

Pr.CCA/CBIC/E-II/WEEDING OUT/2020-21/ 139

Office of the
Pr. Chief Controller of Accounts
Central Board of Indirect Taxes & Customs
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Date: 30.12.2020

CIRCULAR

Sub: Weeding out of unserviceable/obsolete store and old records-reg.

Please refer to this office's circular No. Admn./1(13)34/Misc/2020-21/317 dated 13.10.2020 and subsequent circular no. Pr.CCA/CBIC/E-II/WEEDING OUT/2020-21 dated 18.12.2020. In this regard, all PAOs must ensure to comply with and furnish a report regarding identification of unserviceable/obsolete stores and old records in the prescribed format enclosed herewith (Annexure) and make sure that all the relevant rules of GFR-2017 and CAM are complied with.

Further, all the PAOs, are directed to send the said report to the Headquarter through their Zonal head by 15.01.2021 positively.

This issues with the approval of the Controller of Accounts, CBIC, New Delhi.



(Anita Rawat)
Accounts officer

Copy to:

- 1) All DCAs (SZ, EZ, WZ), CBIC to circulate this order to their respective PAOs and to ensure that all the relevant rules must be complied with by the PAOs before forwarding the same to HQ.
- 2) All PAOs under North Zone.
- 3) The Sr.AO (IT) to upload on ARPIT website.

SUB: Weeding out of unserviceable/obsolete stores and old records.

NAME OF THE PAO: _____

ZONE: _____

OFFICE PHONE NO.: _____

E-MAIL ID: _____

FINAL DRAFT PROPOSAL FOR SANCTION

SL. NO.	NATURE OF RECORDS (IN TERMS OF PARA 17.16 OF CAM)	FINANCIAL YEARS TO WHICH PERTAIN	REMARKS
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Certified that following have not been subjected to destroy vide Appendix -9 under Rule 320(1) and 320(2) of GFR-2017.:

- 1) Records connected with expenditure, which is within the period of limitation fixed by law.
- 2) Records connected with claims to service and personal matters affecting persons in the service except as indicated in the Annexure to the Appendix -9 of GFR-2017.
- 3) Orders and sanctions of a permanent character, until revised.
- 4) Records in respect of which an audit objection is outstanding.

Certified that (under Appendix-9 of GFR-2017):

- 1) Retention Period of the records have been expired and accordingly the Para-2 of Appendix-9 of GFR-2017.

- 2) All the records provided herewith for weeding out, has no connection with another record and all the issues raised vide the records for weeding out have been finally sorted out.(please refer instructions no -4 of Appendix -9 of GFR-2017).
- 3) It has been made sure that before any pay bills/pay registers are destroyed, the service of the Government servants concerned have been verified accordingly.(please refer note-1 of Appendix -9 of GFR-2017).
- 4) The records provided herewith are not subjected to any audit (statutory and internal) and objection so raised have been settled down.(vide para-1 of rule 17.16 of CAM)

Seal and Signature of PAO/Head of Office