

GOVERNMENT OF PONDICHERRY

Revenue Department

No.111-110-70/12

Pondicherry, 7th March, 1970.

NOTIFICATION

In exercise of the powers conferred by sub-section(1) of section 3 of the Destruction of Records Act, 1917 (Central Act 5 of 1917) and with the previous approval of the Lieutenant-Governor, Pondicherry, the Inspector General of registration hereby makes the following rules for the destruction of the records maintained in the offices of the District Registrar and Sub-Registrars under the Indian Registration Act, 1908 (Central Act 16 of 1908) and the Rules framed thereunder namely :-

1. These rules may be called the Pondicherry Destruction of Registration Records Rules, 1970.
2. The following records maintained under the provisions of the Indian Registration Act, 1908, the rules framed thereunder, shall be destroyed after the expiry of the period noted against each :-

1. Minute Book		Thirty years from the date of last entry.
2. Register if revocation of powers-of-attorney.	...	do.
3. Memorandum of Summary of evidence submitted by Sub-Registrar`s in will cases	...	do.
4. Powers-of-attorney file	...	do.
5. Inventory of Furniture and Stores	...	do.
6. Specimen Forms File (Current file alone in Sub-Registrar`s Offices and the one previous also in Registrar`s Office to be preserved).	...	do.
7. Records of enquiry in original appeal and Will cases and under Rule 58.	...	do.
8. Commission orders with interrogatories filed in powers-of-attorney file.	...	do.
9. Copies of encumbrance Certificates	...	Twelve years from the date of last entry.
10. Registration Statistics (Registrations, Collections, Expenditure, Searches, etc.)	...	do.
11. Register showing registrations and receipts	...	do.
12. Subordinate controlling offices consolidated register of expenditure	...	do.

13. Register of Wills and unopened covers containing Wills, received by post	...	do.
14. Register of Wills sent to Court	...	Twelve years from the date of last entry.
15. Inspection Reports by Registrars	...	do.
16. Correspondence relating to instruments certified under sections 31 and 32 of the Indian Stamps Act	...	do.
17. Correspondence relating to instruments certified under section 41 of the Indian Stamps Act	...	do.
18. Annual Statements I to V	...	do.
19. Register of Appeals	...	do.
20. Current (Personal) Register	...	do
21. Establishment list (Registrar`s Office)	...	do
22. Ledger of acting clerks	...	do
23. List of clerks who appear for departmental tests.	...	do
24. Circulars issued by Registrars, Collectors and other Officers.	...	do
25. Register of instruments certified by District Registrars as Collectors under section 31 and 32 of the Indian Stamp Act.	do
26. Registrar of instruments certified by District Registrars under section 41 of the Indian Stamp Act	...	do
27. Administration Report (manuscript) in Sub-Registrar`s Offices	...	Six years from the date of last entry.
28. Account A	...	do
29. Account B	...	do
30. Account C	...	do
31. Account D	...	do
32. Account E	...	do
33. Account F	...	do
34. Increment Certificates (Office copies)	...	Six years from the date of last entry.
35. Appointments Books	...	do

36. Establishment list (Sub-Registry Offices) ...	Six years from the date of last entry.
37. Register showing particulars regarding documents under valued and action taken there-on ...	do.
38. Stock Account of Books and Forms. ...	do.
39. Stock Account of Furniture (Registrar`s Office) ...	do
40. Stock Account of Stationery (ordinary) ...	do
41. Stock Account of Stationery periodically issued. ...	do
42. Application for general searches. ...	do
43. Inspection notes by Inspector-General ...	do.
44. Reports of private attendance (Registrar`s Office) ...	do
45. Indents ...	do
46. Annual Statements other than Statement I to V ...	do
47. Statements of requirements and unserviceable articles to be kept ready for inspection ...	do
48. Contingent Register ...	Five years from the date of last entry.
49. Budget statements ...	do
50. List of half yearly charges in the names of streets door numbers of houses etc., received from Municipalities and Panchayat Boards. ...	do
51. Disbursing Officers Register of ex-expenditure and liabilities ...	do
52. Wills and un-opened covers containing Wills received by post which are not registered or deposited under the provisions of the Indian Registration Act, 1908 and are unclaimed and which are in the custody of the District Registrar ...	A period of five years from the date of receipt in the offices concerned.
53. Administration Reports (Manuscript) in Registrar`s Offices ...	Three years from the date of last entry.
54. Document and fee receipt books ...	do
55. Fee receipt books ...	do

56. Register of unclaimed documents	...	Three years from the date of last entry.
57. Account G	...	do
58. Account H	...	do
59. Annexures to Accounts A and B and D office copies of the Sub-Registrar's Office...		do
60. Chalan Books	...	do
61. Bills register	...	do
62. Ledger of alteration of grants	...	do
63. Periodical Returns Books	...	do
64. Register of casual and examination leave	...	do
65. Register of fines	...	do
66. Register showing accounts test checked by the Registrar every month	...	do
67. Register showing employment of temporary Joint Sub-Registrars	...	do
68. Treasury Bills Book	...	do
69. Certificate of transfer of charge and reports of joining and relief by Sub- Registrars and Clerks and Peons.	...	do
70. Contingent Vouchers	...	do
71. Refund vouchers-duplicates of	...	do
72. Copies of Accounts ABCDEF and all other returns received from Sub Registrars	...	do
73. Annual returns and reports of Sub-Registrars-Copies of	...	do.
74. Binding Estimates	...	do.
75. Furniture estimate	...	do.
76. Land Statements	...	do.
77. Monthly statements IV(a) and IV(b)	...	do.
78. Travelling Allowance Bills	...	do.
79. Call Book	...	do.

80. Default Register	...	Three years from the date of last entry.
81. Despatch Register	...	do.
82. Local Delivery Book	...	do.
83. Memo. forwarding and acknowledging copies and memoranda	...	do.
84. Office Order Book.	...	do.
85. Record issue Register	...	do.
86. Register of content of record receptacles (current volume and the volume immediately preceding along to be retained)	...	do.
87. Register of documents adjudicated upon by Registrars	...	do.
88. Register of examination of record receptacles	...	do.
89. Register of impounded documents	...	do.
90. Register of Periodicals	...	do.
91. Register relating to sealed bags containing keys	...	do.
92. Register of statements of subdivisions of survey fields	...	do.
93. Register of unserviceable articles	...	do.
94. Register of articles broken lost or damaged	...	do.
95. Register of condemned articles.	...	do.
96. Register of typewriting machines.	...	do.
97. Register showing men who have rendered war service provided with Government employment	...	do.
98. Applications for single searches	...	do.
99. Applications for copies of miscellaneous records	...	do.
100. Applications for private attendance	...	do.
101. Inspection notes by Inspector of Registration Offices	...	do.

102. Petitions	...	Three years from the date of last entry.
i). Protesting against registration	...	do
ii). For issue of Summons other than those in appeals and the originals	...	do
iii). For certificate under section 16 of Stamp Act.	...	do.
iv). Regarding other matters connected with registration	...	do.
103. Reports of private attendances in Sub-Registry Office	...	do.
104. Statements of Subdivisions of Survey fields.	...	do.
105. Periodicals received from Sub-Registrars Copies of	...	do.
106. Report of Progress of work	...	do.
107. Returns of acting appointments of Registrars and Sub Registrars	...	do.
108. Unclaimed certified copies	...	Two years from the date of the copy of the certificate.
109. Unclaimed encumbrance certifies	...	do.
110. Unclaimed authenticated powers of attorney	...	Two years from the date of authentication.
111. Allotment Register	...	One year from the date of last entry
112. Intimation of addresses of officers on leave	...	do.
113. Register of increments	...	do.
114. Return of fines received from Sub-Registrars.	...	do.
115. Attendance register of clerks	...	do.
116. Diary of clerks	...	do.
117. Diaries relating to correspondence	...	do.
118. Invoices (counter foils with acknowledgments retained in the Office of issue)	...	do.

119. Memo forwarding and acknowledging patta transfer applications and notices of transfer	...	One year from the date of last entry.
120. Patrol Register	...	do.
121. Register of receipt and disposal of copies of memoranda	do.
122. Register relating to half yearly list of changes in names of streets door numbers etc., received from Municipalities and Panchayat Boards.	...	do.
123. Postal receipts and acknowledgment	...	do.
124. Tour lists	...	do
125. Tour programmes (In registrar`s Office)	...	do