

പഞ്ചായത്ത് ഓഫീസിലെ ഫയലുകളിൽ നടപടികൾ അവസാനിക്കുമ്പോൾ ഏതു തരത്തിലുള്ള ഡിസ്പോസലാണ് സ്വീകരിക്കേണ്ടത് എന്നത് സംബന്ധിച്ച നിർദ്ദേശം

Name of Files			Disposal Category	Preservation Period
I	Civil Registration			
1	Reporting forms for Birth/Death/Still Birth/Marriage Registration		R	Permanent
2	Applications for Birth/Death/Still Birth/Marriage Certificates		L	1 Year
3	Applications for name inclusion		H	6 Years
4	Applications for correction in Registers		D	10 Year
5	All other applications related Civil Registration		K	3 Years
Social Security Pensions / Unemployment Allowance				
1	Applications for various SS Pensions / Unemployment Allowance		H	6 Years
2	All other applications related SS Pensions / Unemployment Allowance		K	3 Year
Building Permit / Building Numbering / Property Tax				
1	Application for NOC /Permit for construction/Land Development		D	10 Years
2	All other permits (Digging of well, construction of compound, fencing etc.)		H	6 Years
3	Application for permit for Telecommunication Tower		R	Permanent
4	Application for transfer of permit		H	6 Years
5	Application for allotting door number		H	6 Years
6	Application for change of ownership		H	6 Years
7	Application for vacancy remission		K	3 Years
8	Application for exemption of Property Tax		K	3 Year
9	Application for cancellation of building number		D	10 Years
10	Appeal on property tax assessed by the Secretary		H	6 Years
11	Application for Ownership/Residential/BPL Certificate		L	1 Year
D&O Trade License				
1	Application for D&O Trade Lincense		H	6 Years
2	Application for license to quarries		T	20 Years
3	Application for license to private/public markets/burial shed		T	20 Years
4	Application for license to start slaughter house		T	20 Years
5	Application for license to private bus stand		T	20 Years
6	Application for license to start Live Stock Farm		T	20 Years
7	Application for license under PPR Act		D	10 Years
8	Application for license to start cinema theater		R	Permanent
9	Renewal of all licenses		K	3 Years
10	Application for Registration of tutorials		D	10 Years
11	Application for Registration of private hospitals & paramedical institutions		T	20 Years
12	Application for license to dogs & pigs		K	3 Years
Others				
1	Complaints from public		K	3 Years
2	Public Work File (Full File)		T	20 Years
3	Vouchers		T	20 Years
4	Cash Counterfoil/Manual receipt book		T	20 Years

5	Files related to Delimitation	R	Permanent
6	Files related to Election	D	10 years
Registers			
1.	Agenda Register	D	10 Years
2.	Agreement Register	T	20 Years
3.	Application Register for Labor card	H	6 Years
4.	Application Register for Social Security Pensions	T	20 Years
5.	Application Register for unemployment wages	T	20 Years
6.	Aquittance Register	R	Permanent
7.	Arrear Demand Register	D	10 Years
8.	Assessment Register	R	Permanent
9.	Asset Register	R	Permanent
10.	Attendance Register (Panchayat Members)	D	10 Years
11.	Attendance Register (Panchayat Staff)	R	Permanent
12.	Attendance registers for standing committee meeting	D	10 Years
13.	Attendance registers for working committees	H	6 Years
14.	Auction Register	T	20 Years
15.	Audit Recovery Register	R	Permanent
16.	Bank book	D	10 Years
17.	Birth/Death/Still Birth/Marriage Registers	R	Permanent
18.	Building Demolished Register	R	Permanent
19.	Cash Book	R	Permanent
20.	Casual Leave Register	H	6 Years
21.	Certificate Issue Register	H	6 Years
22.	Charge Handover Register	R	Permanent
23.	Complaint Register	H	6 Years
24.	Decision Register	R	Permanent
25.	Demand Register	D	10 Years
26.	Disciplinary Action Register	R	Permanent
27.	Distribution Register	T	20 Years
28.	Front Office Diary	H	6 Years
29.	Grama Gabha Minutes	H	6 Years
30.	Increment Register	T	20 Years
31.	Incumbency Register	R	Permanent
32.	Indemnity Bond/NLC/LC Register	R	Permanent
33.	Inspection Register	T	20 Years

34.	Application Register for Job under MGNREGS	D	10 Years
35.	Job card register under MGNREGS	D	10 Years
36.	Loan register	R	Permanent
37.	Local Deliver Book	D	10 Years
38.	M book stock Register	T	20 Years
39.	Measurement Book	T	20 Years
40.	Meeting Notice Books	D	10 Years
41.	Minutes Book of Panchayat	R	Permanent
42.	Minutes Book of Standing Committee	R	Permanent
43.	Minutes Book of Steering Committee	D	10 years
44.	Minutes Book of Staff Meeting	T	20 years
45.	Minutes Book of Meeting of Heads of Allied Institutions	T	20 years
46.	Movement Register	D	10 Years
47.	Muster roll Register-MGNREGS	D	10 Years
48.	Office Order Book	R	Permanent
49.	Building Permit Application / NOC Application Register	R	Permanent
50.	Personal register	T	20 Years
51.	Procurement committee minutes book	T	20 Years
52.	Project Register	D	10 Years
53.	Prosecution Register	R	Permanent
54.	Recovery Register	T	20 Years
55.	Register of D&O Licence	T	20 Years
56.	Register of Royalty collected & Permitted	T	20 Years
57.	Register to street light	R	Permanent
58.	Registers of certificate and stamping by Veterinary Surgeon	H	6 Years
59.	Registers related to Election	R	Permanent
60.	River Management Fund Remittance Register	T	20 Years
61.	RTI Register	T	20 Years
62.	Sand pass application register	D	10 Years
63.	Sand pass issues register	T	20 Years
64.	Security Register	T	20 Years
65.	Service Register	R	Permanent
66.	Social Audit committee minutes book	D	10 Years
67.	Stake Holder meeting minutes book	D	10 Years
68.	Despatch cum Stamp Account Register	T	20 Years
69.	Stock Registers	R	Permanent

70.	Telephone Message Register	K	3 Years
71.	Tender Register	T	20 Years
72.	Traders List	H	6 Years
73.	UA Building Assessment Register	R	Permanent
74.	Vacancy Remission Register	D	10 Years
75.	Work Register	T	20 Years
76.	Working group minutes book	D	10 Years
77.	Write Off Register	D	10 Years