

**GOVERNMENT OF NCT OF DELHI**  
**REVENUE DEPARTMENT**  
**(ACCOUNTS BRANCH)**  
**5 SHAM NATH MARG, DELHI – 110054**  
**(CD No. 000684515)**

No. F. 1(354)/Div.Comm./ACCTS/ weeding out/2022/278-82 Dated: 17 May 2022

**ORDER**

Record Retention Schedule of Records common to all Ministries / Department has been issued by the Department of Administrative Reforms & Public Grievances, Govt. of India. The record management has always proved a key to the efficient management. As per the Item No. 8 of Annexure I Appendix 13 related to "Destruction of Office Records connected with Accounts", the retention period of "Pay Bill Registers" is 20 Years.

PBRs for very old period i.e. even last 35-40 years old or more, are lying in the Accounts Branch in a very pathetic condition. The pages of the PBRs are getting diluted gradually with the passage of time and the same are also occupying valuable space.

In this regard, a committee comprising of the following officers was constituted to consider the matter of weeding out of old PBRs

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|--|----------|
| 1. Shri Narendra Tyagi, Dy. Controller of Accounts | Chairman |
| 2. Smt. Rekha Goyal, Sr. Accounts Officer          | Member   |
| 3. Shri D.S. Raghav, Accounts Officer              | Member   |

The Dy. Commissioner IV / HOD is pleased to accept the following recommendations of the committee constituted for "weeding out of old Pay Bill Registers (PBRs):

**Recommendations:**

The Committee observed that the Record Retention Schedule of Records common to all Ministries / Department issued by the Department of Administrative Reforms & Public Grievances, Govt. of India, provides in the Item No. 8 of Annexure I Appendix 13 related to "Destruction of Office Records connected with Accounts", that the retention period of "Pay Bill Registers" is 20 Years. Hence the committee recommends for Weeding out of Old PBRs prior to April 2001.

Accordingly, the Dy. Commissioner IV (HQ) / HOD is pleased to order for the weeding out of old PBRs prior to April 2001 Hence, the old PBRs prior to April 2001 stand "weeded out".

  
(GURINDER SINGH)

CONTROLLER OF ACCOUNTS

No. F. 1(354)/Div.Comm./ACCTS/ weeding out/2022/278-82 Dated: 17 May 2022

Copy for information & necessary action to:

1. DC-IV (HQ), Revenue Deptt.
2. SDM VI (HQ)/Head of Office, Revenue HQ
3. DDO (HQ), Revenue Department
4. S.O. (GA), Revenue HQ
5. Guard file.

6. System Analyst for uploading on the website.

  
(GURINDER SINGH)  
CONTROLLER OF ACCOUNTS