



Andhra Pradesh Forest Department Code - Vol - II - Appendix - 25

APPENDIX – 25

(Section 128)

DESTRUCTION OF RECORDS

The following statement which supplements the list of accounts records given in Article 326 of the Financial Code, Volume I, shows the number of years after which certain records may generally be destroyed in all Forest Offices.

Note (1) :- Records connected with claims to service and personal matters effecting persons in the service and records connected with expenditure in projects, schemes or works not completed although beyond the period of limitation should on no account be destroyed. Similarly orders and sanctions of a permanent Character until revised should order No. 169.

1. Pay Bills
2. Acquittance rolls for pay 35 Years
3. Service order books.
4. Annual list of Establishment as it stood as 1st April. 25 Years
5. Pay bill of temporary establishment in Divisional For est Offices.

1. Cash books
2. Office order books 15 Years
3. Register of deposits.
4. Works register 10 Years

10. Measurement books after closure
of the works

11. Register showing recoveries of rent

12. Register showing the grant of leases in reserve
forests and reserved and unreserved lands

13. Register of receipts and disposal of stores, tools 10 Years
and Plants

- Stock register of stationary forms and permits.
- Register connected with offences
- Budget estimates
- District Forest Officers weekly reports except such

of them as have been marked for permanent retention

- Spare copies of Board's and Chief Conservator proceedings
- Spare copies of Administration reports
- Plan of Operations
- Conservator's Inspection Notes of Divisional Forest 10 Years

Officers

- Depot-Keeper's Cash book
- P1 register and P.2 register maintained in the Range 5 Years

Offices

- Register of receipts and disposals of timber etc.

Form Nos. 3 and 4.

- Books maintained for Form Nos.5, 6, 8, 9 and 11.
- Ledgers 5 Years

Closing of last

Account

- Conservator's objection Statements on timber accounts.

28. Diaries of Assistant Conservators and Range Officers. 5 Years

29. Divisional Schedule of rates.

30. Original and Triplicate foils permits.

31. Cash sheets received from Depot-Keepets.

32. Monthly accounts sent by permits issuing offices and depot-keepets, extracts of Forms Nos. 3, 4, 5 and 6 challans revenue Statement.

- Books maintained by permit issuing Officers and depot-keepets for the returns referred to in item 32.
- Copies of monthly accounts submitted by Range Officers including the statements of works register ledger, accounts consolidated work voucher.
- Monthly accounts of Conservators.
- Forester's accounts including duplicate copies of the

Cash book.

- P1 Register and P.2 registers maintained by permit issuing officers.
- Tana P-3 Registers.
- Tana P-4 Registers.
- Tana P-5 Registers.
- Forester's diaries.
- Counterfoils of invoices issued by the Range Officer

When giving either permits or Stationary.

- Counter foil books of Forest Guards reports.
- Counterfoil books of Forest Guard's diaries.
- Forest Guard's note-books.
- Travelling allowances bill registers opened in Range

Office.

- Travelling allowances bill registers received from subordinates.
- Acquittance rolls for travelling allowance.
- Copies of invoice received from subordinates for

Bamboo and other produce of Carboard tickets.

- Vouchers below Rs.25
- Range Officer's timber returns.
- Duplicate copies of the Range Cash Book
- Village Officer's irusalnames.
- Village Officer's commission bills.
- Commission bills books.
- Bills for timber or other produce sold.
- Objection Statements on Range Officer's monthly ac-

Counts.

- Register of cheques drawn.
- Counterfoils of cheques drawn.books.
- Counterfoils of shooting licences.
- Contingent bills.
- Duplicate of receipts issued by Range Officer.
- Counterfoils of receipts (C.F.No.140).
- Agreements.
- Fort St.Georgy Gazette except Part-I.
- Duplicates of permits issued by Range Officers and

village headmen.

- Duplicate of receipts by permit issuing officers.
- Permit issuing Officers weekly revenue Statements. 2 Years.
- Offence records after disposal of the Cases.
- Monthly progressive statement of the revenue and

correspondence relating to any discrepancy in the

figures.

71. Forest Guard's diaries. 1 Years.

72. Reserve book. Untill a working

Plan is prepared.

73. Personal files of all members of the Madras 5 Years after a

Subordinate service. Subordinate cases to Born on the establishhment or until his death, whichever occurs first