

MOTOR VEHICLES DEPARTMENT.

RULES FOR THE DISPOSAL BY DESTRUCTION OR OTHERWISE OF THE RECORDS IN THE OFFICES OF THE MOTOR VEHICLES DEPARTMENT.

Under clause (c) of sub-section(2) of section 2 of the Kerala Destruction of Records Act, 1961(2 of 1962) and in supersession of all rules and orders on the subject and with the previous approval of the Government of Kerala as required by Sub-section(3) of the said section, the Transport Commissioner of the State of Kerala hereby makes the following rules, namely:-

RULES

1. (a) These Rules may be called the Rules for the Disposal by Destruction or otherwise of the records in the Offices of the Motor Vehicles Department.

(b) They shall come into force at once.

2. All the records in Appendix 'A' attached to these rules shall be preserved permanently.

3. The records specified in Appendix 'B' attached to these rules shall be preserved for the period noted against each. Records not falling under Appendix 'A' and 'B' shall be destroyed on the expiry of the period specifically mentioned in the Manual of Office procedure for similar records.

4. At the end of each calendar year with the help of the section Clerk, the head ministerial office of the Office having charge of the Record section shall examine the records in the racks, select the records ripe for destruction under these rules after careful scrutiny, incorporate them in the list of records to be destroyed and submit the list to the Deputy Transport Commissioner in the case of the Transport Commissioner's Office the Office of the State Transport Authority, and the Zonal Offices and to the Zonal controlling Officers concerned in respect of the District Offices for sanction of destruction. The list should be accompanied by a Certificate of ~~the Senior~~ the Senior Superintendent concerned in the case of Transport Commissioner's Office and head of the Office in the case of other offices in the following form:

"Certified that the records in item Nos..... have been carefully scrutinised by me. They do not contain papers of any public value to justify their further preservation".

5. The Deputy Transport Commissioner or the Zonal Controlling Officer as the case may be shall, after examination of the list, sanction the destruction of the records.

Provided that he may for any reason to be recorded in writing direct the retention of any record for a longer period than that specified in these rules and may order it to be preserved permanently if he thinks it necessary to do.

6. The files, application forms and other records to be destroyed shall be torn into small bits so that there may not be any possibility of anybody knowing the contents of such records and the small pieces along with the ordinary daily sweepings from the Offices shall be sold as waste paper.

(contd....

- 2 -

7. The gazette and other periodicals if any, shall be sold as they are, without being torn.

8. Notwithstanding any thing contained in rules 6 and 7 all the papers and records of a strictly confidential nature shall be burnt after the period prescribed for their retention is over.

9. The time expired tax licences in the office of the Transport Commissioner and in the Regional Transport Office shall be burned after being duly listed ~~of~~ out, in the presence of the Deputy Transport Commissioner and the Zonal controlling Officer as the case may be.

10. The destruction of records shall be carried out in the presence of the Heads of Offices concerned.

11. The list of the records destroyed shall be immediately carried over in a register which shall be maintained in the form sub Joined to these rules and preserved permanently.

12. After the destruction of the records has been carried ~~over in a register which shall be maintained in the form subjoined to these rules and preserved~~ out in accordance with these rules, the officer responsible for destruction of the records shall submit to the Transport Commissioner, a certificate stating that the records as per the sanctioned list have been destroyed in his presence.

13. Not with standing anything contained in these rules, no paper or record of any kind relating to the subject matter of an agreement of which one of the contracting parties is the Kerala Government or the Transport Commissioner or any Officer subordinate to them shall be destroyed until the full period of limitation prescribed by law has expired after the last day of the contract period or the date of last transaction whichever is later.

14. Not withstanding anything contained in these rules no record relating to account and establishment matters shall be destroyed before the period of completion of the account years prescribed by the Financial and Account code or under any other rules or orders issued by Government from time to time.

15. In case of any item is found not included in these rules the question of its destruction should be referred to the Transport Commissioner. The Transport Commissioner shall be competent to issue orders either for its destruction or retention for a period to be specified by him in his order.

-3-

F O R M
Register of records destroyed
(Referred to in Rule 12 of the Rule)

Sl No.	Year	Section	File No.	Subject matter of the record.	No. of No. of year Papers for which the N.F. & record is to be C.F. preserved.	
					6	7
1.	2	3	4	5	6	7

Date on which the records became ripe for destruction.	No & date of the order san- ctioning the destruction.	Date of destruction.	Initials of the Head of Office.	Re- marks.
8	9	10	11	12.