

Rules made by the High Court of Punjab under section 3 of the Destruction of Records Act, 1917, with the previous sanction of the state government for the disposal, by destruction or otherwise, of such documents in the possession or custody of the Courts of Civil and Criminal jurisdiction subordinate to the High Court as are, in the opinion of the High Court, not of sufficient public value to justify their preservation.

RULES

A-General

1. All judicial records and registers which, under these rules, become liable to destruction, shall be destroyed as soon as the period for their retention has expired :

Timely destruction of records.

Provided that the District Judge in the case of Civil Judicial records, the Sessions Judge in the case of records of the Court of Sessions and the District Magistrate in the case of Magisterial records may order, for reasons to be specified, that any particular paper or the record of any particular case be preserved beyond such period.

2. The destruction of such records and registers shall be carried out under the supervision of the Record Keeper and shall be effected by tearing, care being taken that all Court-fee stamps have been duly cancelled. The paper shall then be sent to the nearest paper-making jail [list given in note(II) below] after ascertaining from the jail concerned whether it does require the waste paper. The paper should be sold in the open market if the reply of the Jail is in the negative; the sale-proceeds being credited to the head “XXI-Administration of Justice –Miscellaneous Fees and Fines-Judicial Record Room Receipts”.

Manner of destruction and disposal of waste paper.

NOTE (i). In the case of Small Cause Courts the work of destruction shall be carried out under the supervision of the registrar.

NOTE (ii) . – The Following are the paper-making jails:-

- (1) Ambala District Jail.
- (2) Hissar District Jail.
- (3) Gurdaspur District Jail.

2-A. Documents of a secret or confidential nature should not be sold but destroyed by being burnt under proper supervision.

[1, 2 & 3] 2B. The general complaints wherein no action is required to be taken may be weeded out after two years of its final disposal.

Provided that before destruction of any complaint the same be got scanned, orders of the competent authority shall be obtained and thereafter, the inventory of each destroyed record shall be maintained to keep record of the same in the following proforma:-

Sr.No.	Date of complaint	Name and address of the complainant	Subject	Final orders passed thereon	Date of destruction

B-Records

Arrangement of certain civil records in three parts.

3. The following Civil Records shall be arranged in three part A, A(i) and B, namely, those of –

- (1) suits involving the title to immovable property as defined in section 3, clause 25, of the General Clauses Act, 1897, other than suits for arrears of rent, or for a share in the produce, when the right is not disputed and only the amount contested;
- (2) suits relating to succession to an office, or to establish or set aside an adoption, or otherwise determine the status of an individual, and all suits relating to trusts or religious endowments;

1. **Inserted vide Correction Slip No. 186 Rules/II.D4 dated 07.01.2020 for Union Territory Chandigarh.**
 2. **Inserted vide Correction Slip No. 187 Rules/II.D4 dated 04.03.2021 for the State of Haryana.**
 3. **Inserted vide Correction Slip No. 190 Rules/II.D4 dated 05.07.2021 for the State of Punjab.**

Vol.IV**Ch. 16-F**

- (3) Proceedings under the Indian Succession Act, 1925 and under the repealed Acts entered in Schedule 9 of that Act;
- (4) Proceedings under the Indian Divorce Act, 1869.

Part A shall contain the following papers:-

- (1) The index of papers.
- (2) The order sheet or chronological abstract of order.
- (3) The plaint together with any schedule annexed thereto.
- (4) The written statements and pleadings of the parties.
- (5) The memorandum of issues with amended or additional issues, if any.
- (6) All depositions of witnesses.
- (7) All documents received by the Court during the trial, as evidence between the parties other than copies of Civil, Revenue or Municipal records.
- (8) Commissions, proceedings held thereunder, and reports of Commissioners.
- (9) Applications to refer to arbitration, the award of other final return of the arbitrators, with the proceedings, depositions and documents submitted therewith, and any application to set aside the award with the Court's orders thereon.
- (10) Instruments of withdrawal, compromise or confession of judgment.
- (11) The Judgment or other final order.
- (12) The decree and all documents relating to the preparation or amendment thereof.
- (13) All notes in the handwriting of the Judge.

Vol.IV

Ch. 16-F

- (14) Any order by the Court accepting an application for review of judgment or for a new trial.
- (15) Judgments and decrees of Appellate Courts, if any.
- (16) All orders passed in execution proceedings with applications, objections, writs of which service has been effected, notices, reports and returns relating thereto.
- (17) All receipts and acknowledgements filed in execution proceedings.
- (18) Processes by which service is effected on the defendants in civil suits decided ex parte.
- (19) Powers of attorney of Counsel or agents of parties.

Part A (i) shall contain the following papers:-

- (1) Copies of Civil, Revenue and municipal record received by the Court during the trial as evidence between the parties.
- (2) Applications of parties who are strangers to the suit with the Court's orders thereon.
- (3) Reports furnished by the Record Department.
- (4) Orders of arrest or attachment before judgment with all documents relating thereto.
- (5) Applications for review of judgment or for a new trial, with the Court's orders thereon, other than orders accepting such applications.

Part B shall consist of all papers not included in Parts A and A(i).

Records to be divided into two parts- A and B.

4. All other Civil records and all Criminal records shall be arranged in two parts -A and B.

5. In the case of such other Civil Records Part A shall contain the following Paper:-

Papers included in parts- A and B of civil record.

(a) In original cases, other than those to which Rule 3 applies, heard by any Court other than a Court of Small Causes.

Those papers specified in Rule 3 as contained in Parts A and A (i).

(b) In cases heard by a Court of Small Causes-

- (1) The index of papers.
- (2) The order sheet or chronological abstract of orders.
- (3) The plaint with the papers annexed thereto.
- (4) Any cross-claim set up by the defendant by way of set-off.
- (5) All documents received by the Court during the trial as evidence between the parties.
- (6) Any award of arbitrators, or deed of withdrawal, compromise or confession of judgment.
- (7) The judgment or other final order.
- (8) The decree.
- (9) All notes in the handwriting of the Judge.
- (10) Any application for review of judgment, or for a new trial, with the Court's orders thereon.
- (11) Any order passed by the High Court as a Court of reference or revision.

- (12) All orders passed in execution proceedings with all applications, writs of which service has been affected, notices, reports and returns relating thereto.
- (13) All receipts and acknowledgements filed in execution proceedings.
- (14) Written statements of parties.
- (15) Processes by which service is effected on the defendants in suits decided ex parte.
- (16) Powers of attorney of Counsel or agents of parties.
 - (c) In appeal cases—
 - (1) The index of papers.
 - (2) The order sheet or chronological abstract of orders.
 - (3) The petition of appeal.
 - (4) Copies of judgments and decrees of Lower Courts.
 - (5) Any cross-objection filed by the respondent under Order XLI, rule 22, of the Code of Civil Procedure.
 - (6) Issues referred for trial by the Appellate Court, with the evidence and findings thereon.
 - (7) Commissioner's proceedings held thereunder, and reports of Commissioners.
 - (8) Any additional evidence, oral or documentary admitted by the Appellate Court under Order XLI, rule 27, of the Code of Civil Procedure.

- (9) Application to the Appellate Court to refer to arbitration, references, the award or other final return of the arbitration with the proceedings, depositions and documents submitted therewith and any applications to set aside the award, with the Court's orders thereon.
- (10) Deeds of withdrawal, compromise or confession of judgment.
- (11) The judgment or other final order.
- (12) The decree of the Appellate Court.
- (13) All notes in the handwriting of the judge.
- (14) Applications for review of judgment, with the Court's orders thereon.
- (15) Any judgment and decree of a superior Court of appeal.
- (16) Powers of attorney of Counsel or agents of parties.

Part B shall consist of all papers not included in Part A.

6. In the case of criminal records Part A shall contain the papers noted below:-

Papers included in parts-A and B of Criminal record.

- (a) In original cases tried by a Court of Session-
 - (1) The index of papers.
 - (2) The order sheet or chronological abstract of order
 - (3) The charge, original and as amended by the Sessions Judge.

Vol.IV**Ch. 16-F**

- (4) All depositions of witnesses and statements of accused persons, including depositions and statements transferred from the file of the Committing Magistrate.
 - (5) All documentary evidence.
 - (6) The final order.
 - (7) The verdict of the jury.
 - (8) All notes in the handwriting of the Judge.
 - (9) The judgment or order of the High Court as a Court of appeal, reference or revision.
 - (10) Warrants returned after execution of sentence.
 - (11) All proceedings relating to the realization of fines.
- (b) In Magisterial inquiries and trials-
- (1) The index of papers.
 - (2) The order sheet or chronological abstract of orders.
 - (3) The final Police report (Chalan), or petition of complaint.
 - (4) All depositions of witnesses and statements of accused persons.
 - (5) All documentary evidence.
 - (6) The charge, where a formal charge is drawn up.
 - (7) The final order of the Court.

- (8) All notes in the handwriting of the Magistrate.
- (9) The judgment of the Appellate Court, if any.
- (10) The judgment of the High Court in revision, if any.
- (11) Warrants returned after execution of sentence.
- (12) All proceedings relating to the realization of fines.
- (13) Bonds for good behavior taken under section 110 of the Code of Criminal Procedure.

(c) In appeal cases-

- (1) The index of papers.
- (2) The order sheet or chronological abstract of orders.
- (3) The petition of appeal.
- (4) Copy of the judgment of the Lower Court.
- (5) Any additional evidence taken under section 428 of the Code of Criminal Procedure.
- (6) The final order of the Court.
- (7) All notes in the handwriting of the Judge.

Part B shall consist of all papers not included in Part A.

7. The following records shall be preserved in perpetuity:-

Records to be preserved in perpetuity.

- (1) Part A of all suits and appeals involving title to immovable property as defined in section 3, clause 25, of the General Clauses Act, 1897.

NOTE.- In suits for arrears of rent or for a share in the produce, when the right is not disputed and only the amount is contested clause I of Rule 12 will apply.

- (2) Part A of all suits and appeals relating to the succession to an office or to establish or set aside an adoption or otherwise determine the status of an individual and of all suits and appeals relating to trusts or religious endowments.
- (3) Records of attachment, sale and delivery of immovable property in execution of decrees, including all objections, proceedings and orders thereon.
- (4) Part A of proceedings under the Indian Succession Act of 1925, and the repealed Acts entered in Schedule 9 of that Act.
- (5) Part A of proceedings under the Indian Divorce Act, 1869.
- (6) Records relating to the disposal of immovable property forfeited to Government under section 62 of Indian Penal Code.
- (7) Insolvency proceedings under the Provincial Insolvency Act, 1920, where the Court has decided a question of title to immovable property under section 4 of the Act.
- (8) Correspondence with other offices on matters connected with the administration of justice, including annual reports and the statements appended thereto: provided that heads of offices may, with the previous sanction of the District Judge, order the destruction after three years, of any correspondence of a merely formal or ephemeral character, after personally satisfying themselves, in regard to each paper ordered to be destroyed, that its retention is no longer necessary.

Also, annual confidential reports on the work of magistrates and subordinate Judges, stipendiary and honorary, may be destroyed five years after the end of the year to which they relate.

- (9) Part A of proceedings under the Indian Lunacy Act IV of 1912.
- (10) Part A proceedings under the Companies Act, 1956 (No. I of 1956) or under the Banking Companies Act (X of 1949).

NOTE.- A list of all papers which it is proposed to destroy under this clause must be prepared and, in the case of a subordinate office, be submitted to the District Court for sanction. This list will be preserved in perpetuity.

8. The following records shall be preserved for sixty years and shall then be destroyed:-

Records to be preserved for 60 years.

- (1) Part A of proceedings under sections 1 and 8 of Regulation XVII of 1806.

9. The following records shall be preserved for fifty years and shall then be destroyed:-

Records to be preserved for 50 years.

- (1) Part A of proceedings under the Guardians and Wards Act, 1890, and under Act XL of 1858 and IX of 1861, other than those in which the petitions have been rejected.
- (2) Records of Insolvency proceedings under all Acts other than those falling within Rule 7(7) which have not been destroyed previously under Rules 11 and 13. The period of fifty years shall be taken to run from date of the order of adjudication.
- (3) Part A of the cases relating to any of the offences specified in section 44 of the Code of Criminal Procedure, as offences of which all persons are bound to give information, in which any of the suspected persons have escaped apprehension:

provided that, whenever it is known that the offenders or offenders on whose account such records are kept, are dead, the records may be destroyed.

- (4) Part A of criminal cases in which the offence is punishable with death, and it is not known who the offender is.

NOTE.- The records specified in clauses 3 and 4 when the time comes, when under ordinary circumstances they would be liable to destruction, shall be removed to a separate bundle of cases of absconding and unknown offenders.

- (5) Part A of criminal cases in which a lunatic is concerned, unless the lunatic shall have been subsequently tried or have died.

10. The following records shall be preserved for twenty years and shall then be destroyed:-

Records to be preserved for 20 years.

- (1) Part A (i) the Civil records specified in Rule 3 above.
- (2) The charge, finding and sentence in cases in which conviction has been had of an offence for which enhanced punishment is provided on a second or subsequent conviction.
- (3) Part A of cases in which any public servant has been tried, whatever may have been the result of the case.
- (4) Part A of all Civil suits and appeals, other than suits and appeals falling under Rule 7, where one of the parties is a minor suing or sued through a guardian under Order XXXII of the Code of Civil Procedure.
- (5) Part A of Criminal cases relating to any offences other than those specified in section 44 of the Code of Criminal Procedure in which any suspected persons have escaped apprehension provided that,

whenever it is known that the suspected offender or offenders on whose account such records are kept, are dead, the records may be destroyed.

11. The following records shall be preserved for twelve years and shall then be destroyed unless their preservation for a longer period is necessary on the special grounds noted below:-

Records to be preserved for 12 years.

- (1) Part A of Sessions cases: provided that, if the sentence has not been fully executed, the record shall be preserved until the return of the warrants, and then destroyed.
- (2) Part A of cases under Chapter XXXVI of the Code of Criminal Procedure in which maintenance is awarded.
- (3) Insolvency proceedings under the Provincial Insolvency Acts where immovable property is involved. The period shall be taken to run from the date of the order of the Court declaring the insolvent discharged from further liability in respect of the scheduled debts.
- (4) Part A of proceedings under the Guardians and Wards Act, 1809, and under Act XL of 1858 and IX of 1861 in which the petitions have been rejected.

12. The following records shall be preserved for six years and shall then be destroyed unless their preservation for a longer period is necessary on any of the special grounds noted below:-

Records to be preserved for 6 years.

- (1) Part A of all Civil suits and appeals other than suits and appeals falling under Rule 7: provided that, if the decree has not been fully executed or become incapable of further execution. Part A must be preserved until such time as the decree has been

fully executed or become incapable of further execution.

Note 1.-A note of all cases destroyed in District offices under this clause shall be made at the time of destruction in the list of cases put up with the village bundle.

Note 2.- In January, April, July and October, each the record-keeper will received from Civil Courts, - vide paragraph 1 of Chapter 16-A, Part III, Rules and Orders, Volume IV, lists of execution cases in respect of records which are six years' old or about to become six years' old in which decrees have been fully executed or have become incapable of further execution. On the receipt of these lists, the record-keeper should make a note to this effect on each file and he should not destroy any file unless it contains this note without ascertaining whether the decree has been fully executed or has become incapable of further execution.

Note 3.- Only such portion of the record, if any, as relates to the attachment, sale and delivery of immovable property in executed of decrees, including all objections, proceedings, and orders thereon should be taken out and preserved permanently as required by rule 7 when the record is destroyed under rule 12.

- (2) Part A of cases tried by the Magistrate of the District under section 30 of the Code of Criminal Procedure, in which he has inflicted a heavier punishment than might have been inflicted by a Magistrate of the first class : provided that, if the sentence has not been fully executed, the record shall be preserved until the return of the warrant and then destroyed.
- (3) Records relating to the realization of fines of Criminal Courts.

Records to be preserved for 3 years.

13. The following records shall be preserved for three years and shall then be destroyed:-

- (1) Insolvency proceedings under the Provincial Insolvency Acts where no immovable property is involved. The period shall be taken to run from the date of the order of the Court declaring the insolvent discharged from further liability in respect of the scheduled debts.

Vol.IV

Ch. 16-F

- (2) Records of criminal cases inquired into or tried by Magistrates and not otherwise provided for in these rules.
- (3) Part A of appeals from orders passed by the Magistrates.
- (4) All correspondence between the District Magistrate or District Judge and Subordinate Courts, and other records, periodical statements, reports, proceedings, applications, etc., not expressly provided for in these rules : provided that, in respect of records falling under this clause, heads of offices must exercise their discretion in preserving reports, returns and proceedings likely to be useful in the future, as containing the result of inquiries or other information, or the opinions of experienced officers on matters connected with the general administration of justice.

14. The following records shall be preserved for one year and shall then be destroyed:-

Records to be preserved for 1 year.

- (1) Part B of all civil and criminal cases and appeals provided that papers relating to deposits and payments thereof shall be separated and preserved until such time as the accounts of the deposits and repayments concerned have been audited and any objections raised in connection therewith have been finally settled and that Part B of civil cases, and civil appeals in which a first or a second appeal lies to the High Court, shall not be destroyed until the period of limitation for instituting such an appeal has expired or until the appeal, if instituted, is decided by the High Court.
- (2) Proceedings of other Courts and officers forwarding notices, proclamations, calling for records, etc.

[1]& [2] 14-A The original record in physical form should also be preserved in Digital Form.

Records to be preserved in Digital Form :-

[1] Inserted vide Correction Slip No. 155 dated 19-5-2011

[2] Clarification vide Correction Slip No. 189 dated 27.05.2021 (Insertion made vide corrections Slip No. 155 dated 19.05.2011 be treated as amendment made in Chapter 16-F instead of Chapter 16-E)

Mode of reckoning period.

15. The periods prescribed above shall except in the case noted below, be taken to run from the date of the final order of the Court of first instance, or , in the event of an appeal, from that of decision of the appeal.

In cases under Chapter XXXVI of the Code of Criminal Procedure, in which maintenance is awarded the period shall be taken to run from the date of the last order passed for the enforcement of the award.

Notes of destruction.

16. (i) When under the above rules the whole of the papers of Part A of the record are destroyed, a note to the effect shall be made at the time of destruction, against the entry of the case in the Goshwara. In the case of the record offices of District and Sessions Courts where no Goshwaras are kept, the note shall be made against the entry of the case in the General Register.

(ii) When some only of the papers of Part A of the record are destroyed and some are retained, a note of the papers destroyed shall be made, at the time of destruction, on the fly index of the case.

(iii) All notes made under the above instructions (i) and (ii) shall be attested by the Record-keeper.

(iv) No note whatever need be made of the destruction of Part B of a record. Such destruction will be presumed to have been effected in accordance with Rule 14 above.

Preservation of papers belonging to Government or private persons.

17. Before destroying Part A of any judicial proceedings, care must be taken to separate and remove from the record all documents belonging to private persons or to Government, as a party to the proceedings, which have not been superseded by the decree or impounded in the case in which they were produced. These documents shall be preserved and tied up in a separate parcel, and notice shall, whenever practicable, be given to the persons who produced them in Court, requiring them to take them back into their own keeping within six months from the date of the notice,

and warning them that they will be kept at their risk, and that the Court declines all responsibility for them. Copies of this notice should also be put up in a conspicuous place of the Court-house of the Deputy Commissioner of the district and of the Court in which the suit was tried or, if such Court has been abolished of such other Court or Courts as may be exercising jurisdiction in lieu of it. Heads of offices must make the best arrangements for the custody of these documents that the circumstances admit of. In District offices it will probably be most convenient to keep them with the appropriate village bundles.

C-Registers

18. The following judicial registers shall be preserved in perpetuity:-

Registers to be preserved in perpetuity.

Civil Register Nos. I,II,III,IV, V, XV and XXIV.

Criminal Registers Nos. VII, VIII and XVI.

19. The following judicial registers shall be preserved for fifty years from the date of the last entry and shall then be destroyed:

Registers to be preserved for 50 years.

Civil Registers Nos. XXVI and XXVII.

Criminal Register No. IX.

Miscellaneous Registers G and I.

20. The following judicial registers shall be preserved for twenty years from the date of the last entry and shall then be destroyed:-

Registers to be preserved for 20 years.

Civil Registers Nos. X, XI and XIII.

Criminal Registers Nos. II and X.

Miscellaneous Registers Nos. A and H.

Vol.IV

Ch. 16-F

Registers to be preserved for 12 years.

21. The following judicial registers shall be preserved for twelve years from the date of the entry and shall then be destroyed:-

Civil Registers Nos. VI and XIV.

Criminal Registers Nos. I, III, IV and XIV.

Registers to be preserved for 6 years.

22. The following judicial registers shall be preserved for six years from the date of the last entry and shall then be destroyed:-

Civil Registers Nos. XVI, XVIII, XXI-A, XXI-B and XXV.

Criminal Register No. XV.

Miscellaneous Register B.

Provided that Civil Register No. XVIII and other registers mentioned in this Rule shall be preserved for a longer period, if necessary. Such registers shall be preserved for a period of at least 3 years after the date on which all dues in respect of deficiencies in stamp duty and Court fees pointed out by Stamp Auditors are recovered or written off.

Registers to be preserved for 3 years.

23. The following judicial registers shall be preserved for three years from the date of the last entry and shall then be destroyed:-

Civil Register Nos. VII, VIII, IX, XII, XVII, XXI-C, XXII And XXIII.

Criminal Registers Nos. V, VI, XI, XII and XIII.

Miscellaneous Registers C, D, E and F.

Instructions regarding destruction of Civil Register No. XX and Miscellaneous Register M.

24. Civil Register No. XX and Miscellaneous Register should be treated as follows:-

When a book is full, the names of the peons still in service or of the petition-writers still holding licences should be copied into a new register and the old register destroyed.

25. No Judicial Registers shall be destroyed except as directed above.

No Judicial register to be destroyed.

D-Other Papers

26. Personal files of all officers and ministerial and menial servants of Government:-

Regarding personal file of officers, and ministerial and menial servants.

- (a) Who die while in service, shall be preserved for three years after their death and then destroyed, provided there are no outstanding claims on the part of their heirs; and
- (b) Who have retired, shall be preserved until their death and then destroyed, provided that no file shall be destroyed before three years from date of retirement when death occurs within three years of retirement.
- (c) ¹[The casual leave application record be preserved for 3 years from the end of relevant calendar year and the casual leave application register be preserved for 3 years from the end of the calendar year of its completion and shall be destroyed after retaining the scanned copies thereof.]

27. Vouchers relating to contingencies should be preserved for 3 years and then destroyed, this period being reckoned from 1st January following the date of payment.

Destruction of voucher relating to contingencies.

²[27A. All the administrative diary Receipt Registers/Dispatch Registers shall be preserved for 5 years from the end of Calendar Year of its completion and thereafter, be destroyed after retaining the scanned copies thereof.]

Diary Receipt Registers/Dispatch Registers

28. The records relating to Sheriff's Petty and Civil Court Deposit Accounts shall be preserved for the period noted against each in the subjoined statements.

Preservation of records relating to Sheriffs' Petty and Civil Court deposit Accounts.

^{1&2}. Sub Rule 26(c) and Rule 27A inserted vide Correction slip No. 192 dated 15.12.2023 (for the District Courts of Punjab).

^{1&2}. Sub Rule 26(c) and Rule 27A inserted vide Correction slip No. 193 dated 19.01.2024 (for the District Courts of U.T. Chandigarh).

^{1&2}. Sub Rule 26(c) and Rule 27A inserted vide Correction slip No. 195 dated 19.01.2024 (for the District Courts of Haryana).

CIVIL COURT DEPOSIT ACCOUNTS REGISTERS AND FORMS		to Period for which it is proposed to preserve registers etc.
Number	Heading	
Form No.1..	Note Book of Execution Bailiff	3 years
Form No.2..	Register of Receipts (Cash system)	Permanently
Form No.3..	Register of Receipts (Voucher system)	Do
Form No.4..	Register of Disbursement (Cash system)	12 years.
Form No.5..	Cash book (Cash system)	Permanently
Form No.6..	Receipt Form (Cash system)	6 years
Form No.7..	Voucher Form (Cash and voucher systems)	One year from the date of last audit
Form No.8..	Cheque Form (Cash system)	3 years
Form No.9..	Challan Form (Cash and voucher systems)	6 years
Form No.11..	Treasury pass Book (Cash system)	Permanently
Form No.12	Extract register of receipts (Cash system) Form 28 Civil Account Code, Volume I)	6 years
Form No. 13	Clearance Register (Cash System)	Do
Form No.14	List of repayments (Cash system) (Form 47, Civil Account Code, Volume II)	3 years
Form No.15..	Lapsed Deposits (Cash system) (Form No.29, Civil Account Code, Volume I)	Permanently
Form No.16	Refund of lapsed deposit (Cash and Voucher system) (Form No.30, Civil Account Code, Volume I)	3 years
Form No.17	Intermediate Register of money-orders, etc.	One year from the date of last audit
Form No.18	Stock Book to Forms of Receipt Books/Cheque Books	One year from the date of last audit

SHERIFFS'PETTYACCOUNTS

SHERIFF'SPETTYACCOUNTSREGISTERSANDFORMS

New Number	Heading	OldNumber	Heading	Period for which it is proposed to preserve the Registers
Form No.1..	RegisterofReceipts..	Register A..	Register of Receipts..	Permanently
Form No.2..	Register of Disbursement..	Register B..	Showing payments..	12 years
FormNo.3..	CashBook..	RegisterC..	Showing receipts and disbursements and cash balance in hand of Agent each day	Permanently
Form No.4..	TreasuryPass Books..	Permanently
FormNo.5..	Receipt Form..	FormG..	Receipt Book..	Six years from the date of last entry in the cash book
FormNo.6..	Register of Processes including warrants, etc. etc.	RegisterD..	Register of processes and warrantsetc. etc.	Three years from the date of its last entry, but subject to the condition mentioned against Form 8
FormNo.7..	Note Book of process Servers	FormH..	Note Book of Process Servers	As against Form No.6
FormNo.8..	PaymentOrderform..	FormI..	Court Payment Order..	One year from the date of last audit and if at the last audit any objection was raised in connection with any documents or records they should be retained until the next audit, and should not be destroyed until one year has elapsed since the removal of the objection originally raised.

SHERIFFS'PETTYACCOUNTS

SHERIFF'SPETTYACCOUNTSREGISTERSANDFORMS

New Number	Heading	Old Number	Heading	Period for which it is proposed to preserve the Register
Form No.9..	Challan Form..	Form J..	(a) Memo to accompany remittance of surplus money to the treasury	6 years
		Form K..	(b) Of monthly balance to the treasury	
		Form L..	(c) Consolidated Memo of remittance to the treasury	
Form No.10..	Cheque Form..	3 Years
Form No.11..	Statement of lapsed deposit (Form 29, Civil Account Code, Volume I)	Permanently
Form No.12..	Voucher for Refund of lapsed deposits Form No.30, Civil Account Code, Volume I	3 Years
Form No.13..	Stock Book of Forms of Receipt Books and Cheque Books	Form M..	Stock Book of Forms..	As against Form No.8

Note.- The main principal which should guide the destructions of accounts records should be that so long as an objection is outstanding and the accounts have not been completely checked and accepted in audit, they and the supporting documents should not be destroyed even though the period of preservation prescribed in the rules may have expired.

(Punjab Government letter No. 8026-FR-53/8147, dated the 4th November, 1953)