

२०२० या २०१९/२०१८

**PIMPRI CHINCHWAD MUNICIPAL CORPORATION  
PIMPRI 411 018**

**Statement showing the period of Preservation of  
various Papers & Registers of various Departments**

PIMPRI CHINCHWAD MUNICIPAL CORPORATION

CLASSIFICATION AND PRESERVATION OF RECORD

SR.NO.	NAME OF THE DEPARTMENT
**	ADMINISTRATION GENERAL RECORD (ALL DEPARTMENT)
**	ENGINEERING GENERAL RECORD
01	ADMINISTRATION DEPARTMENT
02	CHIEF ACCOUNTS
03	CHIEF AUDIT
04	CITY ENGINEERING
05	BUILDING PERMISSION
06	ELECTRICALS
07	SLUM
08	LANDS AND ESTATES
09	TOWN PLANNING
10	WATER SUPPLY
11	DRAINAGE
12	ENCROACHMENT
13	FIRE BRIGADE
14	GARDEN
15	LEGAL
16	OCTROI
17	MECHANICAL WORKSHOP
18	LABOUR WELFARE
19	SPORTS
20	PUBLIC RELATIONS
	<del>PRIMARY SCHOOL</del>
21	SECONDARY SCHOOL
22	TAX DEPARTMENT
23	MUNICIPAL SECRETARY
24	SECURITY
25	HEALTH
26	WARD OFFICES
27	COMPUTER

PIMPRI CHINCHWAD MUNICIPAL CORPORATION

CLASSIFICATION AND PRESERVATION OF RECORD

P3

SR. NO.	NAME OF THE DEPARTMENT
28	ELECTION
29	LICENCE
30	STORES
31	APPUGHAR
32	PUBLIC LIABRARY
33	I.T.I. MORWADI



## LIST OF COMMAN RECORDS OF ALL DEPARTMENT

PAGE NO.: 1

P4

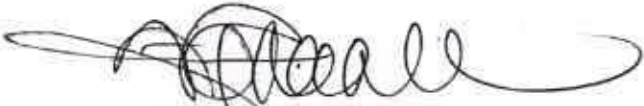
DESCRIPTION OF PAPERS	PERIOD FOR WHICH PAPERS TO BE PRESERVED	CLASSIFICATION OF PAPERS A/B/B1/C/D
DEAD STOCK REGISTER	PERMANENT RECORD	A
REGISTER OF SERVICE BOOK	PERMANENT RECORD	A
GOVERNMENT RESOLUTIONS (G.R) FILE	PERMANENT RECORD	A
PERSONAL FILE OF EMPLOYEES	PERMANENT RECORD	A
SERVICE BOOKS	30 YEARS	B
PAY BILL & REGISTER	30 YEARS	B
VEHICLE HISTORY REGISTER	30 YEARS	B
LOG BOOK	30 YEARS	B
HOUSE LOAN REGISTER	30 YEARS	B
VEHICLE LOAN REGISTER	30 YEARS	B
P.F LOAN REGISTER	30 YEARS	B
COMPUTER LOAN REGISTER	30 YEARS	B
VEHICLE HISTORY SHEET	30 YEARS	B
REGISTER OF RETIREMENT OF EMPLOYEES	30 YEARS	B
MUSTER ROLL	10 YEARS	B1
PERMANENT ADVANCE REGISTER	10 YEARS	B1
DELEGATION OF POWERS	10 YEARS	B1
MEDICAL ADVANCES (REGISTER)	10 YEARS	B1
MEDICAL ADVANCES ( FILES)	10 YEARS	B1
FILE OF GOVERNMENT LETTERS	10 YEARS	B1
EMPLOYEE RETIREMENT SELECT FILE	10 YEARS	B1
EMPLOYEE RESIGNATION SELECT FILE	10 YEARS	B1
INCREAMENT REGISTER	5 YEARS	C
INWARD OUTWARD REGISTER	5 YEARS	C
WORKSHEET	5 YEARS	C
TAPAL BOOK	5 YEARS	C
STATIONERY REGISTER	5 YEARS	C
BUDGET PROVISION REGISTER	5 YEARS	C
BUDGET PROVISION FILES	5 YEARS	C
EARNED LEAVE APPLICATION	5 YEARS	C



## LIST OF COMMON RECORDS OF ALL DEPARTMENT

PAGE NO.: 2

DESCRIPTION OF PAPERS	PERIOD FOR WHICH PAPERS TO BE PRESERVED	CLASSIFICATION OF PAPERS A/B/B1/C/D
OFFICE ORDER FILES	5 YEARS	C
OFFICE ORDER REGISTER	5 YEARS	C
TOURING DIARIES	5 YEARS	C
PAY FIXATION FILES	5 YEARS	C
DEPARTMENTAL ENQUIRY REGISTER / FILE	5 YEARS	C
LEAVE & INCREMENT CASES	5 YEARS	C
AUDIT OBJECTIONS & COMPLIANCES	5 YEARS	C
DIARIES OF OUTDOOR STAFF	5 YEARS	C
T.A.BILL / L.T.A. BILLS	5 YEARS	C
MINUTES OF THE OFFICER'S MEETING	5 YEARS	C
REGISTER OF DEDUCTIONS FROM SALARY	5 YEARS	C
TELEPHONE REGISTER	5 YEARS	C
INWARD REGISTER OF GOVERNMENT LETTERS	5 YEARS	C
OVERTIME REGISTER	5 YEARS	C
TELEPHONE BILL FILE	5 YEARS	C
CASUAL LEAVE REGISTER	1 YEAR	D
CASUAL LEAVE APPLICATIONS	1 YEAR	D
MOVEMENT REGISTER	1 YEAR	D
MISC. FILES OF CORRESPONDENCE	1 YEAR	D
WEEKLY WORKSHEET REPORT	1 YEAR	D
DIWALI ADVANCE REGISTER	1 YEAR	D

  
COMMISSIONER  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18.



10

ROAD REGISTER	PERMANENT RECORD	A
REGISTER OF TAKING OVER OF ROADS	PERMANENT RECORD	A
INSTRUMENT REGISTER	PERMANENT RECORD	A
WORK LEDGER(GENERAL)	30 YEARS	B
REGISTER OF OLD MATERIALS(STORES)	30 YEARS	B
BETTERMENT CHARGES CHALAN BOOKS(BP)	30 YEARS	B
CONTRACT LEDGER(GENERAL)	30 YEARS	B
ESTIMATE SANCTION (GENERAL)	30 YEARS	B
TENDER FILES	30 YEARS	B
STATISTICAL REGISTER (HEAD OFFICE)	30 YEARS	B
FILES OF MEASURE WORK	30 YEARS	B
SCHEDULE RATE OF P.W.D./MUN.CORPORATION	30 YEARS	B
REG. OF AGREEMENT & AGREEMENT STAMPS	30 YEARS	B
MEASUREMENT BOOK REGISTER(GENERAL)	10 YEARS	B1
MEASUREMENT BOOKS OF METAL(GENERAL)	10 YEARS	B1
CHALAN BOOKS OF MATERIALS(GENERAL)	10 YEARS	B1
CEMENT & STEEL REGISTER	10 YEARS	B1
PLANS & ESTIMATES OF CAPITAL SCHEMES	10 YEARS	B1
DEPOSIT REGISTER	10 YEARS	B1
REG.OF ADVANCES TO CONTRACTOR/SUPPLIERS	10 YEARS	B1
WATCH REG.OF RECOVERY FROM CONT./SUPPLS.	10 YEARS	B1
ADVANCE ADJUSTMENT REGISTER	10 YEARS	B1
BILLS	10 YEARS	B1
REGISTER OF SALE OF TENDER FORMS (GEN)	5 YEARS	C
ESTIMATE REGISTER (GENERAL)	5 YEARS	C
STOCK BOOK (GENERAL)	5 YEARS	C
REGISTER OF CEMENT EMPTY BAGS/TAR BAREL	5 YEARS	C
STORE LEDGER BOOKS (STORES)	5 YEARS	C
ESTIMATE NOT SANCTIONED (GENERAL)	5 YEARS	C
SURVEY REPORTS (GENERAL)	5 YEARS	C
D.C FILES OF BILLS (GENERAL)	5 YEARS	C



CLASSIFICATION OF COMMON PAPERS FOR ENGG. WATER SUPPLY & ELECTRICAL DEPARTMENT  
WARD OFFICES ENGG. ETC. DEPARTMENT

PAGE NO.: 2

P 99

BITUMEN REGISTER (GENERAL)	5 YEARS	C
PLANS & ESTIMATE OF WORK	5 YEARS	C
WORK ORDER BOOK	5 YEARS	C
YEARLY TENDER FILES	5 YEARS	C
TENDER OPENING REGISTER	5 YEARS	C
MUSTER OF LABOUR	5 YEARS	C
REQUISITION BOOKS	5 YEARS	C
REGISTER OF PAPERS TO M.C.	1 YEAR	D
COMPLAINT BOOK	1 YEAR	D
GATE PASS REGISTER	1 YEAR	D
COLLECTION RECEIPTS OF FACE VALUE	1 YEAR	D



COMMISSIONER  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18.



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

P.92

NAME OF THE DEPARTMENT: ADMN	DEPARTMENTAL CLASSIFICATION	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
DESCRIPTION OF PAPERS			
DELEGATION ORDER FILE		PERMANENT RECORD	A
REGISTER OF DELEGATION ORDERS		PERMANENT RECORD	A
ORDERS & CIRCULARS FILE		PERMANENT RECORD	A
ADMINISTRATIVE REPORTS OF THE M.C		PERMANENT RECORD	A
PUBLICATION OF MANUALS, RULES AND BY-LAWS		PERMANENT RECORD	A
RULES, BY-LAWS, STANDING ORDERS AND RESOLUTION		PERMANENT RECORD	A
GOVT. RESOLUTION		PERMANENT RECORD	A
REGISTER OF RECORDS DESTROYED UNDER PROPER AUTHORITY		PERMANENT RECORD	A
RECORD REG. FORMATION OF MUNICIPAL CORPORATION		PERMANENT RECORD	A
BOOKS OF CENSUS		PERMANENT RECORD	A
PENSION ORDER REGISTER		PERMANENT RECORD	A
LIST OF PERMANENT RECORD REGISTER		PERMANENT RECORD	A
LIST OF DESTROYED PAPERS (B,B1,C,D) BY AUTHORISED OFFICER'S ORDER		PERMANENT RECORD	A
REGISTER OF APPOINTMENT OF CLERKS & PEONS		30 YEARS	B
REGISTER OF SHOWING DETAILS OF NEW APPOINTMENTS & THEIR CONFIRMATION		30 YEARS	B
GOVT. GAZETTES		30 YEARS	B
CORRESPONDANCE REG. B.C. EMPLOYEES		30 YEARS	B
ROSTER REGISTER		30 YEARS	B
CONFIDENTIAL REPORT FILES		30 YEARS	B



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

P94

NAME OF THE DEPARTMENT: ADMN	DEPARTMENTAL CLASSIFICATION		Page 2
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
SECURITY BONDS OF EMPLOYEES	30 YEARS	B	
PERSONNEL (MAN POWER) REGISTER	30 YEARS	B	
AGREEMENT WITH STAFF UNIONS	30 YEARS	B	
REGISTER OF APPOINTMENT/PROMOTIONS/PUNISHMENT ORDERS	30 YEARS	B	
CONFIDENTIAL SHEET	30 YEARS	B	
ADVANCES TO MUNICIPAL EMPLOYEES FOR THE PURCHASE OF THE VEHICLE - FILE	30 YEARS	B	
SANCTION REGISTER FOR VEHICLE LOAN OF MUNICIPAL EMPLOYEES	30 YEARS	B	
SANCTION REGISTER FOR HOUSE LOAN OF MUNICIPAL EMPLOYEES	30 YEARS	B	
SANCTION REGISTER FOR COMPUTER LOAN OF MUNICIPAL EMPLOYEES	30 YEARS	B	
ADVANCES TO MUNICIPAL EMPLOYEES FOR THE PURCHASE OF HOUSE - FILES	30 YEARS	B	
ADVANCES TO MUNICIPAL EMPLOYEES FOR THE PURCHASE OF COMPUTER - FILES	30 YEARS	B	
ADVANCES TO MUNICIPAL EMPLOYEES FROM P.F - FILES	30 YEARS	B	
P.F LOAN REGISTER (NON-RECOVERY)	30 YEARS	B	
P.F LOAN FILES (NON-RECOVERY)	30 YEARS	B	
PAPERS REG.CHANGE OF NAME, BIRTH DATE ETC.	10 YEARS	B1	
PAPERS REG.APPOINTMENT OF APPRENTICE OF EMPLOYEES OF STUDY CENTER	10 YEARS	B1	
PAPERS OF PROCEEDINGS OF STAFF SELECTION COMMITTEE WAITING LIST ETC	10 YEARS	B1	
PAPERS REG. CENSUS OF POPULATION	10 YEARS	B1	
PAPERS REG. CREATIONS OF NEW POSTS	10 YEARS	B1	



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

P 610

NAME OF THE DEPARTMENT: ADMN	DEPARTMENTAL CLASSIFICATION		Page 3
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
REGISTER OF REVISION OF PAY SCALE	10 YEARS	B1	
PENSION CASES	10 YEARS	B1	
RECRUITMENT PAPERS	10 YEARS	B1	
REGISTER OF PROSECUTIONS LODGED BY THE DEPARTMENT	10 YEARS	B1	
REGISTER AND ORDERS OF CHANGE OF DEPT.	10 YEARS	B1	
ADVERTISEMENT REGISTER	5 YEARS	C	
CENTRAL BILL REGISTER	5 YEARS	C	
INTERNAL REGISTER OF DAILY TAPAL	5 YEARS	C	
MINUTES OF OFFICERS MEETING	5 YEARS	C	
ELECTION PAPERS (AFTER DECISION OF ELECTION PETITION IF ANY)	5 YEARS	C	
YEARLY REPORTS OF THE DEPARTMENT	5 YEARS	C	
TENDER PROPOSALS AND TENDER OPENING REGISTER	5 YEARS	C	
WRITE OFF PROPOSALS	5 YEARS	C	
CORRESPONDANCE WITH GOVT. IN RESPECT OF MUNICIPAL RESOLUTIONS	5 YEARS	C	
NATIONAL FLAG REGISTER	5 YEARS	C	
MACHINE REPAIRING REGISTER (CYCLOSTYLE, TYPEWRITER ETC.)	5 YEARS	C	
PAPERS OF PUBLICATION OF SENIORITY LIST	5 YEARS	C	
CORRESPONDANCE REGARDING INSTALLATION OF O.Y.T TELEPHONES	5 YEARS	C	
AUDIT NOTE REPLIES	5 YEARS	C	



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

192

NAME OF THE DEPARTMENT: ADMN	DEPARTMENTAL CLASSIFICATION		Page 4
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
FILES REG. APPOINTMENTS/PROMOTIONS/PUNISHMENT ETC.	5 YEARS	C	
REGISTER OF FINES	5 YEARS	C	
GOVT. CORRESPONDANCE REGISTER	5 YEARS	C	
SERVICE BOOK AFTER DEATH OR LEAVE, RETIREMENT WHICH EVER IS EARLIER	5 YEARS	C	
FILES REG. EXCLUDING APPOINTMENT/PROMOTION/PUNISHMENT/SELECTION COMMITTEE PROCEEDINGS AND WAITING LIST	5 YEARS	C	
AUDIT REPORT CASES	5 YEARS	C	
SECURITY REGISTER	5 YEARS	C	
REGISTER OF TEMPORARY AUTHORITY CARD	5 YEARS	C	
NOTICE REGISTER (NOTICE TO M.C. BY ANY EMPLOYEE OR ANY CITIZEN)	5 YEARS	C	
PROPOSALS OF DEAD STOCK, STATIONARY, UNIFORMS AND FORMS INCLUDING WRITE OFF	5 YEARS	C	
P.F LOAN REGISTER (RECOVERY)	5 YEARS	C	
P.F LOAN FILES (RECOVERY)	5 YEARS	C	
REGISTER OF TEMPORARY CREATION OF POSTS	5 YEARS	C	
CONVENIENCE ADVANCE REGISTER	5 YEARS	C	
WITHHELD PAY REGISTER	5 YEARS	C	
REGISTER OF WAITING LIST	1 YEAR	D	
REGISTER OF MONTHLY ABSTRACTS	1 YEAR	D	
PAPERS REGARDING REINSPECTION ROUNDS BY MC	1 YEAR	D	
PAPERS REINTER_PRETATION	1 YEAR	D	



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

P 29

NAME OF THE DEPARTMENT: ADMN	DEPARTMENTAL CLASSIFICATION	Page	5
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
CERTIFIED COPIES	1 YEAR	D	
POSTAGE ACCOUNT REGISTER	1 YEAR	D	
MISC.PAPERS REG. FLAG DAY AND SUPPLY OF HOME GAURD	1 YEAR	D	
PAPERS REG. TRAINING AND STATISTICAL INFORMATION & CORRESPONDANCE WITH EMPLOYMENT EXCHANGE.	1 YEAR	D	
APPLICATION RECEIVED FOR EMPLOYMENT	1 YEAR	D	
MISC.CORRESPONDANCE	1 YEAR	D	
ADMINISTRATION REPORTS OF THE HEAD OF THE DEPTS. SUBMITTED TO THE M.C	1 YEAR	D	
PERIODICAL REPORTS REGISTER	1 YEAR	D	

  
COMMISSIONER  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18.



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

P 23

NAME OF THE DEPARTMENT: CHIEF ACCOUNTS	DEPARTMENTAL CLASSIFICATION	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
DESCRIPTION OF PAPERS		PERMANENT RECORD	A
RAISING OF LOAN		PERMANENT RECORD	A
PROVIDENT FUND RULES		PERMANENT RECORD	A
REGISTER OF LOANS		PERMANENT RECORD	A
FILE OF BUDGET		PERMANENT RECORD	A
AUDIT PROCEDURE FILES		PERMANENT RECORD	A
SPECIAL FUNDS FILE		PERMANENT RECORD	A
OCCUPANCY PRICE REGISTER-1		PERMANENT RECORD	A
DEBENTURE REGISTER		PERMANENT RECORD	A
PENSION PAYMENT ORDER REGISTER		PERMANENT RECORD	A
REGISTER OF GUARANTEE FEE		PERMANENT RECORD	A
POWER OF AUTHORITY REGISTER		PERMANENT RECORD	A
STORE ADVANCE REGISTER		PERMANENT RECORD	A
DAILY COLLECTION BOOKS		PERMANENT RECORD	A
CHEQUE PAYMENT BOOK		PERMANENT RECORD	A
REGISTER SHOWING STATEMENT OF BOOK BALANCES		PERMANENT RECORD	A
DEPOSIT KIRD		PERMANENT RECORD	A
DAY BOOK		PERMANENT RECORD	A
REGISTER OF INVESTMENTS		PERMANENT RECORD	A
PROVIDENT FUND LEDGERS		PERMANENT RECORD	A



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

124

NAME OF THE DEPARTMENT: CHIEF ACCOUNTS	DEPARTMENTAL CLASSIFICATION		Page 2
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
VOUCHER FILE	PERMANENT RECORD	A	
SINKING FUND AND SPECIAL FUND REGISTER	PERMANENT RECORD	A	
ANNUAL ACCOUNTS BOOKS	PERMANENT RECORD	A	
RAISING OF LOAN	PERMANENT RECORD	A	
PROVIDENT FUND DAY BOOK	PERMANENT RECORD	A	
AUDIT OBJECTION FILES	30 YEARS	B	
PF DECLARATION FILE	30 YEARS	B	
OPEN MARKET BORROWING LOAN REGISTER	30 YEARS	B	
PENSION FILE (INDIVIDUALS)	30 YEARS	B	
ADVANCE REGISTER	30 YEARS	B	
GRANT IN AID REGISTER	30 YEARS	B	
REGISTER OF LOANS TAKEN BY THE CORPORATION	30 YEARS	B	
PROVIDENT FUND NOMINATION	30 YEARS	B	
PENSION CASES WITH SERVICE BOOK	30 YEARS	B	
BANK PASS BOOKS	30 YEARS	B	
CLASSIFIED REGISTER	30 YEARS	B	
FILE OF FORMS OF ACCOUNT	10 YEARS	B1	
CHEQUE REGISTER (RECEIVING)	10 YEARS	B1	
REGISTER OF AMOUNT RECEIVED BY M.D.	10 YEARS	B1	



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

p 20

NAME OF THE DEPARTMENT: CHIEF ACCOUNTS	DEPARTMENTAL CLASSIFICATION	Page	3
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
OUTSTANDING BILLS UNPAID REGISTER	10 YEARS	B1	
CHEQUE ISSUE REGISTER	10 YEARS	B1	
INTEREST WATCHING REGISTER	10 YEARS	B1	
FIXED AND CALL DEPOSIT REGISTER	10 YEARS	B1	
REGISTER OF RECEIPT BOOKS	10 YEARS	B1	
REGISTER OF RETURN CHEQUE	10 YEARS	B1	
REGISTER OF AUDIT MEMOES FROM M.C.A.	5 YEARS	C	
REGISTER OF PAY BILLS & ISSUE OF TOKEN	5 YEARS	C	
REGISTER OF SHORT PAYMENTS DUE TO COUNTERFEIT COINS	5 YEARS	C	
REGISTER OF ADJUSTMENT FROM PAY BILLS	5 YEARS	C	
TENDER DEPOSIT REGISTER	5 YEARS	C	
CONTROL REGISTER	5 YEARS	C	
REGISTER OF ABSTRACT OF FUND ARREARS	5 YEARS	C	
TENDER REGISTER	5 YEARS	C	
BANK BALANCE REGISTER	5 YEARS	C	
REGISTER OF FINES	5 YEARS	C	
REGISTER OF DEDUCTION MADE FROM THE SALARIES OF THE STAFF	5 YEARS	C	
BUDGET ESTIMATE FILES	5 YEARS	C	
STATEMENTS FILES REGARDING REAPPROPRIATION OF BUDGET	5 YEARS	C	



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

pre

NAME OF THE DEPARTMENT: CHIEF ACCOUNTS	DEPARTMENTAL CLASSIFICATION	Page	4
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
RECOUPMENT REGISTER (TASALMAT REGISTER)	5 YEARS	C	
STAMP RECEIPT FILES	5 YEARS	C	
STAMP REGISTER	5 YEARS	C	
MONEY ORDER REGISTER	5 YEARS	C	
COUNTER FILES OR CHEQUES AFTER AUDIT	5 YEARS	C	
INCOME TAX CERTIFICATE	5 YEARS	C	
BHARNA CHALLAN	5 YEARS	C	
BANK SLIPS / CHEQUES SLIPS	5 YEARS	C	
EXCESS EXPENDITURE MORE THAN BUDGET SANCTION	5 YEARS	C	

  
COMMISSIONER  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18.



NAME OF THE DEPARTMENT: CHIEF AUDIT	DEPARTMENTAL CLASSIFICATION	Page
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
AUDIT REPORTS AND THEIR DISPOSALS	PERMANENT RECORD	A
HALF SHEET AUDIT NOTES	PERMANENT RECORD	A
PRELIMINARY OBJECTIONS	PERMANENT RECORD	A
GOVERNMENT RESOLUTION'S	PERMANENT RECORD	A
STATEMENT OF REPLIES OF AUDIT REPORTSDISCUSSED WITH MUNICIPAL COMMISSIONERS DECISIONS	PERMANENT RECORD	A
ADMINISTRATION AND AUDIT REPORTS	PERMANENT RECORD	A
STATEMENT OF REPLIES OF AUDIT REPORT WITH THE MUNICIPAL COMMISSIONER'S DECISIONS	PERMANENT RECORD	A
AUDIT REPORTS	PERMANENT RECORD	A
AUDIT COMPLIANCE REGISTER	PERMANENT RECORD	A
PAPERS REGARDING INTERNAL AUDIT PROCEDURE AND POWERS REGULATIONS REGISTER	PERMANENT RECORD	A
OPINION OF THE MUNICIPAL CHIEF AUDITOR ON CASES REFERED BY DEPARTMENT	PERMANENT RECORD	A
MISC.CORRESPONDANCE	5 YEARS	C
CORRESPONDANCE FILES UNTILL FINAL COMPLIANCE OF OBJECTIONS	5 YEARS	C

  
 COMMISSIONER  
 Pimpri-Chinchwad Municipal  
 Corporation Pimpri-18.



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
 DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

P33

NAME OF THE DEPARTMENT: CITY ENGG.	DEPARTMENTAL CLASSIFICATION		Page 1
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
REGISTER OF DRAWINGS (DRAWINGS BRANCH)	PERMANENT RECORD	A	
REGISTER OF HANGING MAPS (DRAWINGS BRANCH)	PERMANENT RECORD	A	
BLUE PRINT REGISTER (DRAWINGS BRANCH)	PERMANENT RECORD	A	
SANCTION LAY-OUT MAPS & ORDERS	PERMANENT RECORD	A	
REGISTER OF ROAD BLDG. & DRAINAGE	PERMANENT RECORD	A	
POSSESSION REGISTER	PERMANENT RECORD	A	
THIRD PART FORMS(GENERAL)	30 YEARS	B	
RE-EMBURSEMENT STATEMENT OF SLUM	30 YEARS	B	
SLUM PROJECT FILES (GENERAL)	30 YEARS	B	
REGISTER OF LICENSED ARCHITECTS	10 YEARS	B1	
LICENSE FEE BOOK	10 YEARS	B1	
NOTICES TO OWNERS OF DANGEROUS HOUSES	10 YEARS	B1	
NOTICES	10 YEARS	B1	
MONTHLY PROGRESS REPORT OF SLUM WORK	5 YEARS	C	
FILES REG. AUCTIONS	5 YEARS	C	
REGISTER OF DEMOLITION CHARGES	5 YEARS	C	
ADVERTISEMENT REGISTER	5 YEARS	C	
REGISTER REG. HIRE CHARGES OF ROLLER & MIXTURE	5 YEARS	C	

  
 COMMISSIONER



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

P 34

NAME OF THE DEPARTMENT: BUILDING PERMISSION	DEPARTMENTAL CLASSIFICATION	Page	1
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
PERMISSION REGISTER	PERMANENT RECORD	A	
AGREEMENT & DEPOSITE OF BLDG.PERMISSION IN ROAD WINDING LINE	PERMANENT RECORD	A	
BLDG.PERMISSION FILES	PERMANENT RECORD	A	
BLDG.PERMISSION CASES	PERMANENT RECORD	A	
COMPLITION CERTIFICATE REGISTER (B.P)	PERMANENT RECORD	A	
COMPOUND FEE REGISTER (B.P)	PERMANENT RECORD	A	
B.P.CASES & CONSTRUCTION OF LATRIN PERMISSION FILES	10 YEARS	B1	
REGISTER OF NOTICES (B.P)	5 YEARS	C	
LICENSE SURVEYOR FEE REGISTER (B.P)	5 YEARS	C	
DEVELOPMENT CHARGES AND SCRUTNING FEES	5 YEARS	C	

  
**COMMISSIONER**  
Pimpri-Chinchwad Municipal Corporation Pimpri-18.



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

136

NAME OF THE DEPARTMENT: ELECTRICALS	DEPARTMENTAL CLASSIFICATION	Page	1
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
PAPERS REG. PURCHASE OF NEW MACHINERY	30 YEARS	B	
REGISTER OF LAMPS	10 YEARS	B1	
PAPERS REG. STREET LIGHTING	10 YEARS	B1	
REGISTER OF ELECTRIC FANS, TUBES AND ACCESSORIES	10 YEARS	B1	
PAPERS REG. MAINTAINANCE OF MACHINERY / HISTORY BOOK	10 YEARS	B1	
REGISTER OF METER READING	5 YEARS	C	
REGISTER OF INDIVIDUAL METER READINGS STREET LIGHT METER	5 YEARS	C	
STREET LIGHT BILL REGISTER	5 YEARS	C	
DAY BOOK OF STORES & LEDGERS	5 YEARS	C	
STOCK REGISTER	5 YEARS	C	
QUOTATION REGISTER	5 YEARS	C	
TECHNICAL SANCTION REGISTER	5 YEARS	C	
GENERATOR REGISTER	5 YEARS	C	
TUBE SAMPLE REGISTER	5 YEARS	C	
COMPLAINT REGISTER/DAILY REPORT BOOK	1 YEAR	D	
MONTHLY PROGRESS REPORT BOOK	1 YEAR	D	
BUDGET LOCKING REGISTER	1 YEAR	D	
TENDER REGISTER	1 YEAR	D	

  
COMMISSIONER



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

P3e

NAME OF THE DEPARTMENT: SLUM	DEPARTMENTAL CLASSIFICATION		Page 1
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
SLUM IDENTICARD REGISTER (HEAD OFFICE)	PERMANENT RECORD	A	
DECLARATION ORDER OF SLUMS AND FILES THEREOFF	PERMANENT RECORD	A	
LEGAL ENQUIRE AND SLUMS AND FILE THEREOFF	PERMANENT RECORD	A	
NOTIFICATION AND GOVERNMENT GAZZATES OF SLUMS	PERMANENT RECORD	A	
REGISTER OF SLUMS	PERMANENT RECORD	A	
REGISTER ALLOTMENT OF PLOTS	PERMANENT RECORD	A	
REGISTER REGARDING CONSTRUCTION OF LATRINES PERMISSION ISSUED	30 YEARS	B	
IDENTICARD REGISTERS AND SENSUS LIST	30 YEARS	B	
REGISTER OF DECLEARED SLUMS	30 YEARS	B	
ACTUAL SITE PLANTS, LAYOUT PLANS AND ORDERS ( IF ANY)	30 YEARS	B	
DEMAND REGISTER	10 YEARS	B1	
FILES OF ALLOTMENT OF PLOTS	10 YEARS	B1	
SITE PLAN AND LAYOUT PLAN FILES INCLUDING ACUAL PLANS	10 YEARS	B1	
RESIDENTIAL PREMISES ACT REGISTER	10 YEARS	B1	
RESIDENTIAL PREMISES ACT CORRESPONDANCE FILE	10 YEARS	B1	
ACCOUNT OF FODDER (RECEIPTS)	5 YEARS	C	
ACCOUNT OF FODDER (ISSUES)	5 YEARS	C	
AUCTION SALE	5 YEARS	C	
REGISTER OF TEMPERORY W/C RENT	5 YEARS	C	



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

169

NAME OF THE DEPARTMENT: SLUM	DEPARTMENTAL CLASSIFICATION	Page	2
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
RECEIPTS BOOKS	5 YEARS	C	
BILLS OF SERVICE CHARGES	5 YEARS	C	
CHALLANS	5 YEARS	C	
SCHOLARSHIP CHEQUE DISTRIBUTION REGISTER	5 YEARS	C	
BICYCLE,STICHING MACHINE DISTRIBUTION REGISTER	5 YEARS	C	
AAHAR YOJANA ARTIFICIAL INSTRUMENTS DISTRIBUTION REGISTER	5 YEARS	C	
APPLICATIONS	1 YEAR	D	
PRELIMINERY NOTICES OF SLUM DWELLERS	1 YEAR	D	
MISCLLANIOUS FILES	1 YEAR	D	

  
COMMISSIONER  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18.



NAME OF THE DEPARTMENT: LANDS & ESTATES	DEPARTMENTAL CLASSIFICATION	Page 1
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
PROPERTY REGISTER	PERMANENT RECORD	A
AUCTION REGISTER	PERMANENT RECORD	A
ACQUISITION REGISTER	PERMANENT RECORD	A
POSSESSION REGISTER	PERMANENT RECORD	A
SALE, PURCHASE & LEASE OF MUNICIPAL LAND	PERMANENT RECORD	A
AUCTION CASES	PERMANENT RECORD	A
RECORD OF ALL MUNICIPAL PROPERTIES	PERMANENT RECORD	A
PAPERS REG FIXATION OF RENT	PERMANENT RECORD	A
PAPERS OF VALUTION OF BLDG. & PROPERTIES	PERMANENT RECORD	A
GALA REGISTER	PERMANENT RECORD	A
REGISTER & DOCUMENTS OF RELIGIOUSE & HISTORICAL PLACES IN P.C.M.C AREA	PERMANENT RECORD	A
REGISTER OF UNAUTHORISED CONSTRUCTIONS DETECTED & ACTION TAKEN THERE ON	PERMANENT RECORD	A
DEMAND REGISTER OF CONSTRUCTED SHOPS, STALLS AND PROPERTIES	PERMANENT RECORD	A
AUCTION SALE REGISTER	30 YEARS	B
QUARTERS REGISTER	30 YEARS	B
OCCUPANCY PRICE REGISTER	30 YEARS	B
PERSONAL FILES OF MUNICIPAL SHOPS HOLDERS	30 YEARS	B
AGREEMENT OF LEASE	30 YEARS	B
REGISTER OF RENT RECOVERY OF PLOT & BUILDINGS	10 YEARS	B1



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

165


NAME OF THE DEPARTMENT: LANDS & ESTATES	DEPARTMENTAL CLASSIFICATION		Page 2
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
REGISTER OF AGRICULTURAL & NON-AGRICULTURAL ACCESSIONMENT	10 YEARS	B1	
PROPERTY REVIEW REGISTER	10 YEARS	B1	
HATGADI PARWANA REGISTER	10 YEARS	B1	
ENCROCHMENT REGISTER	10 YEARS	B1	
AUCTION OF CYCLE STAND, GRAZING GROUND ETC.	10 YEARS	B1	
HAMAL LICENCE REGISTER	10 YEARS	B1	
CASES OF FIXATION OF RENTS OF MUNICIPAL PROPERTIES	10 YEARS	B1	
D/O & CONFIDENTIAL LETTERS REGISTER	5 YEARS	C	
NOTICE REGISTER	5 YEARS	C	
PAPERS REG. RECOVERY OF RENT OF OPEN LAND & BUILDG.	5 YEARS	C	
CIVIL SUIT REGISTER	5 YEARS	C	
REGISTER OF PAPER OF ARTICLE ATTACHED IN ENCROCHMENT	5 YEARS	C	
AUCTION SALE PROCEEDING & PAPERS	5 YEARS	C	
PAPERS OF CO_ORDINATION MEETINGS	5 YEARS	C	
PAPERS REG. ALLOTMENT QUARTERS	5 YEARS	C	
FILES REG. HIRE OF LAND FOR TEMPORARY PERIOD	5 YEARS	C	
CORRESPONDANCE REG. NAMING & RENAMING THE ROADS, SQUARES & MUNICIPAL PROPERTIES ETC.	5 YEARS	C	
LICENCE OFFICE COPIES	5 YEARS	C	
ACCOUNT OF RECEIPT BOOK	5 YEARS	C	



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

150

NAME OF THE DEPARTMENT: LANDS & ESTATES	DEPARTMENTAL CLASSIFICATION	Page	3
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
AUCTION OF SALE FORMS	5 YEARS	C	
PAPERS REGARDING HIRE OF GALA'S & RECEIPT BOOKS	5 YEARS	C	
PAPERS REGARDING VEGETABLE AUCTION	5 YEARS	C	
RECEIPT BOOKS & AUCTION PAPERS	5 YEARS	C	
PAPERS OF PURCHASE OF FODDER ETC.	5 YEARS	C	
REGISTER OF PASSES ISSUED FOR CONSTRUCTION OF MANDAPS AND STANDING BUILDIN MATERIALS	5 YEARS	C	
REPORTS OF ENCROCHMENT	1 YEAR	D	
APPLICATION REG. ALLOTMENT OF SHOPS, LAND ETC.	1 YEAR	D	


  
COMMISSIONER  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18.



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

pre

NAME OF THE DEPARTMENT: TOWN PLANNING	DEPARTMENTAL CLASSIFICATION	Page	1
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
FILES REGARDING DEVELOPMENT PLAN & MAPS (T.P.)	PERMANENT RECORD	A	
SANCTIONED LAYOUT FILES & PLANS (T.P)	PERMANENT RECORD	A	
CASES OF SUB DIVISION OF PROPERTIES (T.P)	PERMANENT RECORD	A	
CASES OF AMALGAMATION OF PROPERTIES (T.P)	PERMANENT RECORD	A	
BETTERMENT DEVELOPMENT CHARGES REGISTER (T.P)	PERMANENT RECORD	A	
FILES REGARDING P.C.M.C LIMIT & ITS EXTENTION (T.P)	PERMANENT RECORD	A	
REGISTER OF OPEN SPACES (T.P)	PERMANENT RECORD	A	
LAND ACQUISITION REGISTER (T.P)	PERMANENT RECORD	A	
POSSESSION RECEIPT REGISTER (T.P)	PERMANENT RECORD	A	
VALUATIION OR RENT FIXATION REGISTER (T.P)	30 YEARS	B	
RENT RECOVERY REGISTER (T.P)	5 YEARS	C	
N.O.C. FILES (T.P)	5 YEARS	C	

  
COMMISSIONER  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18.



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
 DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

P(41)

NAME OF THE DEPARTMENT: WATER SUPPLY	DEPARTMENTAL CLASSIFICATION	Page
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
METER DEPOSIT REGISTER	PERMANENT RECORD	A
METER STOCK REGISTER	PERMANENT RECORD	A
REGISTER OF NEW WATER LINE	PERMANENT RECORD	A
REGISTER OF FIRE PLUG & HYDRANTS	PERMANENT RECORD	A
REGISTER OF VALVES & HYDRANTS	PERMANENT RECORD	A
REGISTER OF HOUDS & WELLS	PERMANENT RECORD	A
REGISTER OF PUBLIC TAPS	PERMANENT RECORD	A
PLANS SHOWING PIPE LINES RESERVIORS STAND POST, FIRE HUNDRANTS ETC.	PERMANENT RECORD	A
ORIGINAL & DEVELOPED FILES OF WATER SUPPLY SCHEME	PERMANENT RECORD	A
REGISTER OF DEAD ENDS	PERMANENT RECORD	A
REGISTER OF BOREWELL	PERMANENT RECORD	A
GOVERNMENT GRANT REGISTER	PERMANENT RECORD	A
DEAD STOCK REGISTER OF MACHINERY	30 YEARS	B
METER READING BOOK	10 YEARS	B1
WATER RATE REGISTER	10 YEARS	B1
M.I.D.C WATER SUPPLY REGISTER	10 YEARS	B1
WATER SUPPLY REGISTER (OUTSIDE MUNICIPAL LIMIT)	10 YEARS	B1
DEMAND REGISTER	10 YEARS	B1
REGISTER OF AGREEMENT, STAMP REGISTER	10 YEARS	B1



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

P(43)

NAME OF THE DEPARTMENT: WATER SUPPLY	DEPARTMENTAL CLASSIFICATION	Page 2
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
AGREEMENT, BOND EXECUTED	10 YEARS	B1
PLANS & ESTIMATES OF MAJOR DRAINAGE & WATER SUPPLY SCHEME ETC. & THEIR SANCTIONED ORDERS	10 YEARS	B1
REGISTER OF ADVANCE TO CONTRACTORS & SUPPLIERS	10 YEARS	B1
REGISTER OF PAYMENT OF WATER BILLS	10 YEARS	B1
REGISTER OF BILL OF ELECTRIC CONSUMPTION	10 YEARS	B1
WATER BILL REGISTER	10 YEARS	B1
DRAINAGE BILL REGISTER	10 YEARS	B1
AGREEMENT WITH CONTRACTORS AND SUPPLIERS	10 YEARS	B1
WATER SUPPLY N.O.C. FILES	10 YEARS	B1
TECHNICAL SANCTION REGISTER	10 YEARS	B1
METER ISSUE & REPLACEMENT REGISTER	5 YEARS	C
REGISTER OF ROAD REPAIRS	5 YEARS	C
PRIVATE WORK REGISTER	5 YEARS	C
MUSTER MEASUREMENT BOOK	5 YEARS	C
PERMISSION SLIP ( EXTRA WATER TAXES ) REGISTER	5 YEARS	C
REGISTER OF DAILY CONSUMPTION OF WATER	5 YEARS	C
REGISTER OF WATER ANALYSIS	5 YEARS	C
RECEIPTS BOOKS	5 YEARS	C
NEW CONNECTION REGISTER	5 YEARS	C



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
 DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

144

NAME OF THE DEPARTMENT: WATER SUPPLY

DEPARTMENTAL CLASSIFICATION

Page 3

DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
REGISTER OF SANCTION OF WATER CONNECTIONS	5 YEARS	C
DUPLICATE BOOKS OF CONNECTIONS, INFORMATION GIVEN TO METER SECTION	5 YEARS	C
PAPERS OTHER THAN PLANS & ESTIMATES OF MAJOR DRAINAGE & WATER SUPPLY SCHEME	5 YEARS	C
PAPERS CONCERNING PLANS & ESTIMATES OF MAJOR WORK	5 YEARS	C
REGISTER OF STAND POST	5 YEARS	C
WORK LEDGER	5 YEARS	C
ORDER BOOK	5 YEARS	C
TASLAMAT REGISTER	5 YEARS	C
WAJAWAT REGISTER	5 YEARS	C
KIRD	5 YEARS	C
STOCK REGISTER	5 YEARS	C
METER NOTICE REGISTER	1 YEAR	D
METER TEST & REPAIR REGISTER	1 YEAR	D
WATER COMPLAINT REGISTER	1 YEAR	D
REGISTER OF HIGHT OF WATER SUPPLY	1 YEAR	D
READING BOOKS	1 YEAR	D
METER REPAIR CERTIFICATE	1 YEAR	D
APPLICATION FOR METER CONNECTION	1 YEAR	D
PUMPING CALL & REGARDING RECORD	1 YEAR	D



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

p 40

NAME OF THE DEPARTMENT: WATER SUPPLY	DEPARTMENTAL CLASSIFICATION	Page 4
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
CHALLAN BOOK	1 YEAR	D
BILL BOOK	1 YEAR	D
NOTICE BOOK	1 YEAR	D

  
**COMMISSIONER**  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18.



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
 DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

Page 1

NAME OF THE DEPARTMENT: DRAINAGE	DEPARTMENTAL CLASSIFICATION	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
REGISTER OF STORM WATER DRAINS		PERMANENT RECORD	A
NEW DRAINAGE CONNECTION REGISTER		PERMANENT RECORD	A
WORK LEDGERS 'A' AND 'B'		PERMANENT RECORD	A
FILE REGARDING ROAD CONSTRUCTION OF CANNAL		PERMANENT RECORD	A
SEWAGE AND SLUDGES ANALYSIS FILE		PERMANENT RECORD	A
LISTING OUT OF EXCESS WATER		PERMANENT RECORD	A
PROPOSED CONSTRUCTIONS FILE		PERMANENT RECORD	A
SERVANT QUARTERS AND OUTFALL SEWAR LINE FILE		PERMANENT RECORD	A
HANDLING OVER NOTE FILE		PERMANENT RECORD	A
TECHNICAL INFORMATION OF S.T. PLANT		PERMANENT RECORD	A
DRAWING FILE		PERMANENT RECORD	A
SEWAGE AND SLUDGE FILE		PERMANENT RECORD	A
NEW SEWAGE SCHEME FILE		PERMANENT RECORD	A
POLLUTION BOARD FILE		PERMANENT RECORD	A
LOG BOOK OF THE PUMPSET		30 YEARS	B
SEWAGE DISTRIBUTION REGISTER		30 YEARS	B
REGISTER REGARDING NOTICES GIVEN TO CULTIVATORS		10 YEARS	B1
FILE REG. POLICY OF DISTRIBUTION OF SEWAGE TO CULTIVATORS		10 YEARS	B1
SEWAGE AND SLUDGE RATE FILE		10 YEARS	B1



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

pe

NAME OF THE DEPARTMENT: DRAINAGE

DEPARTMENTAL CLASSIFICATION

Page 2

DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
INDIVIDUAL RECORD FILE OF CULTIVATORS	10 YEARS	B1
AREA MEASUREMENT BOOK OF CULTIVATOR LAND	10 YEARS	B1
BOOK POSSESSIONS TO THE CULTIVATORS	10 YEARS	B1
DRAINAGE N.O.C. FILE	10 YEARS	B1
TECHNICAL SANCTION REGISTER	10 YEARS	B1
DRAINAGE SUBSIDY FILE	10 YEARS	B1
REGISTER OF CHOKED LINES	5 YEARS	C
REGISTER OF MANHOLES AND CHAMBERS CLEANED	5 YEARS	C
DAILY WAGES MUSTERS	5 YEARS	C
CONTRACT LEDGERS	5 YEARS	C
ESTIMATES FILES	5 YEARS	C
DRAINAGE CLEANINGS MACHINE HISTORY REGISTER	5 YEARS	C
KHAJGI KAMGIRI ESTIMATE BOOK	5 YEARS	C
KHAJGI KAMGIRI MEASUREMENT BOOK	5 YEARS	C
ROAD REPAIRS BILL REGISTER	5 YEARS	C
DEPARTMENTAL WORKS MEASUREMENT REGISTER	5 YEARS	C
BOOK OF QUOTATIONS	5 YEARS	C
VISIT BOOK OF S.T. PLANT	5 YEARS	C
SANCTION ESTIMATES	5 YEARS	C



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

(23)

NAME OF THE DEPARTMENT: DRAINAGE

DEPARTMENTAL CLASSIFICATION

Page 3

DESCRIPTION OF PAPERS

PERIOD FOR WHICH  
TO BE PRESERVED

CLASSIFICATION  
A/B/C/D

BILL A/C. FILE

5 YEARS

C

DRAINAGE KUNDI REGISTER COMPLAINTS OF CHOKES

1 YEAR

D

REGISTER OF MONTHLY WORK DONE

1 YEAR

D

REGISTER OF SILTED DRAINAGE LINES CLEANED WITH ROPE AND SHOWELS

1 YEAR

D

ORDER BOOK

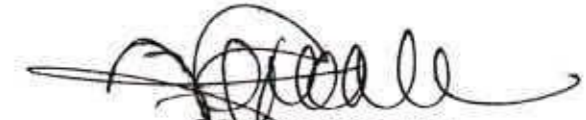
1 YEAR

D

DAILY WAGES WORK ALLOCATION FORM

1 YEAR

D



**COMMISSIONER**  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18.



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

PEY

NAME OF THE DEPARTMENT: ENCROACHMENT

DEPARTMENTAL CLASSIFICATION

Page 1

DESCRIPTION OF PAPERS

PERIOD FOR WHICH  
TO BE PRESERVED

CLASSIFICATION  
A/B/C/D

NOTICE UNDER SECTION 264,265,268

10 YEARS

B1

REGISTER OF DEMOLITION CHARGES

5 YEARS

C

SUMMANS RE-EVIDENCE IN COURT

5 YEARS

C

REGISTER REGARDING ARTICLES ATTACHED AND KEPT IN GODOWN

5 YEARS

C

PROVISIONS CORROSPONDANCE REGARDING RENEWAL OF UNAUTHORISED CONSTRUCTION

5 YEARS

C

NOTICE REGARDING ENCROACHMENTS ON MUNICIPAL ROAD, LAND ETC.

5 YEARS

C

REGISTER OF ARTICLE SEIZED

5 YEARS

C

REGISTER OF ARTICLE REALISED

5 YEARS

C

REGISTER OF ARTICLE IN BALANCE

5 YEARS

C

AUCTION REGISTER 1 AND 2


5 YEARS

C

REGISTER OF UNAUTHORISED CONSTRUCTIONS DETACHED AND ACTION TAKEN THEREON

5 YEARS

C

  
COMMISSIONER  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18.



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

P 110

NAME OF THE DEPARTMENT: FIRE BRIGADE	DEPARTMENTAL CLASSIFICATION		Page 1
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
FIRE BRIGADE VAN REGISTER	PERMANENT RECORD	A	
GOVERNMENT ORDERS FOR FIRE BRIGADE	PERMANENT RECORD	A	
FILE OF PURCHASE OF STORES	30 YEARS	B	
MOTOR SPARE PART REGISTER	10 YEARS	B1	
HYDRANT REGISTER	10 YEARS	B1	
PURCHASE OF NEW MACHINERY FILE	10 YEARS	B1	
PETROL/DIESEL ACCOUNT REGISTER	5 YEARS	C	
FIRE BRIGADE TRAINING FILE	5 YEARS	C	
DAILY OCCURANCE REGISTER	1 YEAR	D	
REGISTER OF REFERANCE FROM LICENCING SECTION	1 YEAR	D	
FIRE AND SPECIAL CALLS	1 YEAR	D	
FIRE OUT OF CORPORATION LIMITS	1 YEAR	D	
METER SCALE REGISTER	1 YEAR	D	
WATER SALE APPLICATION FILE	1 YEAR	D	
FIRE REPORT FILE	1 YEAR	D	
ACCIDENT REPORT FILE	1 YEAR	D	
CORRESPONDANCE FILE	1 YEAR	D	
ATTENDANT REGISTER	1 YEAR	D	
DAY BOOK OF RECEIPT OF FIRE BRIGADE VAN	1 YEAR	D	



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

(2)

NAME OF THE DEPARTMENT: FIRE BRIGADE

DEPARTMENTAL CLASSIFICATION

Page 2

DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
DAY BOOK OF RECEIPT FOR CHANGE OF RESUE VAN	1 YEAR	D
TELEPHONE DUTY REGISTER	1 YEAR	D
INWARD REGISTER OF VEHICLES	1 YEAR	D
OUTWARD REGISTER OF VEHICLES	1 YEAR	D

  
**COMMISSIONER**  
Pimpri-Chinchwad Municipal Corporation Pimpri-18.




NAME OF THE DEPARTMENT: GARDEN	DEPARTMENTAL CLASSIFICATION		Page 1
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
REGISTER OF ROAD SIDE TREES AND PLANTS	PERMANENT RECORD	A	
REGISTER OF LIST OF GARDENS	30 YEARS	B	
LIVE STOCK REGISTER	30 YEARS	B	
TREE CENSUS REGISTER	30 YEARS	B	
PROPOSAL OF NEW GARDENS	10 YEARS	B1	
REGISTER OF TREE OWNED BY PCMC	10 YEARS	B1	
VISIT BOOKS	10 YEARS	B1	
ACQUIRUM ORIGINAL CASE	10 YEARS	B1	
REGISTER OF PLANTS AND SEEDS PURCHASE	5 YEARS	C	
ZOO FEEDING REGISTER	5 YEARS	C	
REGISTER OF PERIODICAL CHECKING OF ROAD SIDE TREES	5 YEARS	C	
PAPERS REGARDING VARIETY SHOWS AND COMPETITIONS	5 YEARS	C	
PURCHASE PAPERS OF NEW ANIMALS	5 YEARS	C	
OTHER MISCELLANIOUS PAPERS	5 YEARS	C	
REGISTER OF PLANT RECEIPTS / ISSUES	5 YEARS	C	
ADVANCE REGISTER	5 YEARS	C	
TENDER QUOTATION FILES	5 YEARS	C	
REGISTER OF TREE CUTTING FILES	5 YEARS	C	
STAMP REGISTER	5 YEARS	C	



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

103

NAME OF THE DEPARTMENT: GARDEN	DEPARTMENTAL CLASSIFICATION	Page
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
CASE REGARDING OF UNAUTHORISED TREE CUTTING FILES	5 YEARS	C
STOCK REGISTER	5 YEARS	C
PERIODICAL REPORT REGISTER	1 YEAR	D
STOCK ACCOUNT OF FEEDING FOR ANIMALS	1 YEAR	D
CHALLAN BOOK	1 YEAR	D
MISCLLENEOUS CORROSPONDANCE FILES	1 YEAR	D
OTHER PAPERS	1 YEAR	D

  
COMMISSIONER  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18.



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

(104)

NAME OF THE DEPARTMENT: LEGAL

DEPARTMENTAL CLASSIFICATION

DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
LIABRARY REGISTER	PERMANENT RECORD	A
COURT JUDGMENT FILE	PERMANENT RECORD	A
LABOUR COURT BRIEF FILE	PERMANENT RECORD	A
INDUSTRIAL COURT CORRESPONDENCE FILE	PERMANENT RECORD	A
LABOUR COMMISSIONER CORRESPONDENCE FILE	PERMANENT RECORD	A
ESTABLISHMENT OF PIMPRI COURT FILE	PERMANENT RECORD	A
CHAMBER NO 52 SHIVAJI NAGAR COURT FILE	PERMANENT RECORD	A
MEETING BRANCH CORRESPONDENCE FILE	PERMANENT RECORD	A
LAW BOOKS OF LAW DEPARTMENT	PERMANENT RECORD	A
COURT FEES STAMP REGISTER	30 YEARS	B
SUIT REGISTER	30 YEARS	B
COURT DIARY	30 YEARS	B
BOOKS (TRANSFER) ISSUE REGISTER	30 YEARS	B
ADVOCATE NOTICE AND REPLY FILE	30 YEARS	B
UNION CORRESPONDENCE	30 YEARS	B
ADVANCES FOR OFFICE WORK	30 YEARS	B
CASH ISSUE REGISTER	30 YEARS	B
ADVOCATE BILL REGISTER	30 YEARS	B
BILL OUTWARD REGISTER	30 YEARS	B



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

P(10)

NAME OF THE DEPARTMENT: LEGAL	DEPARTMENTAL CLASSIFICATION		Page 2
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
PERSONAL FILES OF EMPLOYEES	30 YEARS	B	
ADVOCATE APPOINTMENT FILE	30 YEARS	B	
AGREEMENT FILE	30 YEARS	B	
COURT CORRESPONDENCE FILE	5 YEARS	C	
CAVEAT FILE	5 YEARS	C	
LABOUR WELFARE CORRESPONDENCE FILE	5 YEARS	C	
WORKERS EDUCATION FILE	5 YEARS	C	
CHEQUE REGISTER	5 YEARS	C	
ADVERTISEMENT BILL FILE	5 YEARS	C	
PERMANENT ADVANCE RECOUPMENT'S ORDER FILE	5 YEARS	C	
COMMISSIONER CELL CORRESPONDENCE FILE	5 YEARS	C	
OUTWARD FAX CORRESPONDENCE FILE	5 YEARS	C	
REGISTER OF FILES SENT TO COMMISSIONER CELL	5 YEARS	C	
GOVERNMENT LETTER INWARD REGISTER	5 YEARS	C	
LEAVE TRAVELLING ALLOWANCES REGISTER	5 YEARS	C	
MISCELLANEOUS BILL FILE	5 YEARS	C	
CORRESPONDENCE WITH OTHER DEPARTMENT	5 YEARS	C	
COMPUTER CORRESPONDENCE FILE	1 YEAR	D	
OUTWARD REGISTER OF POSTAL LETTERS	1 YEAR	D	



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

P(ve)

NAME OF THE DEPARTMENT: LEGAL

DEPARTMENTAL CLASSIFICATION

Page 3

DESCRIPTION OF PAPERS

PERIOD FOR WHICH  
TO BE PRESERVED

CLASSIFICATION  
A/B/C/D

STENOGRAPHER'S SHORT HAND NOTE BOOKS (USED)

1 YEAR

D



COMMISSIONER  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18.



NAME OF THE DEPARTMENT: OCTROI	DEPARTMENTAL CLASSIFICATION	Page
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
DEPOSIT REGISTER OF ACCOUNT HOLDER	PERMANENT RECORD	A
BY-LAWS REG. OCTROI RULES AND REFUND	PERMANENT RECORD	A
AMANAT REMARKS	PERMANENT RECORD	A
CURRENT ACCOUNT REGISTER	PERMANENT RECORD	A
OCTROI RECEIPT BOOK	PERMANENT RECORD	A
DEPOSIT REGISTER	PERMANENT RECORD	A
CURRENT ACCOUNT RECEIPTS	PERMANENT RECORD	A
RATE BOOK	PERMANENT RECORD	A
HIGH COURT , SUPREME COURT CASES & CONCERNING PAPERS & RECORD	PERMANENT RECORD	A
PAPERS AND STATEMENTS REGARDING ACCOUNT HOLDERS	30 YEARS	B
CLASSIFICATION REGISTER	30 YEARS	B
CHEQUE REGISTER	10 YEARS	B1
RASWARI STATEMENT (CLASSICAL)	10 YEARS	B1
REFUND CASES OF NOT PAID	10 YEARS	B1
REFUND CASES OF PAID	10 YEARS	B1
OCTROI REFUND REGISTER	5 YEARS	C
ENTRY BOOK	5 YEARS	C
AMANAT BOOK	5 YEARS	C
FREE PASS BOOKS	5 YEARS	C



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

PKJ

NAME OF THE DEPARTMENT: OCTROI	DEPARTMENTAL CLASSIFICATION		Page 2
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
VISIT BOOKS	5 YEARS	C	
MOTOR INST REGISTER	5 YEARS	C	
POST PARCLE NOTICE BOOKS ENGLISH / MARATHI	5 YEARS	C	
BOOKS SHOWING IMPORT AND EXPORT DURING A MONTH	5 YEARS	C	
REGISTER OF BOOKS	5 YEARS	C	
DEPOSIT RECEIPT BOOKS	5 YEARS	C	
DAILY SHORT RECOVERY REGISTER	5 YEARS	C	
REGISTERS SHOWING EXPORT IMPORT GOODS	5 YEARS	C	
COMPOUNDING CASES	5 YEARS	C	
IMPORT BILL	5 YEARS	C	
KIRD OF DEPOSIT (FORMS) AMOUNT	5 YEARS	C	
PAPER REGARDING REJECTION & AMOUNT PAID REFUND CASES	5 YEARS	C	
MISCELLENEOUS RECEIPT KIRD	5 YEARS	C	
TRANSIT KIRD (IMPORT)	5 YEARS	C	
TRANSIT KIRD (EXPORT)	5 YEARS	C	
ADVANCE REFUND REGISTER	5 YEARS	C	
CHECKING RECEIPTS	5 YEARS	C	
NOTICES	5 YEARS	C	
INVOICE ENTRY REGISTER	5 YEARS	C	



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

RTI

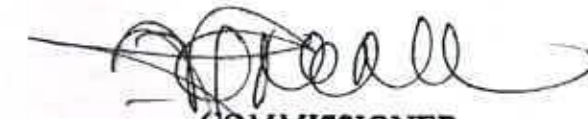
NAME OF THE DEPARTMENT: OCTROI	DEPARTMENTAL CLASSIFICATION		Page 3
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
STATIONORY REGISTER	5 YEARS	C	
CHARGE REGISTER OF NAKA	5 YEARS	C	
DEPOSIT REGISTER OF NAKA	5 YEARS	C	
REGISTER OF CHQUES GIVEN TO TREASURY OFFICE	5 YEARS	C	
NAKA TASLAMAT REGISTER	5 YEARS	C	
DEBIT MEMO BOOKS	5 YEARS	C	
RECOVERY DUES REGISTER	5 YEARS	C	
FREE PASS REGISTER	1 YEAR	D	
KIRD REPASSES ON TRANSIT	1 YEAR	D	
TAKRARI BOOK	1 YEAR	D	
KATA REGISTER	1 YEAR	D	
VAHAN PATTI BOOKS	1 YEAR	D	
GOVERNMENT FREE CERTIFICATE BOOKS	1 YEAR	D	
REQUISITION BOOKS	1 YEAR	D	
STAMP KIRD	1 YEAR	D	
NOTICE REGISTER	1 YEAR	D	
DECLARATION FORMS AND DECLARATION REGISTERS	1 YEAR	D	
GATE PASS REGISTER	1 YEAR	D	
GODOWN REGISTER	1 YEAR	D	



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

20

NAME OF THE DEPARTMENT: OCTROI	DEPARTMENTAL CLASSIFICATION	Page	4
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
NIRGAT NOTE REGISTER	1 YEAR	D	
ESCORT PASS	1 YEAR	D	
PAPERS REGARDING REJECTION F FREE PASS BOOKS	1 YEAR	D	
OCTROI TOLL KIRD	1 YEAR	D	
OCTROI DAILY KIRD	1 YEAR	D	
VISIT BOOK OF NAKA	1 YEAR	D	
MUSTER BOOK OF NAKA	1 YEAR	D	
TRANSIT RECEIPTS	1 YEAR	D	
MISCELLENEOUS RECEIPTS BOOKS	1 YEAR	D	
PASS BOOK RECOVERY MADE BY THE INSPECTOR	1 YEAR	D	
HADAP REGISTER	1 YEAR	D	
KATA PASS REGISTER	1 YEAR	D	

  
COMMISSIONER  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18.



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

PRE

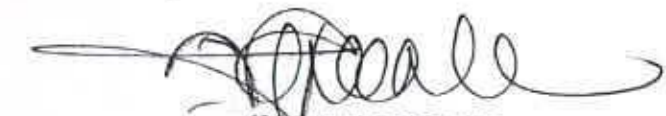
NAME OF THE DEPARTMENT: MECHANICAL WORKSHOP	DEPARTMENTAL CLASSIFICATION	Page	1
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
REGISTER OF INSURANCE OF VEHICLES	30 YEARS	B	
REGISTER OF TOOLS AND PLANTS	30 YEARS	B	
REGISTER OF VEHICLES AND MACHINERY	30 YEARS	B	
ACCOUNT OF SPARE PART	10 YEARS	B1	
FILES REGARDING PURCHASE OF VEHICLES	10 YEARS	B1	
ADVANCE AND DEPOSIT REGISTER	5 YEARS	C	
WORK ORDER BOOK	5 YEARS	C	
ACCIDENT REPORT FILE	5 YEARS	C	
HISTORY SHEET OF DISPOSED OF VEHICLES	5 YEARS	C	
REGISTER OF PETROL DIESEL OIL ACCOUNTS	5 YEARS	C	
REGISTER OF MACHINE REPAIRING	5 YEARS	C	
REGISTER OF SUPPLY OF UNIFORMS	5 YEARS	C	
PAPERS OF INSURANCE OF VEHICLES	5 YEARS	C	
FILES REGARDING PURCHASE OF MATERIAL	5 YEARS	C	
TYRES SERIAL REGISTER	5 YEARS	C	
TYRES REGISTER	5 YEARS	C	
TUBE REGISTER	5 YEARS	C	
VULCONISING REGISTER	5 YEARS	C	
R.T.O. MOTAR INSPECTION AND REMARKS REGISTER	5 YEARS	C	



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

p 29

NAME OF THE DEPARTMENT: MECHANICAL WORKSHOP	DEPARTMENTAL CLASSIFICATION	Page	2
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
TYRE AND TUBE BALANCE REGISTER	5 YEARS	C	
OILING AND CLEANING REGISTER	5 YEARS	C	
CONTRACTORS LABOUR BILL REGISTER	5 YEARS	C	
GAS CYLINDER HIRE REGISTER	5 YEARS	C	
DIRECT PURCHASE REGISTER	5 YEARS	C	
FILES REGARDING VEHICLE REPAIRS (INCLUSIVE OF NOTES WORK ORDERS AND BILLS)	5 YEARS	C	
FILES REGARDING PURCHASE OF SPARE PARTS	5 YEARS	C	
FILES REGARDING PURCHASE OF OIL AND GREASE	5 YEARS	C	
FILES REGARDING PURCHASE OF BATTERIES	5 YEARS	C	
FILES REGARDING PURCHASE OF TYRE AND TUBE	5 YEARS	C	
REQUISITION ORDER BOOKS	1 YEAR	D	
REQUISITION INWARD REGISTER	1 YEAR	D	
WORKSHOP ORDER REGISTER	1 YEAR	D	
PENDING ORDER REGISTER	1 YEAR	D	

  
COMMISSIONER  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18,



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

P 23


NAME OF THE DEPARTMENT: LABOUR WELFARE	DEPARTMENTAL CLASSIFICATION	Page	1
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
LABOUR LAWS, STANDING ORDERS, AWARDS, SETTLEMENT, AGREEMENTS	PERMANENT RECORD	A	
RATE OF PANDAL & MATERIAL FEES FILES	PERMANENT RECORD	A	
UNION PROCEEDINGS	PERMANENT RECORD	A	
LABOUR COURT & LABOUR COMMISSIONER CORRESPONDENCE FILE	PERMANENT RECORD	A	
CORPORATION PUBLICATIONS MAGAZINES	PERMANENT RECORD	A	
VISIT BOOKS OF DIGNOTORIES	PERMANENT RECORD	A	
REGISTER OF BOOKS FOR FREE READING ROOMS	PERMANENT RECORD	A	
SPORTS FILE	10 YEARS	B1	
DEPOSIT CARDS	10 YEARS	B1	
WORKERS EDUCATION FILE	5 YEARS	C	
ISSUE REGISTER OF BOOKS OF LIBRARY	5 YEARS	C	
FILES REG. PURCHASE OF BOOKS	5 YEARS	C	
DEPOSIT REFUND REGISTER	5 YEARS	C	
BOOKS DISTRIBUTION REGISTER	5 YEARS	C	
REGISTER REG. PURCHASE OF NEWSPAPERS, MAGAZINES	5 YEARS	C	
DIWALI MAGAZINES REGISTERS	5 YEARS	C	
GRANT IN AIDS FILES	5 YEARS	C	
BHARANA KIRD	5 YEARS	C	
20 POINT PROGRAMMES FILES	5 YEARS	C	



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

pey

NAME OF THE DEPARTMENT: LABOUR WELFARE	DEPARTMENTAL CLASSIFICATION	Page	2
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
RECEIPTS	5 YEARS	C	
CHALLANES	5 YEARS	C	
PRESS CUTTING FILE	1 YEAR	D	

  
COMMISSIONER  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18.



p (ev)

NAME OF THE DEPARTMENT: SPORTS

DEPARTMENTAL CLASSIFICATION

DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
SPORTS FILES & PURCHASE OF SPORTS EQUIPMENTS FOR GAMES & GYMN.	10 YEARS	B1
DONATION DISTRIBUTED BY CORPORATION TRUST IN EVERY FINANCIAL YEAR (DONATION FILE)	10 YEARS	B1
SPORT SCHOLARSHIP DISTRUBUTED BY CORPORATION TO SPORTSMAN	10 YEARS	B1
SPORTS FINAL RESULTS RECORD	10 YEARS	B1
RECEIPT BOOKS TO BE USED FOR COLLECTING FEES AGAINST GYMN.MEMBERSHIP	5 YEARS	C
USED RECEIPT REGISTER	5 YEARS	C
SPORTS AND ARTICLE PURCHASE FILE	5 YEARS	C
FILE OF ALL TYPE SPORTS AND ARTS COMPETITION	5 YEARS	C

  
 COMMISSIONER  
 Pimpri-Chinchwad Municipal Corporation Pimpri-18.

P (ee)

NAME OF THE DEPARTMENT: PUBLIC RELATION

DEPARTMENTAL CLASSIFICATION

Page 1

DESCRIPTION OF PAPERS

PERIOD FOR WHICH  
TO BE PRESERVED

CLASSIFICATION  
A/B/C/D

NEWS PAPER CUTTING

5 YEARS

C

ADVERTISEMENT ROTATION FILES

5 YEARS

C

NEWS PAPERS AGREEMENTS

1 YEAR

D

ROTATION REEGISTERS


1 YEAR

D

PRESS NOTE FILES

1 YEAR

D

  
COMMISSIONER  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18.



NAME OF THE DEPARTMENT: SECONDARY SCHOOL

DEPARTMENTAL CLASSIFICATION

DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
FILES REGARDING SENIORITY LIST OF THE STAFF	PERMANENT RECORD	A
APPOINTMENT AND TRANSFER FILE	PERMANENT RECORD	A
SCHOOL SANCTION AND NEW SCHOOL ETC.	PERMANENT RECORD	A
PRE PRIMARY SCHOOL RECORD	PERMANENT RECORD	A
EMPLOYEES CONFIDENTIAL REPORTS AND CORRESPONDANCE	PERMANENT RECORD	A
MISCONDUCT ACTION FILES	10 YEARS	B1
MISCONDUCT AND DISPLINARY ACTION FILE OF NON TEACHING STAFF FILE REGARDING	10 YEARS	B1
SSC EXAMINATION REGISTER	10 YEARS	B1
FILES REGARDING VARIOUS PROGRAMMES ARRANGED IN SCHOOL	5 YEARS	C
POST FILLED	5 YEARS	C
DAILY WAGES STAFF APPOINTMENT	5 YEARS	C
ELECTION DUTY APPOINTMENT	5 YEARS	C
SCHOOL TRAINING PROGRAMMES FOR THE TEACHING STAFF	5 YEARS	C

  
 COMMISSIONER  
 Pimpri-Chinchwad Municipal Corporation Pimpri-18.

PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

903

NAME OF THE DEPARTMENT: TAX DEPT.

DEPARTMENTAL CLASSIFICATION

Page 1

DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
ASSESSMENT REGISTER	PERMANENT RECORD	A
HOTEL TAX REGISTER	PERMANENT RECORD	A
NOTICE FEE REGISTER	PERMANENT RECORD	A
DEMAND REGISTER	30 YEARS	B
THEATRE TAX DEMAND REGISTER	30 YEARS	B
ASSESSMENT PROCEEDING BOOKS	30 YEARS	B
COURT ATTENDANCE REGISTER	30 YEARS	B
FLOURAGE TAX ASSESSMENT REGISTER	30 YEARS	B
PROPERTY INSPECTION BOOKS (PETHWISE)	10 YEARS	B1
REGISTER OF CHANGE OF OWNERSHIP	10 YEARS	B1
BUILDING COMPLITION CERTIFICATE REGISTER	10 YEARS	B1
COURT APPEAL REGISTER	10 YEARS	B1
PAPER RE-TAXATION PROPOSALS	10 YEARS	B1
APPLICATION REGARDING RATEABLE VALUES	10 YEARS	B1
APPEALS ON RATEABLE VALUES	10 YEARS	B1
CORRESPONDANCE WITH GOVT. REG.GOVT.PROPERTIES	10 YEARS	B1
EDUCATION CESS, E.G.S CESS, FLOURAGE TAX, REBET REGISTER	10 YEARS	B1
EDUCATION CESS, E.G.S CESS, TREE TAX COLLECTION REGISTER	10 YEARS	B1
DISHONOUR CHEQUE REGISTER	5 YEARS	C



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

P 904

NAME OF THE DEPARTMENT: TAX DEPT.	DEPARTMENTAL CLASSIFICATION	Page 2
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
WARRANT REGISTER	5 YEARS	C
REGISTER OF WARRANT RECEIVED FROM DEPARTMENTS	5 YEARS	C
REGISTER OF WARRANT ATTECHED AND DISTRAINED PROPERTY	5 YEARS	C
REGISTER OF RECOVERY FROM TENANTS	5 YEARS	C
AUCTION SALE REGISTER	5 YEARS	C
INCREASE AND DECREASE REGISTER	5 YEARS	C
THEATRE TAX KIRD	5 YEARS	C
THEATRE TAX REFUND REGISTER	5 YEARS	C
SALWAR REGISTER	5 YEARS	C
PHAJIL REGISTER	5 YEARS	C
REFUND APPLICATIONS	5 YEARS	C
BILLS,NOTICES AND WARRANTS OF ALL DEPARTMENTS	5 YEARS	C
AUCTION PAPERS REG. ATTACHED ARTICLES	5 YEARS	C
WARRANT ISSUE TO OWNERS	5 YEARS	C
PAPERS REG. AUCTION SALE	5 YEARS	C
RECEIPTS	5 YEARS	C
BHARANA CHALAN	5 YEARS	C
DECEMBER OBJECTION REGISTER	5 YEARS	C
DAILY COLLECTION REGISTER	5 YEARS	C

PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

p 900

NAME OF THE DEPARTMENT: TAX DEPT.	DEPARTMENTAL CLASSIFICATION	Page	3
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
ENTERTAINMENT REBET REGISTER	5 YEARS	C	
CHEQUE REGISTER	5 YEARS	C	
EMPLOYERS INFORMATION REGISTER	5 YEARS	C	
GUTWISE TAX COLLECTION REGISTER	5 YEARS	C	
REGISTER OF WARRANT RECEIVED FROM OTHER MUNICIPAL CORPORATIONS	1 YEAR	D	
JAMA CHALAN REGISTER	1 YEAR	D	
KIRD DAILY COLLECTION BOOKS	1 YEAR	D	
NOTICE TO OWNERS	1 YEAR	D	

  
COMMISSIONER  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18.



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

p 002


NAME OF THE DEPARTMENT: MUNICIPAL SECRETARY	DEPARTMENTAL CLASSIFICATION	Page	1
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
KARARNAMA REGISTER	PERMANENT RECORD	A	
PROCEEDINGS BOOKS OF THE VARIOUS COMMITTEES	PERMANENT RECORD	A	
MASTER LIBRARY REGISTER	PERMANENT RECORD	A	
GAZETTES CONCERNING CORPORATION & CORPORATION AFFAIRS	PERMANENT RECORD	A	
FINANCIAL ADMINISTRATIVE ORDERS	30 YEARS	B	
COMMISSIONER'S FINANCIAL ORDERS	10 YEARS	B1	
AGENDA FILES	10 YEARS	B1	
CORPORATOR'S LIST	10 YEARS	B1	
DOCKET FILE	1 YEAR	D	

  
**COMMISSIONER**  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18.

PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

P (999)

NAME OF THE DEPARTMENT: SECURITY	DEPARTMENTAL CLASSIFICATION	Page	1
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
STANDING ORDER	PERMANENT RECORD	A	
DELIGATION ORDER FILE	PERMANENT RECORD	A	
VEHICLE (IN/OUT) REGISTER	30 YEARS	B	
SECURITY REGISTER	5 YEARS	C	

  
**COMMISSIONER**  
Pimpri-Chinchwad Municipal Corporation Pimpri-18.



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

1977

NAME OF THE DEPARTMENT: HEALTH	DEPARTMENTAL CLASSIFICATION	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
DESCRIPTION OF PAPERS			
BIRTH REGISTER		PERMANENT RECORD	A
DEATH REGISTER		PERMANENT RECORD	A
REGISTER OF LATE INFORMATION OF BIRTHS & DEATHS		PERMANENT RECORD	A
SANCTION POST REGISTER		PERMANENT RECORD	A
REGISTER REGARDING SERVANTS TO BE RETIRED		30 YEARS	B
MEDICAL BOARD PROCEEDING REGISTERS		30 YEARS	B
REGISTER OF LUNATICS		30 YEARS	B
REGISTER OF FOOD LICENCE		30 YEARS	B
LODGEING LICENCE		30 YEARS	B
REGISTER OF MISC. LICENCE		30 YEARS	B
REPORTS REGARDING ADULTREATED SAMPLES		30 YEARS	B
REGISTER OF MEDICO LEGAL CASES		30 YEARS	B
OPERATION REGISTER		30 YEARS	B
REGISTER OF NOTIFICABLE DISEASES		10 YEARS	B1
STOCK REGISTER		10 YEARS	B1
REGISTER OF COURT CASES PERTAINING TO HEALTH AND SANITATION		10 YEARS	B1
REGISTER OF PAYMENTS MADE TO MENTAL HOSPITAL		10 YEARS	B1
REGISTER OF GOTHA LICENCE		10 YEARS	B1
SAMPLES REGISTER		10 YEARS	B1



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

p 994

NAME OF THE DEPARTMENT: HEALTH	DEPARTMENTAL CLASSIFICATION	Page 2
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
ANTIRABLE TREATMENT REGISTER	5 YEARS	C
LYMPH AND VACCINE REGISTER	5 YEARS	C
REGISTER OF REMITTANCE OF DISPENSARY	5 YEARS	C
REGISTER OF REMITTANCE OF DISPENSARY FEES	5 YEARS	C
DISINFECTION REQUISITION BOOK	5 YEARS	C
AMBULANCE CAR REGISTER	5 YEARS	C
DAY BOOK OF RECEIPTS OF CHARGE OF AMBULANCES	5 YEARS	C
REGISTER OF SLAUGHTERE ANIMALS	5 YEARS	C
KIRD	5 YEARS	C
REGISTER OF STAMP ACCOUNTS	5 YEARS	C
CHOLERA REGISTER	5 YEARS	C
CATTLE POND KIRD	5 YEARS	C
REGISTER OF BILL FOR PAYMENT	5 YEARS	C
CATTLE POUND REGISTER	5 YEARS	C
TENDER FORMS SALE REGISTER	5 YEARS	C
AUCTION SALE REGISTER OF MANURE	5 YEARS	C
ANTIRABLE TREATMENT REGISTER	5 YEARS	C
VACCINE REGISTER	5 YEARS	C
OPD REGISTER	5 YEARS	C



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

p 196

NAME OF THE DEPARTMENT: HEALTH	DEPARTMENTAL CLASSIFICATION	Page	3
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
DOG POISION TABLETS REGISTER	5 YEARS	C	
DAILY COLLECTION REGISTER	5 YEARS	C	
REPORT FROM PUBLIC ANALYST	5 YEARS	C	
EXPENCE BOOK OF DRUGS	5 YEARS	C	
LABORATORY TEST REPORT	5 YEARS	C	
ULTRAVOILET REGISTER	5 YEARS	C	
STAFF SELECTION COMMITTEE PROCEDING FILES	5 YEARS	C	
PROMOTION COMMITTEE PROCEDING FILE	5 YEARS	C	
JOINING REGISTER	5 YEARS	C	
MEDICAL EXAMINATION REPORT REGISTER	1 YEAR	D	
BUDGET ESTIMATE FILES	1 YEAR	D	
CHALLANS	1 YEAR	D	
RECEIPT BOOK OF PATIENTS	1 YEAR	D	
COUNTER FILE OF LICENCES	1 YEAR	D	
REQUISITION FORMS	1 YEAR	D	
STOCK ACCOUNT OF FOODER	1 YEAR	D	
MINUTES OF OFFICERS MEETINGS	1 YEAR	D	
GRANT IN AIDS PROPOSAL	1 YEAR	D	
NOTICES ISSUED EXCEPT IN SUB JUDICE CASES	1 YEAR	D	

PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

Page 4

NAME OF THE DEPARTMENT: HEALTH

DEPARTMENTAL CLASSIFICATION

Page 4

DESCRIPTION OF PAPERS

PERIOD FOR WHICH  
TO BE PRESERVED

CLASSIFICATION  
A/B/C/D

I.D.H. GOVERNMENT CORROSPONDANCE

1 YEAR

D

COUNTER FILE OF SLAUGHTER RECEIPTS

1 YEAR

D



COMMISSIONER  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18.



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

P(92)

NAME OF THE DEPARTMENT: WARD OFFICES

DEPARTMENTAL CLASSIFICATION

Page 1

DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
CASH BOOK	PERMANENT RECORD	A
FEE OF AGREEMENT COMPROMISE	PERMANENT RECORD	A
DAILY CASH REGISTER	PERMANENT RECORD	A
CHEQUE REGISTER	PERMANENT RECORD	A
DEPOSIT REGISTER	PERMANENT RECORD	A
WARDS MEETING REGISTER	PERMANENT RECORD	A
P C M C PROPERTIES REGISTER	PERMANENT RECORD	A
SHOP REGISTER	PERMANENT RECORD	A
GRANTED WATER CONNECTION REGISTER	PERMANENT RECORD	A
256 AND 576 GALA REGISTER	PERMANENT RECORD	A
CONFIDENTIAL REPORT	PERMANENT RECORD	A
GOVERNMENT GAZETTE PAPERS	PERMANENT RECORD	A
PERSONEL PENSION FILES	PERMANENT RECORD	A
LEAVE AND INCREMENT PAPERS	PERMANENT RECORD	A
TELEPHONE BOOTH (MILK BOOTH AND STALLS ETC.) REGISTER	PERMANENT RECORD	A
HATGADI LICENCE REGISTER	PERMANENT RECORD	A
DEPOSIT REGISTER (WATER CONNECTION)	30 YEARS	B
ADVANCE PAYMENT REGISTER	30 YEARS	B
RENT REGISTER	30 YEARS	B



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

P/123

NAME OF THE DEPARTMENT: WARD OFFICES	DEPARTMENTAL CLASSIFICATION		Page 2
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
AUCTION REGISTER	30 YEARS	B	
QUARTERS REGISTER	30 YEARS	B	
NEW EMPLOYEES PERSONAL FILE	30 YEARS	B	
CHANGE OF WATER BILLS	30 YEARS	B	
WARD PROCEEDING REGISTER	10 YEARS	B1	
PENDING BILL REGISTER	10 YEARS	B1	
HAWKERS LICENCE REGISTER	10 YEARS	B1	
ENCROACHMENT REGISTER	10 YEARS	B1	
SWIMING POOL FILE	10 YEARS	B1	
F.D.R. REGISTER	10 YEARS	B1	
GHANTA GADI FILES AND REGISTER	10 YEARS	B1	
BHARNA REGISTER	5 YEARS	C	
TELEPHONE REGISTER AND CORRESPONDANCE	5 YEARS	C	
SYCLOSTILE MACHINE REPAIRING REGISTER	5 YEARS	C	
TELEPHONE TRUNK CALL REGISTER	5 YEARS	C	
DEMAND REGISTER	5 YEARS	C	
LICENCE OFFICE COPY	5 YEARS	C	
RECEIPT BOOKS OFFICE COPY	5 YEARS	C	
ENCROACHMENT EXPENCES REGISTER	5 YEARS	C	



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

P 924

NAME OF THE DEPARTMENT: WARD OFFICES	DEPARTMENTAL CLASSIFICATION	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
DESCRIPTION OF PAPERS			
SWIMING TANK RECEIPT BOOKS		5 YEARS	C
LIGHT METER READING REGISTER		5 YEARS	C
AUCTION FILE		5 YEARS	C
PROCEEDING FILE		5 YEARS	C
REGISTER FOR THE ATTENDANCE OF CORPORATERS		5 YEARS	C
RECOVERY OF DISHONOUR CHEQUES REGISTER		5 YEARS	C
PUBLIC LAVATORY PASS AND RECOVERY REGISTER		5 YEARS	C
REVENUE STAMP REGISTER		5 YEARS	C
POSTAGE STAMP REGISTER		5 YEARS	C
ADMINISTRATIVE REPORT		1 YEAR	D
DEMAND LETTER REGISTER		1 YEAR	D
GENERAL RECEIPT BOOK		1 YEAR	D
QUARTERS ALLOTMENT FILE		1 YEAR	D
OTHERS MISCELLANEOUS PAPERS		1 YEAR	D
COMPLAINT OF WATER REGISTER		1 YEAR	D
METER NOTICE REGISTER		1 YEAR	D
GENERAL WATER TAX		1 YEAR	D
OPEN SPACE OF P.C.M.C. AND SCHOOL RENT REGISTER		1 YEAR	D
CANE JUCE RENT REGISTER		1 YEAR	D

  
COMMISSIONER



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

P 920

NAME OF THE DEPARTMENT: COMPUTER

DEPARTMENTAL CLASSIFICATION

Page 1

DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
C.D. REGISTER	PERMANENT RECORD	A
I.S.O. FILE	10 YEARS	B1
COMPUTER REPAIR AND MAINTENANCE FILE	5 YEARS	C
QUOTATION FOR URGENT PURCHASE	5 YEARS	C
PAYMENT OF TELEPHONE BILLS	5 YEARS	C
PAYMENT OF INTERNET YEARLY FEE	5 YEARS	C
COMPUTER TRAINING	5 YEARS	C
HOMEPAGE FILE	5 YEARS	C
G.I.S. FILE	5 YEARS	C
OTHER EXPENCES	5 YEARS	C
COMPUTER BOOKS PURCHASE	5 YEARS	C
I - TAX FILE	5 YEARS	C
WATER BILLING FILE	5 YEARS	C
FLOPPY REGISTER	5 YEARS	C
FILENAME AND SUBJECT REGISTER	5 YEARS	C
TURNKEY SOLUTION PROVIDER (T.S.P. FILES TOTAL COMPUTERISATION OF P.C.M.C.)	5 YEARS	C
RADIUS FILE	5 YEARS	C
PROPERTY TAX ON NEW PROPERTIES FORM	1 YEAR	D
PROPERTY TAX TRANSFER AND MODIFY	1 YEAR	D



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

Page 2

NAME OF THE DEPARTMENT: COMPUTER

DEPARTMENTAL CLASSIFICATION

Page 2

DESCRIPTION OF PAPERS

PERIOD FOR WHICH  
TO BE PRESERVED

CLASSIFICATION  
A/B/C/D

PROPERTY TAX CANCELLATION

1 YEAR

D

EMAIL FILE

1 YEAR

D


PAY BILL INFORMATION

1 YEAR

D

  
COMMISSIONER  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18.

NAME OF THE DEPARTMENT: ELECTION	DEPARTMENTAL CLASSIFICATION	Page	1
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
SELL OF FORMS ADDING VOTER'S NAME IN VOTER LIST REGISTER	1 YEAR	D	
FORM NO 2,3,4,5 SELL REGISTER	1 YEAR	D	
SELL OF OBJECTION FORM FOR VOTER LIST REGISTER	1 YEAR	D	
NOMINATION FORM SELL REGISTER	1 YEAR	D	
VOTER LIST STOCK REGISTER	1 YEAR	D	
DRAWING STATIONARY REGISTER	1 YEAR	D	
VOTER LIST SELL REGISTER	1 YEAR	D	
PAPERSEAL ACCOUNT REGISTER	1 YEAR	D	
BALLOT PAPER CHECKING REGISTER	1 YEAR	D	
BALLOT PAPER PRINTING REGISTER	1 YEAR	D	
INFORMATION OF NOMINATION FORM REGISTER	1 YEAR	D	
BATCHES ISSUE REGISTER	1 YEAR	D	

  
COMMISSIONER  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18.



NAME OF THE DEPARTMENT: LICENCE

DEPARTMENTAL CLASSIFICATION

DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
LICENCE REGISTER	PERMANENT RECORD	A
APPLICATION FOR SKY SIGN LICENCES & PAPERS	PERMANENT RECORD	A
LICENCE APPLICATION FORM, INSPECTOR REPORTS RENEWAL FORM INCLUDED ORIGINAL CASE	PERMANENT RECORD	A
BOOK OF LICENCE	10 YEARS	B1
REGISTER OF APPLICATION FOR RENEWAL	5 YEARS	C
WATCH REGISTER	5 YEARS	C
DAILY DIARY OF COLLECTION	5 YEARS	C
COUNTER FILE OF LICENCE	5 YEARS	C
APPLICATION FOR LICENCE AND REPORTS OF INSPECTOR	5 YEARS	C
SEASONAL LICENCE	5 YEARS	C
PROSECUTION PAPERS	5 YEARS	C
REGISTER OF DECLARATION FORMS	1 YEAR	D

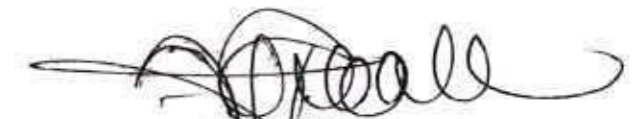
  
COMMISSIONER  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18.

NAME OF THE DEPARTMENT: STORES

DEPARTMENTAL CLASSIFICATION

Page 1

DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
LIVE STOCK REGISTER	PERMANENT RECORD	A
PRINTING MATERIAL RECEIPTS AND ISSUE REGISTER	10 YEARS	B1
STOCK BOOK	5 YEARS	C
BILL PAID REGISTER	5 YEARS	C
FILES REGARDING ESTIMATES AND SANCTION OF PRINTING WORK	5 YEARS	C
QUOTATION FILES	5 YEARS	C
REGISTER OF SUPPLY OF UNIFORMS	1 YEAR	D
REQUISITION BOOK	1 YEAR	D
SALE OF TENDER FORMS	1 YEAR	D
CASUAL TENDERS FILES	1 YEAR	D
AUCTION SALE PAPERS	1 YEAR	D

  
COMMISSIONER  
Pimpri-Chinchwad Municipal Corporation Pimpri-18.



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

P 130

NAME OF THE DEPARTMENT: APPU GHAR

DEPARTMENTAL CLASSIFICATION

Page 1

DESCRIPTION OF PAPERS

PERIOD FOR WHICH  
TO BE PRESERVED

CLASSIFICATION  
A/B/C/D

DAILY COLLECTION REGISTER (B FORM)

PERMANENT RECORD

A

TIKET APPROVAL REGISTER

10 YEARS

B1

TICKET DESTROYING REGISTER

10 YEARS

B1

TICKET STOCK REGISTER

10 YEARS

B1

  
**COMMISSIONER**  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18.

Page 1

NAME OF THE DEPARTMENT: PUBLIC LIABRARY	DEPARTMENTAL CLASSIFICATION	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D
DESCRIPTION OF PAPERS			
BOOK ACCESSION REGISGTER		PERMANENT RECORD	A
TEAR BOOKS REGISTER		PERMANENT RECORD	A
LOST BOOKS REGISTER		PERMANENT RECORD	A
LOST BOOKS MONEY PRICE RECOVERY REGISTER		PERMANENT RECORD	A
LIABRARY DEPOSIT REGISTER		PERMANENT RECORD	A
WRITE OFF BOOKS REGISTER		PERMANENT RECORD	A
TRANSFERENCE BOOKS REGISTER AND FILES		PERMANENT RECORD	A
LIABRARY VISIT BOOK		PERMANENT RECORD	A
MEMBER OF LIABRARY MONTHLY FEES REGISTER		5 YEARS	C
GENERAL RECEIPT BOOK REGISTER		5 YEARS	C
RECEIPT ENTRY REGISTER (KIRD)		5 YEARS	C
RETURN OF DEPOSIT REGISTER		5 YEARS	C
REMINDER REGISTER AND U.P.C. REGISTER		5 YEARS	C
PURCHASE OF BOOKS AND PERIODICALS FILES		5 YEARS	C
PERIODICALS AND DIWALI MAGZINE REGISTER		5 YEARS	C
GOVERNMENT DONATION FILES		5 YEARS	C
BOOK BINDING REGISTER		5 YEARS	C
PURCHASE OF POSTAGE REGISTER		5 YEARS	C
USED GENERAL RECEIPT BOOKS AND BHARNA CHALLANS		5 YEARS	C



NAME OF THE DEPARTMENT: PUBLIC LIABRARY

DEPARTMENTAL CLASSIFICATION

Page 2

DESCRIPTION OF PAPERS

PERIOD FOR WHICH  
TO BE PRESERVED

CLASSIFICATION  
A/B/C/D

BOOKS ISSUE CARDS AND BOOKS ISSUE REGISTER

5 YEARS

C



COMMISSIONER  
Pimpri-Chinchwad Municipal  
Corporation Pimpri-18.

PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI 411 018  
DEPARTMENTWISE RECORD DETAILS FOR THE YEAR

1983

NAME OF THE DEPARTMENT: I.T.I. MORWADI	DEPARTMENTAL CLASSIFICATION	Page	1
DESCRIPTION OF PAPERS	PERIOD FOR WHICH TO BE PRESERVED	CLASSIFICATION A/B/C/D	
ADMISSION REGISTER	PERMANENT RECORD	A	
TOOLS AND EQUIPEMENT REGISTER	PERMANENT RECORD	A	
INDENT BOOK	PERMANENT RECORD	A	
CHALLAN FORMS	10 YEARS	B1	
APPLICATION FOR ADMISSION FORMS	5 YEARS	C	
ADMISSION GRANTED FORMS	5 YEARS	C	
DEMAND BOOK OF CONSUMABLE MATERIAL	5 YEARS	C	
CONSUMABLE REGISTER	5 YEARS	C	
INSTRUCTORS STOCK BOOK	5 YEARS	C	
EVALUATION BOOK	5 YEARS	C	
PROGRESS CARDS	5 YEARS	C	
EXAMINATION FORMS	5 YEARS	C	
STUDENT MUSTER ROLL	5 YEARS	C	
GENERAL RECEIPT BOOK	5 YEARS	C	
GENERAL RECEIPT ENTRY REGISTER	5 YEARS	C	

  
**COMMISSIONER**  
Pimpri-Chinchwad Municipal Corporation Pimpri-18.