સેકશન :4 (1) (બ) (6)
પોતાની પાસે અથવા પોતાના નિયંત્રણ હેઠળ હોય તેવા દસ્તાવેજોના વર્ગોનું પત્રક

Record Rules and A,B,C,D,E list

B Category

1 Paper regarding grant of personal allowance to a particular employee: current papers only so long as the employee is in service then as D record.
2 Service Books of Municipal Employees: current record so long as the employee is in service then if not handed over to his heirs. D record
3 Papers regarding installation & purchase of new plants and machineries costing Rs. 50000/- and above.

C Category

1 Register of Bills for payment during the year (Bill Register) or Accounts Dept. only. Those of other departments D record.
2 Bill forms-Payment vouchers files.
3 Pay bills and acquittance Roll of the permanent and temporary establishment.

D Category

1 Bill Register of all Departments except Accounts Office.
2 Journal-Register of Receipt / Issues of stores.
3 Work Order Register.
4 Requisition Book (Indents Books)
5 Register of moveable properties (Dead Stock Register)
6 Stock Book,
7 Live stock register,
8 Register of security deposits other than cash: all uncleared entries are carried over to the next year's Register.
9 Inward and Outward dispatch Register.
10 Establishment papers relating to Scheduled Posts : Appointment papers, postings, transfers, promotion orders, leave papers, Efficiency bar crossing, permission to accept outside work on remuneration or honoraria deputation for special training and grant of deputation allowance, Departmental inquiry papers leading to dismissals, invaliding, compulsory retirement, discharge, reduction, warning and fine or otherwise.
11 Papers relating to grant of pension and gratuity amount and verification of service and all other preliminary papers for this purpose.
12 Papers relating to temporary or provisional establishment.
13 Miscellaneous Correspondence.
14 Administration reports of departmental heads and Chief Officer's manuscript or typed report.
15 Bill inward and outward registers of Audit and accounts departments.
16 Preliminary audit notes or objections.

17 Papers subjected to Audit: current papers till the audit objection is pending thereafter to destroy after five years.

E Category

1 Daily dispatch books (Peons Tapal Book)

2 Casual leave reports.

3 Muster Rolls and time Book of permanent employees.

4 General Board and Committee meetings circulars and agendas.

5 Papers relating to purchase of library books & payment of subscriptions for Government Gazettes, Periodicals and magazines.