

**GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT**

No. RDM-GOEB-MISC-0039-2015 157519 /R&DM dated 23.04.2018

From

**Shri Sashadhara Nayak
Additional Secretary to Government**

To

All Collectors.

Subject : Destruction of Miscellaneous Case records.

Madam/Sir,

In inviting reference to the subject cited above, I am directed to say that Government have been pleased to issue the necessary instruction regarding destruction of Miscellaneous Case Records in which resident and income certificates have been issued.

2 - After issue of income certificates and resident certificates, the case records are either being retained in the Section or consigned to Record Rooms. The piling of these case records consumes much space and create inconvenience for storage of other valuable revenue records. The bundles of such old case records kept in disorderly manner block up the record shelves.

3 - U/R 6(5) of Odisha Miscellaneous Certificate Rules, 2017 the validity of resident and income certificates shall be for one year from the date of issue. So retention or preservation of such records beyond two years are not warranted, if they are not locked up in Court Cases.

4 - Besides, the miscellaneous certificates are also issued through e-district portal; in case of any subsequent verification, it can be retrieved from the system.

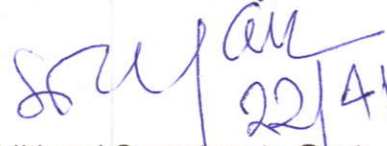
6 - Under paragraph 155(1) of the Orissa Records Manual, 1965, the principles for Classification both for correspondence and case records shall be the same. Under paragraph 155(2)(c), it is stipulated that papers which need not be retained more than two years after its disposal, shall be classified as "C" class papers. And as per paragraph 159 read with the paragraph 243 and 244 of the above manual, such papers shall be destroyed.

7- In view of foregoing facts, the miscellaneous case records for issue of resident and income certificates can be classified as "C" class papers and can be destroyed as per rules after two years. If any case is pending in court, the case record shall not

be destroyed. But the case Registers, if maintained in hard copy, shall not be destroyed.

The Tahasildars shall take steps accordingly to destroy the case records for issue of resident and income certificate as per above principle after maintaining due procedure as provided in the Orissa Records Manual, 1965.

Yours' faithfully,

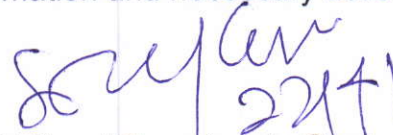

22/4/2018

Additional Secretary to Govt.

Memo no 14520

Date 23.04.2018

Copy to all Sub-Collectors/ Tahasildars for information and necessary action.

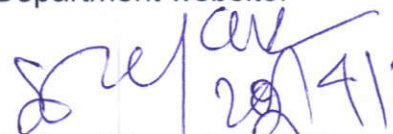

22/4/2018

Additional Secretary to Govt.

Memo no 14521

Date 23.04.2018

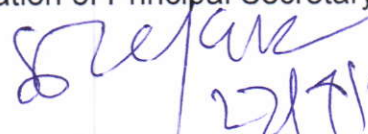
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22/4/2018

Additional Secretary to Govt.

Memo no 14522 Date 23.04.2018

Copy to PS to Principal Secretary for kind information of Principal Secretary.


22/4/2018

Additional Secretary to Govt.