

EAST COAST RAILWAY

Office of the
Pr.Chief Commercial Manager
1st Floor, Rail Sadan
C.S.Pur, Bhubaneswar-17

Commercial Circular No.272(GC)/2023

Date:27.09.2023

Sub: Destruction of used and old station records beyond preservation period.

Divisions had requested to issue guidelines / instructions regarding preservation and destruction of old records at stations (i.e. at Booking office, Parcel office & Reservation office etc.).

The list of station records and period for preservation of records vetted by HQs Traffic Accounts office duly approved by General Manager, East Coast Railway is enclosed herewith for information and necessary action.

All concerned to note and accordingly.

Encl: As above (03 pages).

(Signature)
27/09/23

(A.K.Senapati)
Dy.Chief Commercial Manager(FS)

No. PCCM/Preservation/Old record/Pt.I

Dated 27.09.2023

All Station Managers/ Goods Supervisors/Commercial Supervisors /Siding Clerks / Booking Clerk in Charges / Weigh Bridge Clerks / Clerk in Charges / City Booking Agencies / Out Agencies.

Copy for information and necessary action to the:-

COM: ECoR, SDGM/ECoR/BBS, Dy.CVO(T)/ECoR/BBS, Dy.COM(FOIS)/ECoR/BBS, PO/RCT/BBS, Audit officer/BBS, DRM: KUR,WAT,SBP/ECoR, Sr.DOM- KUR,WAT, SBP/ECoR, Sr.DCM: KUR,WAT/SBP/ECoR, Dy.CCM(Claims)/E.Co.Rly, PFA :E.Co.Rly, FA & CAO(T)/ECoR/BBS., CAO(FOIS)/CRIS/NDLS

(Signature)
27/09/23

(A.K.Senapati)
Dy.Chief Commercial Manager(FS)

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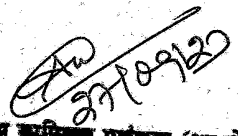
LIST OF STATION RECORDS AND PERIOD FOR PRESERVATION OF RECORD			
S.No	Description	Period of preservation (As per SER)	Period of preservation Proposed
1	Cash Remittance Note Book	1 Year	3 Years
2	Cash Transit Memo of miscellaneous receipts	1 Year	1 Year
3	Coaching Balance Sheet Book	1 Year 06 months	5 Years
4	Coaching Test Balance Sheet Book	1 Year 06 months	1 Year 06 months
5	Coal Declaration Note Book	4 Years	4 Years
6	Coal Invoice Paid	4 Years	4 Years
7	Coal Invoice To-Pay	4 Years	4 Years
8	Coal Invoice (Weight only)	4 Years	4 Years
9	Combined periodical & monthly summary of trains cash	2 Years 06 months	4 Years
10	Consolidated statement of Cash	06 Months	05 Years
11	Daily Trains Cash Book, DTC	2 Years 06 months	4 Years
12	DD message Book and Register	4 Years	4 Years
13	Excess Fare Ticket Book	3 Years	4 Years
14	Free Service Way Bill Book	1 Year	1 Year
15	Goods Balance Sheet Book	1 Year 06 months	5 Years
16	Goods Cash Book	3 Years 06 months	5 Years
17	Goods Inward delivery Book, Local	4 Years	4 Years
18	Goods Outstanding Book	1 Year 06 months	5 Years
19	Goods Outward Book, Foreign	4 Years	4 Years
20	Goods Outward Book, Local	4 Years	4 Years
21	Goods outward Index Book	1 Year	1 Year
22	Goods Receipt Book Foreign Paid	4 Years	4 Years
23	Goods Receipt Book Foreign To-pay	4 Years	4 Years
24	Goods Receipt Book Local Paid	4 Years	4 Years
25	Goods Receipt Book Local To-pay	4 Years	4 Years
26	Goods Tally Book loading and unloading	4 Years	4 Years
27	Goods Test Balance Sheet Book	1 Year 06 months	1 Year 06 months
28	Guard's Paper Ticket Book	1 Year 06 months	1 Year 06 months
29	H.C.Dog Ticket, Local, Single	1 Year 06 months	4 Years
30	H.C.Dog Ticket, Foreign, Single	2 Years 06 months	4 Years
31	Inward delivery Book, Foreign	4 Years	4 Years
32	Left Luggage Ticket Book	06 Months	06 Months
33	Live Stock Ticket Book	4 Years	4 Years
34	LPO Records	NA	5 Years
35	Luggage Ticket Book, Foreign	2 Years 06 months	4 Years
36	Luggage Ticket Book, Local	1 Year 06 months	4 Years
37	Money Receipt Book (BO, PO & TC office)	1 Year	5 Years
38	Parcel and Luggage Cash Book	2 Years 06 months	4 Years
39	Parcel Delivery Book, Local	4 Years	4 Years
40	Parcel Way Bill Paid, Foreign	4 Years	4 Years
41	Parcel Way Bill Paid, Local	4 Years	4 Years
42	Parcel Way Bill To-Pay, Foreign	4 Years	4 Years
43	Parcel Way Bill To-Pay, Local	4 Years	4 Years
44	Railway Material Forwarding Note Book	1 Year	1 Year
45	Register of Railway Materials despatched	1 Year	1 Year
46	Register of Railway Materials received	1 Year	1 Year
47	Records to be produced in Court Cases relating to Compensation claim	4 Years	4 Years
48	Register of Blank Paper Ticket Books	3 Years 06 months	4 Years
49	Register of Goods transhipped at local junctions.	4 Years	4 Years
50	Register of Goods Transhipped Invoices	4 Years	4 Years

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51	Register of Guard's Signature for cash bags	1 Year	1 Year
52	Register of Junctions Invoices	4 Years	4 Years
53	Register of receipt and dispatch of wagons.	4 Years	4 Years
54	Register of undelivered consignments	4 Years	4 Years
55	Register of wagons delivered at siding and other records connected herewith.	4 Years	4 Years
56	Register of Weighment of wagons on Weighbridges	4 Years	4 Years
57	Register showing time vehicles made over for loading and unloading	4 Years	4 Years
58	Reply prepaid pass book	1 Year	1 Year
59	Requisition Slip for Reservation/Cancellation of berths/seats.	6 Months	6 Months
60	Reservation charts	6 Months	6 Months
61	Reservation Register/Cardex.	6 Months	6 Months
62	Return Journey Voucher	3 Years 06 months	3 Years 06 months
63	Return of Foreign Railway Vehicles received and forwarded	1 Year	1 Year
64	Soldier's Ticket, Foreign	2 Years 06 months	2 Years 06 months
65	Soldier's Ticket, Local	1 Year 06 months	1 Year 06 months
66	Special Duty Pass Book	1 Year	1 Year
67	Special Ticket for reserved accomodation	2 Years 06 months	5 Years
68	Telegraph Money Reciept book	1 Year	1 Year
69	Ticket Collectors Report	1 Year	1 Year
70	Ticket Examiner's Note Book	1 Year	1 Year
71	Ticket Indent Book	1 year	1 Year
72	Ticket Stock Book	1 Year	5 Years
73	Transit Memo of Coaching Returnis	1 Year	1 Year
74	Transit Memo of daily invoices	1 Year	1 Year
75	Transit Memo of Goods Returns	1 Year	1 Year
76	Blank Paper Ticket Book	NA	4 Years
77	Demurrage & Wharfage Register Book	NA	4 Years
78	Error Sheet	NA	2 Years
79	Forwarding Note (Dangerous)	NA	4 Years
80	Forwarding Note (Ordinary / General)	NA	6 Years
81	Machine Prepared Abstract (Local & Foreign)	NA	1 Year
82	Railway Receipts & Invoice	NA	6 Years
83	Records of PG/RTI/Parliament Question etc.	NA	2 Years
84	Records involved in Court cases	NA	Till disposal by Court
85	Records relating to claim for Goods Refund	NA	8 Years
86	Records relating to claim for refund of ticket fare	NA	4 Years
87	Records relating to compensation claim	NA	8 Years
88	Register for excess & unconnected consignments	NA	5 Years
89	Register for unclaimed parcels transferred to LPO	NA	5 Years
90	Register of Collected Ticket	NA	2 Years
91	Register of Forwarding Note	NA	4 Years
92	Register of Gate Pass	NA	4 Years
93	Register of over & undercharges	NA	4 Years
94	Return of Excess fare Counter Foil (Local & Foreign)	NA	2 Years
95	Seal Cards / Pocket levels	NA	2 Years
96	Season Ticket Stock Register	NA	5 Years
97	Siding Register	NA	5 Years
98	Statement of Wagon Registration Fee deposit and refund	NA	4 Years
99	Summary of Trains and Parcels	NA	4 Years

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100	Sundry Cash Register	NA	4 Years
101	Auction, Sale deed Paper (PO)	NA	4 Years
1023	Concession voucher register in PRS	NA	3 Years
103	Conductor's Trip Report	NA	1 Year
104	Daily Account Reports (BO & PRS)	NA	3 Years
105	Daily Terminal Cash Summary Reports (D1)	NA	3 Years
106	EFT Register (TC Office)	NA	4 Years
107	Exceptional Data Report (EDR)	NA	1 Year
108	Indent Register PO & Goods office	NA	4 Years
109	Inventory LPO Register (PO)	NA	3 Years
110	Lease Register PO	NA	4 Years
111	Manual Refund Register (BO & PRS)	NA	3 Years
112	NI/Special Cancellation Register (BO & PRS)	NA	3 Years
113	Old used EFT (Local & Foreignn)	NA	3 Years
114	Paid Statement	NA	3 Years
115	Passenger Halt DTC Book (BO)	NA	4 Years
116	PC Register (BO, PRS, TC Office & TTE amenities)	NA	1 Year
117	Perishable Value Register (PO)	NA	3 Years
118	Re-weighment Register (PO)	NA	3 Years
119	Special Ticket (BO)	NA	4 Years
120	Suggestion - cum- Complaint Book	NA	3 Years
121	T-39	NA	4 Years
122	Ticket Deposit Receipt Register	NA	4 Years
123	TTE's Daily Journal	NA	4 Years
124	UTS, PRS & PMS Returns	NA	3 Years
		NA	4 Years
125	Records relating to claim for refund of ticket fare		
126	Records relating to claim for Goods refund	NA	8 Years
127	Records relating to compensation claim	NA	8 Years
128	Records of PG/RTI/Parliament Question.etc.	NA	2 Years
129	Records involved in Court cases	NA	Till disposal by Court


 उप मुख्य वाणिज्य प्रबंधक (अ.से)
 Dy. Chief Commercial Manager (PG)
 पूर्वांचल रेलवे, भुवनेश्वर-17
 East Coast Railway, Bhubaneswar-17

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