

Manual- 6

S.No.	Nature of Record	Details of information available	Unit/section where available	Retention period, where available
1	Medical legal cases record, Central jail patient record, Death Registration, Birth Reg Indoor patient record	M.L.C Record, I.P.D cases, Death/Birth Registration Number	M.R.D(Medical Record Department)	MLC cases-10 years IPD cases-10 years Death/Birth-10 years
2	Cash Book	Cash Book	Accounts Branch	10 Years Approx. 13 GFR
3	Contigent Expenditure	Contigent Expr.	Aqccounts Branch	3 Years
4	Arrear Claim	Arrear claim PBR	Accounts Branch	
5	Final Withdrawl from GPF	GPF Book/PBR	Accounts Branch	1 year
6	TA/Transfer TA claim	TA Bill/Register	Accounts Branch	3 years

7	Pay bill register	PBR	Accounts Branch	35 years
8	Pay bill copies	Pay bills	Accounts Branch	3 years
9	Acquittance Roll	Acquittance Rolls	Accounts Branch	3 Years
10	Bill register	Bill register	Accounts Branch	5 years