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]


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]


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 unpaid cheque is 1 month from the date of issue [Authority: SR 51 of TR 16 A.P. Treasury Code Volume – I]

16] The Tour TA 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: [Instrn. 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]