

No. CT.1-15/Retention schedule/2011-  
Directorate of Transport  
Himachal Pradesh

1050451

To

1. State Transport Authority Shimla-4.
2. All the Registering and Licensing Authorities (SDO Civil), in Himachal Pradesh.
3. All the Regional Transport Officers in Himachal Pradesh.

Subject: - **Retention schedule of old official record.**

Sir,

In continuation to this office instructions issued vide letter No. 9-30 / 88-TPT. Deptt.-19525 dated 23.12.1988 and subsequent instructions dated 13.06.1989 and all the instructions, if any, thereafter on the subject cited above. The previous instructions are hereby revised/modified to the extent as under;

| Sr. No. | Description of record  | Retention period | Remarks  |
|---------|--|------------------|--|
|         | <b>A-REGISTRATION AND TAX BRANCH</b>   |                  |  |
| 1       | Authorization certificates   | 1 Years          |  |
| 2       | Correspondence regarding token tax/SRT exemption cases in respect of buses, tractors and all other commercial vehicles | 5 Years          |  |
| 3       | Correspondence files relating to temporary registration/returns in favour of various dealers.                          | 3 Years          |  |
| 4       | Information received from the field offices regarding revenue report   | 2 Years          | Subject to final compilation at branch level.      |
| 5       | Information received from the field offices regarding preparation of annual report of vehicle registration data        | 2 Year           | Subject to final publication.                      |
| 6       | Information received from the field offices regarding monthly report of Special Road Tax / off Road & on Road buses.   | 2 years          | Subject to final compilation at Headquarter level. |
| 7       | Transfer of ownership & hypothecation of vehicles  | Permanent        |  |
| 8       | Registration documents of Vehicles   | Permanent        |  |
| 9       | Registration registers/backup of data in computers   | Permanent        |  |
|         |  |                  |  |

| <b>B-LICENCE BRANCH</b>     |  |           |  |
|-----------------------------|--|-----------|--|
| 10                          | Application for Learner's License and issuance.  | 1 Year    |  |
| 11                          | Application for All types of Driving licenses i.e. Issuance, Duplicate, and Renewal & Endorsement.         | 2 Years   |  |
| 12                          | Application for LTV/HTV License.   | 5 Years   | Subject to any litigation pending in court                           |
| 13                          | Driving Test Register prepared by MVI.   | 20 Years  |  |
| <b>C-ENFORCEMENT BRANCH</b> |  |           |  |
| 14                          | Enforcement Challan books and receipts.  | 5 Years   | Subject to final settlement of all the Challans in the receipt book. |
| 15                          | Correspondence file related to HSRP meetings and affixation of HSRP in the old Registration Certificate's. | Permanent |  |
| 16                          | Information received from the field offices regarding monthly enforcement Challan report.                  | 1 Year    | Subject to final compilation in the year book.                       |
| 17                          | Pollution checks Centre register.  | 2 Years   |  |
| 18                          | Driving training school register.  | Permanent |  |
| 19                          | Vehicle Model Approval Register.   | Permanent |  |
| 20                          | Tender Documents of HSRP.  | Permanent |  |
| 21                          | Road Accident Data file.   | 5 Years   | Subject to Court condition if any.                                   |
| 22                          | Correspondence regarding allotment of new registration series.   | 5 Years   |  |
| 23                          | Notifications regarding allotment of new registration series.  | Permanent |  |
| 24                          | Correspondence files for pollution check centers and driving training school.                              | Permanent |  |
| <b>D- PERMIT BRANCH</b>     |  |           |  |
| 25                          | Fitness application and late fitness application.  | 1 year    |  |
| 26                          | Applications for the grant of Taxi, Maxi & National permits.   | 3 years   |  |
| 27                          | Record regarding issue of basic Permit / PSV of Taxi / Maxi / Auto / trucks                                | 6 years   | Subject to final outcome of the litigation if any.                   |

|    |   |           |   |
|----|---|-----------|---|
| 28 | Fitness entries Register of vehicles prepared by MVI. | 3 Years   |   |
|    | <b>E- I.T Cell</b>                                    |           |   |
| 29 | Video recordings of office files                      | One month | Subject to the discretion of the concerned RTO      |
| 30 | Others files /record not covered in the above list.   |           | Subject to the prior approval of the Head of Office |

**N.B;- The retention period of record and procedure pertaining to Accounts branch, Establishment branch and General branch shall remain the same as described in office manual Government of H.P.**

All are requested to adhere these instructions in letter and spirit.

  
Director Transport  
Himachal Pradesh

Endst. No. Even  
Copy for information to;-

Dated;- 27/9/2014

1. Superintendent Grade -1, Directorate of Transport, H.P Shimla-4
2. Section Officer (Audit), Directorate of Transport, H.P Shimla-4

  
Director Transport  
Himachal Pradesh