

RECORD ROOM AT PRESS BUILDING

1. CIRCULAR REGARDING SHIFTING OF ALMIRAHS LYING IN CORRIDORS OF DIFFERENT BLOCKS OF VIKAS SADAN.
2. OFFICE ORDER REGARDING REMOVAL OF ALMIRAHS LYING IN CORRIDORS OF VIKAS SADAN.
3. SOP OF RECORD ROOM.
4. RECORD RETENTION SCHEDULE, Dptt. OF ADMINISTRATIVE REFORMS & PUBLIC GRIEVANCES, Govt. of India.

DELHI DEVELOPMENT AUTHORITY
(NAZARAT BRANCH)

4th Floor, B-Block, INA, Vikas Sadan


No. F4(41)/2018/Naz./DDA/11

Dated: 07.02.2022

CIRCULAR

✓ Sub: Shifting of almirahs lying in corridors of different Blocks at Vikas Sadan.

1. Record room is under construction at Press Building, Vikas Sadan.
2. After the compactors are installed and work of the record room is completed, records lying in almirahs of all departments in the corridors at Vikas Sadan are to be shifted to the record room at Press Building.
3. All departments which have placed their records in the almirahs in the corridors are to do prior weeding out of records before storing them in the compactors, so that unnecessary records do not occupy compactor space.
4. After the almirahs lying in the corridors are shifted, they should not be brought back into Vikas Sadan by the concerned departments.
5. Ex. Engineer, SMD-4 to make necessary arrangement to repair almirahs which can be further utilized. Those almirahs which are in unserviceable condition should be disposed off immediately.
6. All departments which require almirahs to send requisition to Nazarat department and almirahs in working condition that would be spared would be issued against these requisitions. No new almirahs would be procured till these almirahs are utilized.
7. Once corridors are cleared of these almirahs, all departments to ensure that no almirahs are again placed in the corridors in future.



(D. Sarkar)
Commissioner-cum-Secretary

Copy for information & necessary action to:

1. Commissioner (Pers.)/(Systems)/(Housing)/(LD-I)/(LD-II)/(LM)
2. Chief Engineer (Hq.)/(South Zone)
3. Chief Legal Advisor
4. Chief Accounts Officer
5. Financial Advisor (Housing)/ Dy. CAO (LC)
6. All Directors
7. Directors (Coordn.)/ Housing, Land Disposal, Land Management & Personnel Deptts.
8. Ex. Engineer, SED-11, Vikas Sadan to provide labour to the concerned nodal officers as per requirement and make arrangement for repair of almirahs and dispose off unserviceable almirahs.

Copy for information to:

1. OSD to Vice Chairman, DDA
2. Finance Member, DDA
3. Engineer Member, DDA
4. Chief Vigilance Officer, DDA
5. Pr. Commr. (Pers./Hort./Landscape), DDA


(D. Sarkar)
Commissioner-cum-Secretary

DELHI DEVELOPMENT AUTHORITY
OFFICE OF RECORD SECTION, PRESS BUILDING
VIKAS SADAN, NEW DELHI

No. F1(Misc)2022/RS/ 112


Dated: 06/7/22

CIRCULAR

Sub: Shifting of almirahs from corridors of different Blocks at Vikas Sadan.

This is in continuation to this office circular of number F4(41)/2018/Naz./DDA/31 Dt. 18-04-2022 on the above subject. It is once again intimated that the record room with compactors at Press Building, Vikas Sadan is almost ready and records lying in almirahs of all departments in the corridors of Vikas Sadan are to be shifted to the record room.

2. All departments which have placed their records in the almirahs in the corridors are to do prior weeding out of records before storing them in the compactors, so that unnecessary records do not occupy compactor space.
3. The user department will ensure that the record sent to the record room is neat and clean and in good condition. The files should be properly numbered on the noting and correspondence sides. A certificate shall be recorded regarding the pages on the noting and correspondence side. Torn file covers or file pages should be properly replaced/ repaired before sending the files to record room. File no., Deptt. Name & title of file should be legible and written in bilingual (Hindi-English) on all file covers.
4. All concerned departments whose records are to be shifted to the record room at Press building to take urgent action for weeding out obsolete records, cleaning/proper maintaining of files before they are sent to the record room. The records with dust or torn file covers/file pages will not be accepted for storing in the record room.


(D. Sarkar)


Commissioner-cum-Secretary

To,

1. Commissioner (Pers.)/(Systems)/(Housing)/(LD)/(LM)/Land Pooling(PMUDAY)
2. Chief Engineers (HQ.)/(South Zone)
3. Chief Legal Advisor
4. Chief Accounts Officer
5. Financial Advisor (Housing)/ Dy. CAO (LC)
6. All Directors

Copy for information to:-

1. OSD to Vice Chairman, DDA.


Commissioner-cum-Secretary

Reminder

**DELHI DEVELOPMENT AUTHORITY
(NAZARAT BRANCH)
4th Floor, B-Block, INA, Vikas Sadan**

Nc. F4(41)/2018/Naz./DDA/5].

Dated: 18.04.2022

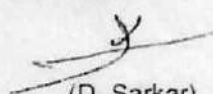
Sub: Shifting of almirahs lying in corridors of different Blocks at Vikas Sadan.

This is in continuation to this office circular of even no. dated 07.02.2022 on the above mentioned subject. It is once again intimated that the record room with compactors at Press Building, Vikas Sadan will be ready very soon and the records lying in almirahs of all departments in the corridors at Vikas Sadan are to be shifted to the record room.

2. All departments which have placed their records in the almirahs in the corridors are to do prior weeding out of records before storing them in the compactors, so that unnecessary records do not occupy compactor space.

3. The user department will ensure that the record sent to the record room is neat and clean and in good condition. The files are properly numbered on the noting and correspondence side. A certificate shall be recorded regarding the pages on the noting and correspondence side. Torn file covers or file pages should be properly replaced/repared before sending the files to record room. (Dy)

4. All concerned departments whose records are to be shifted to the record room at Press Building to take urgent action for weeding out obsolete records, cleaning/proper maintaining the files before the same are sent to the record room. The records with dust or torn file covers/file pages will not be accepted for storing in the record room.


(D Sarkar)
Commissioner-cum-Secretary

To,

1. Commissioner (Pers.)/(Systems)/(Housing)/(LD-I)/(LD-II)/(LM)
2. Chief Engineer (HQ.)/(South Zone)
3. Chief Legal Advisor
4. Chief Accounts Officer
5. Financial Advisor (Housing)/ Dy. CAO (LC)
6. All Directors

Copy for information to:-

1. OSD to Vice Chairman, DDA.

Commissioner-cum-Secretary

R&D SYSTEMS
DDA, VIKAS SADAN
Dy. No. 194
Date 12/05/22



Delhi Development Authority
Parliament & Coordination Branch

No. F2(08)/2022/P&C/DDA/327

Date: 12.05.2022

OFFICE-ORDER

Vice-Chairman DDA has desired that all the almirahs/racks etc. placed in various corridors of Vikas Sadan may be removed. During the meeting of Achievement and Target 2021-22 and 2022-23, it was informed that several almirahs have been abandoned and none of the departments is owning for the same. In this regard, a committee has been constituted for inspection of these abandoned almirahs, etc. comprising of the following members:

1.	Director (Nazarat)	-	Chairman
2.	Dy. Director (LD Coordn.)	-	Member
3.	Dy. Director (Housing Coordn.)	-	Member
4.	Dy. Director (LM) <i>Coordn.</i>	-	Member
5.	Dy. Director (P&D)	-	Member Secretary
6.	Executive Engineer (SMD-4)	-	Member
7.	Dy. Director (System) <i>Coordn.</i>	-	Member

It is further mentioned that locks of these almirahs may be broken in the presence of Chairman and members of the Committee and a sticker may be affixed on the almirahs indicating the name of department to which it belongs.

This issues with the approval of Competent Authority.

Director (Nazarat)

Copy to:

1. PS to Commissioner-cum Secretary
2. All Members

SOP OF RECORD ROOM AT PRESS BUILDING

1. Purpose

The record room at Press Building, Vikas Sadan has been conceived to safeguard valuable records of various departments of DDA. The safekeeping of the records will ensure their safety against tampering, fire accident, insects, thefts, etc. The organized record keeping will assist in easy retrieval of records.

2. Salient Features of Record Room

2.1. Equipments/Furniture required

Sl. No.	Equipment/Furniture Type	Quantity Required
1.	Computer	4
2.	Barcode Machine	2
3.	Computer Table	4
4.	Chairs for computer table	4
5.	Chairs and tables for staff	10

2.2. Installation

The record room should be equipped with all the above equipment/furniture. The civil and electrical departments will take care of all the necessary fittings in the record room.

2.3. Maintenance and Supervision

Since the record room will store sensitive records, the room should be pest free to ensure safety of the documents. The civil department will ensure the cleaning and maintenance of the room under the supervision of the AD (record room) or any other person designated for such work.

2.4. Documents to be stored

Files will be stored in the record room after the same has been authorized by the concerned Dy. Director for safekeeping in the record room. However, obsolete records will be weeded out before sending them to the record room for storing in compactors.

2.5. Staff

Following staff will be posted in the record room:

- a) Assistant Director (proficient in computer) -1 no.
- b) Junior Secretariat Assistant (proficient in computer)- 3 nos.
- c) Data Entry Operator- 3 nos.
- d) MTS -3 nos.
- e) Peon/Daftari-4 nos.

3. Roles and Responsibilities

3.1. Dy. Director (User Department)

The Dy. Director of the concerned department should ensure that obsolete records are weeded out before submitting the useful records for safekeeping in the record room. The records to be submitted should have all the requisite details such as file no., subject(bilingual), no. of pages on noting and correspondence side, mentioned on the file cover. Dy. Director(User Department) will ensure that no loose/torn records are sent for safekeeping in the record room. A declaration regarding the same needs to be submitted along with the records.

3.2. Dy. Director(Systems)

Dy. Director(System) will ensure that all the equipments like computer systems, barcode machines etc., are installed in the record room along with record keeping software to maintain the records.

3.3. AD(Record Room)

The AD of the record room will be overall in-charge of the record room. Safekeeping of all records inside the record room will be the responsibility of the AD (record room). The AD (record room) will allocate compactors department and branch-wise, according to the quantum of records to be stored.

3.4. JSA

JSA will be responsible for maintenance of details of submission and extraction of the records. They will also maintain the record keeping register. Any other task could be assigned by the AD (record room).

3.5. DEO

DEO will be assigned the work of barcoding the files, assigning sections for storage, retrieval, etc. Any other task could be assigned by the AD (record room).

3.6. MTS/Daftari/Peon

MTS will be assigned the work of assisting the staff of record room in miscellaneous works such as storage, retrieval of records, regular cleaning of stored records, etc.. Any other task could be assigned by the AD (record room).

4. Submission and Extraction of Records

4.1. Submission of Records

The records to be submitted must be accompanied by the declaration of the concerned Dy. Director that the records being submitted are duly scrutinized and does not contain any obsolete records. Upon submission of the records, the JSA of the record room will tag the records with the appropriate barcode and make the entry into the software. The DEO then will place the concerned record(s) in the appropriate place designated for them.

4.2. Extraction of Records

The records to be extracted should be handed over to the authorized person (the authorized person must carry an authorization letter issued by the concerned Dy.Director) after making appropriate entries into the system. The authorized person must sign the register for the receiving the records.

The responsibility to return the records to the record room lies with the concerned Dy.Director. The onus of maintaining the record will be completely upon the concerned Dy.Director during the period record is not in the record room.

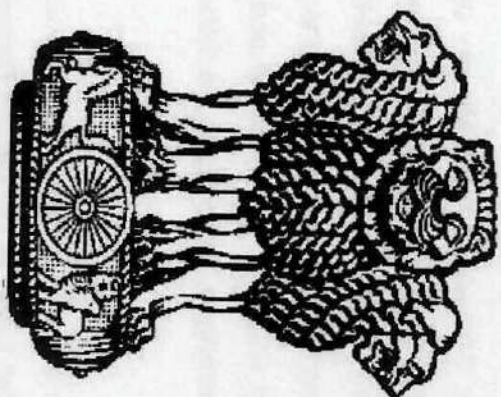
4.3. Re-submission of Records

Upon return of the extracted record, the same must be placed at the designated place for the record. Appropriate entries must be made immediately in the record keeping register and should be signed by both the returning official and the JSA of the record room.



The logo of the Delhi Development Authority is a circular emblem. It features a central stylized architectural or geometric design. The text "DELHI DEVELOPMENT AUTHORITY" is written in a circular path around the inner edge of the emblem. Above the emblem, there is text in Hindi: "दिल्ली विकास प्राधिकरण".

Public Relations



सत्यमेव जयते

GOVERNMENT OF INDIA

**RECORD RETENTION SCHEDULE IN RESPECT OF RECORDS
COMMON TO ALL MINISTRIES/ DEPARTMENTS**

2012

**DEPARTMENT OF ADMINISTRATIVE REFORMS & PUBLIC GRIEVANCES
SARDAR PATEL BHAWAN, SANSAD MARG, NEW DELHI-110001**

P R E F A C E

The Department of Administrative Reforms and Public Grievances in the Ministry of Personnel, Public Grievances and Pensions, is entrusted with the responsibility of preparing Record Retention Schedule common to all Ministries and Departments, so that there is uniformity in the retention schedule of records of common nature in the area of policy, establishment and housekeeping created by the different Ministries/Departments of Central Government. With the assistance of a working group, having members from the Staff Inspection Unit of the Ministry of Finance, Ministry of Home Affairs and Comptroller and Auditor General, the first schedule was prepared and was circulated among the departments in January, 1963. The last edition was brought out in 2004. This edition was arranged according to the Scheme of Functional File Index for facilitating recording of the files.

With a view to bring economy of space, efficiency in retrieval of documents and coming into being of the Right to Information Act-2005 & the need for storage of electronic data/information, a need was felt to revise the Record Retention Schedule. The Department of Administrative Reforms & Public Grievances had invited suggestions/comments from various Ministries/ Departments of Government of India. The suggestions, thus, received and further inputs provided were considered by an Inter-departmental Committee headed by JS(O&M), DAR&PG and members from National Archives of India, Department of Administrative Reforms & Public Grievances, Ministry of Culture, Department of Information Technology, National Informatics Centre and Department of Personnel.

I am glad to state that based on the recommendations of the Inter-departmental Committee, the Department of Administrative Reforms & Public Grievances is bringing out a revised edition of the Record Retention Schedule. I hope this will go a long way in enabling the Central Government offices to properly operate their records management system.

Any suggestions for improvement of this Schedule will be welcome.

(Shri Sanjay Kothari)
Secretary, Department of Administrative Reforms & Public Grievances

ACKNOWLEDGEMENT

Record Management has always remained a critical activity of the government departments, as it is viewed as key to efficient administration. The Department of Administrative Reforms and Public Grievances is responsible for formulation of guidelines on Record Management and preparation of Record Retention Schedule (RRS) for records common to all Ministries/Departments of Government of India to ensure that there is uniformity in retention schedule of records of common nature. On formulation of the Schedule, utmost care is taken to ensure that files are neither prematurely destroyed nor kept for period longer than necessary. The Schedule is reviewed periodically.

An inter-departmental Committee headed by the Joint Secretary (O&M), DAR&PG was constituted on 20.03.2012 comprising of members from the Ministry of Culture, Department of Electronics, Department of Personnel & Training, National Archives of India, National Informatics Centre as also the Dir (O&M), Dir (AR), DS (e-Gov) and US (O&M) from DAR&PG to review the Record Retention Schedule. The Terms of Reference (TOR) of the Committee comprised of (i) consideration of all basic policy issues relating to RRS with reference to suggestions received from various Ministries/Departments as well as to make other recommendations for Updation of RRS, (ii) examination of issues relating to preservations of records in electronic form with the perspective of e-Governance and (iii) prescribing retention period for files relating to RTI cases. Based on the recommendations of the Committee the revised Record Retention Schedule (2012) was finalized on 03.12.2012.

The members of the Committee took special interest to go through the details and it is on account of their commitment and dedication that the revised RRS could be finalized much before the prescribed target date of the Department's Results Framework Document (RFD) for the year 2012-13. The Department would like to place on record special appreciation of Shri Arun Kumar Srivastava, Assistant Director (NAI) for his valuable suggestions on some important issues. The Department would also like to place on record special appreciation for the invaluable contribution of Shri Arvind Suri-Dir, Shri Anurag Srivastava-US, Smt. Uma Sharma-SO, Smt. Neeru Verma-PS and Shri Sunil Kumar-DEO of O&M Division and Smt. Ritika Bhatia-Dir(AR) and Smt. Kavita Garg-DS(e.Gov) in the finalization of Record Retention Schedule.

The Department of Administrative Reforms and Public Grievances would be grateful if the users of this publication send more suggestions for the improvement of the Schedule.

(Shri P.K. Tiwari)
Joint Secretary, Department of Administrative Reforms & Public Grievances

INSTRUCTIONS

1. The schedule follows the classification, arrangement and numbering scheme adopted for the functional file index for establishments and house-keeping work.
2. Categorisation of records have been done in accordance with Central Secretariat Manual of Office Procedure (CSMOP). Wherever necessary reference has been made to General Financial Rules (GFR) Appendix 13 and CSMOP Appendix 28 have been incorporated as annexures.
3. Those items of the functional file index, for which it has not been possible to prescribe rigid retention periods, have been omitted from this schedule.
4. Where necessary, additional main heads and sub-heads have been opened under the appropriate 'group headings' and 'main heads' respectively.
5. Retention periods for records (other than files) e.g. registers, for which no files are to be opened and which, therefore, are not covered by the functional file index, have been shown under the appropriate group headings at the end.
6. Retention periods for records common to all departments, but not relating to establishment and house-keeping work, and therefore not covered by the functional file index, have been shown at the end of the schedule.
7. Unless otherwise stated the records described in column 2 of the schedule refer to files. Where necessary, other ancillary records pertaining to such files like mortgage deeds or bonds, nomination form, etc. would have to be retained as specifically indicated in column 4 against the relevant items.
8. The retention period specified in column 3, in the case of a file, is to be reckoned from the year in which the file is closed (i.e. action thereon has been completed) and not necessarily from the year in which it is recorded.
9. In the case of records other than files, for example, registers, the prescribed retention period will be counted from the date on which it has ceased to be current.
10. If a record relates to two or more subjects for which different retention periods have been prescribed, it will be retained for the highest of such periods.
11. In exceptional cases, i.e. if the record has certain special features or such a course is warranted by the peculiar needs of the department, the record may be retained for a period longer than that specified in the schedule, in no case, however, will a record be retained for a period shorter than that prescribed in the schedule.

12. If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised on the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and, where necessary, revised suitably.
13. The individual Ministries/Departments are requested to ensure that the provisions contained in the Record Retention Schedule are strictly followed.

NOTE:- 'Department' means any of the ministries, departments, secretariat and offices mentioned in the First Schedule to the Government of India (Allocation of Business) Rules.

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Categorization of Records

Physical Records* - File may be recorded under any one of the following category:

- (1) Category 'A' meaning 'keep and microfilm' -
 - (a) files which qualify for permanent preservation for administrative purposes and which have to be microfilmed because they contain:
 - (i) a document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum to avoid its damage or loss; or
 - (ii) material likely to be required for frequent reference by different parties simultaneously/frequently.
 - (b) files of historical importance.
- (2) Category 'B' meaning 'keep but do not microfilm' - This category will cover files required for permanent preservation for administrative purpose. It will, however, exclude the nature of material falling under the category described in (i) or (ii) of sub-para (1) (a) above and therefore need not be microfilmed.
- (3) Category 'C' meaning 'keep for specified period only'. This category will include files of secondary importance having reference value for a limited period not exceeding 10 years. In exceptional cases, if the record is required to be retained beyond 10 years it will be upgraded to B Category. C-3, C-5 & C-10 means Category 'C' files to be kept for 3 years, 5 years and 10 years respectively.

Electronic Records** - e-Files/records may be digitized any one of the category:

- (1) Category-I (e-Files/records to preserved permanently on which are of historical importance) – For 10 years, it will be kept in the Department's sever and thereafter transferred to the server of the National Archives of India.
- (2) Category –II (e-Files/records of secondary importance and have a reference value for a limited period) – 10 years on the Department's server. In exceptional cases, if the record is required to be retained beyond 10 years it will be upgraded to Category-I.

* From the paragraph No. 105 of the Central Secretariat Manual of Office Procedure.

** From the paragraph No 92 of the Central Secretariat Manual of e-Office Procedure.

A - ESTABLISHMENT

S.No.	SUBJECT/TOPIC	PAGE/PAGES NUMBERS
11.	Creation and classification of post	1
12.	Recruitment	32-3
14	Scheduled castes and Scheduled tribes	3-4
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**RECORD RETENTION SCHEDULE IN RESPECT OF RECORDS
COMMON TO ALL MINISTRIES/DEPARTMENTS**

**Part I-Records relating to establishment and house-keeping work
A-ESTABLISHMENT**

(numbers indicated in column (3) indicates the years/period for which record has to be kept)

S.No.	Description of record		Retention period	Remarks
	Main Head (1)	Sub-head (2)		
11	Creation and classification of posts	11. Continuance/abolition/revival of posts	Category 'B' (3)	Subject to particulars of sanctions being noted in Establishment/Sanction Register. (4)
		12. Conversion of temporary posts into permanent ones	C-10	Refer GFR appendix 13, Annex-1 Subject to particulars of sanctions being noted in Establishment/Sanction Register.
		13. Creation of posts	C-10	Refer GFR appendix 13, Annex-1 Subject to particulars of sanctions being noted in Establishment/Sanction Register.
		14. Revision of scales of pay	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete	Subject to particulars of sanctions being noted in Establishment/Sanction Register.
		15. Upgrading of posts	C-10	Subject to particulars of sanctions being noted in Establishment/Sanction Register. Refer GFR appendix-13, Annex-1
		16. Re-designation of Posts	C-10	Subject to particulars of change being noted in Establishment/Sanction Register
		17. Plan/non-Plan posts	C-3	Subject to particulars of sanction being noted in Establishment/Sanction Register.

12.	Recruitment	11. Recruitment (general aspects) including provisions of the Constitution	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete	Subject to the application of the candidate and an authenticated copy of the order of appointment being kept in the personal file.
		12. Appointment of dependents of deceased employees	C-5	Subject to the application of the candidate and an authenticated copy of the order of appointment being kept in the personal file.
		13. Appointment of honorary workers	C-10	Subject to the bio-data/application of the candidate and an authenticated copy of the order of appointment being kept in the personal file.
		14. Appointment of non-Indians.	C-10	Subject to the application of the candidates and an authenticated copy of the order of appointment being kept in the personal file.
		15. Estimate (annual) of vacancies	C-3	
		16. Employment priorities and maintenance of roster	(a) C-10 in respect of Scheduled Castes/ Tribes. (b) C-5 in the case of others.	
		17. UPSC (Exemption from Consultation) Regulations		
		18. Framing of recruitment rules	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete	
		19. Notification to and release of vacancies by (i) Local employment exchange (ii) D.G.E. & T.	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete	

		20. Nomination of candidates by local employment exchange and their selection	C-3	
		21. Recruitment through Employment exchange (general aspects)		
		22. Recruitment through Ministry of Personnel, Public Grievances and Pensions		
		23. Recruitment by Ministries		
		24. Recruitment from open market, including advertisement and inviting of applications	C-10	Subject to the application of the successful candidate and an authenticated copy of the order of appointment being kept in the personal file.
		25. Recruitment through UPSC including requisitions for recruitment recommendations of UPSC (i) Group A (ii) Group B		
		26. Recruitment otherwise than through UPSC	C-10	Subject to the application of the successful candidate and an authenticated copy of the order of appointment being kept in the personal file.
14	Scheduled castes and Scheduled tribes	27. Reservation in services: (a) Scheduled Castes/ (b) Scheduled Tribes (b) Others	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete	The Department of Personnel & Training and Commissioners for Scheduled Castes and Scheduled Tribes as authorities responsible for overall policy and co-ordination in the matter, may keep such records for appropriate longer periods to be prescribed by them in their respective record retention schedule.
		28. Return regarding appointment and promotion made without consultation with UPSC	C-1	Subject to (a) files not being closed till after the presentation of the Commission's report to Parliament; and (b) correspondence regarding difference of opinion between the UPSC and the administrative

					department being dealt with on the appropriate recruitment file.
		29. Selection Committees for recruitment of personnel: (a) Constitution (b) Proceedings	C-3; or C-1 after reconstitution, whichever is later. Period of limitation or C-3 whichever is greater		
		30. Relaxation of age/educational qualifications	C-3		Subject to a suitable entry being made in the appropriate service record (i.e. service book or service card) and an authenticated copy of the order being placed in Vol. II of Service book/personal file. Refer GFR appendix 13, Annex-1
		31. Condonation of break in service	C-4		Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of service book/personal file. Refer GFR appendix 13, Annex-1
15.	Retrenchment	32. Engagement of casual labour 11. General Principles 12. Group A 13. Group B 14. Group B (Non-Gazetted) 15. Group C 16. Group D	C-3; or C-1 after completion of audit, whichever is later.		
			Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete		A copy of the order will be placed in the personal file
16.	Verification/re-verification of character and antecedents	11. Rules (General aspects)	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete		

	12. Group A 13. Group B 14. Group B (Non-Gazetted) 15. Group C 16. Group D	C-1	Subject to a suitable entry being made in the appropriate service record and the verification report itself being kept in Vol. II of the service book/personal file
17.	Medical examination 11. Rules (General aspects)	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete	
19.	Personal files (Gazetted) files 12. Group A 13. Group B 14. Group B (Non-Gazetted) 15. Group C 16. Group D 11. Secretaries/ Secretaries/ Additional Secretaries 12. Joint Secretaries 13. Directors/Deputy Secretaries 14. Under Secretaries 15. Section Officers 16. Stenographers (selection grade) 17. Stenographers (grade I) 18. Correspondence regarding requisition, transfer, return etc. 19. Research Assistants/ Technical Assistants/ Statistical Assistants 20. Assistants 21. Stenographers (grade II) 22. Investigators 23. UDCs 24. Stenographers (grade III) 25. LDCs 26. Staff car drivers 27. Jamadars / daftries	(a) Those eligible for retirement/terminal benefits: C-5 after issue of final pension/gratuity payment order (b) Others : C-5 after they have ceased to be in service	On the expiry of the specified retention period, personal files of officials who have made significant contribution in any field of activity (e.g. administrative, scientific, economic, social) and have won national/ international recognition, should be sent to the National Archives
20.	Personal files (Non-Gazetted)	C-1	On the expiry of the specified retention period, personal files of officials who have made significant contribution in any field of activity (e.g. administrative, scientific, economic, social) and have won national/ international recognition, should be sent to the National Archives.

21.	Service records	<p>20. Peons</p> <p>21. Farashes</p> <p>22. Sweepers</p> <p>23. Correspondence regarding</p> <p>11. History of services</p> <p>12. Group 'A'</p> <p>13. Group 'B'</p> <p>14. Change in name of a government servant</p> <p>15. Alteration in the date of birth</p> <p>16. Change in qualification of government servant</p> <p>17. Civil list, gradation/seniority list:</p> <p>(a) In the case of departments preparing and bringing out the compilation.</p> <p>(b) In the case of other departments, (i.e. those supplying information for such compilation)</p> <p>18. Verification of age and educational qualifications</p>	<p>(b) Others: C-5 after they have ceased to be in service</p> <p>C-1</p> <p>(a) For departments preparing and bringing out the compilation: C-5</p> <p>(b) For other departments (i.e. those supplying material for inclusion therein): one year after issue of the compilation</p> <p>C-3</p> <p>C-3</p> <p>C-3</p> <p>C-3</p> <p>C-3</p> <p>C-3</p> <p>One year after issue of relevant compilation</p> <p>C-1</p>	<p>Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of service book/personal file.</p> <p>Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being placed in Vol. II of service book/personal file</p> <p>Refer GFR appendix 13, Annex-1</p> <p>Refer GFR appendix 13, Annex-1</p> <p>Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being placed in Vol. II of service book/personal file.</p> <p>Refer GFR appendix 13, Annex-1</p> <p>Refer GFR appendix 13, Annex-1</p> <p>Subject to authenticated copies of the relevant certificates being kept in Vol. II</p>
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22	Postings and transfers	19. Admission of previous service not supported by authenticated service record, e.g. through collateral evidence	C-3 or 1 year after completion of audit, whichever is later	of service book/personal file.
		20. Nomination relating to family pension and DCR gratuity	C-1	Subject to suitable entries being made in the appropriate service record and an authenticated copy of the order being placed in Vol. II of service book/personal file. Refer GFR appendix 13, Annex-1
22	11. General aspects	21. G.P. Fund nomination	C-1	Subject to the nomination in original or an authenticated copy there of (where original is kept with the audit), as the case may be, being placed in Vol. II of the service book/ personal file. Refer GFR appendix 13, Annex-1
		12. Group A	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete	placed in Vol. II of the service book of Group D government servants and (b) the nomination in original or an authenticated copy thereof being placed in Vol. II of the service book/personal file in the case of other government servants. Refer GFR appendix 13, Annex-1
		13. Group B		
		14. Group B (Non Gazetted)		
		15. Group C		
		16. Group D		
	(a) If involving change of office: C-3			
23.	Seniority		(b) In other cases: C-1	Subject to a suitable entry being made in the appropriate service records and register of postings, and an authenticated copy of the order being placed in the personal file.
		11. General principles	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as	Subject to a suitable entry being made in the register of postings.

24.	Leave (other than study leave and casual leave)	12.C.S.S Rules 13.C.S.S.S. Rules 14.C.S.C.S.Rules 15. War service Rules (lien & seniority) 16. Established organized services 17. Political sufferers 18.Representations	and when they become obsolete (a) Permanent in the case of department issuing the rules, orders etc; other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete. (b) Fixation of seniority in individual cases: C-5 C-5	If the representation results in the original seniority being revised, an authenticated copy of the relevant order/decision will be kept in Vol. II of service book/personal file.
25.	Casual (including leave) Leave special	11.Rules (general aspects) 12.Group A 13.Group B 14.Group B(Non-Gazetted) 15.Group C 16.Group D 17.Leave roster 11.Rules 12.Group A 13.Group B 14.Group B(Non-Gazetted) 15.Group C 16.Group D	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete C-3 To be destroyed at the end of the year Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete (a) Casual leave: To be destroyed at the end of the year (b) Special casual leave: C-1	Subject to suitable entries being made in the appropriate service record and leave account.

26.	Pay/special pay	11. Rules (general aspects)	Category 'B' in the case of departments issuing the orders and departments concerned. Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete	Subject to suitable entries being made in the appropriate service record and pay bill register and an authenticated copy of the order, where issued, being placed in the personal file.		
		12. War service (Rules)				
		13. Political sufferers(Rules)				
		14. Group A				
		15. Group B				
		16. Group B(Non-Gazetted)				
		17. Group C				
		18. Group D				
		11. Rules (general aspects)			Category 'B' in the case of departments issuing the orders and departments concerned. Category 'C' for other departments may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete	Subject to suitable entries being made in the appropriate service record and pay bill register and an authenticated copy of the order, where issued, being placed in the personal file.
		12. Children's Education Allowance (CEA) Rules (general aspects)				
		13. Claims regarding CEA				
		14. D.A., H.R.A. & CCA				
		15. Deputation (duty)/allowance				
16. Overtime allowance						
17. Travelling allowance						
18. Washing allowance						
19. Educational concessions for children of political sufferers						
20. Air travel by non-entitled personnel						
21. Grant of non-practicing allowance						
22. (a) Grant of Risk allowance						
28.	Confidential/ Assessment report	11 Rules (general aspects)	Category 'B' in the case of departments issuing the orders and departments concerned. Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete			
		12. Recording of confidential				

	reports in respect of Group 'A' officers.		
	13. Recording of confidential reports in respect of Group 'B' officers		
	14. Recording of confidential reports in respect of Group 'B' (non-gazetted) staff	C-1	
	15. Recording of confidential reports in respect of Group 'C' staff		
	16. Recording of confidential reports in respect of Group 'D' staff		
	17. Communication of adverse entries	C-3	
	18. Representation for expunction of adverse entries	C-3	
29.	11. Rules (general aspects)	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
	12. Withholding of increments	C-10; or C-3 after the final disposal of appeal or final judgment under the normal course of law, whichever is later.	Subject to an authenticated copy of the order being placed in the personal file and a suitable entry being made in the appropriate service record.
	13. Representations and petitions	C-3	If the representation results in the original order being revised, an authenticated copy of the relevant order/decision will be kept in the precedent book, personal file and suitable entries made in the appropriate service record.
30.	11. General principles (Probation)	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who	

		<p>12. Rules (Confirmation)</p> <p>13. Confirmation/extension of probation of Group A</p> <p>14. Confirmation/extension of probation of Group B.</p> <p>15. Confirmation of Group B (non-gazetted) staff</p> <p>16. Confirmation of Group C staff</p> <p>17. Confirmation of Group D staff</p> <p>18. Confirmation in ex-cadre posts</p> <p>19. Representations and petitions</p>	<p>C-5</p>	<p>may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.</p>	<p>Subject to suitable entries being made in the appropriate service record and an authenticated copy of the order being kept in the personal file.</p>
32.	Promotion/reversion	<p>11. General principles</p> <p>12. Departmental Committee Promotion</p> <p>13. Group 'A'</p> <p>14. Group 'B'</p> <p>15. Group B (non-gazetted)</p> <p>16. Group C</p> <p>17. Group D</p> <p>18. Representations and</p>	<p>C-5</p>	<p>Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.</p> <p>(a) Consultation: C-3 or one year after the D.P.C. has been reconstituted, whichever is later.</p> <p>(b) Proceedings : C-5</p>	<p>If the representation results in the original orders being revised, an authenticated copy of the relevant order/decision will be kept in the precedent book, personal file and suitable entries made in the appropriate service record.</p>
			<p>C-3</p>	<p>If the representation results in the</p>	<p>Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being placed in the personal file.</p>

33.	Training/scholarships/ fellowships in India and abroad	petitions		original order being revised, an authenticated copy of the relevant order/decision will be kept in the precedent book, personal file and suitable entries made in the appropriate service record.
11. Diploma course in public administration in the Indian Institute of Public Administration 12. Executive training of officers in the states 13. Refresher course at the National Academy of Administration at Mussoorie 14. Training in Accountancy 15. Training of Assistants (direct recruits) at the Institute of Secretariat Training and Management 16. Training in Hindi/English stenography 17. Training in Hindi/English typewriting 18. Training of LDCs (direct recruits) at the Institute of Secretariat Training and Management 19. Training of officers at the Administrative Staff College at Hyderabad 20. Training for stenographers (direct recruits) at the Institute of Secretariat Training and Management 21. Training in O & M /work		(a) Cases involving expenditure from public funds and execution of bond/ agreement by the trainees; (b) cases involving direct expenditure from public funds but not execution of bond/ agreement; (c) cases not involving direct expenditure (e.g. training in typewriting conducted by Institute Secretariat Training and Management); (d) reports submitted by	C-1 after the period of validity bond/agreement or completion of audit, whichever is later. C-3; or one year, after completion of audit, whichever is later. C-1 C-3	Departments organising training programmes and responsible for over all policy and co- ordination thereof in the matter (e.g. Department of Personnel and Training and Department of Economic Affairs) may keep such records for appropriate period to be prescribed by them in their record retention schedules.

		study. 22. Training abroad	trainees etc. after completion of training/study	
34.	Departmental Examinations	11. Framing of rules 12. Holding of examinations 13. Results-declaration of 14. Representations and petitions	Category 'B' in the case of departments issuing the orders and departments concerned. Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. C-3 C-3 for departments conducting such tests; one year for other departments C-3	Subject to suitable entry being made in the appropriate service record and an authenticated copy/extract being kept in Vol. II of service book/personal file. If the representation results in the original orders being revised, an authenticated copy of the relevant order/decision will be kept in precedent book, Vol. II of the service book/personal file and suitable entries made in the appropriate service record.
35.	Deputations and delegations	11. Rules regarding deputation, including deputation on foreign service in India and abroad. 12. Delegation in India/abroad	Category 'B' in the case of departments issuing the orders and departments concerned. Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. C-3; or one year after completion of audit and settlement of all audit objections, whichever is later.	Subject to particulars being noted in the register prescribed for the purpose. Before weeding out files, reports should be removed and kept in the departmental record room for five years. On the expiry of this period, the reports should be reviewed and, if necessary, weeded out in consultation with the National Archives.
		13. Deputation of A.I.S. officers. 14. Deputation of C.S.S.	C-3 plus the period of deputation.	Subject to a suitable entry being made in the appropriate service record and

36.	Delegation of powers	officers. 15. Deputation of C.S.S.S. officers. 16. Deputation of C.S.C.S. officers. 17. Organised services 11. Rules (general aspects) 12. F. R. & S. R. 13. Delegation of Financial Power Rules, 1958 14. Civil Service Regulations 15. Grant of ex-officio status	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	an authenticated copy of the order being placed in the personal file.
37.	Honorarium/awards	11. Rules (general aspects) 12. Group A 13. Group B 14. Group B (non-gazetted) 15. Group C 16. Group D	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. C-3 or one year after completion of audit, whichever is later.	Awards subject to :- (a) entries being made in the Service Book/ CR dossier of the concerned employee and (b) a register being maintained.
38.	Pension/retirement	11. Rules and orders (general aspects)	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as	Refer GFR appendix 13, Annex-1

		12. Group A	and when they become obsolete.		
		13. Group B	(a) Pre-verification of pension case	C-3	
		14. Group B (non-gazetted)	(b) Invalid pension	Till the youngest son/daughter attains majority or 5 years which is later.	
		15. Group C	(c) Family Pension		
		16. Group D	(d) Other pension	C-5	
			(e) Gratuity	C-15	Refer GFR appendix 13, annex-1
			(f) Commutation of pension		
39.	Resignation	11. Rules and orders (general aspects)	Category 'B' in the case of departments issuing the orders and departments concerned. Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.		
		12. Group A	C-1	A copy of the communication accepting the resignation may be placed in the personal file.	
		13. Group B			
		14. Group B (non-gazetted)			
		15. Group C			
		16. Group D			
		11. Rules and orders (general aspects)			
40.	Extension of service	11. Rules and orders (general aspects)	Category 'B' in the case of departments issuing the orders and departments concerned. Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.		
		12. Group A	C-1 after retirement	Subject to a copy of the order being placed in the personal file.	
		13. Group B			
		14. Group B (non-gazetted)			
		15. Group C			

41.	Re-employment	<p>16. Group D</p> <p>11. Rules and orders (general aspects)</p> <p>12. Group A</p> <p>13. Group B</p> <p>14. Group B (non-gazetted)</p> <p>15. Group C</p> <p>16. Group D</p>	<p>Category 'B' in the case of departments issuing the orders and departments concerned;</p> <p>Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.</p>	
43.	Nomination of employees	<p>11. General aspects</p> <p>12. Census operations</p> <p>13. Committees, working groups, etc.</p> <p>14. Election work</p> <p>15. Invigilation</p>	<p>C-1 after the government servant ceases to be in government service</p> <p>Category 'B' in the case of departments issuing the orders and departments concerned;</p> <p>Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.</p> <p>C-1</p> <p>Appropriate retention period to be prescribed by departments concerned.</p> <p>C-1</p> <p>(a) Departments organising examinations and appointing invigilators: C-3; or one year after completion of audit whichever is later.</p> <p>(b) Other departments: C-1</p>	<p>A copy of the order may be placed in the personal file/</p>
44.	Forwarding applications of	<p>11. General aspects</p> <p>12. For examinations</p> <p>13. For posts</p>	<p>Category 'B' in the case of departments issuing the orders and departments concerned;</p> <p>Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.</p> <p>C-1 after announcement of result of the examination or selection for particular post.</p>	<p>Subject to an authenticated copy of forwarding letter being kept in the personal file.</p>

45.	Study leave	11. Rules (general aspects)	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. C-1 after the expiry of the bond/ agreement executed by the government servant	Subject to suitable entries being made in the appropriate service record and leave account and an authenticated copy being kept in the personal file.
46.	No objection certificate (for registration with Employment Exchange Organization)	11. General aspects	Permanent in the case of departments issuing the orders, instructions, etc.; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. C-1	Subject to an authenticated copy being kept in the personal file. Refer GFR appendix 13, Annex-1
		12. Issue of N.O.C.		
47.	Review for determining suitability of employees for continuance in service	General aspects	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. (a) If it results in pre-mature retirement: C-3 (b) It results in continued retention in service: C-1	Subject to a copy of the relevant orders/decision being kept in the personal file.
		12. Group A		
		13. Group B		
		14. Group B (non-gazetted)		
		15. Group C		
48.	Review of cadres/ services	16. Group D	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		11. General aspects		

		12. Combination of cadres/ services	Permanent	
49.	No objection certificate for issue of passport, arms licenses etc. to govt. servants.	13. Separation of cadres/ services 11. General aspects	Permanent	
		12. Issue of passport	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		13. Issue of arms licenses	C-5 or one year after completion of audit whichever is later.	

RECORDS OTHER THAN FILES

S.No.	Description of Records	Retention Period	Remarks
1.	Establishment/Sanction Register	Permanent	Where, for any reason, the register is re-written, the old volume will be kept for 3 years.
2	Rosters for Scheduled Castes and Scheduled Tribes	C-10	Subject to suitable entries having been made in the appropriate service record of the officials concerned.
3.	Register of oath/affirmation of allegiance to the Constitution	C-3	
4.	Service book of: Officials entitled to retirement/terminal benefits Other employees	A-3 after issue of final pension/gratuity payment order.	Refer GFT appendix 13, Annex-1
5.	Confidential reports/character Rolls After retirement After death After resignation/discharge from service	C-5 C-3 C-5	
6.	Answer books of departmental examinations/tests	C-1 from the date of declaration of results.	
7.	Leave account of: Officials entitled to retirement/terminal benefits Other employees	C-3 after issue of final pension/gratuity payment order. C-3 after they have ceased to be in service.	
8.	Casual Leave Account	To be destroyed at the end of the year	
9.	Special casual leave Register	C-1	
10.	Register of delegations to International Organisations	C-10	

B-WELFARE

S.No.		Page/Pages
11	General staff welfare measures	21
12	Departmental council/office council	21-22
13	Grants-in-aid	22
14	Co-operative societies	22
15	Central Secretariat Library	22-23
16	Suggestions scheme	23
17	Departmental canteen	23-24
18	Benevolent fund	24

S.No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
11	General staff welfare measures	11. Broad aspects	'A' or 'B' category, depending on the content value, in the case of departments issuing orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		12. CSS (Recognition of Service Association) Rules		
12	Departmental office council/ council/	13. Recognition of Association (individual cases)	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	These records may have some historical value.
		11. General aspects/ instructions		
		12. Departmental Council- constitution	C-1	Subject to follow-up action, where necessary being taken on appropriate subject files to which relevant extracts may be taken.
		13. Office Council- constitution		
		14. Meetings of Departmental Council		
		15. Meetings of Office Council		
		16. Meetings of Regional Council		
		17. Staff Union/Association (a) Recognition	'A' or 'B' category, depending on the content value, in the case of departments issuing the	

		orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. Appropriate periods to be determined by the departments concerned according to the importance of subject matter.	Such records may have some historical value.
13	Grants-in-aid	<p>(b) Representations</p> <p>11. General aspects</p> <p>12. Grant for sports and other cultural activities</p> <p>13. Submission of annual accounts</p> <p>14. Rules and bye-laws (general aspects)</p>	<p>'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.</p> <p>C-3; or one year after completion of audit, whichever is later.</p> <p>C-3, or one year after completion of audit, whichever is later.</p> <p>'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.</p>
14.	Cooperative Societies	<p>12. Election of office bearers</p> <p>13. Meetings of co-operative societies</p> <p>14. Recovery of contribution and loans</p>	C-1 after the next election C-1 C-1
15.	Central Library	11. General aspects	'A' or 'B' category, depending on the content value, in the case of departments issuing the

			orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		12. Membership application	C-1	Subject to a copy of the guarantee letter being kept in the personal file.
16.	Suggestions Scheme and Award Schemes	11. General aspects	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		13. Departmental Committee: (a) Constitution (b) Proceedings 13(b) Apex Committee	C-3 or one year after reconstitution, whichever is later. C-1	Subject to follow-up action being taken on appropriate subject files, to which relevant extracts may be taken.
		(a) Constitution (b) Proceedings	C-3 or one year after reconstitution, whichever is later. C-3 or one year after completion of audit.	
		14. Suggestions/ employees' performance (a) those rewarded (b) those not accepted	C-3 or one year after completion of audit whichever is later. C-1	Subject to follow-up action being taken on appropriate subject files, to which relevant extract may be taken.
17.	Departmental canteens	11. General aspect/instructions	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	

		<p>12. Subsidy & grants and maintenance of accounts</p> <p>13. Purchase of crockery/ cutlery/ plates/furniture</p> <p>14. Fixation of prices of the eatable items of the canteen</p>	C-3 or one year after the completion of audit whichever is later.
18.	Benevolent Fund	11. General aspects	C-3 or one year after the completion of audit whichever is later.
			'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.
		12. Maintenance of accounts	C-3 or one year after the completion of audit whichever is later.
		13. Collection of contribution & sanction of loans	C-3 or one year after the completion of audit whichever is later.
		14. Committee meetings & related matters.	C-1

C-VIGILANCE

S.No.		Page/Pages
11	Central Civil Services (Classification, Control and Appeal) Rules- Clarification and interpretation of	26
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Description of record		Retention period	Remarks			
Main head	Sub-head					
11. Central Civil Services (Classification, Control & Appeal) Rules- Clarification and interpretation of	11. General notifications	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete"				
	12. Schedule regarding appointing Authority and Disciplinary Authority and Appellate Authority					
	13. Regarding charge sheets, documentary evidence, Enquiry Officer, examination of witnesses and show-cause notices					
	14. Regarding penalties					
	15. Regarding consultation with UPSC					
	16. Regarding appeals and petitions					
	17. Regarding suspension and subsistence allowance					
	11. General					
	12. Regarding Rules 1 to 7					
	13. Regarding Rules 8 to 11					
	14. Regarding Rules 12 to 18					
	15. Regarding Rules 19 to 23					
	13. Complaints			11. Group A	(a) Those leading to vigilance / disciplinary enquiries: (b) Anonymous or pseudonymous complaints on which no action	C-3 after the final disposal of appeal or final judgment under the normal course of law. to be destroyed at the end of the year
				12. Group B		
				13. Group C		
				14. Group D		
				15. General-against two or more classes		
			If as a result of the complaint a warning is issued to the Govt. servant a copy of the relevant order will be placed in the personal file.			

14	Disciplinary proceedings	<p>is taken:</p> <p>(c) Other complaints:</p>	C-3	<p>Subject to an authenticated copy of the order regarding imposition of penalty or warning being placed in the personal file and a suitable entry being made in the appropriate service record.</p>
15	Prosecutions	<p>(e) Resulting in imposition of penalties:</p> <p>(b) Resulting in exoneration of the accused officials with or without warning</p>	<p>3 years after the final disposal of appeal or final judgment under the normal course of law or till the prescribed retention period.</p> <p>3 years after the final disposal of appeal or final judgment under the normal course of law or till the prescribed retention period.</p>	<p>Subject to a copy of the final judgment being placed in personal file and a suitable entry being made in the appropriate service record.</p>
16	Appeals	<p>(b) Resulting in exoneration of the accused officials with or without warning:</p>	<p>C-3 after the final disposal of appeal or final judgment under the normal course of law or till the prescribed retention period.</p> <p>C-3 or till the prescribed retention period, whichever is earlier.</p>	<p>If, as a result of the appeal the original order is modified, a copy of the revised order will be placed in the personal file and a suitable entry made in the appropriate service</p>
		<p>11. Group A</p> <p>12. Group B</p> <p>13. Group C</p> <p>14. Group D</p>		

17	Petitions	11.Group A 12.Group B 13.Group C 14.Group D	C-3 or till the prescribed retention period, whichever is earlier.	record. If, as a result of the petition the original order is modified, a copy of the revised order will be placed in the personal file and a suitable entry made in the appropriate service record.
18	Court cases /Arbitrations/Enquiry/Audit	11.Group A 12.Group B 13.Group C 14.Group D	3 years after final clearance from Arbitration, Litigation, Enquiry or Audit as the case may be or till the prescribed retention period, whichever is later	Subject to a copy of the court order being placed in the personal file and, where necessary a suitable entry being made in the appropriate service record.
19	Central Civil Services (Conduct) Rules, 1964- Clarification and interpretation of	11.General notifications 12.Regarding Rules 1 to 7 13.Regarding Rules 8 to 11 14.Regarding Rules 12 to 18 15.Regarding Rules 19 to 25	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
20	All India Services (Conduct) Rules, 1954 - Clarification and interpretation of	11.General notifications 12.Regarding Rules 1 to 7 13.Regarding Rules 8 to 14 14.Regarding Rules 15 to 20	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
21.	Central Civil Services (Safeguarding of National Security) Rules, 1953- Clarification and interpretation of	11.General notifications 12.Regarding Rules 1 to 2 13.Regarding Rules 3 to 4 14.Regarding Rules 5 to 7	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
22.	Employment of dependents in private firms/foreign missions in India	11.Intimation 12.Sanction	C-3	

23.	Participation in politics	11. Intimation	C-3	
24	Radio broadcasts, contribution of articles editing or managing of newspapers, publications	12. Sanction	C-3	
25.	Evidence before Committee of Enquiry	11. Sanction	C-3	
26	Subscriptions	11. Sanction	C-3	
27.	Gifts	11. Intimation	C-3	
28.	Private trade employment	11. Sanction	C-3	
29.	Moveable/immovable property	11. Property returns (general aspects)	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the superseded ones, as and when they become obsolete.	Should preferably be dealt with on a separate file for each official to be kept open throughout the official career of the government servants.
		12. Returns of Group A	(a) In respect of employees entitled to retirement benefits	C-3 after the issue of final pension/gratuity payment order
		13. Returns of Group B (gazetted)	(b) In respect of other employees:	C-3 after the employee has ceased to be in service
		14. Returns of Group B (non-gazetted)		
		15. Returns of Group C		
		16. Intimation	C-3	
		17. Sanction		
30	Vigilance Administration	11. General aspects 12. Acts, rules, manuals 13. Vigilance set-up	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the	Should preferably be dealt with on a separate file for each official to be opened under the appropriate subject/ functional heading and kept open throughout the official career of government servant.

			superseded ones, as and when they become obsolete.	Subject to follow-up action where necessary, being taken on appropriate subject files to which relevant extracts may be taken.
	14. Meetings		(a) For departments organizing such meetings: (b) For other departments: C-1	
	15. Appointment of vigilance officers in Ministries/ departments		C-3	
	16. List of officers of doubtful integrity		C-10	
	17. Cases of difference of opinion with Central Vigilance Commission			
	17(a) Cases of difference of opinion with other Constitutional Bodies		C-10	
	18. Granting of vigilance clearance in respect of different classes of officers and the staff.		C-3	
	19. Annual Reports of CVC		C-5	
31.	Prosecution of further studies		'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
			C-3 or one year after completion of study, whichever is later.	Subject to suitable entry being made in the appropriate service record and authenticated copy of the order being placed in the Personal File.
32.	Membership of Territorial Army, Auxiliary Air force		'A' or 'B' category, depending on the content value, in the case of	

and Naval Reserve	12 Permission	<p>departments issuing the orders/instructions etc. and the departments concerned, other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.</p> <p>C 3 or one year after the official has ceased to be a member of such organisation, whichever is later.</p>	
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D-COMMON OFFICE SERVICES

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S.No.	Description of record		Retention period	Remarks
Main head	Sub-head			
11	Accommodation	11. Office accommodation (general aspects)		
		12. Requirements of office accommodation – Estimate to Directorate of Estates	C-1	
		13. Shifting arrangements	(a) If involving expenditures: C-3 or one year after completion of audit, whichever is later. (b) In other cases: C-1	
		14. Residential accommodation (general aspects)	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		15. Applications for allotment of residential accommodation- Types I-VII	C-1	
		16. Applications for change/exchange of accommodation	C-1	
		17. Applications for free/reduced rent accommodation	C-3 or one year after completion of audit whichever is later.	
		18. Application/offer of out-of-turn accommodation, its acceptance, rejection and relevant correspondence in relation there to	C-1	

	19. Application for sharing residential accommodation	C-1			
	20. Application for providing water and electric connections- issue of letter of Guarantee	C-1			Subject to a copy of the guarantee letter being placed in the personal file.
	21. Application for surrender of accommodation	C-1			
	22. Offer of regular allotment for Type I to IV, its acceptance, rejection and relevant correspondence	C-1			
	23. Offer of regular allotment for Type V to VII, its acceptance, rejection and relevant correspondence	C-1			
	24. Unauthorised sub-letting of Government accommodation	C-1			If, as a result of the enquiry the government Servant is disqualified for government accommodation or any other penalty is imposed on him, a copy of the relevant order may be placed in the personal file.
	25. Waiting lists of various types of accommodation from general pool		To be destroyed at the end of the year.		
	26. House rent allowance (general aspects)				
	27. Approval of the scale of accommodation for grant of house rent allowance on percentage basis.				
	28. Acquisition/ purchase of building/ land for official use				A suitable entry will be made in assets register.

		29. Hiring/ requisitioning of private property 30. Additions, alterations and Maintenance	departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. C-3 or one year after completion of audit or C-1 after termination of lease/ contract, whichever is the latest C-3 or one year after completion of audit whichever is later	
12	Central Health Scheme Government	11. CGHS Rules (general aspects) 12. Issue of CGHS identity cards 13. Alterations/additions in identity cards 14. Medical charges (general aspects)	Category 'B' in the case of departments issuing orders, instructions etc.; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete. C-1	Subject to a suitable entry being made in the register of C. G. H. S. Identity cards.
		15. Medical reimbursement charges	C-3 or one year after completion of audit, whichever is late.	
		16. Appointment of AMA (Authorised Medical Attendant) for non-CGHS beneficiaries	C-5 or one year after new AMA is appointed, whichever is late.	
13.	Working environment	11. Rules (general aspects)	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the	

			standing orders, weeding out the superseded ones, as and when they become obsolete.		
		12. Provision of air-conditioners/ desert coolers/gulmarg	(a) Procurement through CPWD: C-1		Subject to (a) suitable entries being made in the appropriate stock register in the case of purchase, and (b) a proper account of receipt, issue and return being maintained in other cases.
		13. Provision of fans	(b) Purchase/hiring: C-3 or one year after completion of audit, whichever is later.		
		14. Provision of Khas tatties			
		15. Waterman engagement of during summer season	C-3 or one year after completion of audit, whichever is later.		
		16. Provision of Suahis	C-3 or one year after completion of audit, whichever is later.		
		17. Provision of heaters	C-3 or one year after completion of audit, whichever is later.		Subject to suitable entries being made in the appropriate stock register
		18. Provision of coal to Group D	C-3 or one year after completion of audit, whichever is later.		Subject to proper account being maintained in the appropriate register.
		19. Provision of glass tumblers and jugs	C-3 or one year after completion of audit, whichever is later.		Subject to proper account being maintained in the appropriate register.
		20. Maintenance of air-conditioners, fans, heaters etc.	C-3 or one year after completion of audit, whichever is later.		Subject to proper account being maintained in the appropriate register.
14	Furniture	11. Rules for purchase, hire, condemnation (general aspects)	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.		
		12. Condemnation/ disposal of unserviceable articles	C-3 or one year after completion of audit, whichever is later.		Subject to suitable entries being made in the appropriate stock/assets register.
		13. Hiring/purchase	C-3 or one year after completion of audit, whichever is later.		Subject to suitable entries being made in the appropriate stock, assets register.
		14. Maintenance and repairs	C-3 or one year after completion of audit, whichever is later		
		15. Physical verification	C-3 or one year after completion of audit, whichever is later		
15	Stationery and forms	11. Rules for procurement (general aspects)	'A' or 'B' category, depending on the content value, in the case of departments issuing the		

		12. Indent for forms on Controller of stationery 13. Indent for stationery on Controller of stationery 14. Local purchase 15. Supply of stationery 16. Physical verification	C-3 or one year after completion of audit, whichever is later. C-1 C-1	orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	Subject to suitable entries being made in the appropriate stock register. Subject to suitable entries being made in the appropriate stock register.
16	Typewriters	11. Rules for procurement/disposal (general aspects) 12. Condemnation and disposal 13. DGS & D rate contracts	C-3 or one year after completion of audit, whichever is later C-3 or one year after completion of audit, whichever is later	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	Subject to suitable entries being made in the appropriate stock register
		14. Hiring 15. Purchase 16. Repairs and maintenance	C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of		Subject to suitable entries being made in the appropriate stock/ assets register.

		and bills thereof	audit, whichever is later.			
17.	Duplicating machines	17. Physical verification	C-3 or one year after completion of audit, whichever is later.			
		11 Rules for procurement /disposal (general aspects)	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.			
		12. Condemnation and disposal	C-3 or one year after completion of audit, whichever is later.			Subject to suitable entries being made in the appropriate stock/ assets register.
		13. DGS & D rate contracts	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.			
		14. Hiring	C-3 or one year after completion of audit, whichever is later.			Subject to suitable entries being made in the appropriate stock/ assets register.
		15. Purchase	C-3 or one year after completion of audit, whichever is later.			
		16. Repairs and maintenance and bills thereof	C-3 or one year after completion of audit, whichever is later.			
		17. Physical verification	C-3 or one year after completion of audit, whichever is later.			
18	Calculating and accounting machines	11. Rules for procurement/ disposal (general aspects)	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.			Subject to suitable entries being made in the appropriate stock/ assets register.
		12. Condemnation and disposal	C-3 or one year after completion of			Subject to suitable entries being made in the

		<p>13. DGS & D rate contracts</p> <p>audit, whichever is later.</p> <p>'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.</p>	<p>appropriate stock register.</p>
19	<p>Other office machines including Electronic/ Computer items</p> <p>11. Rules for procurement /disposal (general aspects)</p> <p>17. Physical verification</p>	<p>C-3 or one year after completion of audit, whichever is later.</p> <p>'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.</p>	
	<p>12. Condemnation and disposal</p> <p>13. DGS & D rate contracts</p>	<p>C-3 or one year after completion of audit, whichever is later.</p> <p>'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.</p>	<p>Subject to suitable entries being made in the appropriate stock/ assets, register</p>
20	<p>Bicycles</p> <p>11. Rules (general aspects)</p>	<p>'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.</p>	

		orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
12. Condemnation and disposal		C-3 or one year after completion of audit, whichever is later.	Subject to suitable entries being made in the appropriate stock register.
13. Purchase		C-3 or one year after completion of audit, whichever is later.	Subject to suitable entries being made in (i) appropriate stock register and (ii) register for watching progress of expenditure on maintenance and repairs of each vehicle.
14. Repairs and maintenance		C-3 or one year after completion of audit, whichever is later.	
15. Physical verification		C-3 or one year after completion of audit, whichever is later.	
21	Office equipment including electrical and mechanical appliances and other miscellaneous stores	11. Rules (general aspects) C-3 or one year after completion of audit, whichever is later.	Subject to suitable entries being made in the appropriate stock / assets register.
		12. Condemnation and disposal	Subject to suitable entries being made in the appropriate stock / assets register.
		13. Purchase	Subject to suitable entries being made in the appropriate stock / assets register.
		14. Repairs and maintenance	
		15. Physical verification	
		16. Electric clocks and call-bells (procurement and maintenance)	
22	Liveries	11. Rules (entitled personnel and the scale of items of liveries) 12. Procurement of material 13. Stitching and tailoring	Subject to proper account of the articles received, being maintained in the appropriate

	14. Supply of shoes and chappals 15. Return, renewal, surrender and withdrawal		registers.
23. Black-listing of firms /contractors	11. Circulars (general aspects)	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. C-3	
24. Contractors for supplies	11. Approved list 12. Individual cases 12. Registration	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. C-3	Subject to significant events concerning the performance of a contractor being noted in a suitable register or card index.
25. Telephones	14. Waiver/reduction of penalty or condonation of irregularity 11. Office telephones installation and shifting of - telephone bills 12. Residential telephones- installation of telephone bills 13. Repairs and maintenance 14. Internet Services	C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later.	Subject to the condition that a register containing name of the official given residential connection and important aspects of the sanction order is maintained.
26. Staff car	11. Rules (general aspects)	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other	

					departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.
			14. Non-official journeys		C-3 or one year after completion of audit, whichever is later.
			15. Purchase of P.O.L./ accessories		C-3 or one year after completion of audit, whichever is later.
			16. Servicing, repairs and replacement of parts and relevant correspondence		C-3 or one year after completion of audit, whichever is later.
27.	Unserviceable, obsolete and surplus articles		11. Rules (general aspects)		'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.
			12. Approved list of auctioneers		
			13. Engagement of auctioneers and notice of auction		C-3 or one year after completion of audit, whichever is later.
28	Maintenance of records		11. Rules for review of records (general aspects)		'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.
29	Printing and binding		11. Rules for printing and binding (general aspects)		'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.

30	Library	12. Correspondence relating to printing and binding 11. Ordering and receipt of books (other than government publications) 12. Ordering and receipt of periodicals 13. Purchase of government publications	C-3 C-3 or one year after completion of audit, whichever is later.	Subject to receipt of intimation about debit having been raised.
		14. Lending, transfer (requisition, reminder etc.) 16. Binding of books	(a) Lending (b) Transfer C-1 C-3 or one year after completion of audit whichever is later. C-3	Subject to suitable entries being made in the accession register.
		17. Selection Committee for books	(a) Constitution of new selection committee: (b) Agenda meetings Proceedings etc C-1	Subject to receipt of intimation regarding debit having been raised.
		18. Write off of books	(c) Purchase of books Permanent	
		19. Auction Newspapers/ journals	One year after the completion of audit	
		20. Membership of Library association 11. Allocation of work among sweepers, farashes and	One year after the completion of audit One year after the allocation order ceases to be in force	
31	Care-taking arrangements			

		chowkidars		
		12. White-washing-arrangements thereof		C-3 or one year after completion of audit, whichever is later.
32.	Security	11. Rules (general aspects)		'A' or 'B' category, depending on the content value, in the case of the departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.
		12. Confidential and secret box		C-3 or one year after completion of audit, whichever is later.
		13. Duplicate keys : maintenance thereof		
		15. Issue of identity cards - correspondence thereof		Subject to suitable entries regarding distribution and custody of boxes and keys being made in the appropriate register.
		16. Loss of identity cards		
		17. Temporary passes arrangements		Subject to suitable entries being made in the register of identity cards.
			C-1	

RECORDS OTHER THAN FILES

S.No	Description of Records	Retention period	Remarks
1	2	3	4
1	Staff car log book	C-3 or one year after completion of audit, whichever is later	
2	Stock register	C-3 or one year after completion of audit, and settlement of audit objections, whichever is later	
3.	Railway receipt register	C-3 or one year after completion of audit, whichever is later	
4.	Shorthand notebook distribution register	C-1	
5	Library accession register	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	If, for any reason, a register has to be rewritten, the old register will be retained for 3 years.
6	Departmental security seals register	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	If, for any reason, a register has to be rewritten, the old register will be retained for 3 years.
7.	Register of identity cards	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	If, for any reason, a register has to be rewritten, the old register will be retained for 3 years.

8.	Register of CGHS identity cards	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	If, for any reason, a register has to be rewritten, the old register will be retained for 3 years.
9.	Register of spare copies of classified documents	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	If, for any reason, a register has to be rewritten, the old register will be retained for 3 years.
10.	Telephone bill (including trunk call) register	C-3 or one year after completion of audit, whichever is later	
11.	Index Cards	Permanent	
12.	Library Bulletin	C-1	

E-HINDI

11	Progressive use of Hindi in government offices	48
12	Hindi Teaching Scheme	48-49
13	Translation into Hindi	49

S.No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
11.	Progressive use of Hindi in government offices	11. General aspects and Hindi Committees.	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		11. (a) Hindi workshop (b) Hindi week	C-3	
		12. Circulation of orders	To be destroyed at the end of the year.	
		13. Registration of telegraphic address in Hindi	C-1	
		14. Periodical reports regarding use of Hindi for official purposes	C-3	
		15. Constitution of Hindi Committee	C-5	
		16. Meeting and Follow up action of Hindi Committee	C-3	
12	Hindi Teaching Scheme	11. General aspects and Hindi Committees	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		12. Training programme	C-1	
		13. Examinations	(a) Applications: C-1 (b) Results: C-5 for departments conducting the examination, C-1 for other departments.	Subject to the condition that a register containing names of officials and their results is maintained permanently.
		14. Grant of advance	C-3 or one year after completion of	Subject to a suitable entry being made in the

		increments	audit, whichever is later.	appropriate service record and an authenticated copy being kept in personal file.
		15. Grant of awards	(a) For departments making the award C-3 or one year after completion of audit, whichever is later. (b) For departments in which the recipient is employed: C-1	Subject to a suitable entry being made in the appropriate service record and an authenticated copy being kept in personal file.
		16. Conduct of Hindi competition	C-5	
		11. Books, reports, periodicals etc.	C-3 after the publication is printed/cyclostyled.	
13.	Translation into Hindi			

F-PUBLIC RELATIONS

S.No.		Page/Pages
11	Reception	51
12	Complaints and enquiries	51
13	Representative committees	51
14	Press	51-52
15	Entertainments	52
16	Flags	52
17	Gifts	52
18	Hospitality grant	52-53
19	Meetings, conferences, celebrations and functions	53
20	Delegations	53

F PUBLIC RELATIONS

S.No.	Description of record		Retention period	Remarks
11	Main head Reception	Sub-head 11 Enquiry/ Reception Circle	Appropriate periods to be determined by the departments concerned according to the importance of subject matter. 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		12 Regulations regarding entry into office premises		
12	Complaints and enquiries	13 Arrangements for escorting visitors	(a) Case involving expenditure : C-3 or one year after completion of audit, whichever is later. (b) Other cases: C-1	
		11. By representatives		
		12. By traders		
13.	Representative Committee	11. Constitution of	Appropriate retention period to be determined by administrative departments concerned.	
		12. Processing of cases against the decisions		
14.	Press	11. Propaganda and publicity through-rules thereof	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		12. Arrangements for Press conference		

15.	Entertainments	11. Rules (general aspects)	<p>whichever is later. (b) Other cases: C-1 'A' or 'B' category, depending on the content value, in the case of the departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.</p>	
		12. Arrangements	<p>(a) Within the C-1 scale prescribed by the Ministry of Finance : (b) In excess of C-3 or one year after completion of audit, whichever is later.</p>	
16.	Flags	11. Purchase	C-3 or one year after completion of audit, whichever is later.	
17.	Gifts	11. Rules (general aspects)	<p>'A' or 'B' category, depending on the content value, in the case of the departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.</p>	
		12. Purchase of – for visiting delegation	C-3 or one year after completion of audit, whichever is later.	
		13. Purchase of – for delegation going abroad		
		14. Acceptance/transfer of gifts received by officials of the ministry/ department	C-3	
18	Hospitality grant	11. Rules (general aspects)	'A' or 'B' category, depending on the	

		<p>content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.</p>	
19	<p>Meetings, conferences celebrations and functions</p>	<p>12. Application for funds from hospital grant for delegation 11. Reservation of accommodation 12. Seating, acoustical arrangements 13. Reception arrangements 14. Reporting and translation arrangements 15. Transport arrangements</p>	<p>C-3 or one year after completion of audit, whichever is later.</p> <p>(a) Involving government expenditure: C-3 or one year after completion of audit, whichever is later. (b) Not involving Such C-1 expenditure:</p>
20	<p>Delegations</p>	<p>11. Tour programme 12. Arrangements for reception and seeing off 13. Arrangements for hotel Accommodation 14. Arrangements for visit to historical places 15. Arrangements for signing ceremony of agreement</p>	<p>C-1</p> <p>(a) Involving government expenditure C-3 or one year after completion of audit, whichever is later. (b) Not involving such C-1 expenditure</p>

G-FINANCE, BUDGET, CASH AND ACCOUNTS

S.No.		Page/Pages
11	Creation of posts	55
12	Pay	55
13	Special pay	55-56
14	Allowances	56
15	Increments	56-57
16	Deputations and delegations	57
17	Delegation of powers	57-58
18	Honorarium	58
19	Pension/ gratuity	58-59
20	Budget estimates/ revised estimates	59
21	Expenditure statements	59
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23	Re-appropriation	60
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29	Foreign exchange budget	63
30	Plan Schemes	63-64
31	Budget Estimates for five year plans	64
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S.No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
11	Creation of posts	11. Continuance of posts	C-3	Subject to particulars of sanctions being noted in Establishment/ sanction Register. Refer GFR appendix 13, Annex-1
		12. Creation of posts	C-10	Subject to particulars of sanctions being noted in Establishment/ Sanction Register. Refer GFR appendix 13, Annex-1
		13. Revision of scales of pay	'A' or 'B' category, depending on the content value, in the case of departments issuing orders/instructions etc. and the departments concerned, other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	Subject to particulars of sanctions being noted in Establishment/ Sanction Register. Refer GFR appendix 13, Annex-1
12	Pay	14. Upgrading of posts	C-10	Subject to particulars of Sanctions being noted in Establishment/ Sanction Register. Refer GFR appendix 13, Annex-1
		15. Conversion of temporary posts into permanent ones.	C-10	Subject to particulars of Sanctions being noted in Establishment/ Sanction Register. Refer GFR appendix 13, Annex-1
13	Special pay	11. Rules (general aspects)	'A' or 'B' category, depending on the content value, in the case of departments issuing orders/instructions etc. and the departments concerned, other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	Subject to suitable entries being made in the appropriate service record and Pay Bill Register and an authenticated copy of the order, where issued, being placed in the personal file.
		12. Group A	C-3 or one year after completion of audit, whichever is later.	
		13. Group B		
		14. Group B (non-gazetted)		
		15. Group C		
		16. Group D		
		11. Rules (general aspects)	'A' or 'B' category, depending on the content value, in the case of departments issuing the	

		<p>orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.</p> <p>C-3 or one year after completion of audit, whichever is later.</p>	<p>Subject to suitable entries being made in the appropriate service record and Pay Bill Register and an authenticated copy of the order where issued being placed in the personal file.</p>
14	<p>12. Group A</p> <p>13. Group B</p> <p>14. Group B (non-gazetted)</p> <p>15. Group C</p> <p>16. Group D</p>	<p>'A' or 'B' category, depending on the content value, in the case of the departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.</p> <p>C-3 or one year after completion of audit, whichever is later.</p>	
	<p>11. Rules (general aspects)</p> <p>12. Children's Education Allowance</p> <p>13. City Compensatory Allowance</p> <p>14. Daily Allowance</p> <p>15. Dearness Allowance</p> <p>16. Deputation Allowance</p> <p>17. House Rent Allowance</p> <p>18. Overtime Allowance</p> <p>19. Travelling Allowance</p> <p>20. Washing Allowance</p>	<p>'A' or 'B' category, depending on the content value, in the case of the departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.</p>	
15	<p>11. Rules (general aspects)</p>	<p>'A' or 'B' category, depending on the content value, in the case of the departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.</p>	

10	Deputations and delegations	12. Advance increments	C-3 or one year after completion of audit, whichever is later.	Subject to suitable entries being made in the appropriate service records and an authenticated copy of the order being placed in the personal file.
		14. Withholding of increments	C-13 or C-3 after the final disposal of appeal or final judgment under the normal course of law, whichever is later.	Subject to suitable entry being made in the appropriate service record and an authenticated copy of the order being placed in personal file.
		11. Rules regarding deputation on foreign service in India	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		12. Rules regarding deputation abroad	C-3	Subject to suitable entries being made in the appropriate service record and an authenticated copy of the order being placed in the personal file.
		13. Deputation on foreign service	C-3	The file should be closed only after making sure that final recovery has in fact been affected from the party concerned. In the case of gazetted officers, a certificate to that effect should be obtained from the Accounts Officer concerned.
		14. Deputations abroad	C-3, plus the period of deputation	Subject to suitable entries being made in the appropriate service record and an authenticated copy of the order being placed in the personal file.
17	Delegation of powers	11. Civil Service Regulations	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	

		<p>12. Delegation of Financial Powers Rules, 1958</p> <p>13. FR & SR</p> <p>14. GFR</p> <p>15. Central Treasury Rules</p> <p>16. Central Public Works Accounts Code</p> <p>17. Declaration of officers as Head of Department</p>	<p>'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.</p> <p>'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.</p>	
18	Honorarium	<p>19. Declaration of officers as Controlling and Drawing & Disbursing officers</p>	<p>C-3 or till they are superseded (whichever is later) for departments issuing the orders and departments concerned; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.</p>	
		<p>11. Rules (general aspects)</p>	<p>'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.</p>	
		<p>12. Group A</p> <p>13. Group B</p> <p>14. Group B (non-gazetted)</p> <p>15. Group C</p> <p>16. Group D</p>	<p>C-3 or one year after completion of audit, whichever is later.</p>	
19	Pension/ Gratuity	<p>11. Rules (general aspects)</p>	<p>'A' or 'B' category, depending on the</p>	Refer GFR appendix 13, Annex-1

		12. Group A	content value, in the case of departments issuing the orders/instructions etc. and the departments concerned, other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. (a) Pro-verification of pension cases (b) Invalid Pension (c) Family Pension (d) Other pension (e) Gratuity (f) Commutation of pension	C-3 C-3 C-3 C-5 C-5	Refer GFR appendix 13, Annex-1
		13. Group B			
		14. Group B (non-gazetted)			
		15. Group C			
		16. Group D			
20	Budget estimates / revised estimates	11. Demand No. 12. Demand No.	(f) Commutation of pension	C-15	Refer GFR appendix 13, Annex-1
21	Expenditure statements	13. Demand No. 11. Demand No. 12. Demand No. 13. Demand No.	(a) In respect of lower formations. (b) In respect of department itself.	To be weeded out at the end of the financial year To be weeded out after the Appropriation Accounts for the year have been finalized.	The retention period here relates to the budget/ revised estimates as compiled by the Budget/ Accounts Section for the department as a whole. Refer GFR appendix 13, Annex-1
22.	Reconciliation	11. Demand No. 12. Demand No. 13. Demand No.	(a) In respect of lower formations:	To be weeded out at the end of the financial year	Refer GFR appendix 13, Annex-1

			(b) In respect of department itself:	To be weeded out after Appropriation Accounts for the year have been finalized.	Refer GFR appendix 13, Annex-1
23	Re-appropriation	11.Demand No. 12.Demand No. 13.Demand No.	C-3		
24.	Supplementary grants	11.Demand No. 12.Demand No. 13.Demand No.	C-3		
25.	Accounts and audit	12.Audit objection and audit paras 13.Estimates Committee:	(a)For departments reported upon or predominantly concerned: C-10 (b)For other interested departments C-3		Subject to a copy of the report being retained permanently. The National Archives may be consulted before any file is destroyed.
		14. Local audit (annual) 15. Public Accounts Committee	C-3		Subject to a copy of the report being retained permanently. The National Archives may be consulted before any file is destroyed.
		17.Appropriation Accounts 18.Accounts classification opening of new heads	C-3		
26.	Advances	11. Car Advance Rules 12. Conveyance Advance Rules 13. Cycle Advance Rules 14. Festival Advance Rules 15. GPF Final Withdrawal Rules 16. GPF Advance Rules	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the		Refer GFR appendix 13, Annex-1

	17. House Building Advance Rules	superseded ones, as and when they become obsolete.	
	18. Motor Cycle/ Scooter Advance Rules		
	19. Pay Advance Rules		
	20. TA Advance Rules		
	21. Travel Concession Rules		
	22. Other Advances Rules		
	23. Grant of Car Advances		
	24. Grant of Conveyance Allowance		
	25. Grant of Cycle Advance		
	26. Grant of Festival Advance		
	27. Grant of Final Withdrawal from GPF		
	28. Grant of GPF Advance		
	29. Grant of House Building Advance		
	30. Grant of Motor Cycle/Scooter Advance		
	31. Grant of Pay Advance		
	32. Grant of TA Advance		
	33. Grant of LTC Advance		
	34. Grant of other Advances		
27.	Payments and recoveries	C-3 or one year after completion of audit, whichever is later.	
	11. Air passage bills	C-3 or one year after completion of audit, whichever is later.	
	12. Cancellation charges	C-3 or one year after completion of audit, whichever is later.	
	13. Contingent expenditure	C-1	Refer GFR appendix 13, Annex-1
	14. Electric charges-- recovery	C-1	
	15. GPF annual statements	C-1	

					Refer GFR appendix 13, Annex-1
	16. GPF- membership	C-1	C-3 or one year after completion of audit, whoever is later.		
	17. Grants-in-aid-contributions and donations	C-3 or one year after completion of audit, whoever is later.			
	18. Hospitality fund	C-3 or one year after completion of audit, whoever is later.			
	19. House rent and other allowances	C-5 after the settlement of case or one year after audit whichever is later.			Subject to suitable entries being made in Pay Bill Register
	20. Last Pay Certificate				
	22. Pay claims				
	23. Permanent imprest	C-3 or till the relevant orders are superseded (whichever is later) in the case of departments issuing the orders/instructions; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete			
	24. Refunds	C-3 or one year after completion of audit, whichever is later.			
	25. Refreshment bills	C-3 or one year after completion of audit, whichever is later.			
	26. Rent demand statements	C-1			
	27. Service postage stamps	C-3 or one year after completion of audit, whichever is later.			
	28. TA/Transfer TA claims	C-3 or one year after completion of audit, whichever is later.			
	29. Water charges- recoveries	C-1			
	30. Reimbursement of legal expenses	C-3 or one year after completion of audit, whichever is later.			
	31. Reimbursement of tuition fees	C-3 or one year after completion of audit, whichever is later.			
	32. Acceptance of credits/debits	C-3 or one year after completion of audit, whichever is later.			
	33. Adjustment of missing credits in GPF account	C-1			Refer GFR appendix 13, Annex-1
	35. Financing of insurance policies from GPF account	C-1			Subject to an authenticated copy of the sanction being placed in the personal file. Refer GFR appendix 13, Annex-1
	36. Arrear claims (including sanction for investigation, where necessary)	C-3 or one year after completion of audit, whichever is later.			Refer GFR appendix 13, Annex-1

		37. Postal life Insurance	C-3		Subject to suitable entry being made in Pay Bill Register and PII Index Register
		38. Write-off of losses	C-3 or one year after completion of audit, whichever is later.		
		39. Expenditure sanction	C-3 or one year after completion of audit, whichever is later.		
		40. Surety bond executed in favour of temporary or a retiring Govt staff	C-3 after the bond ceases to be enforceable.		
29	Administrative approval and technical sanction	11. General aspects	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.		
		12. Major works	C-10 or C-3 after completion of the work, or one year after completion of audit, whichever is the latest.		
		13. Minor works	C-5 or C-3 after completion of the work, or one year after completion of audit, whichever is the latest.		
29	Foreign exchange budget	11. General aspects	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.		
		12. Estimates/ Allocation	C-3		The Department of Economic Affairs, as the department responsible for overall policy and co-ordination in the matter, may retain these records for appropriate longer periods prescribed by it.
		13. Periodical reports regarding allocation, release and utilisation			
30	Plan Schemes	11. Approved schemes	(i) Permanent for record of major projects costing Rs.20 crores and		

			above Minor projects are normally completed in shorter time frame. (ii) For others : C-10	
		12. Not approved schemes	C-3	
		13. Review of ongoing schemes	C-3 after closure of the scheme.	
31.	Budget Estimates for five year plans		C-10	

RECORDS OTHER THAN FILES

Sl.No	Description	Retention period	Remarks
1	Civil credit notes (Form C-142) and stock register thereof	C-3 or one year after completion of audit, whichever is later.	
2	Register of monthly expenditure (Form CTR 0)	To be weeded out after the Appropriation Accounts for the year have been finalised.	
3	Register for vetting progress of expenditure (Form GFR 11)	To be weeded out after the Appropriation Accounts for the year have been finalised.	
4	Register for vetting progress of expenditure on local purchase of stationery.	C-3 or one year after completion of audit, whichever is later.	
5	Register for reconciliation of accounts	To be weeded out after the Appropriation Accounts for the year have been finalised.	
6	Cash Book	C-10	
7	Cash receipts (Form TR 5), counterfoils and stock register.	C-3 or one year after completion of audit, whichever is later.	Refer GFR appendix 13, Annex-1
8	Petty vouchers not furnished to audit	C-3 or one year after completion of audit, whichever is later.	
9	Appropriation Accounts	C-3	
10	Pay Bill Register	C-20	
11	Office copies of establishment pay bills and related schedules (in respect of period for which Pay Bill Register is not maintained.	C-20	
12	Schedules to the establishment pay bills for the period for which Pay Bill Register is maintained	C-3 or one year after completion of audit, whichever is later.	
13	Acquittance roll	C-3 or one year after completion of audit, whichever is later.	
14	Postal life Insurance register	C-3 after all the policies entered therein have matured for payment.	
15	Increment register	C-1	
16	Increment list	C-3 or one year after completion of audit, whichever is later.	

H-PARLIAMENT

S.No.		Page/Pages
11	Parliament matters	67-68
	Records other than files	68

H-PARLIAMENT

S.No.	Description of record	Retention period	Remarks
11	Main head Parliament matters Sub head 11. General aspects	'A' or 'B' category, depending on the content value, in the case of departments issuing orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete	Remarks
	12. Assurances and undertakings	C-3	
	13. Committees	(a) For departments reported upon or predominantly concerned C-10 (b) For other interested departments: C-3	Subject to a copy of the report being retained permanently. The National Archives may be consulted before any file is destroyed.
	14. Cut-motions, resolutions/ Calling Attention notices -Lok Sabha	(a) Admitted and answered/ discussed: C-3 (b) Disallowed/ lapsed or withdrawn: C-1	Cases containing material of great precedence/ reference value/ historical importance may be retained permanently.
	15. Cut-motions, resolutions /Calling Attention notices- Rajya Sabha		
	16. Questions-Lok Sabha		
	17. Questions- Rajya Sabha		
	18. Legislation	'A' or 'B' category, depending on the content value, in the case of departments issuing orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	The National Archives may be consulted for its up-keep.

	19. Furnishing of material for speech of President, Prime Minister, Minister etc.	C-3
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RECORDS OTHER THAN FILES

S.No.	Description of record	Retention period	Remarks
1	Parliamentary proceedings as maintained by Parliament Unit	C-1 after printing	Subject to follow-up action being taken by the sections concerned on their own files to which relevant extracts may be taken.
2.	Register of Parliament questions	C-3	

1 Record Retention Schedule of files relating to RTI application

S No.	Subject/records groups	Proposed Retention Period	Remarks
1.	RTI Cases disposed without attracting any 1 st Appeal	C-3	
2.	RTI Cases attracting 1 st Appeal	C-3	Since they may attract 1 nd Appeal so require a fair retention period.
3.	RTI Cases attracting 2 nd Appeal (without any remarkable decision)	C-3 or till the compliance of CIC orders, whichever is later.	
4.	RTI Cases attracting 2 nd Appeal (involving a remarkable decision)	C-5	Judgement/CIC ruling "B"
5.	1 st Appeal cases files	C-3	As these may attract 2 nd Appeal
6.	2 nd Appeal cases files	C-3 or till the compliance of CIC orders	
7.	Files relating to the administrative aspects of RTI Act, 2005 i.e. implementation, suggestions, guidelines, etc.	C-3	
8.	File Register of RTI Applications i.e. records other than file.	B-Keep	

J- Electronic Records

There will only be two categories of e-files i.e. Category-I and Category-II

S.No.	Subjects/records groups	Proposed Retention Period	Remarks
1.	<p>Category I</p> <p>The e-files which are to be preserved permanently or which are of historical importance. The e-files included under this category will be as follows:-</p> <ol style="list-style-type: none"> (1) e-files containing evidence of rights or obligations of or against the government, e.g., title to property, claims for compensation not subject to a time limit, formal instruments such as awards, schemes, orders, sanctions, (2) e-files relating to major policy decisions, including those relating to the preparation of legislation. (3) e-files regarding constitution, functions and working of important committees, working groups, etc. (4) e-files providing lasting precedents for important procedures, e.g. administrative memoranda, historical reports and summaries, legal opinions on important matters. (5) e-files concerning rules, regulations, Departmental guides or instructions of general application. (6) e-files relating to salient features of organization and staffing of government Departments and offices. (7) e-files relating to important litigation or 'causes celebres' in which the administration was involved. (8) e-files relating to the origin of a Department or agency of government; how it was organized; how it functioned; and (if 	<p>For 10 years, it will be kept in the Department's server and thereafter transferred to the server of the National Archives of India (NAI).</p>	

<p>defunct) how and why it was dissolved.</p> <p>(9) Data about what the Department/agency accomplished. (Samples by way of illustration may be enough, but the need for such samples may be dispensed with where published annual reports are available.)</p> <p>(10) e-files relating to a change of policy. This is not always easy to recognize, but watch should be kept for (a) summary for a Minister, (b) the appointment of a Departmental or inter-Departmental committee or working group and (c) note for the Cabinet or a Cabinet Committee. Generally there should be a conscious effort to preserve all such papers, including those reflecting conflicting points of view. In the case of inter-Departmental committees, however, it is important that a complete set of papers be kept only by the Departments mainly concerned – usually the one providing secretariat.</p> <p>(11) e-files relating to the implementation of a change of policy, including a complete set of instructions to executing agencies etc., and relevant forms.</p> <p>(12) e-files relating to a well-known public or international event or cause celebre, or to other events which gave rise to interest or controversy on the national plane.</p> <p>(13) e-files containing direct reference to trends or developments in political, social, economic or other fields, particularly if they contain unpublished statistical or financial data covering a long period or a wide area.</p> <p>(14) e-files cited in or noted as consulted in connection with, official publications.</p>		
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	<p>(15) e-files relating to the more important aspects of scientific or technical research and development.</p> <p>(16) e-files containing matters of local interest of which it is unreasonable to expect that evidence will be available locally, or comprising synopsis of such information covering the whole country or a wide area.</p> <p>(17) e-files relating to obsolete activities or investigations, or to abortive scheme in important fields.</p> <p>(18) Any other specific category of records which, according to the Departmental instructions issued in consultation with the National Archives, have to be treated as genuine source of information on any aspect of history-political, social, economic, etc., or are considered to be of biographical or antiquarian interest.</p>		
2.	<p>Category II</p> <p>This category will include e-files of secondary importance and having reference value for a limited period.</p>	<p>Upto 10 years akin to the retention period of physical files/records on the Department's server. In exceptional cases, if the record is required to be retained beyond 10 years it will be upgraded to Category I.</p>	

Note: Refer National Digital Presentation Programme (DPP) and Digital Preservation Policy (DPP) being formulated by the Department of Information Technology for e-files and e-records.

Part II Records (Other than those relating to establishment and house-keeping works) common to all departments

S.No.		Page/Pages
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12	Notices agenda and proceedings of inter-departmental meetings (e.g. O & M Vigilance)	76
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S.No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
		1. Creation/ abolition of offices	Permanent (B-keep)	
		2. Reorganisation and redistribution of functions: (a) inter-departmental (b) intra-departmental	Permanent in the case of departments issuing orders and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete. C-3 or till they are superseded, whichever is later.	
		3. (a) Bills, Acts and Ordinances (b) Comments on State Legislations	Permanent (B-keep) Permanent for Ministry of Home Affairs, C- 5 for other departments.	
		4. Rules, regulations, codes, manuals, executive procedural instructions (including amendments and interpretations): (a) statutory (b) non-statutory	Permanent in the case of departments issuing rules, regulations etc.; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete. C-5 or till they are superseded	Subject to standing note on the subject

	Mission abroad.		
	<p>12. Notices, agenda and proceedings of inter-departmental meetings (e.g. O & M Vigilance):</p> <p>(a) for departments organising such meetings;</p> <p>(b) for other departments</p>	<p>Appropriate period to be prescribed by departments concerned in their record retention schedule.</p> <p>C-1</p>	<p>Subject to follow-up action, where necessary, being taken on appropriate subject files to which relevant extracts may be taken.</p>
	<p>13. Notices, agenda and proceedings of intra-departmental meetings (e.g. O & M Vigilance):</p> <p>(a) for units organising such meetings;</p> <p>(b) for other units;</p>	<p>C-3</p> <p>C-1</p>	<p>Subject to follow-up action, where necessary, being taken on appropriate subject files to which relevant extracts may be taken.</p>
	<p>14. Work study/ case study reports</p>	<p>C-3</p>	<p>Subject to a copy of the report being kept in the departmental library. Cases containing material of a high precedent/ reference value may be retained for appropriate longer periods, either initially or at the time of review.</p>
	<p>15. Rationalisation & Simplification of forms.</p>	<p>C-1 after the next review</p>	
	<p>16. Arbitration and litigation cases</p>	<p>C-3</p>	<p>Subject to:</p> <p>(a) the file not being closed until the award/ judgment becomes final in all respects by limitation or final decision in appeal/ revision, and</p> <p>(b) cases involving important issues or</p>

APPENDIX - 13
[See Rule 284]
DESTRUCTION OF OFFICE RECORDS CONNECTED WITH ACCOUNTS

The destruction of records (including correspondence) connected with accounts shall be governed by the following Rules and such other subsidiary rules consistent therewith as may be prescribed by Government in this behalf with the concurrence of the Comptroller and Auditor-General.

1. The following shall on no account be destroyed:—

- (i) Records connected with expenditure which is within the period of limitation fixed by law.
- (ii) Records connected with expenditure on projects, schemes or works not completed, although beyond the period of limitation.
- (iii) Records connected with claims to service and personal matters affecting persons in the service except as indicated in the Annexure to this Appendix.
- (iv) Orders and sanctions of a permanent character, until revised.

2. The following shall be preserved for not less than the period specified against them:—

S.No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
1	Payments and recoveries	(i) Expenditure Sanctions not covered by Paragraph 1 above (including sanctions relating to grants-in-aid)	2 years, or one year after completion of audit, whichever is later.	
		(ii) Cash Books maintained by the Drawing and Disbursing Officers under Central Treasury	10 years	

		<p>Rule 77.</p> <p>(iii) Contingent expenditure.</p> <p>(iv) Arrear claims (including sanction for investigation, where necessary).</p> <p>Papers relating to:</p> <p>(v) GPF Membership.</p> <p>(vi) GPF Nomination.</p> <p>(vii) Adjustment of missing credits in GPF Accounts</p> <p>(viii) Financing of Insurance Policies from GPF Accounts</p> <p>(ix) Final withdrawal from GP Fund, e.g., for house building, higher technical education of children, etc.</p> <p>(x) GPF annual statements.</p>		
		(xi) T.A./Transfer T.A. claims.	1 year	
2.	Budget Estimates/ Revised Estimates		3 years, or one year after completion of audit, whichever is later	
			3 years	
3	Service Books of :		3 years after issue of final pension/ gratuity payment order.	The retention period here relates to the Budget/Revised Estimates as compiled by the Budget/Accounts Section for the Department as a whole.

	(a) Officials entitled to retirement/terminal benefits (b) Other employees				
4	4. Leave Account of: (a) Officials entitled to retirement/terminal benefits. (b) Other employees.			3 years after they have ceased to be in service. 3 years after issue of final pension/ gratuity payment order.	
5.	Service records	(a) Nomination relating to family pension and DCR gratuity. (b) Civil List Gradation/ Seniority List — (i) in the case of Departments preparing and bringing out the compilation. (ii) in the case of other Departments (i.e., those supplying information for such compilation). (c) Alteration in the date of birth. (d) Admission of previous service not supported by authenticated service record, e.g., through	1 year 3 years 1 year after issue of relevant compilation. 3 years.	Subject to the nomination in original or an authenticated copy thereof (where original is kept with the audit) as the case may be being placed in Vol. II of the Service Book/Personal File. Subject to suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of Service Book/Personal File.	
			3 years; or 1 year after completion of audit, whichever is later.	- do -	

6. Expenditure statements	<p>collateral evidence.</p> <p>(e) Verification of service.</p> <p>(a) In respect of lower formations.</p> <p>(b) In respect of Department itself.</p> <p>(c) Register of monthly expenditure (Form GFR 9).</p>	<p>5 years.</p> <p>To be weeded out at the end of financial year.</p> <p>To be weeded out after the Appropriation Accounts for the year have been finalized.</p>	<p>Subject to a suitable record being kept somewhere, e.g., in the Service Book or History Sheet.</p> <p>To be weeded out after the Appropriation Accounts for the year have been finalized.</p>
7. Surety Bonds executed in favour of a temporary or a retiring Government servant.		<p>3 years after the Bond ceases to be enforceable</p>	
8. (a) Pay Bill register. (b) Office copies of Establishment pay bills and related schedules (in respect of period for which pay bill register is not maintained). (c) Schedules to the Establishment pay bills for the period for which pay bill register		<p>20 years</p> <p>20 years</p> <p>3 years, or one year after the completion of audit, whichever is later.</p>	

	is maintained.			
9.	(d) Acquaintance Roll Muster Rolls		3 years, or one year after the completion of audit, whichever is later. Such period as may be prescribed in this behalf in the departmental regulations subject to a minimum of three financial years of payment excluding the financial year of payment. 5 years	
10	Bill Register maintained in Form TR-28-A		5 years	
11.	Paid cheques returned by the Bank to the Audit/Accounts Office			The counterfoils of paid cheques should be preserved for the same period as prescribed for preservation of paid cheques, viz., 5 years. However, in cases where the counterfoils are required to be preserved in connection with settlement of some enquiry, etc., these should not be destroyed unless otherwise advised by the authorities conducting the enquiry. The other instructions contained in this Appendix will continue to be applicable in this case before the counterfoils which are more than five years old are actually destroyed.
12.	Files, papers and documents relating to contracts, agreements etc.		5 years after the contract/ agreement is fulfilled or terminated. In cases where audit objections have been raised, however, the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the audit	

13	Sub-vouchers relating to the Secret Service Expenditure	authorities or have been reviewed by the Public Accounts Committee. 3 years after the expiry of the financial year in which the expenditure was incurred, subject to completion of administrative audit and issue of audit certificate by the nominated Controlling Officer.	
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INSTRUCTIONS:

- 1) The retention period specified in Column (4), in the case of a file, is to be reckoned from the year in which the file is closed (i.e., action thereon has been completed) and not necessarily from the year in which it is recorded.
- 2) In the case of records other than files, e.g., registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
- 3) In exceptional cases, a record may be retained for a period longer than that specified in the schedule, if it has certain special features or such a course is warranted by the peculiar needs of the department. In no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
- 4) If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised in the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and, where necessary, revised suitably.

Notes:—

- 1) Before any pay bills/pay bill registers are destroyed, the service of the Government servants concerned should be verified in accordance with Rule 81.
- 2) The periods of preservation of account records in Public Works Offices are prescribed separately by Government.
- 3) Where a minimum period after which any record may be destroyed has been prescribed, the Head of a Department or any other authority empowered by him to do so, may order in writing the destruction of such record in their own and subordinate offices on the expiry of that period counting from the last day of the latest financial year covered by the record.
- 4) Heads of Departments shall be competent to sanction the destruction of such other records in their own and subordinate offices as may be considered useless, but a list of such records as properly appertain to the accounts audited by the Indian Audit and Accounts

Departments shall be forwarded to the Audit Officer and or the Accounts Officers, as the case may be, for his concurrence in their destruction before the destruction is ordered by the Head of Department.

5) Full details shall be maintained permanently, in each office, of all records destroyed from time to time.

S.No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
1	Creation and Classification of posts	(i) Continuance/abolition/revival of post.	1 year.	Subject to particulars of sanctions being noted in Establishment/Sanction Register.
		(ii) Conversion of temporary posts into permanent ones.	10 years.	- do -
		(iii) Creation of posts.	10 years	- do -
		(iv) Revision of scales of pay.	Permanent in the case of Departments issuing orders and Departments concerned; other Departments need keep only the standing orders, weeding out superseded ones as and when they become obsolete.	- do -
		(v) Upgrading of posts.	10 years.	- do -
2.	Review for determining suitability of employees for continuance in	Establishment/Sanction Register.	Permanent	Where, for any reason the register is re-written, the old volume will be kept for 3 years.

3	service. Arbitration and litigation cases.		3 years Subject to: (a) the file not being closed until the award/judgment becomes final in all respects by limitation or final decision in appeal/ revision; and (b) cases involving important issues or containing material of a high precedent/reference value being retained for an appropriately longer period either initially or at the time of review.
4	Notices under Section 80 of Civil Procedure Code.		1 year If such a notice is followed up by a civil suit, it would be come arbitration/litigation case and would, therefore, need to be retained for 3 years.
5	Retirement	Continuation of break in service.	5 years Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of Service Book/Personal File.
6.	Advance	<ul style="list-style-type: none"> (i) Car Advance Rules (ii) Conveyance Advance Rules (iii) Cycle Advance Rules (iv) Festival Advance Rules (v) GPF Advance Rules (vi) House Building Advance Rules (vii) Motor Cycle/Scooter Advance Rules (viii) Pay Advance Rules (ix) T.A. Advance Rules 	<p>Retirement in the case of Departments issuing the rules, orders and instructions; other Departments need keep only the standing rules, etc., weeding out the superseded ones as and when they become obsolete.</p>
	(x) Travel Concession		Subject to:

		<p>Rules</p> <p>(xi) Other Advance Rules (xii) Grant of car Advance (xiii) Grant of conveyance allowance (xiv) Grant of cycle advance (xv) Grant of festival advance (xvi) Grant of GPF advance (xvii) Grant of house building advance (xviii) Grant of motor cycle/scooter advance (xix) Grant of pay advance (xx) Grant of T.A. advance (xxi) Grant of LTC advance (xxii) Grant of other advances</p>	<p>(i) suitable entries being made in pay bill register; and (ii) in case of motor car/motor cycle/scooter and house building advances. (a) copies of sanction being placed on personal files; and (b) mortgage deeds and other agreements executed being kept separately in safe custody for the period they are valid.</p>
7.	<p>Surety Bonds executed in favour of a temporary or a retiring Government servant. Pension/ retirement</p>	<p>1 year</p>	<p>3 years after the Bond ceases to be enforceable</p>
8.	<p>(i) Rules and Orders (general aspects) (ii) In respect of Groups 'A' 'B', 'C', 'D' Government servants. (a) Pre-verification of pension cases. (b) Invalid pension (c) Family pension</p>	<p>3 years</p>	<p>Till one year after the last beneficiary of the family pension</p>

	(d) Other pensions	ceases to be entitled to receive or 5 years whichever is later.	
	(e) Gratuity	5 years	
	(f) Commutation of pension	15 years	

Note—The principle to be adopted in respect of files having financial implications and hence liable to be called by audit for inspection is that such files should be retained for a period of five years after they have been recorded. If, at any time during the period of five years, an audit objection having reference to the transaction dealt with in that file arises, is received, the file will not be destroyed until after the audit objection has been settled to the satisfaction of the audit. Also, if local audit does not take place within the period of five years, the Head of the Office should ascertain from the audit authorities whether they have any objection to the files relating to the earlier years due for weeding out by the application of the five year formula, being destroyed or retained for a further period for scrutiny by the audit party and if so, for what period.

It is suggested that the records are weeded out at periodical intervals in the light of the retention periods prescribed to avoid their build-up. It is suggested that to make a continuous and conscious effort throughout the year to weed out unnecessary records. In other words, the working rules should be "weed as you go".

INSTRUCTIONS:

1. The retention period specified in Column (4), in the case of a file, is to be reckoned from the year in which the file is closed (i.e., action thereon has been completed) and not necessarily from the year in which it is recorded.
2. In the case of records other than files, e.g., registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
3. In exceptional cases, a record may be retained for a period longer than that specified in the schedule, if it has certain special features or such a course is warranted by the peculiar needs of the department. In no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
4. If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised in the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously "reviewed and, where necessary, revised suitably".

APPENDIX 28
Retention schedule for records prescribed in the Manual of Office Procedure
[Vide para 111 (1) (c)]

1.	Dak register		14 (6)		1
2.	Invoice		15 (1)		1
3.	Section dairy		17 (1)		3
4.	Movement slip of receipts		20 (3)		To be destroyed after the relevant receipts have been received in the section concerned
5.	Assistant's diary		23 (2)		1
6.	Standing guard files		35 (1)(a)		Permanent. The earlier version of these records will normally be weeded out as soon as the revised version becomes available.
7.	Standing note		35 (1)(b)		
8.	Distribution chart		81 (1)		1
9.	Typist's diary		81 (2)		1
10.	Issue diary		82 (1)		1
11.	Despatch register		86 (2)		5
11(a).	Section Despatch Register		91 (1)(d)		5

12.	Postal registration books	86 (4)	5
13.	Receipts of telegrams	86 (6)	1
14.	A Register of daily abstract of stamps used	86 (7)	5
15.	Messenger book	87 (1)	1
16.	Stamps account register	90 (1)	5
17.	Weekly statement of issues of stamps without reference to Minister	91 (2) (b)(c)	1
18.	File register	97	Permanent
19.	File movement Register	100 (1)	1
20.	Register for watching the progress of recording	104 (2)(b) and (3)	3
21.	Index slips	107	5 years or till printed departmental index becomes available whichever is latter.
22.	Consolidated departmental index	107	Permanent
23.	Precedent book	110	Permanent
24.	List of files transferred to (a) Departmental record room	112 (3)	25
	(b) National Archives	112 (5)	Permanent
25.	Record review register	112 (4)	1
26.	List of files received for review	113 (5)	1
27.	Register of spare copies of publications, circulars, orders etc.	113 (9)	1

28	Record requisition slip	115	To be destroyed after the requisitioned file has been returned to the National Archives.
29	Record requisition card	115	To be destroyed after all the space for entries have been used and the last file requisitioned has been returned to the sectional/departamental records.
30	Weekly arrear statement	123 (1)	1
31	Case sheets of cases pending disposal over a month	124 (2)(a)	1
32	Numerical abstract of cases pending disposal for over a month	124 (4)(d)	1
33	Consolidated numerical abstract of cases pending disposal for over a month in the various sections of the department	124 (8)(a)	3
34	Call book	125 (1)	3
35	Monthly Progress report on recording of files	126 (1)	1
36	Register for keeping a watch on communications received from M.Ps	127	1
37	Register for keeping a watch on communications received from VIPs	128	1
38	Monitoring of Court / CAT cases	129	Permanent
39	Register of Parliamentary Assurances.	130 (1)	1
40	Check-lists for periodical reports	131	1
41	Inspection reports.....	135	One year after the date of inspection

Note: The information herein will be reclaimed with reference to the date from which the record ceases to be current/active. Where, however, it is proposed to weed out a register wherein certain entries are still current, e.g. The movement register where certain files entered therein have not been recorded or the register of assurance, where certain assurances have not been implemented, the current entries will first be transferred to the new register and the old register weeded out thereafter.

Handwritten notes:
The information herein will be reclaimed with reference to the date from which the record ceases to be current/active. Where, however, it is proposed to weed out a register wherein certain entries are still current, e.g. The movement register where certain files entered therein have not been recorded or the register of assurance, where certain assurances have not been implemented, the current entries will first be transferred to the new register and the old register weeded out thereafter.