

Haryana Municipal (Destruction of Record) Rules, 1976

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hl456

1. These rules may be called the Haryana Municipal (Destruction of Records) Rules, 1976.
2. In these rules unless the context otherwise requires,-
 - (a) "Act" means the Haryana Municipal Act, 1973;
 - (b) "Executive Officer" means the Executive Officer of a Committee;
 - (c) "form" means the form appended to these rules;
 - (d) "Municipal Account Code" means the Municipal Accounts Code, 1930;
 - (e) "Secretary" means the Secretary of a Committee;
 - (f) Words and expressions used but not defined in these rules shall have the meanings assigned to them in the Act.
3. Weeding of the accounts records shall be done gradually in the respective offices in accordance with para 1.8 of the Municipal Accounts Code and the Schedule referred to therein.
4. List of weeded record (including other accounts records not mentioned in the Schedule referred to in rule 3) shall be submitted periodically to the accounts branch of the Municipal Office in chronological order in form A.
5. The executive records that is the records other than those relating to accounts records will be destroyed in the offices of the Heads of Department under their orders after the periods prescribed for the preservation of such documents.
6. The accounts branch will, on receipt of the lists of accounts records and general sanction on receipt of the lists of executive records, record remarks against each item as regards destruction or preservation if it is still required for disposal of any audit objection. 7. The Executive Officer or the Secretary, as the case may be, will be the final authority for ordering destruction of all executive records and in case of accounts record other than those given in the Schedule referred in rule 3, orders of the committee shall be obtained.
8. On receipt of orders as to the destruction of records where necessary, the weeded records will be disposed of or destroyed or burnt as may be directed by the Executive Officer or Secretary, as the case may be after necessary entries have been made in the register of destruction of records which should be maintained in form B in each office and duly attested by the Head of the Department.
9. A register of destruction of records in respect of Municipal Office will be maintained in the general section but until a separate room is available for keeping old records they will remain in the section concerned and their lists for purposes of weeding be prepared there.
10. All rules relating to destruction of records in the municipalities in force immediately before the commencement of these rules shall stand repealed:
Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

Form A

Sr. No.	Description
1	2

Period to which the document relates	Period for preservation if any	Remarks	
3	4	5	

Form B

Serial number	Description	Period to which the document relates	How disposed of	Initials of the officer witnessing destruction or disposal	Remarks
1	2	3	4	5	6