

**PERIOD OF VALIDITY OF SANCTIONS,  
RETENTION OF RECORDS:**

- 1] A gratuity payment order issued by the AG is valid up to 6 months from the date of issue [**Authority SR 92 [c]of TR 16 of A P Treasury Code Volume . I ]**
- 2] Caution money deposit paid by students in Medical Colleges is valid up to 7 years [**Authority: [Art 271 of AP Financial Code Volume . I ]**
- 3] Caution money deposit paid by students in Engineering & Agriculture Colleges is valid up to 5 years [ **Authority :Art 271 of A P Financial Code Vol . I ]**
- 4] Security Deposit, EMD, Revenue Deposit exceeding Rs. 5/- is valid up to 3 Financial years [ **Authority: A P Financial Code Volume . I ]**
- 5] Security Deposit, EMD, Revenue Deposit below Rs.5/- is valid up to One Financial year [ **Authority : Art 271 of A P Financial Code Volume-I]**
- 6] Caution deposits paid by pupil midwives and pupil compounders under going training in Govt. medical institutions is valid up to 2 Financial years. [**Authority: [Art 271 of A P Financial Code Vol . I ]**
- 7] Currency of a cheque issued by the cheque drawing officer is 1 [one] month from the date of issue. [**Authority: [SR49 of TR 16 Treasury Code Volume– I & G.O.Rt.No. 873 F&P [FW. TFR] Dept dt. 24-4-2001]**
- 8] An endorsement on a Contingent Bill approved by a DDO is 3 months from the date of approval or close of financial year which ever is earlier.[ **Authority: [SR 32(1) of TR 16 Treasury Code Volume-I ]**
- 9] Period of retention of Sub Vouchers is 3 years from the date of payment [ **Authority: SR5 TR 32 Treasury Code Volume – I ]**
- 10] GPF Temporary Advance sanction is valid up to 3 months from the date of sanction **Authority: [Art 3 and 50 of A P Financial Code Volume . I ]**.
- 11] Period of limitation of approval of pay fixation statement is 6 months from the date of exercising option **Authority: [Art 54(e) of A P Financial Code Volume . I ]**
- 12] Revenue refund order is valid up to 3 months from the date of issue[ **Authority: Art 35 of A P Financial Code Volume . I ]**
- 13] The period of validity of a Challan after its encasement by the Treasury for remittance of amount in to Bank is 14 days. **Authority: [Sub Para 2 SR 19(a) TR 10 and GO Ms No 170 F&P FW A/c.II] dt 10-5-83] Treasury Code Volume - I**
- 14] Pre-audit of endorsement of AG on any arrear bill is valid up to 3 months; after that revalidation by the AG is required. **Authority: [SR 32 (b) TR 16 of A P Treasury Code Volume . I ]**

- 15] Cancellation of an un paid cheque is 1 month from the date of issue[ **Authority: [SR 51 of TR 16 A.P. Treasury Code Volume – I ]**
- 16] The Tour T A claim has to be preferred within 3 months from the date of completion of Journey **Authority: [Note 2 Art 54 (f) of A P Financial Code Volume . I ]**
- 17] The Transfer TA claim has to be preferred within 3 months from the date of completion journey for self, family, personal effects separately.  
**Authority: [Rule 72 of APTA Rules]**
- 18] The LTC Claim has to be preferred within 30 days from the date of return journey **Authority: [Rule 12 (a) Annexure VII of APTA & LTC Rules 1986]**
- 19] Payment order passed by the Treasury officer for payment of bills at Bank is 5 working days. **Authority: [SR 57(a) of TR 16 of A P Treasury Code Vol. I ]**
- 20] Repayment order of Revenue Deposit or EMD etc., issued by the DDO is 3 months from the date of order or close of the Financial Year whichever is earlier  
**Authority: [Instruction 21 of SR 31 of TR 16 A.P. Treasury Code Volume-I]**
- 21] The period of retention of Tokens at Treasury is 3 years from the date of payment **Authority: [Govt memo no 28289/532/AC.II/76 dt 20-1-76]**
- 22] The period for pre audit of bills at Treasury is 10 days **Authority: [SR 57a of TR16A.P. Treasury Code Volume - I]**
- 23] The period of sanction of Family Planning Increment is 3 months from the date of operation **Authority: [GO MS NO 500 F&P [FW-D2]DEPT DT 11-12-96]**
- 24] The validity of CVP is 3 months from the date of issue by the AG/AP
- 25] Preservation of establishment paid vouchers is 3 complete financial years after the expiry of the year in which the transaction occurred except court cases and disciplinary cases **Authority: [GO MS NO 260 F&P FW TFR DEPT DT 25-7-94]**
- 26] Preservation of form no 101 by the banks and Non Banking Sub Treasuries is 10 years **Authority: [GO MS NO 495 F&P FW A&L DEPT DT 6-12-76]**
- 27] The CABs should be obtained from each and every Administrator relating to all deposit A/cs before 30 th June of every year **Authority: [Instruction 4 chapter IV of A P Financial Code Volume . I ]**
- 28] Retention of Service Book of Govt Servant who resigned or terminated; if no pension is paid – 5 years from the date of resignation or discharge**Authority: [ Instn. 16-Annexure II / part III of FR]**
- 29] Pass order of a bill approved by the DTO for payment at STO is 3 months after the date of issue **Authority: [SR 35 a TR 16 A.P. Treasury Code Volume - I]**