INDIAN INSTITUTE OF TECHNOLOGY DELHI
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RECORD RETENSION SCHEDULE
IN RESPECT OF RECORDS

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Indian Insitute of Technology Delhi

RECORD RETENTION SCHEDULE IN RESPECT OF RECORDS

Part I-Records relating to establishment and house-keeping work

A-ESTABLISHMENT

Description of record		Retention period	Remarks
Main head	Sub-head		
1	2	3	4
01. Creation and classification of posts	01. Continuance/abolition/revival of posts	03 years	Subject to particulars of sanctions being noted in Establishment/Sanction Register. Refer GFR appendix 13, Annex-1
	02. Conversion of temporary posts into permanent ones	10 years	Subject to particulars of sanctions being noted in Establishment/Sanction Register. Refer GFR appendix 13, Annex-1
	03. Creation of posts	10 years	Subject to particulars of sanctions being noted in Establishment/Sanction Register. Refer GFR appendix 13, Annex-1
	04. Revision of scales of pay	Permanent in the case of 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issuing the orders and departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	Subject to particulars of sanctions being noted in Establishment/Sanction Register.
	05. Upgrading of posts	10 years	Subject to particulars of sanctions being noted in Establishment/Sanction Register. Refer GFR appendix 13, Annex-1
	06. Re-designation of Posts	10 years	Subject to particulars of change being noted in Establishment/Sanction Register.
	07. Plan/non-Plan posts	03 years	Subject to particulars of sanction being noted in Establishment/Sanction Register.
02. Recruitment	01. Recruitment (general aspects) including provisions of the Constitution	Permanent in the case of departments issuing the orders and instructions; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	

1	2	3	4
	02. Appointment of dependents of deceased employees	05 years	Subject to the application of the candidate and an authenticated copy of the order of appointment being kept in the personal file.
	03. Appointment of honorary workers	10 years	Subject to the bio-data/application of the candidate and an authenticated copy of the order of appointment being kept in the personal file.
	04. Appointment of non-Indians.	10 years	Subject to the application of the candidates and an authenticated copy of the order of appointment being kept in the personal file.
	05. Estimate (annual) of vacancies	03 years	
	06. Employment priorities and maintenance of roster.	(a) 10 years in respect of Scheduled Castes/ Tribes. (b) 05 years in the case of others.	
	07. Framing of recruitment rules	Permanent in the case of departments issuing the orders and the department concerned; other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.	
	08. Notification to and release of vacancies by (i) Local employment exchange (ii) D.G.E. & T.	03 years	

A-ESTABLISMENT CONT.

1	2	3	4
	09. Nomination of candidates by local employment exchange and their selection	03 years	
	10. Recruitment through Employment exchange (general aspects)	10 years	Subject to the application of the successful candidate and an authenticated copy of the order of appointment being kept in the personal file.
	11. Recruitment otherwise than through UPSC	10 years	Subject to the application of the successful candidate and an authenticated copy of the order of appointment being kept in the personal file.
	12. Reservation in services:		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.
	(a) Schedule castes/Schedule Tribes	10 years	
	(b) Others	05 years	

1	2	3	4
	13. Selection Committees for recruitment of personnel:		
	(a) Constitution	03 years; or 01year after reconstitution, whichever is later.	
	(b) Proceedings	Period of limitation or 03 years, which ever is greater.	
	14. Relaxation of age/educational qualifications	03 years	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
	Condonation of break in service	03 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. Refer GFR appendix 13, Annex-1
	15. Engagement of casual labour	03 years; or 01 years after completion of audit, whichever is later.	
03 Scheduled Castes and Scheduled Tribes	01. Representation in posts and services - policy and implementation of safeguards	Permanent in the case of departments issuing the orders, instructions, etc.; other departments need maintain only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete.	
	02. Reservation of vacancies (including grouping of posts, and exclusion of posts from reservation order) 03. De-reservation of vacancies	05 Years.	The Department of Personnel and Training and the Commissioners for Scheduled Castes and Scheduled Tribes, as authorities responsible for overall policy and coordination in the matter, may keep such record for appropriate longer periods to be prescribed by them in their respective record retention schedules.
	04. Complaints from associations regarding non-observance of reservation in services	03 Years.	

1	2	3	4
	05. Annual statement regarding representation of Scheduled Castes/ Scheduled Tribes	01 Year	
04. Retrenchment	01. General principles	Permanent in the case of departments issuing the orders, instructions, etc.; other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete.	
	02. Group A 03. Group B 04. Group C 05. Group D	03 Years	A copy of the order will be placed in the personal file
05. Verification/re-verification of character and antecedents	01. Rules (General aspects)	Permanent 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.	
	02. Group A 03. Group B 04. Group C 05. Group D	01 Year	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.
06. Medical examination	01. Rules (General aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing orders etc., weeding out the superseded ones as and when they become obsolete.	

A-ESTABLISMENT CONT.

1	2	3	4
	02. Group A 03. Group B 04. Group C 05. Group D	01 year	Subject to a suitable entry being made in the appropriate service record and report itself being placed in Vol. II of service book/ personal file.
07. Personal files	01. Group A 02. Group B	(a) Those eligible for retirement/terminal benefits : 05 years after issue of final pension/ gratuity payment order (b) Others :05 years 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.
	03. Correspondence regarding requisition, transfer, return etc.	01 year	
08. Personal files	01. Group C 02. Group D	(a) Those eligible for retirement/terminal benefits: 05 years after issue of final pension/ gratuity payment order (b) Others: 05 years 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 O&M Section for presentation/micro-filing.
	03. Correspondence regarding requisition, transfer etc.	01 year	

1	2	3	4
09. Service records	01. History of services 02. Group 'A' 03. Group 'B'	(a) For departments preparing and bringing out the compilation:05 years. (b) For other departments (i.e. those supplying material for inclusion therein): one year after issue of the compilation	
	04. Change in name of institute Employee	03 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.
	05. Alteration in the date of birth	03 years	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.
	06. Change in qualification of government servant	03 years	Refer GFR appendix 13, Annex-1 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.
	07. Civil list, gradation/seniority list:		Refer GFR appendix 13, Annex-1 Refer GFR appendix 13, Annex-1 Refer GFR appendix 13, Annex-1
	08. Verification of age and educational qualifications.	01 year	Subject to authenticated copies of the relevant certificates being kept in Vol. II of service book/personal file.

1	2	3	4
	09. Admission of previous service not supported by authenticated service record, e.g. through collateral evidence	03 or 1 year after completion of audit, whichever is later	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
	10. Nomination relating to family pension and DCR gratuity	01 year	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
	11. G. P. Fund nomination	01 year	Subject to (a) the original nomination being 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
10. Postings and transfers	01. General aspects	Permanent in the case of departments issuing the orders, instructions etc.; other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete.	
	02. Group A 03. Group B 04. Group C 05. Group D	(a) If involving change of office : 03 years	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.
		(b) In other cases : 01 year	Subject to a suitable entry being made in the register of postings.

A-ESTABLISMENT CONT.

1	2	3	4
11. Seniority	01. General principles	Permanent in the case of departments issuing the orders, instructions etc.; other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete.	
	02. War service Rules (lien & seniority)	(a) Permanent in the case of department	
	03. Established organized services		
	04. Political sufferers	(b) Fixation of seniority in individual cases:	
	05. Representation		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
12. Leave (other than study leave and casual leave)	11. Rules (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.	
	i) Group A ii) Group B iii) Group C	03 years	Subject to suitable entries being made in the appropriate service record and leave account.
	iv) Group D	01 year	
	Leave roster	To be destroyed at the end of the year	

1	2	3	4
13. Casual leave (including special leave	01. Rules	Permanent in the case of departments issuing the rules, orders, and instructions; other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.	
	i) Group A ii) Group B iii) Group C iv) Group D	(a) Casual leave: To be destroyed at the end of the year (b) Special casual leave: 01 year	
14. Pay/special pay	01. Rules (general aspects) 02. War service (Rules) 03. Political sufferers (Rules)	Permanent 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.	
	i) Group A ii) Group B iii). Group C iv) Group D	03 or one year after completion of audit, whichever is later.	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.
15. Allowances	11. Rules (general aspects) 12. Children's Education Allowance (CEA) Rules (general aspects)	Permanent 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.	

1	2	3	4
	03. Claims regarding CEA 04. D.A., H.R.A. & C.C.A. 05. Deputation (duty) allowance 06. Overtime allowance 07. Traveling allowance 08. Washing allowance 09. Educational concessions for children of political sufferers	03 years; or one year after completion of audit, whichever is later	
	10. Air travel by non-entitled personnel	01year	
	11. Grant of non-practicing allowance 12. Grant of Risk allowance	03 or one year after completion of audit whichever is later.	
16. Confidential/assessment report	01. Rules (general aspects)	Permanent in the case of departments issuing the rules etc. other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.	
	02. Recording of confidential reports in respect of Group 'A' officers. 03. Recording of confidential reports in respect of Group 'B' officers 04. Recording of confidential reports in respect of Group 'C' staff 05. Recording of confidential reports in respect of Group 'D' staff	01 year	
	06. Communication of adverse entries	03 years	
	07. Representation for expunction of adverse entries	03 years	

1	2	3	4
17. Increment	01. Rules (general aspects)	Permanent in the case of departments issuing the rules etc; other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.	
	02. Withholding of increments	10; or 03 years 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.
	03. Representations and petitions	03 years	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.
18. Probation/confirmation	01. General principles (Probation) 02. Rules (Confirmation)	Permanent in the case of departments issuing the orders, instructions; other departments need keep only the standing orders and instructions etc. weeding out the superseded ones as and when they become obsolete	
	03. Confirmation/extension of probation of Group A 04. Confirmation/extension of probation of Group 05. Confirmation of Group C staff 06. Confirmation of Group D staff 07. Confirmation in ex-cadre posts	05 years	Subject to suitable entries being made in the appropriate service record and an authenticated copy of the order being kept in the personal file.
	08. Representations and petitions	05 years	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.

1	2	3	4
19. Promotion/reversion	01. General principles	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.	
	02. Departmental Promotion Committee	(a) Constitution : 03 years or one year after the D.P.C. has been reconstituted, whichever is later b) Proceedings : 05 years	
	03. Group 'A' 04. Group 'B' 05. Group 'C' 06. Group 'D'	05 years	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.
	07. Representations and petitions	03 years	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.

1	2	3	4
20. Training/scholarships/ fellowships in India and abroad	01. Diploma course in public administration in the Indian Institute of Public Administration 02. Executive training of officers in the states 13. Refresher course at the National Academy of Administration at Mussoorie 04. Training in Accountancy 05. Training of Assistants (direct recruits) at the Institute of Secretariat Training and Management 06. Training in Hindi/English stenography 07. Training in Hindi/English typewriting 08. Training of LDCs (direct recruits) at the Institute of Secretariat Training and Management 09. Training for stenographers (direct recruits) at the Institute of Secretariat Training and Management 10. Training in O & M /work study. 11. Training abroad	(a) Cases involving expenditure from public funds and execution of bond/ agreement by the trainees; — 01year after the period of validity bond/agreement or completion of audit, whichever is later. (b) cases involving direct expenditure from public funds but not execution of bond/ agreement; — 03 years; or one year, after completion of audit, whichever is later. (c) cases not involving direct expenditure (e.g. training in typewriting conducted by Institute of Secretariat Training and Management); — 01 year (d) reports submitted by trainees etc. after completion of training/study — 03 years	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.
21. Departmental examinations	01. Framing of rules	Permanent for departments issuing the rules and departments concerned; other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.	
	02. Holding of examinations	03 years	
	03. Results-declaration	03 years for departments conducting such tests; one year for other departments.	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.

1	2	3	4
	04. Representations and petitions	03 years	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.
22. Deputations and delegations	01. Rules regarding deputation, including deputation on foreign service in India and abroad.	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only standing rules, etc., weeding out the superseded ones as and when they become obsolete.	
	02. Delegation in India/abroad	03 years; 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.
	03. Deputation of Faculty members. 04. Deputation of Gp. 'A'. officers. 05. Deputation of Gp. 'B' officers. 06. Deputation of Gp. 'C' officers. 07. Organised services	03 years plus the period of deputation	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.
23. Delegation of powers	01. Rules (general aspects)	Permanent 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.	

1	2	3	4
	02. F. R. & S. R. 03. Delegation of Financial Power Rules, 1958 04. Civil Service Regulations 05. Grant of ex-officio status0	Permanent in the case of departments issuing the orders and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
24. Honorarium/ awards	01. Rules (general aspects)	Permanent 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.	
	02. Group A 03. Group B 04. Group C 05. Group D	03 years 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.
25. Pension/ retirement	01. Rules and orders (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules and orders, weeding out the superseded ones as and when they become obsolete.	Refer GFR appendix 13, Annex-1
	02. Group A 03. Group B 04. Group C 05. Group D	(a) Pre-verification of pension cases — 03 years. (b) Invalid pension — Till the youngest son / daughter attains majority or 5 years whichever is later. (c) Family pension — Till the youngest son / daughter attains majority or 5 years whichever is later. (d) Other pension — Till the youngest son / daughter attains majority or 5 years whichever is later. (e) Gratuity — 05 years (f) Commutation of pension — 15 years	Refer GFR appendix 13, Annex-1

1	2	3	4
26. Resignation	01. Rules and orders (general aspects)	Permanent in the case of departments issuing the rules, orders etc; other departments need keep only the standing rules and orders, weeding out the superseded ones as and when they become obsolete.	
	02. Group A 03. Group B 04. Group C 05. Group D	01 year	A copy of the communication accepting the resignation may be placed in the personal file.
27. Extension of service	01. Rules and orders (general aspects)	Permanent in the case of departments issuing the rules, orders etc.; other departments need keep only the standing rules, orders and instructions etc., weeding out the superseded ones as and when they become obsolete.	
	02. Group A 03. Group B 04. Group C 05. Group D	01 year after retirement	Subject to a copy of the order being placed in the personal file.
28. Re-employment	01. Rules and orders (general aspects)	Permanent in the case of departments issuing the rules, orders etc., other departments need keep only the standing orders and instructions etc., weeding out the superseded ones as and when they become obsolete.	

1	2	3	4
	02. Group A 03. Group B 04. Group C 05. Group D	01 year after the government servant ceases to be in government service.	A copy of the order may be placed in the personal file.
29. Nomination of employees	01. General aspects	Permanent in the case of departments issuing the orders, instructions, etc.; other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete.	
	02. Census operations	01 year	
	03. Committees, working groups, etc.	Appropriate retention period to be prescribed by departments concerned.	
	04. Election work	01 year	
	05. Invigilation	(a) Departments organising examinations and appointing invigilators: 03 years; or one year after completion of audit whichever is later. (b) Other departments: 01 year	
30. Forwarding of applications	01. General aspects	Permanent for 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.	
	02 For examinations 03 For posts	01 year after announcement of result of the examination or selection for particular post.	Subject to an authenticated copy of forwarding letter being kept in the personal file.
31. Study leave	01. Rules (general aspects)	Permanent in the case of departments issuing the rules, etc.; other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.	

1	2	3	4
	02. Group A 03. Group B 04. Group C 05. Group D	01 year 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.
32. No objection certificate (for registration with Employment Exchange Organization)	01. 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.	
	02. Issue of N.O.C.	01 year	Subject to an authenticated copy being kept in the personal file.
33. Review for determining suitability of employees for continuance in service	01 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.	Refer GFR appendix 13, Annex-1
	02. Group A 03. Group B 04. Group C 05. Group D	(a) If it results in pre-mature retirement : 03 years (b) It results in continued retention in service: 01 year	Subject to a copy of the relevant orders/ decision being kept in the personal file.
34. Review of cadres/ services	01. 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.	
	02. Combination of cadres/services	Permanent	
	03. Separation of cadres/services	Permanent	

1	2	3	4
35. No objection certificate for issue of passport, arms licenses etc. to govt. servants.	01. General aspects	Permanent for departments issuing orders/ instructions etc. other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete	
	02. Issue of passport 03. Issue of arms licenses	5 years or one year after completion of audit which ever is later.	

RECORDS OTHER THAN FILES

Sl. No.	Description of Records	Retention period	Remarks
1	2	3	4
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	10 years	
3.	Register of oath/affirmation of allegiance to the Constitution	03 years	Subject to suitable entries having been made in the appropriate service record of the officials concerned.
4.	Service book of :		
	(a) officials entitled to retirement/ terminal benefits	05 years after issue of final pension/ gratuity payment order.	Refer GFR appendix 13, Annex-1
	(b) other employees	05 years after they have ceased to be in service.	Refer GFR appendix 13, Annex-1
5.	Confidential reports/character Rolls		
	(a) after retirement	05 years	
	(b) after death	05 years	
	(c) after resignation/ discharge from service	05 years	
6.	Answer books of departmental examinations/tests	01 year from the date of declaration of results.	
7.	Leave account of :		
	(a) officials entitled to retirement/ terminal benefits	05 years after issue of final pension/ gratuity payment order.	
	(b) other employees	05 years 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	01 year	
10.	Register of delegations to international Organisations	10 years	

B-WELFARE

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B-WELFARE

Main head	Sub-head	Retention period	Remarks
1	2	3	4
01. General staff welfare measures	01. Broad aspects	Permanent 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.	
	02. CSS (Recognition of Service Association) Rules		
	03. Recognition of Association (individual cases)	Permanent	These records may have some historical value.
02. Departmental council/ office council	01. General aspects/ instructions	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.	
	02. Composition	1 year after completion of tenure	Subject to follow-up action, where necessary being taken on appropriate subject files to which relevant extracts may be taken.
	03. Meetings	01 year	
	04. Staff Union/Association		
	(a) Recognition	Permanent	
	(b) Representations	Appropriate periods to be determined by the departments concerned according to the importance of subject matter.	Such records may have some historical value.
03. Grants-in-aid	01. General aspects	Permanent in the case of departments issuing the orders, instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding	

1	2	3	4
		out the superseded ones as and when they become obsolete.	
	02. Grant for sports and other cultural activities	03 years; or one year after completion of audit, whichever is later.	
	03. Submission of annual accounts	03 years; or one year after completion of audit, whichever is later.	
04. Co-operative Societies	01. Rules and bye-laws (general aspects)	Permanent 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.	
	02. Election of office bearers	01 year after the next election	
	03. Meetings of co-operative societies	01 year	
	04. Recovery of contribution and loans	o1 year	
	05. Membership application	01 year	Subject to a copy of the guarantee letter being kept in the personal file.
05. Suggestions Scheme and Award Schemes	01. General aspects	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	02. Departmental Committee:		
	(a) Constitution	03 years or one year after reconstitution, whichever is later.	
	(b) Proceedings	01 year	Subject to follow-up action being taken on appropriate subject files, to which relevant extracts may be taken.

1	2	3	4
	03(b) Apex Committee		
	(a) Constitution	03 years or one year after reconstitution, whichever is later.	
	(b) Proceedings	03 years or one year after completion of audit	
	04. Suggestions/employees' performance:		
	(a) those rewarded	03 years or one year after completion of audit, whichever is later.	Subject to follow-up action being taken on appropriate subject files, to which relevant extract may be taken.
	(b) those not accepted	01 year	
06. Departmental canteens	01. General aspect/Instructions	Permanent in 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.	
	02. Subsidy & grants and maintenance of accounts	03 years or one year after the completion of audit whichever is later.	
	03. Purchase of crockery/cutleries/plates/ furnitures	03 years or one year after the completion of audit whichever is later.	
	04. Fixation of prices of the eatable items of the canteen.	03 years or one year after the completion of audit whichever is later.	
07. Benevolent Fund	01. General aspects	Permanent in 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.	
	02. Maintenance of accounts	03 years or one year after the completion of audit which ever is later.	
	03. Collection of contribution & sanction of loans	03 years or one year after the completion of audit which ever is later.	
	04. Committee meetings & related matters	01 year	

C-VIGILANCE

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Description of record		Retention period		Remarks
Main head	Sub-head			
1	2	3		4
01. Complaints	01. Group A 02. Group B 03. Group C 04. Group D 05. General-against two or more classes	(a) Those leading to vigilance/ disciplinary enquiries:	03 years after the final disposal of appeal or final judgment under the normal course of law.	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.
		b) Anonymous or pseudonymous complaints on which no action is taken:	to be destroyed at the end of the year	
		c) Other complaints:	03 years	
02. Disciplinary proceedings	01. Group A 02. Group B 03. Group C 04. Group D 05. Joint enquiry	(a) Resulting in imposition of penalties:	03 years after the final disposal of appeal or inal judgment under the normal course of law.	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.
		(b) Resulting in exoneration of the accused officials with or without warning:	03 years	

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1	2	3	4
03. Prosecutions	01. Group A 02. Group B 03. Group C 04. Group D 05. Joint enquiry	-do-	Subject to a copy of the final judgment being placed in personal file and a suitable entry being made in the appropriate service record.
04. Appeals	01. Group A 02. Group B 03. Group C 04. Group D	03 years	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
05. Petitions	01. Group A 02. Group B 03. Group C 04. Group D	03 years	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.
06. Court cases	01. Group A 02. Group B 03. Group C 04. Group D	03 years after final disposal of appeal or final judgment under the normal course of law.	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.

C-VIGILANCE

1	2	3	4
07. Employment of dependents in private firms/foreign missions in India.	Intimation Sanction	03 years	
08. Participation in politics	Intimation	03 years	
09. Radio broadcasts, contribution of articles, editing or managing of newspapers, publications	Sanction	03 years	
10. Evidence before Committee of Enquiry	Sanction	03 years	
11. Subscriptions	Sanction	03 years	
12. Gifts	Intimation	03 years	
13. Private trade employment	Sanction	03 years	

1	2	3	4
14. Moveable /immovable property	01. Property returns (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing orders etc., weeding out the superseded ones as and when they become obsolete.	
	02. Returns of Group A 03. Returns of Group B 04. Returns of Group C	(a) In respect of employees entitled to retirement benefits: 03 yearsafter the issue of final pension/ gratuity payment order	Should preferably be dealt with on a separate file for each official to be kept open throughout the official career of the government servants.
		(b) In respect of other employees: 03 years after the employee has ceased to be in service	
	05. Intimation 06. Sanction	03 years	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.
15. Vigilance Administration	01. General aspects 02. Acts, rules, manuals 03. Vigilance set-up	Permanent in the case of departments issuing rules, orders and instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.	
	04. Meetings	(a) For departments organising such meetings: Appropriate period to be prescribed by departments concerned in their record retention schedule.	
		(b) for other departments: 01 year	Subject to follow-up action where necessary, being taken on appropriate subject files to which relevant extracts may be taken.

1	2	3	4
	05. Appointment of vigilance officers in Ministries/ departments	03 years	
	06. List of officers of doubtful integrity	10 years	
	07. Cases of difference of opinion with Central Vigilance Commission 07(a) Cases of difference of opinion with other Constitutional Bodies	10 years	
	08. Granting of vigilance clearance in respect of different classes of officers and the staff:	03 years	
	09. Annual Reports of CVC	05 years	
16. Prosecution of further studies	01. 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.	
	02. Permission	03 years 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.
17. Membership of Territorial Army, Auxiliary Air force and Naval Reserve	01. General aspects	Permanent in the case of departments issuing the orders, instructions etc; other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete.	
	02. Permission	03 years or one year after the official has ceased to be a member of such organisation, whichever is later.	Subject to a copy being placed in persomel file.

D-COMMON OFFICE SERVICES

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02. Working environment ---- 36
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04. Stationery and forms ---- 37
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Description of record		Retention period	Remarks
Main head	Sub-head		
1	2	3	4
01. Accommodation	01. Office accommodation (general aspects)	Permanent in the case of departments issuing the orders, instructions etc.; other departments need keep only the standing orders, instructions etc., weeding out the superseded ones as and when they become obsolete.	
	02. Requirements of office accommodation - Estimate to Engineer Institute	01 year	
	03. Shifting arrangements	(a) If involving expenditures: 03 years or one year after completion of audit, whichever is later. (b) In other cases: 01 year	
	04. Residential accommodation (general aspects)	Permanent in the case of departments issuing the orders, instructions etc.; other departments need keep only the standing orders and instructions etc., weeding out the superseded ones as and when they become obsolete.	
	05. Applications for allotment of residential accommodation	01 year	
	06. Applications for change/exchange of accommodation	01 year	
	07. Applications for free/reduced rent accommodation	03 years or one year after completion of audit, whichever is later.	
	08. Application/offer of out of-turn accommodation, its acceptance, rejection and relevant correspondence in relation there to	01 year	
	09. Application for sharing residential accommodation	01 year	

1	2	3	4
	10.Application for providing water and electric connections- issue of letter of guarantee. 11.Application for surrender of accommodation 12.Offer of regular allotment its acceptance, rejection and relevant correspondence	01 year	
	13.Unauthorised sub-letting of Government accommodation		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.
	14.Waiting lists of various types of accommodation from general pool	To be destroyed at the end of the year	
	15.House rent allowance (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	16.Approval of the scale of accommodation for grant of house rent allowance on percentage basis.	03 years or one year after completion of audit, whichever is later.	
	17.Acquisition/ purchase of building/ land for official use	Permanent	A suitable entry will be made in assets register.
	18.Hiring/ requisitioning of private property	03 years or one year after completion of audit or 01 year after termination of lease/ contract, whichever is the latest.	
	19.Additions, alternations and	03 years or one year after completion of audit, whichever is later.	

D-COMMON OFFICE SERVICES CONTD.

1	2	3	4
02. Working environment	01. Rules (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	02. Provision of air -conditioners/ desert coolers/gulmarg 03. Provision of fans 04. Provision of Khas tatties	Purchase/ hiring : 03 years or one year after completion of audit; whichever is later.	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.
	05. Waterman engagement of during summer season	03 years or one year after completion of audit, whichever is later.	
	06. Provision of Surahis	03 years or one year after completion of audit, whichever is later.	
	07. Provision of heaters	03 years or one year after completion of audit, whichever is later.	Subject to suitable entries being made in the appropriate stock register
	08. Provision of glass tumblers and jugs	03 years or one year after completion of audit, whichever is later.	Subject to proper account being maintained in the appropriate register.
	09. Maintenance of air-conditioners, fans, heaters etc.	03 years or one year after completion of audit, whichever is later.	Subject to proper account being maintained in the appropriate register.

D-COMMON OFFICE SERVICES CONTD.

1	2	3	4
03. Furniture	01. Rules for purchase, hire, condemnation (general aspects)	Permanent in the case of departments issuing the orders and instructions; other departments need keep only the standing orders and instructions etc. weeding out the superseded ones as and when they become obsolete.	
	02. Condemnation/ disposal of unserviceable articles	03 years or one year after completion of audit, whichever is later.	Subject to suitable entries being made in the appropriate stock/assets register.
	03. Hiring/purchase	03 years or one year after completion of audit, whichever is later.	Subject to suitable entries being made in the appropriate stock, assets register.
	04. Maintenance and repairs	03 years or one year after completion of audit, whichever is later	
	05. Physical verification	03 years or one year after completion of audit, whichever is later	
04. Stationery and forms	01. Rules for procurement (general aspects)	Permanent in the case of departments issuing orders, instruction etc.; other departments need keep only the standing orders and instructions etc. weeding out the superseded ones as and when they become obsolete.	
	03. Local purchase	03 years or one year after completion of audit, whichever is later	Subject to suitable entries being made in the appropriate stock register.
	04 Supply of stationery	01 year	Subject to suitable entries being made in the appropriate stock register.
	05. Physical verification	03 years or one year after completion of audit, whichever is later	

D-COMMON OFFICE SERVICES CONTD.

1	2	3	4
05. Calculating and accounting machines	01. Rules for procurement/disposal (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.	
	02. Condemnation and disposal	03 years or one year after completion of audit, whichever is later.	Subject to suitable entries being made in the appropriate stock register.
	03. Hiring	03 years or one year after completion of audit, whichever is later.	Subject to suitable entries being made in the appropriate stock register.
	04. Purchase		
	05. Repairs and maintenance and bills thereof	03 years or one year after completion of audit, whichever is later.	
	06. Physical verification	03 years or one year after completion of audit, whichever is later.	
06. Other Office machines including Electronic/ Computer items.	01. Rules for procurement/disposal (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.	
	02. Condemnation and disposal	03 years or one year after completion of audit, whichever is later.	Subject to suitable entries being made in the appropriate stock/ assets, register.
		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.	
	03. Hiring	03 years or one year after completion of audit, whichever is later.	Subject to suitable entries being made in the appropriate stock register.
	04. Purchase		
	05. Repairs and maintenance and bills thereof	03 years or one year after completion of audit, whichever is later.	
	06. Physical verification	03 years or one year after completion of audit, whichever is later.	

1	2	3	4
07. Bicycles	01. Rules (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.	
	02. Condemnation and disposal	03 years or one year after completion of audit, whichever is later.	Subject to suitable entries being made in the appropriate stock register.
	03. Purchase	03 years 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.
	04. Repairs and maintenance	03 years or one year after completion of audit, whichever is later.	
	05. Physical verification	03 years or one year after completion of audit, whichever is later.	
08. Office equipment including electrical and mechanical appliances and other miscellaneous stores	01. Rules (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.	
	02. Condemnation and disposal	03 years or one year after completion of audit, whichever is later.	Subject to suitable entries being made in the appropriate stock/ assets register.
	03. Purchase	03 years or one year after completion of audit, whichever is later.	Subject to suitable entries being made in the appropriate stock/ assets register.
	04. Repairs and maintenance	03 years or one year after completion of audit, whichever is later.	
	05. Physical verification	03 years or one year after completion of audit, whichever is later.	
	06. Electric clocks and call-bells (procurement and maintenance)	03 years or one year after completion of audit, whichever is later.	

D-COMMON OFFICE SERVICES CONTD.

1	2	3	4
09. Liveries	01. Rules (entitled personnel and the scale of items of liveries)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.	
	02. Procurement of material 03. Stitching and tailoring 04. Supply of shoes and chappals 05. Return, renewal, surrender and withdrawal	03 years or one year after completion of audit, whichever is later.	Subject to proper account of the articles received, being maintained in the appropriate registers.
10. Black-listing of firms/ contractors	01. Circulars (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.	
	02. Individual cases	03 years	Subject to significant events concerning the performance of a contractor being noted in a suitable register or card index.
11. Contractors for supplies	01. Approved list	Permanent in the case of departments ssuing the orders, instructions etc.; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	02. Registration	03 years	
	03. Waiver/reduction of penalty or condonation of irregularity	03 years or one year after completion of audit, whichever is later.	

1	2	3	4
12. Telephones	01. Office telephones installation and shifting of - telephone bills 02. Residential telephones- installation of-telephone bills 03. Repairs and maintenance 04. Internet Services	03 years 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.
13. Staff car	01. Rules (general aspects)	Permanent 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.	
	02. Non-official journeys	03 years or one year after completion of audit, whichever is later.	
	03. Purchase of P.O.L./ accessories	03 years or one year after completion of audit, whichever is later.	
	04. Servicing, repairs and replacement of parts and relevant correspondence	03 years or one year after completion of audit, whichever is later.	
14. Unserviceable, obsolete and surplus articles	01. Rules (general aspects) 02. Approved list of auctioneers	Permanent 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.	
	03. Engagement of auctioneers and notice of auction	03 years or one year after completion of audit, whichever is later.	
15. Maintenance of records	01. Rules for review of records (general aspects)	Permanent 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.	
16. Printing and binding	01. Rules for printing and binding (general aspects)	Permanent 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.	

D-COMMON OFFICE SERVICES CONTD.

1	2	3	4
	02. Correspondence relating to printing and binding	03 years	Subject to receipt of intimation about debit having been raised.
17. Library	01. Ordering and receipt of books (other than government publications)		Subject to suitable entries being made in the accession register.
	02. Ordering and receipt of periodicals	03 years or one year after completion of audit, whichever is later.	
	03. Purchase of government publications		
	04. Lending, transfer (requisition, reminder etc.)	(a) Lending: 01 year (b) Transfer: 03 years or one year after completion of audit which ever is later.	Subject to suitable entries being made in the accession register.
	05. Binding of books	03 years	
	06. Selection Committee for books	(a) Constitution of new selection committee : One year after completion of audit	Subject to receipt of intimation regarding debit having been raised.
		(b) Agenda, meetings Proceedings etc. 01 year	
		(c) Purchase of books one year after completion of audit.	
	07. Write off of books	Permanent	
	08. Auction Newspapers/ journals	One year after the completion of audit	
	09. Membership of Library association	One year after the completion of audit	
18. Care-taking arrangements	01. Allocation of work among sweepers, farashes and chowkidars	One year after the allocation order ceases to be in force.	
	02. White-washing - arrangements thereof	03 years or one year after completion of audit, whichever is later.	
19. Security	01. Rules (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules	

1	2	3	4
		etc., weeding out the superseded ones as and when they become obsolete.	
	02. Confidential and secret box 03. Duplicate keys : maintenance thereof	03 years or one year after completion of audit whichever is later.	Subject to suitable entries regarding distribution and custody of boxes and keys being made in the appropriate register.
	04. Issue of identity cards - correspondence thereof 05. Loss of identity cards 06. Temporary passes arrangements	01 year	Subject to suitable entries being made in the register of identity cards.

RECORDS OTHER THAN FILES

Sl. No.	Description of Records	Retention period	Remarks
1	2	3	4
1.	Staff car log book	03 years or one year after completion of audit, whichever is later.	
2.	Stock register	03 years or one year after completion of audit, and settlement of audit objections, whichever is later.	
3.	Railway receipt register	03 years or one year after completion of audit, whichever is later.	
4.	Shorthand notebook distribution register	01 year	
5.	Library accession register	Permanent	If, for any reason, a register has to be rewritten, the old register will be retained for 3 years.
6.	Departmental security seals register	Permanent	If, for any reason, a register has to be rewritten, the old register will be retained for 3 years.
7.	Register of identity cards	Permanent	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	Permanent	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	Permanent	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	03 years or one year after completion of audit, whichever is later.	
11.	Index Cards	Permanent	
12.	Library Bulletin	01 year	

E-HINDI

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02. Hindi Teaching Scheme ---- 47
03. Translation into Hindi ---- 48

Description of record		Retention period	Remarks
Main head	Sub-head		
1	2	3	4
01. Progressive use of Hindi in the Institue	01. General aspects and Hindi Committees.	Permanent in the case of departments issuing the orders and instructions; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	01. (a) Hindi workshop (b) Hindi week	03 years	
	02. Circulation of orders	To be destroyed at the end of the year.	
	03. Registration of telegraphic address in Hindi	01 years	
	04. Periodical reports regarding use of Hindi for official purposes	03 years	
	05. Constitution of Hindi Committee	05 years	
	06. Meeting and Follow up action of Hindi Committee	03 years	
02. Hindi Teaching Scheme	01. General aspects and Hindi Committees	Permanent in the case of departments, issuing the orders and instructions; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	02. Training programme	01 years	
	03. Examinations	(a) Applications: 01 years	
		(b) Results: 05 years for departments conducting the examination, 01 year for other departments.	Subject to the condition that a register containing names of officials and their results is maintained permanently.
	04. Grant of advance increments	03 years or one year after completion of audit, whichever is later.	Subject to a suitable entry being made in the appropriate service record and an authenticated copy being kept in personal file.

1	2	3	4
	05. Grant of awards	(a) For departments making the award: 03 years or one year after completion of audit, whichever is later.	Subject to a suitable entry being made in the appropriate service record and an authenticated copy being kept in personal file.
		(b) For departments in which the recipient is employed: 01 year	
	06. Conduct of Hindi competition	05 years	
03. Translation into Hindi	01. Books, reports, periodicals etc.	03 years after the publication is printed/cyclostyled.	

F-PUBLIC RELATIONS

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03. Representative committees 50
04. Press 50
05. Entertainments 50
06. Flags 51
07. Gifts 51
08. Hospitality grant 51
09. Meetings, conferences, celebrations and functions 51
10. Delegations 52

F-PUBLIC RELATIONS

Description of record			
Main head	**Sub-head**	**Retention period**	**Remarks**
1	2	3	4
01. Reception	01. Enquiry/ Reception Office	Appropriate periods to be determined by the departments concerned according to the importance of subject matter.	
	02. Regulations regarding entry into office premises	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.	
	03. Arrangements for escorting visitors	(a) Case involving expenditure : 03 years or one year after completion of audit, whichever is later. (b) Other cases: 01year	
02. Complaints and enquiries	01. By government representatives 02. By traders	Appropriate periods to be prescribed by the departments concerned.	
03. Representative Committee	01. Constitution of 02. Processing of cases against the decisions	Appropriate retention period to be determined by administrative departments concerned.	
04. Press	01. Propaganda and publicity through-rules thereof	Permanent in the case of departments issuing the orders and instructions etc.; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	02. Arrangements for Press conference	(a) Cases involving expenditure : 03 years or one year after completion of audit, whichever is later.	
05. Entertainments	01. Rules (general aspects)	(b) Other cases: 01 year; Permanent 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.	

1	2	3	4
	02. Arrangements	(a) Within the scale prescribed by the Ministry of Finance:	01 year
		(b) In excess of that Scale:	03 years or one year after completion of audit, whichever is later.
06. Flags	01. Purchase	03 years or one year after completion of audit, whichever is later.	
07. Gifts	01. Rules (general aspects)	Permanent in the case of departments, issuing the orders and instructions etc.; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	02. Purchase of -for visiting delegation 03. Purchase of- for delegation going abroad	03 years or one year after completion of audit, whichever is later.	
	04. Acceptance/transfer of gifts received by officials of the ministry/ department	03 years	
08. Hospitality grant	01. Rules (general aspects)	Permanent in the case of departments, issuing the orders and instructions etc.; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	02. Application for funds from hospitality grant for delegation	03 years or one year after completion of audit, whichever is later.	
09. Meetings, conferences celebrations and functions	01. Reservation of accommodation 02. Seating, acoustical arrangements 03. Reception arrangements 04. Reporting and translation arrangements 05. Transport arrangements	(a) Involving government expenditure:	03 years or one year after completion of audit, whichever is later.
		(b) Not involving such expenditure:	01 year

1	2	3		4
10. Delegations	01. Tour programme	01 year		
	02. Arrangements for reception and seeing off 03. Arrangements for hotel accommodation 04. Arrangements for visit to historical places 05. Arrangements for signing ceremony of agreement	(a) involving Government expenditure :		03 years or one year after completion of audit, whichever is later.
		(b) Not involving such expenditure:		01 year

G-FINANCE, BUDGET, CASH AND ACCOUNTS

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18. Administrative approval and technical sanction 62
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Records other than files 64

Description of record		Retention period	Remarks
Main head	Sub-head		
1	2	3	4
01. Creation of posts	01. Continuance of posts	03 years	Subject to particulars of sanctions being noted in Establishment/ sanction Register. Refer GFR appendix 13, Annex-1
	02. Creation of posts	010 years	Subject to particulars of sanctions being noted in Establishment/ Sanction Register. Refer GFR appendix 13, Annex-1
	03. Revision of scales of pay	Permanent in the case of 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	Subject to particulars being noted in Establishment/ Sanction Register. Refer GFR appendix 13, Annex-1
	04. Upgrading of posts	10 years	Subject to particulars of Sanctions being noted in Establishment/ Sanction Register. Refer GFR appendix 13, Annex-1
	05. Conversion of temporary posts into permanent ones.	10 years	Subject to particulars of Sanctions being noted in Establishment/ Sanction Register. Refer GFR appendix 13, Annex-1
02. Pay	01. Rules (general aspects)	Permanent 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.	
	02. Class I 03. Class II 04. Class III 05. Class IV	03 years or one year after completion of audit, whichever is later.	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.
03. Special pay	01. Rules (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.	

1	2	3	4
	02. Class – I 03. Class- II 04. Class- III 05. Class- IV	03 years or one year after completion of audit, whichever is later.	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.
04. Allowances	01. Rules (general aspects)	Permanent 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.	
	02. Children's Education Allowance 03. City Compensatory Allowance 04. Daily Allowance 05. Dearness Allowance 06. Deputation Allowance 07. House Rent Allowance 08. Overtime Allowance 09. Travelling Allowance 10. Washing Allowance	03 years or one year after completion of audit, whichever is later.	
05. Increments	01. Rules (general aspects)	Permanent 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.	
	02. Advance increments	03 years 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.

1	2	3	4
	04. Withholding of increments	10 years or 03 years 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.
06. Deputations and delegations	01. Rules regarding deputation on foreign service in India 02. Rules regarding deputation abroad	Permanent 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.	
	03. Deputation on foreign service	03 years	Subject to suitable entries being made in the appropriate service record and an authenticated copy of the order being placed in the personal file. 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.
	04. Deputations abroad	03 years, 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.
07. Delegation of powers	01. Civil Service Regulations 02. Delegation of Financial Powers Rules, 1958 03. FR & SR 04. GFR 05. Central Treasury Rules 06. Central Public Works Accounts Code	Permanent in the case of 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.	
	07. Declaration of officers as Head of Department	Permanent in the case of departments issuing the orders and instructions; other departments need keep only the standing rules, orders etc.,	

1	2	3	4
		weeding out the superseded ones as and when they become obsolete.	
	09. Declaration of officers as Controlling and Drawing & Disbursing officers	03 years or till they are superseded (whichever is later) for departments issuing l the orders and departments concerned; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
08. Honorarium	01. Rules (general aspects)	Permanent 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	
	02. Class I 03. Class II 04. Class III 05. Class IV	03 years or one year after completion of audit, whichever is later.	
09. Pension/ Gratuity	01. Rules (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules and instructions etc., weeding out the superseded ones as and when they become obsolete.	Refer GFR appendix 13, Annex-1
	02. Class I 03 Class II 04. Class III 05. Class IV	(a) Pre-verification of pension cases 03 years (b) Invalid pension (c) Family pension (d) Other pension — Till one year after the last beneficiary of the family pension ceases to be entitled to receive it or 5 years whichever is later. (e) Gratuity — 05 years (f) Commutation of pension — 15 years	Refer GFR appendix 13, Annex-1 Refer GFR appendix 13, Annex-1 Refer GFR appendix 13, Annex-1

1	2	3	4
10. Budget estimates/ revised estimates	1. Demand No. 2. Demand No. 3. Demand No.	03 years	The retention period here relates to the budget/ revised estimates as complied by the Budget/Accounts Section for the department as a whole. Refer GFR appendix 13, Annex-1
11. Expenditure statements	1. Demand No. 2. Demand No. 3. Demand No.	(a) In respect of lower formations: To be weeded out at the end of the financial year. (b) In respect of department Itself: To be weeded out after the Appropriation Accounts for the year have been finalised.	Refer GFR appendix 13, Annex-1 Refer GFR appendix 13, Annex-1
12. Reconciliation	1. Demand No. 2. Demand No. 3. Demand No.	(a) In respect of lower formations: To be weeded out at end of the financial year. (b) In respect of the Department itself: To be weeded out after the Appropriation Accounts for the year have been finalised	
13. Re-appropriation	1. Demand No. 2. Demand No. 3. Demand No.	03 years	
14. Supplementary grants	1. Demand No. 2. Demand No. 3. Demand No.	03 years	
15. Accounts and audit	2. Audit objection and audit paras	03 years	
	3. Estimates Committee:	(a) For departments reported upon or predominantly concerned: 10 years (b) For other interested departments 03 years	Subject to a copy of the report being retained permanently. The National Archives may be consulted before any file is destroyed.
	4. Local audit (annual)	03 years	

1	2	3	4
	5. Public Accounts Committee	(a) For departments reported upon or predominantly concerned 10 years (b) For other interested departments 03 years	Subject to a copy of the report being retained permanently. The National Archives may be consulted before any file is destroyed.
	6. Appropriation Accounts	03 years	
	7. Accounts classification opening of new heads	Permanent in the case of departments issuing the orders; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
16. Advances	1. Car Advance Rules 2. Conveyance Advance Rules 3. Cycle Advance Rules 4. Festival Advance Rules 5. GPF Final Withdrawal Rules 6. GPF Advance Rules 7. House Building Advance Rules 8. Motor Cycle/ Scooter Advance Rules 9. Pay Advance Rules 10. TA Advance Rules 11. Travel Concession Rules 12. Other Advances Rules	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules and instructions etc., weeding out the superseded ones as and when they become obsolete.	Refer GFR appendix 13, Annex-1

1	2	3	4
	13. Grant of Car Advances 14. Grant of Conveyance Allowance 15. Grant of Cycle Advance 16. Grant of Festival Advance 17. Grant of Final Withdrawal from GPF 18. Grant of GPF Advance 19. Grant of House Building Advance 20. Grant of Motor Cycle/Scooter Advance 21. Grant of Pay Advance 22. Grant of TA Advance 23. Grant of LTC Advance 24. Grant of other Advances	01 year	Subject to: (i) suitable entries being made in Pay Bill Register; and (ii) in case of motor car/ motor cycle/ scooter and house building advance: (a) copies of sanction being placed in personal files, and (b) mortgage deeds and other agreements executed being kept separately in safe custody for the valid period. Refer GFR appendix 13, Annex-1
17. Payments and recoveries	1. Air passage bills 2. Cancellation charges	03 years or one year after completion of audit, whichever is later.	
	3. Contingent expenditure	03 years or one year after completion of audit, whichever is later.	Refer GFR appendix 13, Annex-1
	4. Electric charges– recovery	01 year	
	5. GPF annual statements	01 year	
	6. GPF– membership	01 year	Refer GFR appendix 13, Annex-1
	7. Grants-in-aid–contributions and donations	03 years or one year after completion of audit whichever is later.	
	8. Hospitality fund	03 years or one year after completion of audit, whichever is later.	
	9. House rent and other allowances 10. Last Pay Certificate 11. Pay claims	05 years after the settlement of case or one year after audit whichever is later.	Subject to suitable entries being made in Pay Bill Register.
	12. Permanent imprest	03 years or till the relevant orders are superseded (whichever is later) in the case of departments issuing the orders; other departments need keep only the standing orders, weeding out	

1	2	3	4
		the superseded ones as and when they become obsolete.	
	13. Refunds	03 years or one year after completion of audit, whichever is later.	
	14. Refreshment bills	03 years or one year after completion of audit, whichever is later.	
	15. Rent demand statements	01 year	
	16. Service postage stamps	03 years or one year after completion of audit, whichever is later.	
	17. TA/Transfer TA claims	03 years or one year after completion of audit, whichever is later.	
	18. Water charges- recoveries	01 year	
	19. Reimbursement of legal expenses	03 years or one year after completion of audit, whichever is later.	
	20. Reimbursement of tuition fees	03 years or one year after completion of audit, whichever is later.	
	21. Acceptance of credits/debits	03 years or one year after completion of audit, whichever is later.	
	22. Adjustment of missing credits in GPF account	01 year	Refer GFR appendix 13, Annex-1
	23. Financing of insurance policies from GPF account	01 year	Subject to an authenticated copy of the sanction being placed in the personal file. Refer GFR appendix 13, Annex-1
	24. Arrear claims (including sanction for investigation, where necessary)	03 years or one year after completion of audit, whichever is later.	Refer GFR appendix 13, Annex-1
	25. Postal life Insurance	03 years	Subject to suitable entry being made in Pay Bill Register and PLI Index Register.

1	2	3	4
	26. Write-off of losses	03 years or one year after completion of audit, whichever is later.	
	27 Expenditure sanction	03 years or one year after completion of audit, whichever is later.	
	28. Surety bond executed in favour of temporary or a retiring Govt. staff.	03 years after the bond ceases to be enforceable.	
18. Administrative approval and technical sanction.	01. General aspects	Permanent for 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.	
	02. Major works	10 years or 03 years after completion of the work; or one year after completion of audit, whichever is the latest.	
	03. Minor works	05 years or 03 years after completion of the work; or one year after completion of audit, whichever is the atest.	
19. Foreign exchange budget	01. General aspects	Permanent for 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.	
	02. Estimates/ Allocation 03. Periodical reports regarding allocation, release and utilisation	03 years	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.

1	2	3	4
20. Plan Schemes	01. 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 : 10 year	
	02. Not approved schemes	03 years	
	03. Review of ongoing schemes	03 years after closure of the scheme.	
21. Budget Estimates for five year plans.		10 years	

RECORDS OTHER THAN FILES

Sl. No.	Description of Records	Retention period	Remarks
1	2	3	4
1.	Civil credit notes (Form S. 142) and stock register thereof	03 years or one year after completion of audit, whichever is later.	
2.	Register of monthly expenditure (Form GFR 9)	To be weeded out after the Appropriation Accounts for the year have been finalised.	
3.	Register for watching progress of expenditure (Form GFR 11)	To be weeded out after the Appropriation Accounts for the year have been finalised.	
4.	Register for watching progress of expenditure on local purchase of stationery.	03 years 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	10 years	Refer GFR appendix 13, Annex-1
7.	Cash receipts (Form TR 5), counterfoils and stock register.	03 years or one year after completion of audit, whichever is later.	
8.	Petty vouchers not furnished to audit	03 years or one year after completion of audit, whichever is later.	
9.	Appropriation Accounts	03 years	
10.	Pay Bill Register	35 (thirty five) years	
11.	Office copies of establishment pay bills and related schedules (in respect of period for which Pay Bill Register is not maintained.	35 (thirty five)years	
12.	Schedules to the establishment pay bills for the period for which Pay Bill Register is maintained	03 years or one year after completion of audit, whichever is later.	
13.	Acquittance roll	03 years or one year after completion of audit, whichever is later.	
14.	Postal life Insurance register	03 years after all the policies entered therein have matured for payment.	
15.	Increment register	01 year	
16.	Increment list	03 years or one year after completion of audit, whichever is later.	

H-PARLIAMENT

Page

01. Parliament matters 66

02. Records other than files 67

Description of record		Retention period	Remarks
Main head	Sub-head		
1	2	3	4
01. Parliament matters	01. General aspects	Permanent in the case of departments issuing the orders, other departments need keep only the standing orders and instructions etc., weeding out the superseded ones as and when they become Obsolete.	
	02. Assurances and undertakings	03 years	
	03. Committees	(a) For departments reported upon or predominantly concerned: 10 year	Subject to a copy of the report being retained permanently. The National Archives may be consulted before any file is destroyed.
		(b) For other interested departments: 03 years	
	04. Cut-motions, resolutions/Calling Attention notices -Lok Sabha 05. Cut-motions, resolutions/Calling Attention notices- Rajya Sabha 06. Questions-Lok Sabha 07. Questions- Rajya Sabha	(a) Admitted and answered/ discussed: 03 years (b) Disallowed, lapsed or withdrawn: 01year	Cases containing material of great precedence/reference value/historical importance may be retained permanently.
	08. Legislation	Permanent	The National Archives may be consulted for its up-keep.
	09. Furnishing of material for speech of President, Prime Minister, Minister etc.	03 years	

RECORDS OTHER THAN FILES

Sl. No.	Description of Records	Retention period	Remarks
1	2	3	4
1.	Parliamentary proceedings as maintained by Parliament Unit	01 year 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	03 years	

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

		Page
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Part II - Records (other than those relating to establishment and house-keeping work) common to all departments

Description of record		Retention period	Remarks
Main head	Sub-head		
1	2	3	4
	1. Creation/ abolition of offices	Permanent (B-keep)	
	2. Reorganisation and redistribution of functions:		
	(a) inter-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.	
	(b) intra-departmental	03 years or till they are superseded, whichever is later.	
	3. (a) Bills, Acts and Ordinances	Permanent (B-keep)	
	(b) Comments on State Legislations	Permanent for Ministry of Home Affairs, 05 years for other departments.	
	4. Rules, regulations, codes, manuals, executive procedural instructions (including amendments and interpretations):		
	(a) 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.	
	(b) non-statutory	5 yrs or till they are superseded (whichever is later) in the case of departments issuing the rules, regulations etc.; other departments need keep only the standing rules etc. weeding out the superseded ones as and when they become obsolete.	Subject to standing note on the subject maintained. The National Archives may be consulted before it is destroyed
	5. Delegation of powers	Permanent in the case of departments issuing orders and the departments concerned; other	

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

1	2	3	4
		departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	6. Committees/ Commissions of enquiry:		
	(a) appointment (including composition, terms of reference, status of members;)	Permanent if set up under a government resolution; otherwise appropriate retention periods to be determined by administrative departments concerned.	The National Archives of India may be consulted before files pertaining to any of these categories are weeded out.
	(b) reports (including their processing and implementation);		
	(c) all other matters concerning the commissions/ committees, e.g., evidence tendered before it, its proceedings.	05 years after final decisions on the report.	
	7. Other committees, study teams, working groups, seminars etc.	Appropriate retention periods to be determined by administrative departments concerned.	
	8. International agreements, convention etc.	Permanent	This record be categorized as "A-Keep". These including MOUs may be transferred to the NAI at the appropriate time.
	9. Annual reports	03 years	Copies of the reports (if published) to be retained in Departmental Library as "B-Keep"
	10. Monthly summary for the Cabinet	01 year	
	11. Monthly note for Indian Mission abroad.	01 year	
	12. Notices, agenda and proceedings of inter-departmental meetings (e.g. O & M Vigilance):		
	(a) for departments organising such meetings;	Appropriate period to be prescribed by departments concerned in their record retention schedule.	

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

1	2	3	4
	(b) for other departments	01 year	Subject to follow-up action, where necessary, being taken on appropriate subject files to which relevant extracts may be taken.
	13. Notices, agenda and proceedings of intra-departmental meetings (e.g. O & M Vigilance):		
	(a) for units organising such meetings;	03 years	Subject to follow-up action, where necessary, being taken on appropriate subject files to which relevant extracts may be taken.
	(b) for other units;	01 year	
	14. Work study/ case study reports	03 years	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.
	15. Rationalisation & Simplification of forms.	01 year after the next review.	
	16. Arbitration and litigation cases	03 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.

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

1	2	3	4
	17. Notices under Section 80 of Civil Procedure Code	01 year	If such a notice is followed up by a civil suit, it would become arbitration/litigation case and would therefore, need to be retained for 3 years. Refer GFR Appendix 13, Annex I
	18. Money order receipts and acknowledgements	03 years or one year after completion of audit, and settlement of audit objections, whichever is later.	
	19. Circulars regarding holidays and closure of office	To be weeded out at the end of the year.	
	20. Attendance register	01 year	
	21. Punctuality in attendance	01 year	
	22. General aspects	03 years	

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:—

Sl. No.	Description of records		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
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 Rule 77.	10 years.	

Sl. No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
		(iii) Contingent expenditure.	3 years, or one year after completion of audit, whichever is later.	
		(iv) Arrear claims (including sanction for investigation, where necessary).	3 years, or 1 year after completion of audit, whichever is later.	
		Papers relating to:		
		(v) GPF Membership.	1 year.	Subject to: (a) Original monination being placed in Vol. II of the Service Book of Group 'D' Government servants; and (b) Nomination in original or an authenticated copy thereof being placed in Vol. II of the Service Book/Personal File in case of other Government servants.
		(vi) GPF Nomination.	1 year.	
		(vii) Adjustment of missing credits in GPF Accounts	1 year.	
		(viii) Financing of Insurance	1 year.	Subject to an authenticated copy of

Sl. No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
		Policies from GPF Accounts.		the sanction being placed on the personal file.
		(ix) Final withdrawal from GP Fund, e.g., for house building, higher technical education of children, etc.	1 year.	
		(x) GPF annual statements.	1 year.	
		(xi) T.A./Transfer T.A. claims.	3 years, or one year after completion of audit, whichever is later.	
2.	Budget Estimates/ Revised Estimates.		3 years.	The retention period here relates to the Budget/Revised Estimates as compiled by the Budget/Accounts Section for the Department as a whole.
3.	Service Books of:			
	(a) Officials entitled to			

Sl. No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
	retirement/terminal benefits.		3 years after issue of final pension/ gratuity payment order.	
	(b) Other employees.		3 years after they have ceased to be in service.	
4.	Leave Account of:			
	(a) Officials entitled to retirement/terminal benefits.		3 years after issue of final pension/ gratuity payment order.	
	(b) Other employees.		3 years after they have ceased to be in service.	
5.	Service records.			
		(a) Nomination relating to family pension and DCR gratuity.	1 year.	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.
		(b) Civil List Gradation/ Seniority List — (i) in the case of Departments preparing and bringing out the compilation.	3 years.	

Sl. No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
		(ii) in the case of other Departments (i.e., those supplying information for such compilation).	1 year after issue of relevant compilation.	
		(c) Alteration in the date of birth.	3 years.	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.
		(d) Admission of previous service not supported by authenticated service record, e.g., through collateral evidence.	3 years; or 1 year after completion of audit, whichever is later.	- do -
		(e) Verification of service.	5 years.	Subject to a suitable record being kept somewhere, e.g., in the Service Book or History Sheet.
6.	Expenditure statements.	(a) In respect of lower formations.	To be weeded out at the end of financial year.	
		(b) In respect of Department itself.	To be weeded out after the Appropriation Accounts for the year have been finalized.	

Sl. No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
		(c) Register of monthly expenditure (Form GFR 9).	To be weeded out after the Appropriation Accounts for the year have been finalized.	
7.	Surety Bonds executed in favour of a temporary or a retiring Government servant.		3 years after the Bond ceases to be enforceable.	
8.	(a) Pay Bill register.		35 years.	
	(b) Office copies of Establishment pay bills and related schedules (in respect of period for which pay bill register is not maintained).		35 years.	
	(c) Schedules to the Establishment pay bills for the period for which pay bill register is maintained.		3 years, or one year after the completion of audit, whichever is later.	

Sl. No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
	(d) Acquittance Roll		3 years, or one year after the completion of audit, whichever is later.	
9.	Muster Rolls.		Such period as may be prescribed in this behalf in the departmental regulations subject to a minimum to three financial years of payment excluding the financial year of payment.	
10.	Bill Register maintained in Form TR-28-A.		5 years.	
11.	Paid cheques returned by the Bank to the Audit/ Accounts Office.		5 years.	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.,

Sl. No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
				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 authorities or have been reviewed by the Public Accounts Committee.	
13.	Sub-vouchers relating to		3 years after the expiry of the financial year in which the expenditure was incurred,	

Sl. No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
	the Secret Service Expenditure.		subject to completion of administrative audit and issue of audit certificate by the nominated Controlling Officer.	

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.

ANNEXURE TO APPENDIX - 13

DESTRUCTION OF RECORDS REFERRED TO IN PARA. 1 (iii) OF THIS APPENDIX

Sl. No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
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 -

Sl. No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
2.	Review for determining suitability of employees for continuance in service.	Establishment/Sanction Register.	Permanent.	Where, for any reason the register is re-written, the old volume will be kept for 3 years.
3.	Arbitration and litigation cases.		3 years.	Subject to: (a) the file not being closed until the award/judgement 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 become arbitration/litigation case and would, therefore, need to be retained for 3 years.

Sl. No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
5.	Recruitment.	Condonation 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	(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	Permanent 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.	

Sl. No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
		(x) Travel Concession Rules (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	1 year.	Subject to: (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) mortagage deeds and other agreements executed being kept separately in safe custody for the period they are valid.
7.	Surety Bonds executed in favour of a temporary or a retiring Government servant.		3 years after the Bond ceases to be enforceable.	

Sl. No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
8.	Pension/retirement.	(i) Rules and Orders (general aspects)	Permanent in the case of Departments issuing the rules, orders and instructions; other Departments need keep only the standing rules and orders weeding out the superseded ones as and when they become obsolete.	
		(ii) In respect of Groups 'A' 'B', 'C', 'D' Government servants.		
		(a) Pre-verification of pension cases.	3 years.	
		(b) Invalid pension	Till one year after the last beneficiary of the family pension ceases to be entitled to receive or 5 years whichever is later.	
		(c) Family pension		
		(d) Other pensions		
		(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.

While records may be reviewed and weeded out at periodical intervals in the light of the retention periods prescribed to avoid their build-up, the attempt should be 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

Retension schedule for records prescribed in the Manual of Office Procedure

{Vide para 111 (1) (c)]

Sl.	Description of record of the	Retention period (years)	Reference to relevant para manual	Remarks
(1)	(2)	(3)	(4)	(5)
	1. Dak register.....	02 years	14 (6)	
	2. Invoice.....	01 year	15(1)	
	3. Section dairy.....	03 years	17(1)	
	4. Standing guard files	Permanent	35 (1)a	The earlier version of these records will normally be weeded out as soon as the revised version becomes available
	5. Dispatch register.....	05 years	86 (2)	
	6. Section Dispatch Register.....	05 years	91(1) (d)	
	7. Postal registration books.....	05 years	86(4)	
	8. Receipts of telegrams.....	01 year	86 (6)	
	9. A Register of daily abstract of stamps used.....	05 years	86 (7)	
	10. Messenger book.....	01 year	87 (1)	
	11. Stamps account register.....	05 years	90 (1)	
	12. File index register.....	Permanent	97	
	13. File movement Register	01 year	100 (1)	

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1	2	3	4	Remarks
14.	Register for watching the progress of recording	03 years	104 (2)(b) and (3)	
15.	Consolidated departmental index.....	Permanent	107	
16.	Precedent book	Permanent	110	
17.	List of files transferred to			
	(a) Departmental record room.....	25	112(3)	
	(b) National Archives.....	Permanent	112(5)	
18.	Record review register.....	01 year	112 (4)	
19.	List of files received for review.....	01 year	113 (5)	
20.	Register of spare copies of publications circulars, orders etc.	01 year	113 (9)	
21.	Record requisition slip		115	To be destroyed after the requisitioned file has been returned to the O&M Section.

1	2	3	4	Remarks
22.	Register for keeping a watch on communications received from M.Ps/VIPs	01 year 01 year	127 128	
23.	Monitoring of Court / CAT cases Register of Parliamentary Assurances. Check-lists for periodical reports	Permanent 01 year 01 year	129 130 (1) 131	
24.	Inspection reports.....	one year after the date of inspection	135	

Note : The retention period will be reckoned 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. file movement register where certain files entered therein have not been recorded or the register of assurances, 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.