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GOVERNMENT OF NCT OF DELHI
OFFICE OF THE COMMISSIONER, FOOD & SUPPLIES & CONSUMER AFFAIRS
K - BLOCK, VIKAS BHAWAN, NEW DELHI
(POLICY BRANCH)

F. No. 3(25)/CFS/P&C/2004-05/ 715-727

Dated: 18.05.2005

To

1. The Controller, W&M, In charge West & Central Districts of F&S Department.
2. All Addl. Commissioners, F&S Department.
3. The Joint Commissioner, F&S Department.
4. 4. Assistant Commissioners, F&S Department.

Subject: - Retention Schedule of the records of Food, Supplies and Consumer Affairs Department, Delhi Administration, Delhi.

Sir,

I am directed to forward herewith the retention schedule for maintaining records of this department, received from Secretary (AR), GNCT of Delhi, for your views and suggestions if any, for addition, deletion or any amendment therein, to improve the functioning of the department, keeping in view of the requirement of old record in connection with Departmental Inquiries, Production of record in the Court of law.

It is therefore, requested to submit the above said requisite information to this branch by 24th May upto 4.00 p.m. positively, so that we may appraise the Worthy Commissioner, F&S accordingly, for taking appropriate decision in this regard.

This may kindly be treated as **MOST URGENT**.

Yours faithfully,

[Signature]

(HARISH TYAGI)

FOOD & SUPPLIES OFFICER (P&C)

Dated: 18.05.2005

[Signature]
(HARISH TYAGI)
FOOD & SUPPLIES OFFICER (P&C)

F. No. 3(25)/CFS/P&C/2004-05/

Copy forwarded to the PS to Commissioner, F&S, for information to the Worthy Commissioner, F&S.

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OFFICE OF THE COMMISSIONER: FOOD, SUPPLIES AND CONSUMER
(AFFAIRS: DELHI ADMIN: DELHI.)

(VIGILANCE & INSPECTION)

Retention Schedule of the records of Food, Supplies and
Consumer Affairs Department, Delhi Administration, Delhi.

DISTRIBUTION BRANCH.

S.NO	NATURE OF RECORDS	PERIOD FOR WHICH TO BE RETAINED.
1	2	3
1.	Files of allotment of FPSs.	Permanant.
2.	Files for the grant of Milling licences to the Mills and also wholesale licences issued to them.	Permanant.
3.	Files of allotment in respect of the shops which are not functioning at present but whose security has not yet been refunded.	1 Year after the refund of security.
4.	Files of FPS whose security has been refunded.	...do...
5.	Files of rejected applications for the grant of shops/licences under various control orders.	1 Year.
6.	Personal files of FPSs in which cases regarding change of premises, resignation, refund of security, change of constitution of the firm and other similar matters are dealt with.	Such files should be linked with the original files of allotment and their period of retention will be the same as given at S.NO:1
7.	Policy files regarding introduction of rationing in Delhi during 1965-66 or earlier.	Permanant.
8.	Files of FPS regarding linking of food cards.	3 years.
9.	Files regarding demand of wheat rice from G.O.I	12 years.
10.	Files regarding returns submitted by circles of DR-IV, & DRV	1 year.
11.	Files regarding compilation of DR-IV & V statement.	1 year.
12.	Files regarding issue of ad-hoc permits to Britannia, Nandi, Blue Bird etc.	1 year.

Cont.....2/-

13. Files containing information about the number of authorities sent by circles to FCI. 1 Year.
14. Files regarding extract percentage of mills. 1 Year.
15. Files containing information regarding:-
 1. Availability of food articles
 2. Checking of Food Cards.
 3. Lifting of surrender of food articles by circles. 2 Years.
16. Delegation of powers/issue of orders/instructions under the provisions of Central Orders/Rules or any statutory or non-statutory provisions. Permanent.
17. Files for allotment of wheat, rice sugar, whole sail atta, maida, suji to mills/circles. 2 years.
18. Files regarding analysis of samples containing office copies of recovery memo. 1 year after the date of final disposal of case by L&P Branch.
19. Files containing instructions to Circles on various subjects. 10 Years.
20. Files regarding issue of adhoc permits for Maida, Suji, R. Atta to various establishments/parties. 2 Year.
21. Files for the import and Export permits of wheat/rice issued to public. 2 Year.
22. Files regarding disposal of Maida Suji and R. Atta. 1 Year.
23. Files regarding issue of Bram permits on adhoc basis to other depts. 1 Year.
24. Files regarding recovery/~~recovery~~ of payment of differential cost. Permanent.
25. Files regarding issue of Sugar Quota to pharmacies during the rationing period which are not working at present. 2 years after stoppage/cancellation of quota.
26. Files regarding adhoc permits for issue of sugar etc. 1 Year.
27. File regarding submission of weekly/fortnightly/monthly returns to internal branches such as untouchability, disposal of references received through LG, allotment of FPSS to Burmese, Progress of work in Hindi etc. 2 year.

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PERMIT VERIFICATION CELL:

22. Files regarding grant of Estt/ permit by PV Cell. 2 years after the stoppage/cancellation of quota.

POLICY & COORDINATION BRANCH.

29. Control orders/notifications regarding licensing, regulation of distribution, & fixation of prices/revision of prices of various commodities. Permanent.
30. Policy & Scheme for procurement and public distribution of essential commodities. Permanent.
31. Formation of committees/Boards etc. including Mohalla Committees or rural committees etc. and approval of parliamentary affairs for the appointment of MRS to a Govt. Committee/Commission/Board etc. 2 Years.
32. Statutory powers of lady social workers and members of Gram Panchayats. 1 Year.
33. Representation from trade organisations Minutes files regarding meeting of PIC or Co-ordination committee or Price review committee/Modern Bakery. 1 Year.
34. Relating to Delhi Guests Control Cards. 1 Year.
35. Administrative set up of Branches at Head Quarters. Permanent.
36. Data regarding retail price including weekly fortnightly reports on prevalent retail prices & survey reports of Bureau of Economics and Statistics. 2 Years.
37. Procurement & distribution of essential commodities-monthly report to GOI. 2 Years.
38. Statement of wholesale prices received from Co-operative depts. for the Marketing commodities or otherwise. 2 Years.

COMMON RECORDS IN RESPECT OF ALL LICENSING BRANCHES SUCH AS FOOD, FUEL, HV OIL, T&T, BUILDING & MISC. ETC.

39. Master register of all types of licences. Permanent.
40. Security refund register. Permanent.

- 41. Forfeiture of Security register on account of irregularities/late renewals etc. Permanent.
- ~~42. Precedent book/Guard File Permanent.~~
- 43. Returns of all types received from the dealers/licences/Mills periodically. 1 year.
- 44. Complaints files against dealers/licences received from public. 1 Year.
- 45. Licence files of valid licences of all types. Permanent.
- 46. Closed files of the licences in which securities have been forfeited. One year after the refund of security.
- 47. Files of cancelled licences in which securities have been forfeited. One year after the realisation of the forfeited amount.
- 48. Files of cancelled licences in which the forfeited amount of security has been deposited by the ex-licencee. Permanent.
- 49. Representations received from FPS/Licencees/Mills etc. for amendment in procedure or enhancement of margin of profit etc. 1 Year after final disposal.
- 50. Application for FPS/Licences rejected by the department. 1 Year after rejection.
- ~~51. Registers showing consolidated particulars of periodical returns of files showing compilation of statements of returns of all commodities. 1 Year.~~

BUILDING BRANCH:

- 52. Applications for brick and cement permit. One year after the issue of last installment of the commodity unless required.
- 53. Office copies of the permits of cement and bricks. ... do ...
- 54. Register for registration of application for bricks/cement permit. 1 Year.
- 55. Endorsement register for coal of all kinds. 2 Years.
- 56. Master Register of quota cards of Kerosin Oil/ Coal of all kinds. Permanent.

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TYRES & TUBE BRANCH:

- 57. Office copies of permits of auto Tyres & Tube. 1 Year.
- 58. Returned copies of permits of auto tyres and Tube after delivery of the Tyre and Tube by the Licences. 1 Year.
- 59. Quota Cards files of vehicles. 2 years after the decontrol of distribution system.
- 60. Intimation register permit register and delivery register. Permanent.
- 61. Index register of Auto Tyres & Tube permits. ...do...
- 62. Allocation registers of auto Tyres and tubes. ...do...

MISC. COMMODITIES BRANCH:

- 63. Office copies of permits of controlled cloth. 1 Year
- 64. Endorsement register for salt. 1 Year.
- 65. Permit register of controlled cloth. Permanent.
- 66. Allocation register of controlled cloth. ...do..
- 67. Authorisation register of controlled cloth. 2 Years.
- 68. Register of Mobil Van Programme. 1 Year.

SECURITY BRANCH

- 69. File regarding the refund of security. 2 years after refund of security.
- 70. File regarding recovery of amount forfeited from the Security deposits of F.P.Ss/Licences. 1 year after the recovery.
- 71. Pass Books. Permanent.
- 72. Register containing the entries of Pass book and their disposal. Permanent.

LEGAL & PROSECUTION BRANCH:

- 73. Files pertaining to the decided cases of F.P.Ss/Licences. 2 Years.

ENFORCEMENT BRANCH

- 74. File of no irregularity cases. 1 Year
- 75. Complaints register of control room. 5 Years.

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INSPECTION & MONITORING CELL:

76. Inspection of Circles (Files) 1 year
77. Complaints of minor nature against Circles/branches of Head Quarters and defect in procedure etc. 1 Year as laid down in the rules Govt. of India.
78. Evaluation of new procedure/general renewal of fool cards and instructions to circles. Permanent in the case of the Deptt. issuing the rules; orders, instructions other departments need keeping the standing rules order wording out the superseded ones as when they become obsolete.

NOTE:

The retention period prescribed should not however over ride the instructions contained in the Manual of procedure, or any other statutory law/rules.

2. Retention period should always be recorded from the year in which file is recorded after all action has been completed thereon. For instance if a file opened during 1968 is closed in 1972 the prescribed retention period will count from the year 1972 and not 1968.
3. In case of registers etc. the retention period should be reckoned from the date they ceased to be current.
4. If a record relates to two or more subjects for which different retention periods have been prescribed, it will be retained for the highest of such periods.
5. Files/records having financial implications should be retained for longer period than prescribed to meet audit requirements or till such time the audit takes place. In no case should records connected with an audit objection be destroyed unless the objection has been finally disposed off to the satisfaction of the audit authorities.
6. The schedule should be revised once in five years to ensure that a requisite notice is being taken of the changing and a pending activities of the Deptt./office.

STATEMENT SHOWING DETAILS OF REGISTERS RELATING TO FOOD CARDS AND OTHER ITEMS OF WORK PRESCRIBED FOR MAINTENANCE IN CIRCLE OFFICES AND FPS/FPES- INSTRUCTIONS ON WEEDING OUT OLD RECORDS.

S. NO.	REFERENCE NO. OF THE REGISTER.	PURPOSE OF THE REGISTERS	PERIOD OF RETENTION.
1.	FDR-A	The register is meant for diarising of 'A' forms for permanant/homeless cards and gives details of the applicant, date of calling, date of verification/delivery of food cards and FPS NO. allotted.	One year after the renewal (replacement) of food cards.
2.	FDR-B	The register shows particulars of permanant food cards with registration No. name and address of the card holders food card No. Units name of verifying Inspector, FPS No. registration No. allotted and signatures of the issuing officer.	..do..
3.	FDR-C	The register shows particulars of card holders who are issued homeless temporary cards alongwith extention made on homeless cards from time to time.	..do..
4.	FDR-G	The register shows particulars of applicants who apply for re-validation of homeless cards on form 'K' alongwith movement disposal for forms.	..do..
5.	FDR-D	There The register shows receipt of applications on form 'C' and details of duplicate cards.	..do..
6.	FDR-E	The register shows receipt of application on form 'G' and 'H' for addition and deletion of units and details of action taken by circle office in this respect.	..do..
7.	FDR-F	There The register shows receipt of applications on form 'B' for other changes viz. address, FPS No Head of family and category from wheat to rice and vice versa and details of action taken by the circle office thereon.	..do..

8. FDR-H Surrender certificate register.

The register shows details of food cards surrendered by the card holders of the circle office on 'J' forms and issue of surrender certificates if any.

One year after the renewal (replacement) of food cards.

9. FDR-I register of food cards issued against surrender certificates of other circle offices.

The register shows particulars of food cards issued against surrender certificates and their movement and result of post verification done by the circle inspectors.

10. FDR-J Dak register

The register shows S.No of applications forms of all types given to the circle inspectors for verification along with date on which received back from them indicating the same against the entry under which they were given to the circle inspectors. The register will indicate the pendency of forms with the inspectors over a period of ten days at the close of each week.

1 Yr.

11. FDR.K. Register for transfer of forms etc. to the FPS through the circle Insps.

The registers shows the S.NO of forms of each category/type seperately with the month to which they relate.

1 Year after renewal replacement cards

FORM IN WHICH THIS REGISTER IS TO BE MAINTAINED.

FORM 'K'

Register for transfer of forms to FPS.

Type of form _____

Name of the month to which forms relate _____

Date of delivery _____

S.NO of forms _____

Signatures of Inspector with date of receipt. _____

Note: The details are to be kept monthwise and category wise in the ledger form.

FPS wise register

FPS-wise register
save maintained in
the circle offices.
Those registers are
replace of R-I
maintained by the FPS
and invariably show all
the latest details/
particulars of the food
cards registered with
the FPS. These register
also indicate the category
of card holders viz.

One year after
the renewal
(replacement)
of food cards.

I. tax payee/Non payee/ Gas User/ K.Oil User

and Licence No. of Coal/K.Oil dealers etc. etc....

13. Registers prescribed for issue of authorities.

FPS wise ledgers maintained separately
by each Inspector for all FPS of his
area.

One Year.

14. Master Register of authorities maintained
separately for wheat/rice/sugar and wheat
products showing details of all authorities
issued on each date during particular
indenting period/month.

...do..

~~14(a)~~ Intents for issue of specified food articles
to FPS/FPSS, R. Atta shops

...do..

15. ALLOCATION REGISTER.

Registers showing the receipt, issue and
balance with the circle office of blank
authority books blank/duplicate food
cards and blank forms of each category/
duplicate receipt books.

3 Years.

16. OTHER REGISTERS.

Register showing the details of each receipts
with amounts realised daily for issue of
duplicate cards and sale of Forms viz. 'A' 'B'
'C' 'G' 'H' 'J' & 'K'

...do...

17. Diary and
Despatch
Register

Receipt of references/files are
diarised in the diary/register and
signatures of the officials are
taken against the references given
Despatch register shows the outgoing
slak/files with full details in the
register and brief details in the Peon
Book, with full dated signatures of
the receiptant.

2 Years.

Register showing the FPS-wise
position of food cards/units in
each month in annexure I & II

1 Year.

18. Movement Register of officer/officials.

All officials have to show their departure (time, place and purpose) when leaving the circle offices for outside duty.

One Year

19. Complaint Register

The register shows the details of all complaints received direct in the circle offices as well as those marked by the Head Quarters and give upto date information in respect of pending complaints with the circle offices and also indicate the names of officials responsible for delay in enquiry and other information required from time to time.

two years

20. Office Register

This Register is maintained showing full details of the cases detected by the circle staff with the result of the checking/ action taken.

Perman

21. Daily Diary for Inspector

Daily Diary shows the details of work done by the Inspectors daily and is put up to FSO for his information and signatures at the close of the week.

2 Year

22. Performance register for Inspector

The form of this register has been prescribed recently to show the various ~~xxxxxx~~ duties performed by the Inspectors and is to be compiled with the help of daily diaries.

..20.

It should report the consolidated monthly figures on the various items given in the performa.

23. Other Documents

OTHER DOCUMENTS/PAPERS OF THE CIRCLE OFFICES

Application forms of all type rejected by the Circle Offices.

~~24. Gate Passes for Coal~~

25. DR.IV.V statements submitted by FPS

26. Registers, application forms for issue and renewal of retail bread and wheat licences in the circle offices and files of licences.

Perman

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Register for un-perishable items like furniture, type-writer, fan, cycle etc.

Permanent

28. Sales & stock registers alongwith Cash-Memo of cancelled/xxx resigned FPS to be kept in Circle offices.

Two Year/ upto the date of return of security/ forfeiture and or ceession of final appeal.

29. Cancellation of un-delivered, unclaimed ~~and~~ (Permanent, duplicate and harmless) and cancellation of relevant entries in the card-registers as well as FPS Register.

Six months from the date of preparation security/for feature & ceession on of final appeal.

30. Records (Registers) of FPS/Licences lying in circle office as un-claimed or received from Hqs for onward transmission to FPS/Licences.

6 months after receipt of registers.

31. Special permits for Maica/Suji for marriage/ application forms office copies of permits and register thereof.

1 Year.

32. Casual Account.

1 Year.

33. Attendance Register

1 Year

34. Deon Book

1 Year

35. Receipt Register

3 Years.

36. Despatch Register

a) for local dak

3 years.

b) for postal dak

5 years.

c) Postage stamp A/c register

5 years.

37. File movement register

(Before destroying the register, however entries regarding files which remain current at the end of this period should be transferred to

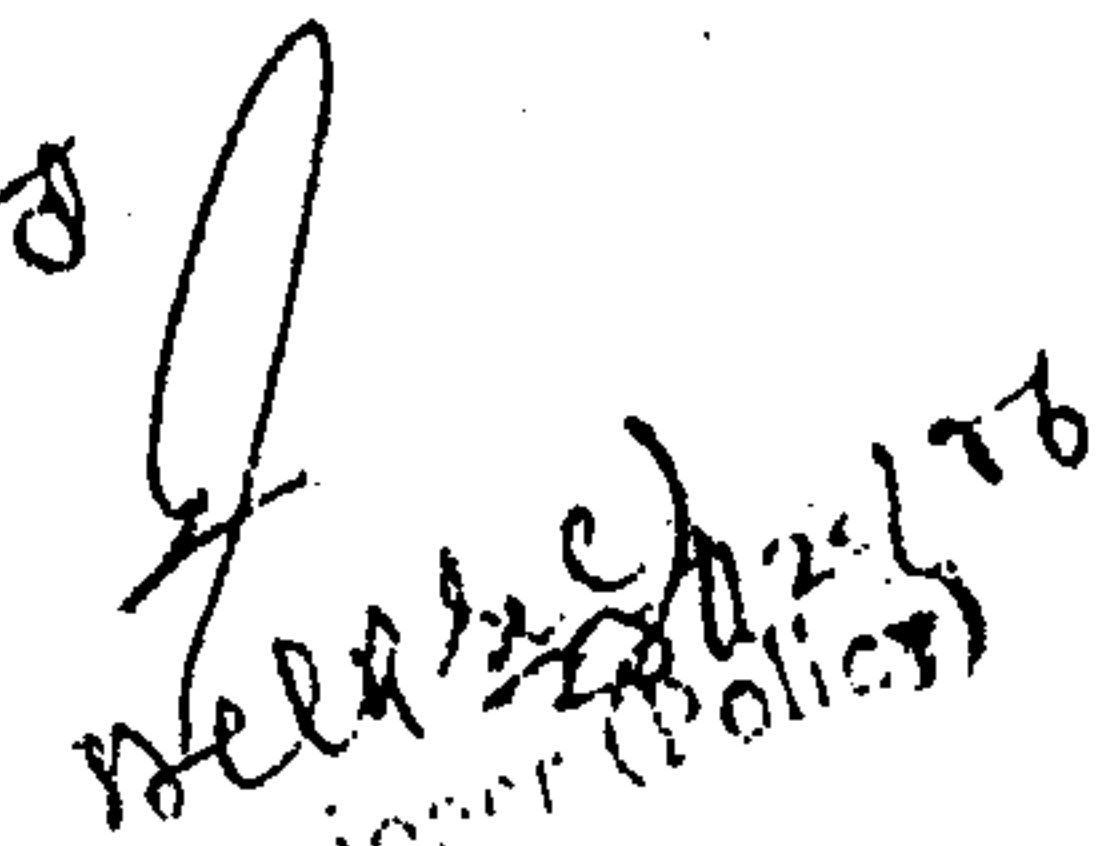
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DETAILS OF REGISTERS/RECORD WITH THE
FPS/FFES.

- | | |
|----------------------------|--------------------------------|
| 1. Forms lying with FPS | One year after renewal of F/C. |
| 2. Inspection Book | Two year. |
| 3. Card Register. | One year after renewal. |
| 4. Instructions file | Permanent. |
| 5. Sales Register. | 2 Years. |
| 6. Supplementary registers | 1 year after renewal. |
| 7. Stock Register | 5 years. |
| 8. Cash memos | 2 years. |
| 9. Complaint book. | 1 Year. |

FOOT NOTES:

1. The year shall be taken as calendar year from 1st January to 31st December.
2. The period of retention as given above shall be exclusive of the year to which the record relates.
3. Any record required in connection with proceedings against the FPS/licence shall be retained by all concerned till final decision of the case irrespective of the retention period.

Attested

 Assistant Commissioner (Police)
 Food & Supplies Dept.
 Govt. of NCT of Delhi