreement is in force there after as D record. (This does not include supply orders and its correspondence and verifications of its accounts.)

- 121 Supply orders and correspondence under the D.G.D agreement and verification of .
- 122 122 Log books accounts relating to it.
- 123 Papers and correspondence relating to purchase of new plants machinery and instruments of spare parts when the cost does not exceed Rs. 10000/-
- 124 Agreement and its correspondence with Government for payment of railway freight current record till the agreement is in force there after : as D record.
- 125 Wagon Register.
- 126 Register and papers of plants and seeds : purchased (Garden).
- 127 Car repair Register and accounts :
- 128 Register and papers of articles given or taken on loan by the Municipality current papers till expiry and return of loan articles and there after as D record-
- 129 Bandhkam Kabult paper to rejoining of extension of
- 130 Papers relating to repair to rejoining of extension of cutting of etc. the water connection; entry to be made in the water connection registers.
- 131 Papers relating to supply of, repairs to insertion fo or replacement of water meters.
- 132 Papers of daily supply and consumption of water.
- 133 Water supply programme on public holidays and religious festivals or eclipses.
- 134 Water analysis reports and registers (H.W.W)
- 135 Register of alum and chlorine dosages.
- 136 Register and charts of water levels in River and S.P. plant (H.W.W)
- 137 Register supply programmes and papers relating to it, current papers till the programme is in force the reafter as D record.
- 138 Rajachithi papers for privy constructions on ownership as lands.
- 139 Fires and floods reports other than these covered under A & C. category.
- 140 Case papers and registers of indoor patients.

- 141 Register of surgical operations.
- 142 Register and accounts of x ray plates
- 143 Ultra Violet treatment Register.
- 144 Lymph account Register and purchase papers.
- 145 D.D.T supply correspondence and spray programmes.
- 146 Register of sale of D.D.T Emulsion.
- 147 Market stall sent Register.
- 148 Register of market stall licence holders current record till rewritten then the old Register as D record when filed.
- 149 Applications and papers relating to grant of a licence for market stall and employment of a servant by the licensee current papers till the term of the licence then as D record.
- 150 Outbreak of epidemics correspondence and Government grant papers.
- 151 Register of lepers and lunatics current record till rewritten then the old Register as D record.
- 152 Register of cases of plague, cholera, small-pox and other infectious diseases.
- 153 Register of samples taken by Food Inspectors analysis records and case papers of prosecutions lodged.
- 154 Affidavits and applications for corrections of entries in the Birth and Death Registers and for entering names in Birth Registers.
- 155 Record and case papers of privated drainage and W.C connections done by the Municipality, on grant of loan current papers till the loan is repaid thereafter as D record.
- 156 Starting reports, completion reports and correspondence pertaining to Drainage and W.C connections with public and with licenced plumbers.
- 157 Papers relating to arrangements with Government authorities relating and agreement for supply of information invoices patraks etc. for the purpose of assessment and recovery of taxes, Octroi and other revenues : current till the agreement is in force there after as D record.
- 158 Application for licences under the shope and establishment Act (A form).

'E' category preservation period two years or after the records are audited and accepted which ever is later.

Sr.No.	M.A.C Code.	Nature of Records.
1	1	General Receipt Books
2	23	Chalan of cash pain into the treasury of Bank (Bank slip books).
3	19 & 23	Octroi receipt books.
4	19	Receipt for deposit in lieu of octroi.
5	21-22 26	Chalans of all sorts collection remittance.
6	24	Railway invoice Registers.
7	27	Transit pass counterfoils and Ravangi Registers.
8	28	Applications for refund of octroi of goods exported.
9	30	Declaration firms in respect of goods imported.
10	31	Octroi make bill book.
11	33 & 33/A	Counter receipt toll
12	41	Receipt books of taxes.
13	48	Sanitary Inspector's reports of private scavenging services.
14	58	Counterfoils of slaughterhouse receipts.
15	93	Workshop bill book.
16	95	Lorry Accounts.
17	101	Morning reports of wards sections.
18		Daily despatch books (peons 'Tapal Book)
19		Papers relating to registration from municipal service.
20		Casual leave reports.
21		Applications employment.
22		Muster Rolls and Time Book of permanent employees.
23		Attendance Register or patraha of Municipal Councillors in G.B. & Committee Meeting.

- 24 General Board and Committee meeting circulars and agendas.
- 25 Waiting list of candidates.
- 26 Charge taking reports.
- 27 Councillors' resignations if by election in not made.
- 28 Rough minute books cyclostyled copies of G.B minutes.
- 29 Municipal councillors questions and answers in General Board meetings.
- 30 Councillors' meetings and resolutions General Board.
- 31 Executive notes and orders (Inspections notes) of Chief Office for carrying out certain in works of etc. and their compliance reports.
- 32 Diaries of municipal employees and officers.
- 33 Condolence Resolutions.
- 34 Complaints Register : current record till fully written up Then file after all the complaints noted there in are disposed for papers should be filed under appropriate item.
- 35 Applications for extracts and copies from municipal records.
- 36 Annual contract tender papers for job work or service or supply of materials etc.
- 37 Tender papers, purchase, sale distribution and all other papers relating to Sudhrai Samachar, Diaries, Annual Administration Reports. printed Records Accounts, Budgets, Rules and by-laws Books, etc.
- 38 Papers relating to purchase of library books and payment of subscriptions for Government Gazettes, periodicals and magazines.
- 39 Printing matters for Sudhrai Samachar, Diaries etc. and surplus copies of Budgets, Diaries, Sudhrai Samachar. G.B. proceedings.
- 40 Record of library books issue register or issue slips.
- 41 ~~41~~ Compilation of Statistics and information for preparation of Budgets. Administration Report or ~~other~~ similar other reports.
- 42 Rejected tender papers, questions and offers.

43 Annual returns of solvency certificates of societies of municipal employees.

44 Injunctions or stay orders from civil courts usually part of a case. If not observe the injunction and when a expired or withdrawn as 'E' papers.

45 Returns of landed property hold by Municipal employes. Current record till another is received in consequence of change or alteration in the list then file after the municipal employees leaves municipal service.

46 Annual statement of the employees attaining superannuation.

47 summons Register

48 Currency notes Register.

49 Quarterly accounts.

50 Daily balance reports.

51 Treasury daily transfer reports.

52 Cancelled cheques.

53 Monthly recovery statement and returns or progress reports.

54 Papers and correspondence regarding payment of grants to public and private bodies.

55 Certificates of permanent advance holders received from all departments.

56 Bank balance register and bank reconciliation Statements.

57 Periodical returns of income tax deductions office copies.

58 Visit Books kept at naka and dispensaries etc.

Factory Inspectors remarks register and R.T.B.S inspection and remarks register : current record till fully written up then file after effects given to all remarks and instruction note there in papers should be filed under appropriate category.

59 Custom Bharatia Register.

60 Cash Bag receiving register.

61 Register and papers of stay orders served to public for octroi recovery on closed packages.

62 Naka Clerks' vehicle Registers.

63 Extrats from R.T.O Registers, city survery property Register, and post parcal extracts a and like wise other extracts for assessment of tax purposes.

64 Daily reports relating to case of plague, cholara and small pox and other infactions discases from sanitary Inspeccotors as wall as Doctores.

65 Daily, weekly and monthly returns of births, deaths, causewise deaths and of plaugue, chblara or small pox sent to Collector of A.D.P.R.

66 Distribution of medicines to public.

67 Register of medical practitioners and dais : current till rewritten there after as E record.

68 Scsvfging Serv.ce discontinued Register.

69 Notice to dais.

70 Register, papers and accounts relating to cattle impounded : cattle receipt books and release books.

71 Birth and death notes received from police, dispensaries etc. and Registers kept at nakas for this purpose.

72 Register of vaccination notice.

73 Register of laboratory tests of private samples and tests or preports.

74 Case papers and Registers of outdoor patients.

75 Diet Registers (Hospitals)

76 Ex.pense book of drugs (Hospitals) and dispensaries)

77 Receipt books fees (do)

78 Dhobi Registers (Hospitals)

79 Linen Register (Hospitals)

80 Outdoor injection register,

81 Papers, accounts and registers relating to removeal of carceses and dead bodies.

82 Papers relating tokilling of stay dogs.

83 Ambulance our and dead Body van call register.

84 Papers and correspondence relating to grant: of a licence on a permit : current papers till the term of the licence or permit is valid then file as E record.

85 Applications and papers relating to closure of market stalls.

86 Papers and correspondence and registers relating to encroachments of temporary nature.

87 Insurance policies correspondence and papers and registers; current papers till the policy is valid and in force there after as E record.

88 Plan and estimates and papers of all works up to Rs. 2000/-

89 Motor card to be destroyed whenever and a new one is

90 Motor card to be destroyed whenever and a new one is ~~to~~ substituted.

91 Register of plumbers licence holders : current record till rewritten then the old one as E record.

92 Papers relating to workshop orders : to file after the work is completed and necessary entries made in the register of works done in the workshop.

93 Fire Brigade Test checking and inspection reports-

94 Telephone Register.

95 Register of keys current till fully written up.

96 Reports sent to Government office furnishing information called for on which no action is to be taken by the Municipality.

97 Other papers of Unimportant nature not required by Auditors.

98 Post parcel notices Register and correspondence

Register to file after all the entries made there in are disposed or undisposed entries carried over to the next register.

99 Applications for renewal of shops and Establishments Licences in D from.

100 Application for change in the shops and Establishments Licences in E from.

101 Shops and Establishment : field book and its file.

102 Applications for earned leave payment of wage etc. under the shops and Establishment Act.

4 As approved by
the Director

For Director of Municipalities,
G.S. Ahmedabad.