

## East Central Railway

OM-2D) Coaching Policy/05

Dhanbad, Date 27/12/05

All SMA, CSs, CTIs & CTIs of Dhanbad Divn.  
CS (G), CRS, CBS, CS (P) & CGS-DHN.

Sub :- Preservation period of Station records including reservation  
Charts etc.

Ref.-CCM/PS/ECR/Patna's letter No. ECR/CLER/RC&C/380/05  
dated 21.12.2005.

In suppression of all previous orders, the competent authority has decided that the period of preservation of all station records pertaining to reservation office and other office records in the office of CTIs should be maintained under the following programme.

Sl. No.	Name of the documents	Period of preservation
1	Down Reservation Chart	6 months.
2	Used EFT Books	3 months
3	Duty roster and booking slips	12 months.
4	Record foils of Pass, PTO etc	12 months.
5	Muster rolls of CAs, B/Porters, TTEs etc.	12 months.
6	EFT accounts foils and posting register	24 months.
7	Duplicate copies of EFT returns	12 months.
8	Up chart register, Dn chart register and other office records.	12 months

It is for information and necessary action.

for Sr. Divl. Manager,  
East Central Railway,  
Dhanbad.

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