

Government of India
Ministry of Railways
(Railway Board)

RBA No. 12 /2009

No. 2008/ ACII/ 1/7

New Delhi, Dated: 23.02.09

1. General Managers / FA&CAOs etc. (As per standard list I)
2. All attached offices / subordinate offices (as per standard list II)


Sub: Retention period of Statement of Overtime Allowances etc.

The period of preservation of records has been prescribed in Appendix IX of Accounts Code Vol-I. As per item 112 thereof, the retention period of Statement of Overtime Allowances etc. for Drivers and Firemen is 3 years. However no period has been prescribed for records of Overtime Allowance of other employees.

2. It has been decided to prescribe the retention period of Overtime Allowance etc. to 3 years for other staff also. Accordingly the ACS No. 29 to Indian Railway Code for Accounts Department, Vol-I, (Second Reprint-1997) is enclosed for information and necessary action.

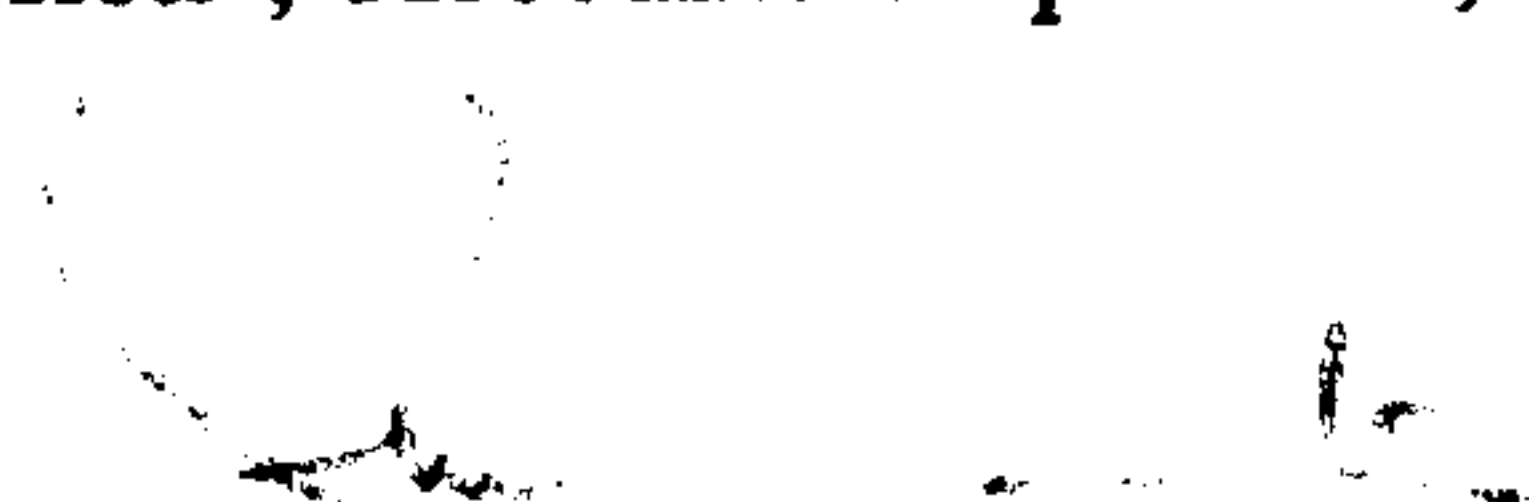
Kindly acknowledge receipt.

Encl: As above


(S.N. Mathur)
Director Finance (CCA)
Railway Board

Copy to

1. Dy. C&AG of India (Railways) , Room No. 224 , Rail Bhawan , New Delhi.(with 45 spare copies)
2. GM/ Const./NFR, CAO/CE(Const.)/ All Indian Railways.
3. EDFE ,EDE
4. AC I (Comp.) , ACIII(6 copies) , AC-IV, Code Revision , Accounts Inspection , Accounts Appropriation , Finance (Budget)


(S.N. Mathur)
Director Finance (CCA)
Railway Board

ADVANCE CORRECTION SLIP NO. 29

(INDIAN RAILWAY CODE FOR THE ACCOUNTS DEPARTMENT, Part I,

(Second Reprint 1997)

APPENDIX IX

PERIOD FOR WHICH RECORDS IN ACCOUNTS OFFICES ARE TO BE
RETAINED

S.No. 112 . Statement of Overtime and Allowances to Drivers and Firemen may be
substituted as under:

| S.No. | Form No. | Particulars | Number of complete account years to be preserved |
|-------|-------------|--------------------------------------|--|
| 112 | - | Statement of Overtime and Allowances | 3 years |

(Authority: Railway Board's letter no. 2008/ ACII/ 1/7 dated: 23.02.09)

20/2/09