

મુદ્દા નં. ૬ :- નિયંત્રણ હેઠળની વ્યક્તિઓ પાસે ઉપલબ્ધ દસ્તાવેજો :-

A Statement of the categories of documents that are held by it or under its control :-

As per the Record Rules following are the categories of documents that are held by various departments under their control:-*List of documents being Maintained /Preserved at City Civic Center ,Central Zone Muglisara.,SURAT.*

Sr.No	Category	Nature of Record	Preservation period`
1	A	Register of Vital Statistics.(birth &death)	Permanent
2	A	Register of late information of Birth and Death: retention period 75 years.	Permanent (being maintained on line from 1/4/2000 for Central Zone itself)
3	B	Register of Licences and Permit: Current records till Wholly written up and the cases are extinguished or renewed and entered in the volume then as D record	35 years for Establishment papers. 30 years for other papers. (being maintained on line for Central Zone itself)
4	B	Paper relating to temporary or provisional establishments	35 years for Establishment papers (Contract staff paper/documents etc (being maintained on line for Central Zone itself))
5	B	Miscellaneous Correspondence.	35 years for Establishment papers. 30 years for other papers. (being maintained on line for Central Zone itself)
6	B	Papers subjected to Audit current papers still the Audit objection is pending thereafter to destroyed after five years.	35 years for Establishment papers. 30 years for other papers. (being maintained on line for Central Zone itself)
7	E	General Receipt Books.	Two years OR after the records are audited and accepted, whichever is later.(being maintained for Central Zone itself)
8	E	Receipt Books of Taxes.	Two years OR after the records are audited and accepted, whichever is later.(being maintained for Central Zone itself)
9	E	Casual Leave Reports.	Two years OR after the records are audited and accepted, whichever is later.(being maintained for Central Zone itself)
10	E	Charge taking Reports.	Two years OR after the records are audited and accepted, whichever is later.(being maintained for Central Zone itself)

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11	E	Diaries of municipal employees and officers.	Two years OR after the records are audited and accepted, whichever is later (being maintained for Central Zone itself)
12	E	Annual statement of the employees attaining superannuation age.	Two years OR after the records are audited and accepted, whichever is later (being maintained for Central Zone itself)
13	E	Currency Notes Register.	Two years OR after the records are audited and accepted, whichever is later (being maintained for Central Zone itself)
14	E	Quarterly Accounts.	Two years OR after the records are audited and accepted, whichever is later (being maintained for Central Zone itself)
15	E	Daily Balance Reports.	Two years OR after the records are audited and accepted, whichever is later (being maintained for Central Zone itself)
16	E	Bank balance register & bank reconciliation statements.	Two years OR after the records are audited and accepted, whichever is later (being maintained for Central Zone itself)
17	E	Daily Weekly and monthly returns of birth, death cause wise deaths and of plague, cholera or small-pox sent to Collector or A.D.P.H.	Two years OR after the records are audited and accepted, whichever is later (being maintained for Central Zone itself)
18	E	Insurance Policies Correspondence and Papers and Registers : current papers till the policy is valid and in force thereafter as E record.	Two years OR after the records are audited and accepted, whichever is later (being maintained for Central Zone itself)
19	E	Telephone Register.	Two years OR after the records are audited and accepted, whichever is later (being maintained for Central Zone itself)
20	E	Applications for renewal of shops and Establishments Licences in D form.	Two years OR after the records are audited and accepted, whichever is later (being maintained for Central Zone itself)
21	E	Applications for change in the Shops and Establishments Licences in E form.	Two years OR after the records are audited and accepted, whichever is later (being maintained for Central Zone S & E Department itself)
22	E	shops & Establishment :Filed Book and its files.	Two years OR after the records are audited and accepted, whichever is

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			later (being maintained for Central Zone S & E Department itself)
23	E	Applications for earned leave, payment of wages etc. under the Shops and Establishments Act.	Two years OR after the records are audited and accepted, whichever is later (being maintained for Central Zone S & E Department itself)

For more details w.r.t preservation/maintenance of Municipal Records please visit our website at :- www.suratmunicipal.org / www.suratmunicipal.gov.in.