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**BOMBAY VILLAGE PANCHAYATS (CLASSIFICATION,  
PRESERVATION AND DESTRUCTION OF RECORDS) RULES,  
1970**

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**BOMBAY VILLAGE PANCHAYATS (CLASSIFICATION,  
PRESERVATION AND DESTRUCTION OF RECORDS) RULES,  
1970**

In exercise of the powers conferred by clause (xlvii) of sub-section (2) of Section 176 of the Bombay Village Panchayats Act, 1958 (Bom. III of 1959), and of all other powers enabling it in that behalf, the Government of Maharashtra hereby makes the following rules, the same having been previously published as required by sub-section (4) of the said Section 176, namely :-

**1. Short title :-**

These rules may be called the BOMBAY VILLAGE PANCHAYATS (CLASSIFICATION, PRESERVATION AND DESTRUCTION OF RECORDS) RULES, 1970

**2. Classification of records for purpose of destruction :-**

(1) All records of a village panahcyat shall be classified into the following classes having regard to the period for which such records shall be preserved, namely :- "A" Class records To be preserved permanently. "B" Class records To be preserved for a period of thirty years. "C" Class records To be preserved for a period of ten years. "C1" Class records To be preserved for a period of five years. "D" Class records To be preserved until the disposal of the subject

matter of the papers or records or the completion of the annual audit of accounts of the panchayat for the period to which the papers or records relate and the final disposal of all audit objections pertaining to the subject matter of such papers or records.

(2) Every year after the completion of annual audit of accounts under the Bombay Village Panchayats Act, 1958 , all records dealt with in the office of a panchayat shall be classified into one of such classes in accordance with the class indicated opposite the subject matter of the documents set out in Schedule I hereto appended.

**3. Manner of destruction of records :-**

The records shall be destroyed either :-

(a) by tearing, or

(b) by burning

in the presence of the Sarpanch or Upa-Sarpanch and the Secretary

Provided that, records of a secret or confidential nature shall be destroyed only by burning.

**4. Disposal after the records are destroyed :-**

The records destroyed by tearing may be sold or otherwise disposed of in such manner as the panchayat may direct.

**5. Register of records destroyed :-**

The Secretary shall cause a register of records destroyed under rule 3 to be maintained in the form provided in Schedule II hereto appended.

**6. Reference to Block Development Officer :-**

Where any doubt arises in respect of the classification of records under sub-rule (2) of rule 2 or in regard to the propriety of destruction of any records, the matter shall be referred to the Block Development Officer and his decision shall be final.

**SCHEDULE 1**

Classification of Records of Village Panchayat

**SCHEDULE 2**

Register of Records Destroyed

SCHEDULE II

(See rule 5)

**Register of Records Destroyed**

Sr. No.	No. and date of the document destroyed	Particular in brief of the record(s) destroyed	Date of destruction	Remarks
1	2	3	4	5
<p>We hereby certify that the documents) shown at Serial No.(s) was/were destroyed by tearing /burning in our presence. The documents) destroyed by tearing was/were disposed of by Date</p> <p>Signature of the Sarpanch/Upa- Sarpanch and The Secretary of the _____Panchayat</p>				