

# THE CO-OPERATIVE BANKS (PERIOD OF PRESERVATION OF RECORDS) RULES, 1985<sup>1</sup>

*In exercise of the powers conferred by section 45Y read with section 56 of the Banking Regulation Act, 1949 (10 of 1949), the Central Government, after consultation with the Reserve Bank of India, hereby makes the following rules, namely:—*

**1. Short title and commencement.**—(1) These rules may be called the Co-operative Banks (Period of Preservation of Records) Rules, 1985.

(2) They shall come into force on the date<sup>2</sup> of their publication in the Official Gazette.

**2.** Every Co-operative Bank shall preserve, in good order, its books, accounts and other documents mentioned below, relating to a period of not less than five years immediately preceding the current calendar year.

*Ledgers and Registers:*

- (1) Cheque Book Registers
- (2) Delivery Liability Registers
- (3) Demand Liability Registers
- (4) Demand Remittances Dispatched Registers
- (5) Demand Remittances Received Registers
- (6) Vault Registers

*Records other than Registers:*

- (1) Telegraphic Transfer Confirmations
- (2) Telegrams and Telegram Confirmations

**3.** Every Co-operative Bank shall preserve, in good order, its books, accounts and other documents mentioned below, relating to a period of not less than eight years immediately preceding the current calendar year.

*Ledgers and Registers:*

- (1) All personal ledgers
- (2) Loans and Advance Registers or Ledgers
- (3) Call, Short or Fixed Deposit Registers or Ledgers
- (4) F.D. Interest Registers
- (5) Draft, T.T. and Mail Transfer Registers
- (6) Remittance Registers
- (7) Bills Registers
- (8) Clearing Registers
- (9) Demand Loan Liability Registers

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1. *Vide* S.O. 267 (E), dated 29th March, 1985, published in the Gazette of India, Extra., Pt. II, Sec. 3 (ii), dated 29th March, 1985.  
2. Came into force on 29-3-1985.

- (10) Draft and Mail Transfer Advices Dispatched Registers
- (11) Draft and Mail Transfer Advices Received Registers
- (12) Draft Payable Registers
- (13) Drawing Power Registers
- (14) Stock Registers of Goods Pledged
- (15) Stock and Share Registers
- (16) Government Securities Registers or Ledgers
- (17) Registers Showing Collection of Dividends and Interest on Securities on behalf of Constituents.
- (18) Registers or Ledgers of Bank's own Investments
- (19) Branch Ledgers
- (20) Overdrafts and Loan Registers
- (21) Safe Custody Registers
- (22) Equitable Mortgage Registers
- (23) Trust Registers
- (24) Clean Cash Books

*Records other than Registers:*

- (1) Bank Cash Scrolls
- (2) Bank Transfer Scrolls
- (3) Remittance Schedules
- (4) Paid Cheques
- (5) Paying in slips
- (6) Vouchers relating to DDs, TTs, MTs, Fixed Deposits, Call Deposits, cash credits and other deposit and loan accounts including vouchers relating to payment to nominees
- (7) Account opening forms, inventories prepared in respect of articles in safe custody and safety locker and nomination forms
- (8) Standing Instructions regarding Current Accounts
- (9) Applications for TTs, DDs, MTs and other Remittances
- (10) Applications for Overdraft, Loans and Advances
- (11) Press-copy books.

4. Notwithstanding anything contained in rules 2 and 3, the Reserve Bank may having regard to the factors specified in sub-section (1) of section 35A, read with section 56, by an order in writing, direct any Co-operative Bank to preserve any of the books, accounts or other documents mentioned in these rules, for a period longer than the period specified for their preservation, in the said rules.