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विषय :- अभिलेखांचे व.गीकरण करणे.
"अ" "ब" "क" "ड" यादीत.

६९१७ न

महाराष्ट्र शासन,
सामान्य प्रशासन विभाग,
परिपत्रक क्रमांक :- संकीर्ण १०००/प्र.क्र.१०/२०००/१८,
महाराष्ट्र, मुंबई - ४०० ०१२,
दिनांक :- २९ मार्च २०००.

कार्यालयीन कार्यापद्धती नियम सुविधेसाठी प्रकरण ११ मध्ये अभिलेखन, अभिलेखांचे व.गीकरण करणे, त्यांचे निदोषीकरण करणे व ते नष्ट वारणे याबाबत स्पष्ट सूचना दिल्या आहेत.

एखाद्या नस्तीतील सर्व फायदाही पूर्ण झाल्यानंतर ती नस्ती बंद करण्यात येते व अशा नस्तीचे/ कारावयाचे महत्त्व आणि प्रशासनिक गरज लक्षात घेवून किती मू्यतीपर्यंत अशा नस्त्या ठेवण्याची आवश्यकता असते याचा विचार करून त्या त्या नस्त्यांचे व.गीकरण पुढील प्रमाणे करण्यात यावे अशा स्पष्ट सूचना सदर परिपत्रक देण्यात आलेल्या आहेत.

"अ" वर्ग :- अनिश्चित काळापर्यंत ठेवावयाचे अशा फायलीमध्ये महत्त्वाच्या प्रश्नांबाबत चर्चा केलेली आहे किंवा अशात महत्त्वाची घडामोडी ठरणारे आदेश क्रियासर्वसाधारण सूचना अथवा कायम महत्त्वाचे अधिनियम समाविष्ट आहेत अशा फायलींना हा वर्ग देण्यात येईल.

"ब" वर्ग :- ३० वर्षे परिरक्षण करावयाचा अभिलेख धरीलप्रमाणे त्याच प्रवर्गातील परंतु काही दशकानंतर संदर्भासाठी ज्यांची आवश्यकता असणार नाही अशा फायलींना हा वर्ग देण्यात येईल.

"क" वर्ग :- पाच वर्षांसाठी परिरक्षण करावयाचा अभिलेख दुय्यम महत्त्वाचा व ज्या फायली काही नयांद्दत वर्गापर्यंत ठेवणे नष्ट असते अशा फायलींना हा वर्ग देण्यात येईल.

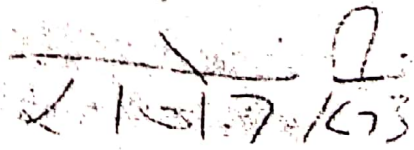
"ड" वर्ग :- प्रयोजन पूर्ण झाल्यानंतर ताबडतोब आणि कोणत्याही परिस्थितीमध्ये तो अभिलेख ज्या वर्षी फाईल करण्यात आला असेल ते वर्षे संपल्यानंतर १ वर्षांपेक्षा अधिक नाही एवढ्या मुदतीनंतर नष्ट करावयाचा अभिलेख या वर्गामध्ये केवळ तपस्का वीत स्वरुपाची साहित्य असलेल्या फायलींचा समावेश होईल.

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याच प्रकरणाच्या १.८ (२) मध्ये अशा स्पष्ट सूचना देण्यांत आलेल्या आहेत की "अ" आणि "ब" वर्गीकरण केलेल्या नस्त्यांचे १० वर्षांनी पुनर्विलोकन करण्यांत यावे आणि आवश्यक असल्यास वर्गीकरण बदलण्यांत यावे. याबाबत अभिलेख कक्षाची पहाणी केली असता असे निदर्शनास आले आहे की, कार्यालयीन कार्यपध्दती नियम पुस्तिकेत उपरोक्त सूचनांची विभागामार्फत काटेकोरपणे अंमलबजावणी होत नाही. अभिलेखाची पहाणी केली असता ब-याच नस्तीतील विषय "क" वर्गीकरणास योग्य असूनही त्यांचे वर्गीकरण "अ" किंवा "ब" असे करण्यांत आले आहे. त्यामुळे अभिलेख कक्षामध्ये बरीच अनावश्यक कागदपत्रे पडून आहेत.

विभागाना एखाद्या विषयाचे वर्गीकरण "अ" करण्याची आवश्यकता भासत असल्यास नस्ती "अ" वर्गात ठेवण्यास हरकत नसावी. मात्र त्या त्या विभागामार्फत "अ" व "ब" वर्गीकरण केलेल्या नस्त्यांचे दर १० वर्षांनी पुनर्विलोकन होणे आवश्यक आहे. बहुतेक विभागांनी अशा प्रकारे नस्त्यांचे पुनर्विलोकन केल्याचे आढळून येत नाही. तेव्हा सर्व विभागांनी त्यांच्या विभागाच्या "अ" व "ब" वर्गीकरण केलेल्या नस्त्यांचे पुनर्विलोकन करून त्या नस्त्या "अ" व "ब" वर्गीकरण करून ठेवणे आवश्यक नाही अशा सर्व नस्त्या "क" वर्ग करून त्या नष्ट करण्याची कार्यवाही करावी, जेणेकरून अभिलेख कक्षामध्ये नव्याने "अ" व "ब" वर्गीकरण केलेल्या नस्त्या ठेवता येतील.

महाराष्ट्राचे राज्यपाल यांचे आदेशानुसार व नावाने,



(राजेंद्र सिंह)

प्रधान सचिव (प्र. पु.)

- १) अपर मुख्य सचिव/प्रधान सचिव/सचिव, सर्व मंत्रालयीन विभाग.
- २) सह सचिव/उप सचिव/अवर सचिव, सामान्य प्रशासन विभाग.
- ३) सामान्य प्रशासन विभागातील सर्व कार्यालये.

Copy of G.R.No.BMA--2256-A, DateJ 27-9-1956.

Rules regarding classification and preservation of Municipal Records:-

1. The Chief Officer should arrange to sort the papers of previous year every after the annual audit of the Municipality, by the examiner-Local Fund Accounts and prepare list according to classification in rule 4 and place it before the Vice-President or the Chairman, Standing Committee.
2. Papers should be classified and prescribed as shown below:-

<u>Particulars</u>	<u>Period</u>
"A"	Permanently.
"B"	Thirty years.
"C"	Five years.
"D"	As soon as finished or after the accounts are audited or accepted.

3. Papers ready for destruction should be destroyed in the presence of Vice-President or the Chairman, Standing Committee and they should certify that they are so destroyed.
4. Papers should be classified as shown in the accompanying statement.
5. If any dispute or doubt arises the matter should be referred to the Director of Local Authorities whose decision shall be final.
6. No Municipal servant or member of the public shall touch any paper without the permission of the Record Keeper.
7. The Municipal Servant shall be allowed to see the papers for office purposes during working hours.
8. If any Municipal servant requires a copy of any paper he shall have to take written permission of the Chief Officer.
9. On taking any paper from the record, the person who takes it shall have to sign in the book maintained for the purpose.
10. The paper so taken shall have to be returned in a week. The person who takes away any paper shall be held responsible for its return.

11. The papers shall be given only on getting written permission from the Chief Officer.
12. The copying clerk should do copying work in the record office working days only.
13. Smoking is strictly prohibited in the record office.
14. The Record-Keeper shall not give any information or show any papers to any Municipal Councillor, without written permission either from the President or the Chief Officer. If Municipal Councillors have to see any papers or have to copy-out certain papers from the Municipal records they have to obtain written permission from the President.
15. The President may refuse permission to show papers of confidential and not of Public nature to all except sitting Municipal Councillors. The President shall decide whether a particular paper is confidential or not of a Public nature.

"A" Papers. (Permenatly)

1. General cast Book Municipal Account code Form No.8.
2. Register of building permissions code form No.37.
3. Register of suits code form No.70.
4. Scale Register code form No.72.
5. Provident fund ladger code form no.76.
6. Provident day book code form no.77-A.
7. Pension Register code form No.78.
8. Register of Moveable Property code form No.85.
9. Register of Immovable Property code form No.96.
10. Register of lands code form No.97.
11. Register of investment code form no.,106.
12. Register of loans code form no.107.
13. Register of sinking funds code from no.107-A.
14. Proceeding books of General Board, Standing Committee, Sanitary Building Committee, Public Works Committee, Chief Officer, Dispensary and Assessment and other committees.
15. Birth and Death Registers.
16. Government Resolution.
17. Taxation Reports.
18. Acts, Rules, Bye laws and Scheduled of taxes.
19. Papers regarding formation and reconsitution of Municipality.
20. Papers regarding Civil Suits against or by Municipality.
21. Important circulars and Standing orders of Collector.

22. Plans and estimates of Town Planning, Drainage and water work or other capital schemes.
23. Sale deed and other Papers regarding acquisition and payment of expenses for lands and buildings.
24. A- List of "A" Papers.
24. B- List of "B", "C", "D", papers destroyed under proper authority.
25. Papers regarding encroachments, lands, assigned for Public purposes.
26. Register of Documents.
27. File of Kabulayts for periods exceeding seven years.
28. Administration Reports.
29. Abstracts of General Census of Municipal Districts.
30. City Survey Maps, other maps of important historical places and the maps of Municipal Districts.
31. Sanads.
32. Papers regarding creation of new posts or revision of pay scales of the posts.

"B" Papers. (30 Years)

1. Subsidiary Registers of Receipts.	M.A.C. Form 29.
2. Subsidiary Registers of Miscellaneous Receipts.	M.A.C. Form 10.
3. Treasurers cash book.	M.A.C. Form 12.
4. Un paid Register	" " 16.
5. Classified Register of Receipts & Expenditure	" " 17.
6. Collection Register of Octroi	" " 20.
7. Octroi Superintendent's Collection Register	" " 25.
8. Octroi Accounts with firms or public bodies	" " 32.
9. Register of Assessment of Buildings & lands.	" " 35.
10. Demand Register of Assessed taxes	" " 39.
11. Collection Registers of Taxes	" " 42.
12. Demand Register of Special Sanitary Cess	" " 47.
13. Register of house connections.	M.A.C. Form 49.
14. Demand Register of Special Water Rate.	M.A.C. Form 51.
15. Demand Register of Taxes on Vehicles and animals.	" 52.
16. Stock account of face in value tickets	" 54.
17. Register of Licences.	" 56.
18. Permit book	" 57.
19. Demands Register of rent on land and buildings	" 60.
20. Register of Miscellaneous Demand	" 71.

21. <u>Pay bills and acquisition Roll</u>	73.
22. Absentee Statement	74.
23. Broad sheet of Provident fund	77.
24. Account of Permanent Advance .	80.
25. Register of Store ledger.	62.
26. Work order book	82-A
27. Stock Book	86.
28. Live stock Register	90.
29. Stock Account of Receipt Books	92.
30. Contractor's Pay Bills	99-A.
31. Register of works	103.
32. Register of stock Account	104
33. Register of Tools and plants	105.
34. Cash Book of sinking Funds	108.
35. Registers of Advance & Deposits .	109
36. Registers of Security Deposits	110
37. Security Bonds (They should be treated as "C" papers after retirement of the servant concerned).	
38. Files of Kabyalayats for period upto 7 years.	
39. Inward Registers.	
40. Outward Registers.	
41. Audit notes.	
42. Gazettes.	
43. Annual Accounts.	
44. Service Books.	
45. Contractor's Agreements.	
46. Dispensary Accounts.	
47. Orders of appointments, Increments, Promotions , Punishments and interruptions of service of servants.	
48. Pension orders.	

"C" Papers. - (Five year)

1. General receipt Book
2. Budget Estimates
3. Statement of details of provisions proposed
for pay of Officers, Establishment.
4. Statement of details of Budget Estimate for
expenditure on Public works.....

M.A.C. 1

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Do.

No. 4.

5. Statement of estimated expenditure on works to be met out of loan funds.	No. 5.
6. Statement of Estimated receipts, Payments and Balances of trust-funds.	No. 6.
7. Statement of Reappropriation.	No. 7.
8. Register of Money-orders.	
9. Challans of cash-paid into Government Treasury.	No.13.
10. Register of Bills.	No.14.
11. Bill forms.	No.15.
12. Register of transferred entries.	No.17-A.
13. Octroi Receipt Books	No.18.
14. Receipt Books of Deposit.	No.19.
15. Challans of remittance of collections.	No.21
16. Challans of remittance of Octroi Deposit Collections.	No.22
17. Octroi Receipt Books.	No.23.
18. Railway Invoice Register.	No.24.
19. Challans for remittance of Money to Municipal Office.	No.26
20. Transit Pass Book.	No.27.
21. Form of application for refund of Octroi.	No.28.
22. Octroi refund ledger.	No.29.
23. Declaration form for good imported.	No.30.
24. Pass Book of good imported.	No.31.
25. Collection Register of Toll Receipts	No.34.
26. Register of Objections to assessed taxes.	No.36.
27. Register of increase and decrease of assessed taxes	No.38.
28. Bill of taxes	No.40.
29. Receipt of taxes	No.41.
30. Notice of demand.	No.43.
31. Warrant forms	No.44.
32. Register of Notice and warrant fees.	No.45.
33. Notice of Private scavenging service.	No.46.
34. Meter Reading Book.	No.50.
35. Pillgrim Tax Receipt Books.	No.53.
36. Licence Books.	No.55.
37. Slaughter House Receipt Books .	No.58.
38. Register of accounts of Tickets.	No.59.

39. Collection Register of Miscellaneous receipts.	61.
40. Register of Miscellaneous sales.	62.
41. Garden Register.	63.
42. Bill book for miscellaneous demands.	64.
43. Register of bills for miscellaneous demands.	65.
44. Register of copying fees.	66.
45. Register of travellers.	67.
46. Register of works done for private individuals.	68.
47. Register of hire of Municipal Property.	69.
48. Periodical increment certificates.	75.
49. Contingent bill forms.	79.
50. Journal of receipts and issue of stores.	81.
51. Work order memo.	82-B
52. Requisition forms.	83.
53. Stamp account register	84.
54. Statement of particulars of local contingents.	87.
55. Register of kerosene oil accounts.	88.
56. Register of electric lights.	89.
57. Meter reading book for consumption of electricity.	89-A.
58. Stock account of fodder .	91.
59. Work-order bill book.	93.
60. Register of Petrol Account	94.
61. Register of lorry account	95.
62. Schedule of rates	98.
63. Muster roll of daily labour	100.
64. Morning report	101.
65. Register of petty works	102.
66. Files of Kabulayat for period upto 7 years.	
67. Plague Register.	
68. Cholera Register.	
69. Small Pox Register.	
70. Cheque book counter files.	
71. Cattlepond Register.	
72. Cattle pond kird.	
73. Papers relating to elections.	
74. Miscellaneous Applications :-	
1) Application for building permission.	
2) Orders passed an Building Permissions.	
3) Application for Khata change.	
4) Final orders passed in respect of khata change applications.	

75. Papers regarding leave and transfers.
76. Papers relating to criminal complaints.
77. Daily despatch books.
78. Pass Book.
79. Plans and estimates of repairs.
80. Papers relating to the permanent projects of the Municipality and such other important schemes.
81. Plans and estimates of original works.
82. Khata change register.
83. Other enquiry papers in connection with building permissions.
84. Enquiry papers of khats change.
85. Vaccination Register/
86. Papers regarding to grants to Private and Public bodies.
87. Papers regarding action taken in respect of U.H.H. Buildings.
88. Papers regarding dangerous building and shades.

"D" Papers.

As soon as finished or after the accounts are audited or accepted.

1. Receipt books of falls. M.A.C. form No.33.
2. Sanitary Inspector's Reports of private scavenging service 46.
3. Visit books kept at the Naka and Dispensary.
4. Daily reports of plague, cholera and small pox.
5. Casual leave applications.
6. Other papers of important nature and not required by auditors.
7. Report sent to Government Officers furnishing information called for on which no action is to be taken.
