

Local & Munl. (1899) Department.

MISCELLANEOUS.

G.O., No. 1834 In

DATED 9/12/99

[Despatch Abstract.]

Establishment

Disallowing the proposal of the
Munl Council, Bagwada to entertain
certain temporary — for separating
records requiring destruction

A

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

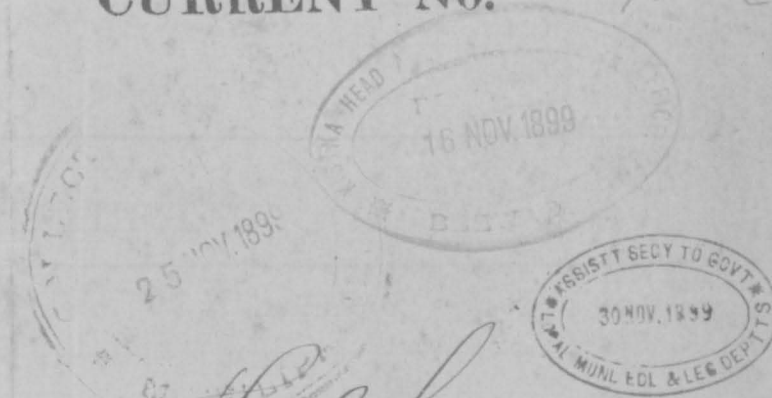
FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

539 898
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Local & Munl. (1899) Department.

CURRENT No. 3072M



From The Chairman
Bywada Municipality

Munic
Order No. 1834 Munic 9.12.99

No. 1525

The Municipal Council's
proposal will be disallowed
with reference to the Head and
Endorsement.

V.R.
11/12/99

H.T.
8 12 99

Dated 11/13 November 1899.

Received } 30th Nov 99
Registered }

Enclosures two

Spare copies ..

SUBJECT.

Submitting proposition
Statement for temporary
Establishment for
separating records
the destroyed in accordance
with the instructions contained
in Accountant General's
No 1 of D. h. 844 regarding
sanction the same.

To
The Ch. Inc., Bywada
thru the office of Krishna.
supd 9/12/99

2/4/12/99

Printed

G.O.	No.	Department.	Date.

G.O.	No.	Department.	Date.

2
3072/m/99-

Statement of Proposition for revision of Establishment.

DATED 10 — 11 — 1897

PRESENT:

III. Proposed by the Chairman
Municipal Council that
two clerks one on Rs 12 &
the other on Rs 8 be appointed
to aponte records for the
second five years that
require destruction in
accordance with the instruc-
tions given by the Secre-
tary General Madras.

Approved.

1201 M. Ethimpru Pillay
Chairman Bezvada
New Copy 1

M. Ethimpru Pillay
Chairman Bezvada

11-11-97

no 2729

No. 1525

From

THE CHAIRMAN,
BEZVADA MUNICIPALITY.

To

THE Secretary to Government
Local & Municipal Department
The Collector & the
Head Assistant
Collector, Rishna

DATED

DESPATCHED

RECEIVED

13th November 1897

LOCAL & MUNICIPAL DEPT.

CURRENT No. 3072m

SIR,

I have the honor to acknowledge with
proposition statement for temporary
establishment required for separating
the records required to be destroyed
I have been brought in accordance with the instructions
up during my absence
in order to contain in Accountant General's
employment for certain
of 1 of 2nd April 1894 and
for these individuals.
I request that you will be good
enough to sanction the same.
22.11.97

To, The Collector,
Rishna.

Copy of Council's resolution

No 3 is enclosed.

Forwarded.
Attention is invited to the
Head Assistant Collector's remarks.

Have the honor to be
Sir,

Your most obedient servant

11th November 1897
Collector
Rishna

M. John S. S. S.
Roshni
Chairman

3072/m/97

Then given for copying

Then
Then
Then

LOCAL FUND DEPARTMENT.

CIRCULAR No. I.

DESTRUCTION OF RECORDS.

Fort St. George,
Accountant-General's Office,
2nd April 1894.

From
A. H. ANTHONY, Esq.,
ASSISTANT ACCOUNTANT-GENERAL AND
INSPECTOR OF LOCAL FUND ACCOUNTS,
Madras,

To
ALL CHAIRMEN OF MUNICIPAL COUNCILS,
EXCEPT CONJEVERAM AND CUDDAPAH.

SIR,

I have the honor to forward for information and guidance, the following general instructions regarding the retention and destruction of records, approved by Government and issued in the cases of the Conjeveram and Cuddapah Municipalities—

- I. All important documents, such as Government orders, budgets, administration reports with statements and the resolutions of the Council should be retained for not less than 50 years.
- II. All leading accounts, such as cash-book and chitta and all vouchers for expenditure should be retained for not less than 25 years.
- III. All other records, such as demand registers, counterfoils of bills, petitions and the like which tend generally to swell the municipal records need not be retained for more than 5 years.

2. It rests with the Council to determine what particular records may be retained and what destroyed, subject to the above general instructions.

I have the honor to be,
Sir,
Your obedient Servant,

A. H. ANTHONY,
Inspector of Local Fund Accounts.

ENCLOSURE

ORDER OF

LETTER OF

STATEMENT

PAPERS

N.B.

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