

CHAPTER 6**CATEGORIES OF DOCUMENT HELD BY THE PUBLIC AUTHORITY UNDER ITS CONTROL****[Section 4(1) b (i)]****PERSONNEL DEPARTMENT**

It is important aspect to preserve and maintain records efficiently for the effective and smooth functioning of the Corporation. In view of this the KSRTC have issued instruction in the GSO No. 250 dated: 08-06-1978 by categorizing the records available in the various sections, sending the records to the records room, disposing of the old records as well as maintenance of the record room which is in effect in the corporation. Further, partial amendments have been made to the above circular and necessary directions were given to classify the entire records/files of the Corporation vide Circular No. 1450 dated: 21-09-2011 which is in effect.

As per the directions contained in the above GSO, the records of the Corporation have been classified into groups as hereunder;

- 1) 'A' – Group: These records should be preserved permanently.
- 2) 'B' – Group: These records should be preserved upto 30 years.
- 3) 'C' – Group: These records should be preserved upto 10 years.
- 4) 'D' – Group: These records should be preserved upto 5 years.
- 5) 'E' – Group: These records may be destroyed after audit from Accounts.

HUMAN RESOURCE DEVELOPMENT

The instructions under the GSO-250 Date 0806.1978 and the amendments vide circular No.1450 Dated 21.09.2011 are being followed in maintaining/preserving records.

As per the directions contained in the above GSO, the records of the Corporation have been classified into groups as hereunder;

- 1) 'A' – Group: These records should be preserved permanently.
- 2) 'B' – Group: These records should be preserved upto 30 years.
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- 4) 'D' – Group: These records should be preserved upto 5 years.
- 5) 'E' – Group: These records may be destroyed after the auditing from accounts.

SECURITY AND VIGILANCE DEPARTMENT

1. Security Standing Orders
2. Circulars
3. Office Orders
4. The files on various subjects relating to Security & Vigilance Department viz. Transfers, Promotions, Grant of Leave, Contract Carriage Appointments
5. Secret Files/Confidential files
6. Petition files/Report files/IFire related incidents file/ compassionate appointment files/Missappropriation, Thefts and other incidental reports files.