

CENTRE FOR WIND ENERGY TECHNOLOGY
(An Autonomous R&D Institution under the Ministry of New and Renewable Energy)
GOVERNMENT OF INDIA



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PREFACE

The Centre for Wind Energy Technology, under the Ministry of New and Renewable Energy, established to provide efficient services to the people through R&D to promote and accelerate the pace of utilization of wind energy and help hand the growing wind power sector through resource assessment to project implementation in academic and practical level initiatives and interactions.

C-WET is committed to achieve customer satisfaction, loyalty and confidence by providing credible, prompt and complete solutions of international quality to all the stakeholders in the wind energy sector. C-WET strives to be the technical focal point of excellence for the present and future. C-WET shall stay at the forefront of Wind Turbine Technology application by continuously improving its expertise. C-WET committed to provide the sustainable, most economical and clean energy to every citizen of India.

In the process of carrying out the above obligations, a number of records of varying reference and research values get created, necessitating proper Records Management for facilitating efficient retrieval of records and ensuring economy of space. The ingredients of the Records Management include activities relating to Recording, Retention, Retrieval and Weeding Out. Obviously, the weeding out of records is one of the most important activities for the Record Management and calls for high sense of responsibility. It has to be taken care that the records are neither prematurely destroyed nor kept for periods longer than necessary. This can to be viewed in the context of the Public Records Act, 1993 also, which contains penal provisions for destruction of public records in a manner otherwise than prescribed. Such a Record Retention Schedule has become all the more important in view of the enactment of the Right to Information Act, 2005.

For recording and classification of files relating to the house-keeping jobs, common office service records and those relating to financial matters, appropriate instructions given in the Record Retention Schedule for Records Common to all Ministries/Departments, issued by the Department of Administrative Reforms and Public Grievances, Rule 284 and Appendix-13 of the General Financial Rules, 1963 issued by the Ministry of Finance, as also the Appendix 28 of the CS-MOP are applicable.

The enclosed Record Retention Schedule concerns with the substantive Functions of the Centre for Wind Energy Technology only as required under Section 6(1)(e) of the Public Records Act, 1993 and should be followed while recording and classifying the records of substantive functions. I believe that the booklet in hand will prove a handy tool in carrying out above obligations

Any suggestions for improvement of this Schedule will be welcome.

(Dr.S.GOMATHINAYAGAM)
Executive Director



ACKNOWLEDGEMENT

Record Management has always remained a critical activity of the government departments, as good records management is viewed as key to efficient administration. The Centre for Wind Energy Technology is responsible for formulation of guidelines on Record Management and preparation of Record Retention Schedule for records to ensure that there is uniformity in retention schedule of records of common nature. On formulation of the Schedule, utmost care is taken to ensure that files are neither prematurely destroyed nor kept for period longer than necessary. The Schedule is reviewed periodically.

The Centre for Wind Energy Technology would be grateful if the users of this publication send more suggestions for the improvement of the Schedule.

INSTRUCTIONS

1. C-WET will continue to use the “Conventional” filing system (as different from the “Functional” filing system mentioned in the Central Secretariat Manual of Office Procedure.
2. The schedule follows the classification, arrangement and numbering scheme adopted for the functional file index for establishments and house-keeping work.
3. Categorisation of records have been done in accordance with Central Secretariat Manual of Office Procedure (CSMOP). Wherever necessary reference has been made to General Financial Rules (GFR) Appendix 13. Both GFR Appendix 13 and CSMOP Appendix 28 have been incorporated as annexes.
4. Where necessary, additional main heads and sub-heads have been opened under the appropriate ‘group headings’ and ‘main heads’ respectively.
5. Retention periods for records (other than files) e.g. registers, for which no files are to be opened and which, therefore, are not covered by the functional file index, have been shown under the appropriate group headings at the end.
6. Retention periods for records common to all departments, but not relating to establishment and house-keeping work, and therefore not covered by the functional file index, have been shown at the end of the schedule.
7. Unless otherwise stated the records described in column 2 of the schedule refer to files. Where necessary, other ancillary records pertaining to such files like mortgage deeds or bonds, nomination form, etc. would have to be retained as specifically indicated in column 4 against the relevant items.
8. The retention period specified in column 3, in the case of a file, is to be reckoned from the year in which the file is closed (i.e. action thereon has been completed) and not necessarily from the year in which it is recorded.
9. In the case of records other than files, for example, registers, the prescribed retention period will be counted from the date on which it has ceased to be current.
10. If a record relates to two or more subjects for which different retention periods have been prescribed, it will be retained for the highest of such periods.
11. In exceptional cases, i.e. if the record has certain special features or such a course is warranted by the peculiar needs of the department, the record may be retained for a period longer than that specified in the schedule, in no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
12. If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised on the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and, where necessary, revised suitably.
13. Wherever retention years are given with reference to audit of the file / register, the years would be counted from the date of completion of compliance of audit paras / reports or settlement of audit paras.
14. Permanent records to the extent possible should be digitalized.

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RECORDS RETENTION SCHEDULE IN RESPECT OF RECORDS**PART – I – Records relating to Administration****ADMINISTRATION**

Description of Record			
Standard Head	Sub-head	Retention Period	Remarks
1. Creation and classification of posts	1. Continuance/abolition/revival of posts	Three years or after completion of audit, whichever is later	Refer GFR appendix 13, Annex-1
	2. Conversion of temporary posts into permanent ones	Ten years or after completion of audit, whichever is later	Refer GFR appendix 13, Annex-1
	3. Creation of posts	Ten years or after completion of audit, whichever is later.	Refer GFR appendix 13, Annex-1
	4. Revision of scales of pay	Since revision of pay scales takes place with the approval of Government of India and C-WET being a sub-ordinate autonomous body under Ministry the records will be retained for such time the revision of pay scales takes place.	Refer GFR appendix 13, Annex-1
	5. Upgrading of posts	Ten years or after completion of audit, whichever is later	
	6. Re-designation of Posts	Ten years or after completion of audit, whichever is later	
	7. Plan/non-Plan posts	Three years or after completion of audit, whichever is later	
	8. Others	Ten years after completion of audit or three years clearing audit paras.	
2. Recruitment	1. Recruitment (general aspects) including provisions of the Constitution	Permanent.	
	2. Appointment of dependents of deceased employees	Three years after resignation or retirement of the employee.	Subject to the application of the candidate and an authenticated copy of the order of appointment being kept in the personal file
	3. Appointment of honorary workers	Ten years after they cease to be honorary workers.	Subject to the bio-data/ application of the candidate and an authenticated copy of the order of appointment being kept in the personal file

	4. Appointment of non-Indians	Ten years from cessation of service.	Subject to the application of the candidates and an authenticated copy of the order of appointment being kept in the personal file
	5. Estimate (annual) of vacancies	Ten years from the panel year	
	6. Employment priorities and maintenance of reservation roster	(a) TEN YEARS from the panel year or from the date of compliance of observation of National Commission for SC/ST/OBC. (b) FIVE YEARS in the case of others.	
	7. Framing of recruitment rules	Permanent.	
	8. Notification to and release of vacancies by (i) Local employment exchange (ii) D.G.E. & T.	THREE YEARS after the completion of recruitment process.	
	9. Nomination of candidates by local employment exchange and their selection	THREE YEARS after the completion of recruitment process.	
	10. Recruitment through Employment exchange (general aspects)	TEN YEARS after the completion of recruitment process.	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 from open market, including advertisement and inviting of applications	TEN YEARS after the completion of recruitment process.	
	12. Reservation in services: (a) Scheduled castes/ Scheduled Tribes (b) Others	TEN YEARS FIVE YEARS	Subject to the application of the successful candidate and an authenticated copy of the order of appointment being kept in the personal file
	13. Selection Committees for recruitment of personnel (a) Constitution (b) Proceedings	THREE YEARS; or ONE YEAR after reconstitution, whichever is later. Period of limitation or THREE YEARS, which ever is greater.	
	14. Relaxation of age/educational qualifications	THREE YEARS after the employee ceases to be in service.	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
	15. Condonation of break in service	THREE YEARS after employee's cessation of service.	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
	16. Engagement of casual labour	THREE YEARS; or ONE YEAR after completion of audit, whichever is later.	
	17. Recruitment of Project Assistants (Temporary)	ONE YEAR after completion of recruitment process.	
3. Scheduled Castes and Scheduled Tribes	1. Representation in posts and services - policy and implementation of safeguards	Permanent.	
	2. Reservation of vacancies (including grouping of posts, and exclusion of posts from reservation order)	Permanent.	
	3. De-reservation of vacancies	Permanent.	
	4. Complaints from associations regarding non-observance of reservation in services	Permanent.	
	5. Annual statement regarding representation of Scheduled Castes/ Scheduled Tribes	Permanent.	
4. Retrenchment	1. General principles	Permanent.	
	2. Group A	THREE YEARS after cessation of	A copy of the order will be

		service.	placed in the personal file
	3. Group B	THREE YEARS after cessation of service.	
	4. Group B (Non-Gazetted)	THREE YEARS after cessation of service.	
	5. Group C	THREE YEARS after cessation of service.	
	6. Group D	THREE YEARS after cessation of service.	
5. Verification/re-verification of character and antecedents	1. Rules (General aspects)	Permanent.	
	2. Group A	Permanent.	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.
	3. Group B	Permanent.	
	4. Group B (Non-gazetted)	Permanent.	
	5. Group C	Permanent.	
6. Medical examination	1. Rules (General aspects)	Permanent.	
	2. Group A	Permanent.	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
	3. Group B	Permanent.	
	4. Group B (non-gazetted)	Permanent.	

	5. Group C	Permanent.	
	6. Group D	Permanent.	
7. Personal files (Gazetted)	11. Executive Director	(a) Those eligible for retirement/terminal benefits : FIVE YEARS after they have ceased to be in service. (b) Others : FIVE 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.
	12. General Manager (F&A)/AAO	(a) Those eligible for retirement/terminal benefits : FIVE YEARS after they have ceased to be in service. (b) Others : FIVE YEARS after they have ceased to be in service	
	13. Unit Chiefs	(a) Those eligible for retirement/terminal benefits : FIVE YEARS after they have ceased to be in service (b) Others : FIVE YEARS after they have ceased to be in service	
	14. Scientists	(a) Those eligible for retirement/terminal benefits : FIVE YEARS after they have ceased to be in service. (b) Others : FIVE YEARS after they have ceased to be in service	
	15. Correspondence regarding requisition, transfer, return etc.	ONE YEAR after the event.	
8. Personal files (Non-Gazetted)	1. Assistants	(a) Those eligible for retirement/terminal benefits : FIVE YEARS after they have ceased to be in service. (b) Others: FIVE YEARS after they have	On the expiry of the specified retention period, personal files of officials who have made significant contribution in any field of activity (e.g.

		ceased to be in service.	administrative, scientific, economic, social) and have won national/ international recognition, should be sent to the National Archives.
	2. Stenographers	(a) Those eligible for retirement/terminal benefits : FIVE YEARS after they have ceased to be in service. (b) Others: FIVE YEARS after they have ceased to be in service.	
	3. Junior Engineers	(a) Those eligible for retirement/terminal benefits : FIVE YEARS after they have ceased to be in service. (b) Others: FIVE YEARS after they have ceased to be in service.	
	4. Technicians	(a) Those eligible for retirement/terminal benefits : FIVE YEARS after they have ceased to be in service. (b) Others: FIVE YEARS after they have ceased to be in service.	
	5. Staff car drivers	(a) Those eligible for retirement/terminal benefits : FIVE YEARS after they have ceased to be in service (b) Others: FIVE YEARS after they have ceased to be in service.	
	6. Peons	(a) Those eligible for retirement/terminal benefits : FIVE YEARS after they have ceased to be in service (b) Others: FIVE YEARS after they have ceased to be in service.	
	7. Correspondence regarding requisition, transfer etc	ONE YEAR after the event.	
9. Service records	1. History of services	Permanent.	

	2. Group 'A'	Permanent.	
	3. Group 'B'	Permanent.	
	4. E . P. Fund nomination	Permanent.	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	1. General aspects	Permanent	
	2. Group A	(a) If involving change of office : THREE YEARS from the date of posting and assuming charge in the new station / post. (b) In other cases : ONE YEAR from the date of posting and assuming charge in the new station / post.	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
	3. Group B	(a) If involving change of office : THREE YEARS from the date of posting and assuming charge in the new station / post. (b) In other cases : ONE YEAR from the date of posting and assuming charge in the new station / post.	
	4. Group B (Non Gazetted)	(a) If involving change of office : THREE YEARS from the date of posting and assuming charge in the new station / post. (b) In other cases : ONE YEAR from the date of posting and assuming charge in the new station / post.	

	5. Group C	(a) If involving change of office : THREE YEARS (b) In other cases : ONE YEAR	
11. Seniority	1. General principles	Permanent.	
	2. Representations	Permanent.	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)	1. Rules (general aspects)	Permanent.	
	2. Group A	Permanent.	Subject to suitable entries being made in the appropriate service record and leave account.
	3. Group B	Permanent.	
	4. Group B (non gazetted)	Permanent.	
	5. Group C	Permanent.	
	6. Group D	Permanent.	
	7. Leave roster	To be destroyed at the end of the year	
13. Casual leave (including special leave)	1. Rules	Permanent.	
	2. Group A	(a) Casual leave: To be destroyed at the end of the year (b) Special casual leave: ONE YEAR after completion of leave.	
	3. Group B	(a) Casual leave: To be destroyed at the end of the year (b) Special casual leave: ONE YEAR after completion of leave	
	4. Group B (non gazetted)	(a) Casual leave: To be destroyed at the end of the year (b) Special casual leave: ONE YEAR after completion of leave	
	5. Group C	(a) Casual leave: To be destroyed at the end of the year (b) Special casual leave: ONE YEAR	

		after completion of leave	
14. Pay/special pay	1. Rules (general aspects)	Permanent.	
	2. Group A	THREE YEARS or one year after completion of audit, whichever is later.	
	3. Group B	THREE 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
	4. Group B (non gazetted)	THREE YEARS or one year after completion of audit, whichever is later.	
	5. Group C	THREE YEARS or one year after completion of audit, whichever is later.	
	6. Group D	THREE YEARS or one year after completion of audit, whichever is later.	
15. Allowances	1. Rules (general aspects)	Permanent.	
	2. Children's Education Allowance (CEA) Rules (general aspects)	Permanent.	
	3. Claims regarding CEA	THREE YEARS; or one year after completion of audit, whichever is later	
	4. D.A., H.R.A. & C.C.A	THREE YEARS; or one year after completion of audit	
	5. Deputation (duty) allowance	THREE YEARS; or one year after completion of audit	
	6. Overtime allowance	THREE YEARS; or one year after completion of audit	
	7. Traveling allowance	THREE YEARS; or one year after completion of audit	
	8. Washing allowance	THREE YEARS; or one year after completion of audit	
	9. Educational concessions for children of political sufferers	THREE YEARS; or one year after	

		completion of audit	
	10. Air travel by non-entitled personnel	ONE YEAR or after completion of audit	
	11. Grant of non-practicing allowance	THREE YEARS; or one year after completion of audit, whichever is later	
	12. (a) Grant of Risk allowance	THREE YEARS; or one year after completion of audit, whichever is later	
16. Confidential/ assessment report	1. Rules (general aspects)	Permanent.	
	2. Recording of confidential reports in respect of Group 'A' officers.	EIGHT YEARS	
	3. Recording of confidential reports in respect of Group 'B' officers	EIGHT YEARS	
	4. Recording of confidential reports in respect of Group 'B' (non-gazetted) staff	EIGHT YEARS	
	5. Recording of confidential reports in respect of Group 'C' staff	EIGHT YEARS	
	6. Recording of confidential reports in respect of Group 'D' staff	EIGHT YEARS	
	7. Communication of adverse entries	EIGHT YEARS	
	8. Representation for expunction of adverse entries	EIGHT YEARS	
17. Increment	1. Rules (general aspects)	Permanent.	
	2. Withholding of increments	TEN YEARS; or THREE 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.
	3. Representations and petitions	THREE YEARS after the final disposal of appeal or final judgment under the normal course of law, whichever is later.	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/	1. General principles (Probation)	Permanent.	

confirmation			
	2. Rules (Confirmation)	Permanent.	
	3. Confirmation/extension of probation of Group A	FIVE YEARS from the date of confirmation / extension of service.	Subject to suitable entries being made in the appropriate service record and an authenticated copy of the order being kept in the personal file
	4. Confirmation/extension of probation of Group B.	FIVE YEARS from the date of confirmation / extension of service.	
	5. Confirmation of Group B (non-gazetted) staff	FIVE YEARS from the date of confirmation / extension of service.	
	6. Confirmation of Group C staff	FIVE YEARS from the date of confirmation / extension of service.	
	7. Confirmation of Group D staff	FIVE YEARS from the date of confirmation / extension of service.	
	8. Confirmation in ex-cadre posts	FIVE YEARS from the date of confirmation / extension of service.	
	9. Representations and petitions	FIVE YEARS after the final disposal of appeal or final judgment under the normal course of law, whichever is later.	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.
19. Promotion/reversion	1. General principles	Permanent.	
	2. Departmental Promotion Committee	(a) Constitution : THREE YEARS after the D.P.C. has been reconstituted, whichever is later (b) Proceedings : EIGHT YEARS from the panel year.	
	3. Group 'A'	EIGHT YEARS from the panel year.	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

	4. Group 'B'	EIGHT YEARS from the panel year.	
	5. Group B (non-gazetted)	EIGHT YEARS from the panel year.	
	6. Group C	EIGHT YEARS from the panel year.	
	7. Group D	EIGHT YEARS from the panel year.	
	8. Representations and petitions	THREE YEARS after the final disposal of appeal of the representation.	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
20. Training/ scholarships / fellowships in India and abroad	1. Diploma course in public administration in the Indian Institute of Public Administration	(a) Cases involving expenditure from public funds and execution of bond/ agreement by the trainees;	ONE YEAR 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;	THREE 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);	ONE YEAR
		(d) reports submitted by trainees etc. after completion of training / study.	THREE YEARS
	2. Executive training of officers in the states	(a) Cases involving expenditure from public funds and execution of bond/ agreement by the trainees;	ONE YEAR 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;	THREE 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);	ONE YEAR	
		(d) reports submitted by trainees etc. a f t e r completion of training / study.	THREE YEARS	
	3. Refresher course at the National Academy of Administration at Mussoorie	(a) Cases involving expenditure from public funds and execution of bond/ agreement by the trainees;	ONE YEAR 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;	THREE 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);	ONE YEAR	
		(d) reports submitted by trainees etc. a f t e r completion of training / study.	THREE YEARS	
	4. Training in Accountancy	(a) Cases involving expenditure from public funds and	ONE YEAR after the period of validity bond	

		execution of bond/ agreement by the trainees;	/agreement or completion of audit, whichever is later.	
		(b) Cases involving direct expenditure from public funds but not execution of bond/ agreement;	THREE 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);	ONE YEAR	
		(d) reports submitted by trainees etc. a f t e r completion of training / study.	THREE YEARS	
	5. Training of Assistants (direct recruits) at the Institute of Secretariat Training and Management	(a) Cases involving expenditure from public funds and execution of bond/ agreement by the trainees;	ONE YEAR 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;	THREE 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);	ONE YEAR	
		(d) reports submitted by trainees etc. a f t e r completion of training / study.	THREE YEARS	

	6. Training in Hindi/English stenography	(a) Cases involving expenditure from public funds and execution of bond/ agreement by the trainees;	ONE YEAR 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;	THREE 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);	ONE YEAR	
		(d) reports submitted by trainees etc. a f t e r completion of training / study.	THREE YEARS	
	7. Training in Hindi/English typewriting	(a) Cases involving expenditure from public funds and execution of bond/ agreement by the trainees;	ONE YEAR 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;	THREE 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);	ONE YEAR	
		(d) reports submitted	THREE YEARS	

		by trainees etc. a f t e r completion of training / study.		
	8. Training of LDCs (direct recruits) at the Institute of Secretariat Training and Management	(a) Cases involving expenditure from public funds and execution of bond/ agreement by the trainees;	ONE YEAR 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;	THREE 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);	ONE YEAR	
		(d) reports submitted by trainees etc. a f t e r completion of training / study.	THREE YEARS	
	9. Training of officers at the Administrative Staff College at Hyderabad	(a) Cases involving expenditure from public funds and execution of bond/ agreement by the trainees;	ONE YEAR 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;	THREE 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	ONE YEAR	

		of Secretariat Training and Management);		
		(d) reports submitted by trainees etc. a f t e r completion of training / study.	THREE YEARS	
	10. Training for stenographers (direct recruits) at the Institute of Secretariat Training and Management	(a) Cases involving expenditure from public funds and execution of bond/ agreement by the trainees;	ONE YEAR 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;	THREE 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);	ONE YEAR	
		(d) reports submitted by trainees etc. a f t e r completion of training / study.	THREE YEARS	
	11. Training in O & M /work study.	(a) Cases involving expenditure from public funds and execution of bond/ agreement by the trainees;	ONE YEAR 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;	THREE YEARS; or one year, after completion of audit, whichever is later.	
		(c) Cases not involving direct	ONE YEAR	

		expenditure (e.g. training in typewriting conducted by Institute of Secretariat Training and Management);		
		(d) reports submitted by trainees etc. a f t e r completion of training / study.	THREE YEARS	
	12. Training abroad	(a) Cases involving expenditure from public funds and execution of bond/ agreement by the trainees;	ONE YEAR 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;	THREE 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);	ONE YEAR	
		(d) reports submitted by trainees etc. a f t e r completion of training / study.	THREE YEARS	
21. Departmental examinations / Recruitment Examination Question Papers	1. Framing of rules	Permanent.		
	2. Holding of examinations	THREE YEARS from the date of declaration of results.		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

	3. Results-declaration of	THREE YEARS for departments conducting such tests; one year for other departments.	
	4. Representations and petitions	THREE YEARS after the final disposal of appeal of the representation.	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	1. Rules regarding deputation, including deputation on foreign service in India and abroad.	Permanent.	
	2. Delegation in India/abroad	THREE 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.
	3. Organised services	THREE 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	1. Rules (general aspects)	Permanent.	
	2. F. R. & S. R.	Permanent.	
	3. Delegation of Financial Power Rules, 1958	Permanent.	
	4. Civil Service Regulations	Permanent.	

	5. Grant of ex-officio status	Permanent.	
24. Honorarium/ awards	1. Rules (general aspects)	Permanent.	
	2. Group A	THREE 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.
	3. Group B	THREE YEARS or one year after completion of audit	
	4. Group B (non-gazetted)	THREE YEARS or one year after completion of audit	
	5. Group C	THREE YEARS or one year after completion of audit	
	6. Group D	THREE YEARS or one year after completion of audit	
25. Pension/ retirement (as and when applicable)	1. Rules and orders (general aspects)	Permanent.	Refer GFR appendix 13, Annex-1
	2. Group A	(a) Pre-verification of pension cases	THREE YEARS
	3. Group B	(b) Invalid pension	Till the youngest son / daughter attains majority or 5 years whichever is later
	4. Group B (non-gazetted)	(c) Family pension	Till the youngest son / daughter attains majority or 5 years whichever is later
	5. Group C	(d) Other pension	Till the youngest son / daughter attains majority or 5 years whichever is later
	6. Group D		

		(e) Gratuity	FIVE YEARS	Refer GFR appendix 13, Annex-1
		(f) Commutation of pension	ONE YEAR	
26. Resignation	1. Rules and orders (general aspects)	Permanent.		
	2. Group A	ONE YEAR from the date of cessation of service.		A copy of the communication accepting the resignation may be placed in the personal file
	3. Group B	ONE YEAR from the date of cessation of service.		
	4. Group B (non-gazetted)	ONE YEAR from the date of cessation of service.		
	5. Group C	ONE YEAR from the date of cessation of service.		
	6. Group D	ONE YEAR from the date of cessation of service.		
27. Extension of service	1. Rules and orders (general aspects)	Permanent.		
	2. Group A	ONE YEAR after retirement		Subject to a copy of the order being placed in the personal file
	3. Group B	ONE YEAR after retirement		
	4. Group B (non-gazetted)	ONE YEAR after retirement		
	5. Group C	ONE YEAR after retirement		
	6. Group D	ONE YEAR after retirement		
28. Re-employment	1. Rules and orders (general aspects)	Permanent.		
	2. Group A	ONE YEAR after the government servant ceases to be in government service		A copy of the order may be placed in the personal file
	3. Group B	ONE YEAR after the government servant ceases to be in government service		

	4. Group B (non-gazetted)	ONE YEAR after the government servant ceases to be in government service	
	5. Group C	ONE YEAR after the government servant ceases to be in government service	
	6. Group D	ONE YEAR after the government servant ceases to be in government service	
29. Nomination of employees	1. General aspects	Permanent.	
	2. Census operations	ONE YEAR or after completion of audit whichever is later.	
	3. Committees, working groups, etc.	Appropriate retention period to be prescribed by departments concerned.	
	4. Election work	ONE YEAR or after completion of audit whichever is later.	
	5. Invigilation	(a) Departments organising examinations and appointing invigilators: THREE YEARS; or one year after completion of audit whichever is later. (b) Other departments: ONE YEAR or after completion of audit whichever is later.	
30. Forwarding of applications	1. General aspects	Permanent.	
	2 For examinations	ONE 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
	For posts	ONE YEAR after announcement of result of the examination or selection for particular post.	
31. Study leave	1. Rules (general aspects)	Permanent.	
	2. Group A	ONE 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

	3. Group B	ONE YEAR after the expiry of the bond/ agreement executed by the government servant.	
	4. Group B (non-gazetted)	ONE YEAR after the expiry of the bond/ agreement executed by the government servant.	
	5. Group C	ONE YEAR after the expiry of the bond/ agreement executed by the government servant.	
	6. Group D	ONE YEAR after the expiry of the bond/ agreement executed by the government servant.	
32. No objection certificate (for registration with Employment Exchange Organization)	1. General aspects	Permanent.	Subject to an authenticated copy being kept in the personal file. Refer GFR appendix 13, Annex-1
	2. Issue of N.O.C	ONE YEAR after the issue of NOC.	
33. Review for determining suitability of employees for continuance in service	1. General aspects	Permanent.	
	2. Group A	(a) If it results in pre-mature retirement : THREE YEARS or after completion of audit whichever is later. (b) It results in continued retention in service: ONE YEAR or one year after completion of audit whichever is later.	Subject to a copy of the relevant orders / decision being kept in the personal file.
	3. Group B	(a) If it results in pre-mature retirement : THREE YEARS or after completion of audit whichever is later.	

		(b) It results in continued retention in service: ONE YEAR or one year after completion of audit whichever is later.	
	4. Group B (non-gazettes)	(a) If it results in pre-mature retirement : THREE YEARS or after completion of audit whichever is later. (b) It results in continued retention in service: ONE YEAR or one year after completion of audit whichever is later.	
	5. Group C	(a) If it results in pre-mature retirement : THREE YEARS or after completion of audit whichever is later. (b) It results in continued retention in service: ONE YEAR or one year after completion of audit whichever is later.	
	6. Group D	(a) If it results in pre-mature retirement : THREE YEARS or after completion of audit whichever is later. (b) It results in continued retention in service: ONE YEAR or one year after completion of audit whichever is later.	
34. Review of cadres/ services	1. General aspects	Permanent.	
	2. Combination of cadres/services	Permanent	
	3. Separation of cadres/services	Permanent	
35. No objection certificate for issue of passport.	1. General aspects	Permanent.	
	2. NOC for Issue of passport	FIVE 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.	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	Permanent.	
3.	Register of oath/affirmation of allegiance to the Constitution	THREE YEARS after the employee ceases to be in service.	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	THREE YEARS after issue of final pension/ gratuity payment order.	Refer GFR appendix 13, Annex-1
	(b) other employees	THREE YEARS after they have ceased to be in service.	Refer GFR appendix 13, Annex-1
5.	Confidential reports/character Rolls		
	(a) after retirement	FIVE YEARS after the employee ceases to be in service.	
	(b) after death	THREE YEARS after the settlement of all retirement benefits.	
	(c) after resignation/ discharge from service	FIVE YEARS after the settlement of all retirement benefits.	
6.	Answer books of departmental examinations/tests	ONE YEAR from the date of declaration of results or settlement of complaint, if any, whichever is later.	
7.	Leave account of :		
	(a) officials entitled to retirement/ terminal benefits	THREE YEARS after issue of final pension/ gratuity payment order.	
	(b) other employees	THREE 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	ONE YEAR	
10.	Register of delegations to international Organisation	TEN YEARS after cessation of service	

VIGILANCE

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VIGILANCE

Description of Record				
Standard Head	Sub-head	Retention Period		Remarks
1. Central Civil Services (Classification, Control & Appeal) Rules- Clarification and interpretation of	1. General notifications	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		
	2. Schedule regarding Appointing Authority, Disciplinary Authority and Appellate Authority	Permanent		
	3. Regarding charge sheets, documentary evidence, Enquiry Officer, examination of witnesses and show-cause notices	Permanent		
	4. Regarding penalties	Permanent		
	5. Regarding consultation with UPSC	Permanent		
	6. Regarding appeals and petitions	Permanent		
	7. Regarding suspension and subsistence allowance	Permanent		
2. Complaints	1. Group A 2. Group B 3. Group C 4. Group D 5. General-against two or more classes	a) Those leading to vigilance / disciplinary enquiries:	THREE 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	THREE YEARS after the final disposal of appeal	

			or final judgment under the normal course of law.	
3. Disciplinary proceedings	1. Group A 2. Group B 3. Group C 4. Group D	(a) Resulting in imposition of penalties:	THREE YEARS after the final disposal of appeal or final 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	THREE YEARS	
	5. Joint enquiry	(a) Resulting in imposition of penalties:	THREE YEARS after the final disposal of appeal or final judgment under the normal course of law.	
		(b) Resulting in exoneration of the accused officials with or without warning	THREE YEARS	
4. Prosecutions	1. Group A 2. Group B 3. Group C 4. Group D	(a) Resulting in imposition of penalties:	THREE YEARS after the final disposal of appeal or final judgment under the normal course of law.	Subject to a copy of the final judgment being placed in 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	THREE YEARS	
	5. Joint enquiry	(a) Resulting in imposition of penalties:	THREE YEARS after the final disposal of appeal or final judgment under the normal course of law.	
		(b) Resulting in exoneration of the accused officials with or without warning	THREE YEARS	
5. Appeals	1. Group A 2. Group B 3. Group C	THREE YEARS after the final disposal of appeal or final judgment under the normal course of law.		If, as a result of the appeal the original order is modified, a copy of the revised order will be

	4. Group D		placed in the personal file and a suitable entry made in the appropriate service record.
6. Petitions	1. Group A 2. Group B 3. Group C 4. Group D	THREE YEARS after the final disposal of appeal or final judgment under the normal course of law.	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.
7. Court cases	1. Group A 2. Group B 3. Group C 4. Group D	THREE 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
8. Central Civil Services (Conduct) Rules, 1964-Clarification and interpretation of	1. General notifications	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	
	2. Regarding Rules 1 to 7	Permanent	
	3. Regarding Rules 8 to 11	Permanent	
	4. Regarding Rules 12 to 18	Permanent	
	5. Regarding Rules 19 to 25	Permanent	
9. Central Civil Services (Safeguarding of National Security) Rules, 1953-Clarification and interpretation of	1. General notifications	Permanent in the case of departments administering the subject and 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	
	2. Regarding Rules 1 to 2	Permanent	
	3. Regarding Rules 3 to 4	Permanent	

	4. Regarding Rules 5 to 7	Permanent	
10. Employment of dependents in private firms/foreign missions in India.	1. Intimation	THREE YEARS from the date of intimation.	
	2. Sanction	THREE YEARS from the date of sanction.	
11. Participation in politics	1. Intimation	THREE YEARS from the date of intimation.	
	2. Sanction	THREE YEARS from the date of sanction.	
12. Radio broadcasts, contribution of articles, editing or managing of newspapers, publications	1. Sanction	THREE YEARS from the date of sanction.	
13. Evidence before Committee of Enquiry	1. Sanction	THREE YEARS from the date of sanction.	
14. Subscriptions	1. Intimation	THREE YEARS from the date of intimation.	
15. Gifts	2. Sanction	THREE YEARS from the date of sanction.	
16. Private trade employment		THREE YEARS from the date of appointment.	
17. Moveable /immovable property	1. 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	
	2. Returns of Group A	(a) In respect of employees entitled to retirement benefits.	THREE YEARS after 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.	THREE YEARS after the employee has ceased to be in service	
	3. Returns of Group B (gazetted)	(a) In respect of employees entitled to retirement benefits.	THREE YEARS after the issue of final pension/ gratuity payment order	
		(b) In respect of other employees.	THREE YEARS after the employee has ceased to be in service	
	4. Returns of Group B (non-gazetted)	(a) In respect of employees entitled to retirement benefits.	THREE YEARS after the issue of final pension/ gratuity payment order	
		(b) In respect of other employees.	THREE YEARS after the employee has ceased to be in service	
	5. Returns of Group C	(a) In respect of employees entitled to retirement benefits.	THREE YEARS after the issue of final pension/ gratuity payment order	
		(b) In respect of other employees.	THREE YEARS after the employee has ceased to be in service	
	6. Intimation	THREE YEARS after cessation of service.		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.
	7. Sanction	THREE YEARS after cessation of service.		
18. Vigilance Administration	1. General aspects	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		
	2. Acts, rules, manuals	Permanent		
	3. Vigilance set-up	Permanent		

	4. Meetings	(a) For departments organising such meetings:	Appropriate period to be prescribed by departments concerned in their record retention schedule	Subject to follow-up action where necessary, being taken on appropriate subject files to which relevant extracts may be taken
		(b) for other departments	ONE YEAR	
	5. Appointment of vigilance officers in Ministries/ departments	THREE YEARS after cessation of service.		
	6. List of officers of doubtful integrity	TEN YEARS after cessation of service.		
	7. Cases of difference of opinion with Central Vigilance Commission	TEN YEARS after cessation of service.		
	7(a) Cases of difference of opinion with other Constitutional Bodies	TEN YEARS after cessation of service.		
	8. Granting of vigilance clearance in respect of different classes of officers and the staff:	THREE YEARS after cessation of service.		
	9. Annual Reports of CVC	FIVE YEARS after cessation of service.		
19. Prosecution of further studies	1. 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		
	2. Permission	THREE 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

COMMON OFFICE SERVICES

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COMMON OFFICE SERVICES

Description of Record			
Main Head	Sub-head	Retention Period	Remarks
1. Working environment	1. 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	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
	2. Provision of air -conditioners/ desert coolers/gulmarg	(a) Procurement through CPWD : ONE YEAR or after completion of audit, whichever is later (b) Purchase/ hiring : THREE YEARS or one year after completion of audit, whichever is later	
	3. Provision of fans	(a) Procurement through CPWD : ONE YEAR (b) Purchase/ hiring : THREE YEARS or one year after completion of audit, whichever is later	
	4. Maintenance of air-conditioners, fans, heaters etc	THREE YEARS or one year after completion of audit, whichever is later	Subject to proper account being maintained in the appropriate register
2. Furniture	1. 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	Subject to suitable entries being made in the appropriate stock/assets register.
	2. Condemnation/ disposal of unserviceable articles	THREE YEARS or one year after completion of audit, whichever is later	
	3. Hiring/purchase	THREE YEARS or one year after completion of audit, whichever is later	

	4. Maintenance and repairs	THREE YEARS or one year after completion of audit, whichever is later	
	5. Physical verification	THREE YEARS or one year after completion of audit, whichever is later	
3. Stationery and forms	1. 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.	
	2. Indent for forms on Controller of stationery	ONE YEAR or one year after completion of audit, whichever is later	
	3. Indent for stationery on Controller of stationery	ONE YEAR or one year after completion of audit, whichever is later	
	4. Local purchase	THREE YEARS or one year after completion of audit, whichever is later	Subject to suitable entries being made in the appropriate stock register
	5. Supply of stationery	ONE YEAR or one year after completion of audit, whichever is later	
	6. Physical verification	THREE YEARS or one year after completion of audit, whichever is later	Subject to suitable entries being made in the appropriate stock register
4. Calculating and accounting machines	1. 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.	
	2. Condemnation and disposal	THREE YEARS or one year after completion of audit, whichever is later	
	3. DGS & D rate contracts	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	
	4. Hiring	THREE YEARS or one year after completion of audit, whichever is later	
	5. Purchase	THREE YEARS or one year after	

		completion of audit, whichever is later	
	6. Repairs and maintenance and bills thereof	THREE YEARS or one year after completion of audit, whichever is later	
5. Other Office machines including Electronic/ Computer items	1. 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.	
	2. Condemnation and disposal	THREE YEARS or one year after completion of audit, whichever is later	Subject to suitable entries being made in the appropriate stock/ assets, register.
	3. DGS & D rate contracts	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.	
	4. Hiring	THREE YEARS or one year after completion of audit, whichever is later	Subject to suitable entries being made in the appropriate stock register
	5. Purchase	THREE YEARS or one year after completion of audit, whichever is later	
	6. Repairs and maintenance and bills thereof	THREE YEARS or one year after completion of audit, whichever is later	
	7. Physical verification	THREE YEARS or one year after completion of audit, whichever is later	
6. Bicycles	1. 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	
	2. Condemnation and disposal	THREE YEARS or one year after completion of audit, whichever is later	Subject to suitable entries being made in the appropriate stock register.
	3. Purchase	THREE 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.
	4. Repairs and maintenance	THREE YEARS or one year after completion of audit, whichever is later	
	5. Physical verification	THREE YEARS or one year after completion of audit, whichever is later	
7. Office equipment including electrical and mechanical appliances and other miscellaneous stores	1. 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.	
	2. Condemnation and disposal	THREE YEARS or one year after completion of audit, whichever is later	Subject to suitable entries being made in the appropriate stock/assets register
	3. Purchase	THREE YEARS or one year after completion of audit, whichever is later	Subject to suitable entries being made in the appropriate stock/assets register
	4. Repairs and maintenance	THREE YEARS or one year after completion of audit, whichever is later	
	5. Physical verification	THREE YEARS or one year after completion of audit, whichever is later	
	6. Electric clocks and call-bells (procurement and maintenance)	THREE YEARS or one year after completion of audit, whichever is later	
8. Liveries	1. 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.	
	2. Procurement of material	THREE 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
	3. Stitching and tailoring	THREE YEARS or one year after completion of audit	

	4. Supply of shoes and chappals	THREE YEARS or one year after completion of audit	
	5. Return, renewal, surrender and withdrawal	THREE YEARS or one year after completion of audit	
9. Black-listing of firms/contractors	1. 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.	
	2. Individual cases	THREE YEARS or one year after completion of audit	Subject to significant events concerning the performance of a contractor being noted in a suitable register or card index.
10. Contractors for supplies	1. Approved list	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.	
	2. Registration	THREE YEARS or one year after completion of audit	
	3. Waiver/reduction of penalty or condonation of irregularity	THREE YEARS or one year after completion of audit, whichever is later.	
11. Telephones	1. Office telephones installation and shifting of - telephone bills	THREE 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
	2. Residential telephones- installation of- telephone bills	THREE YEARS or one year after completion of audit	
	3. Repairs and maintenance	THREE YEARS or one year after	

		completion of audit	
	4. Internet Services	THREE YEARS or one year after completion of audit	
12. Staff car	1. 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.	
	2. Non-official journeys	THREE YEARS or one year after completion of audit, whichever is later.	
	3. Purchase of P.O.L./accessories	THREE YEARS or one year after completion of audit, whichever is later.	
	4. Servicing, repairs and replacement of parts and relevant correspondence	THREE YEARS or one year after completion of audit, whichever is later	
13. Unserviceable, obsolete and surplus articles	1. 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.	
	2. Approved list of auctioneers	Permanent	
	3. Engagement of auctioneers and notice of auction	THREE YEARS or one year after completion of audit, whichever is later.	
14. Maintenance of records	1. 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	
15. Printing and binding	1. 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.		
	2. Correspondence relating to printing and binding	THREE YEARS		Subject to receipt of intimation about debit having been raised
16. Library	1. Ordering and receipt of books (other than government publications)	THREE YEARS or one year after completion of audit, whichever is later.		
	2. Ordering and receipt of periodicals	THREE YEARS or one year after completion of audit		
	3. Purchase of government publications	THREE YEARS or one year after completion of audit		
	4. Lending, transfer (requisition, reminder etc.)	(a) Lending:	ONE YEAR	
		(b) Transfer	THREE YEARS or one year after completion of audit whichever is later	
	5. Binding of books	THREE YEARS		
	6. Selection Committee for books	(a) Constitution of new selection committee :	One year after completion of audit	
		(b) Agenda, meetings Proceedings etc.	ONE YEAR	
		(c) Purchase of books	one year after completion of audit.	
	7. Write off of books	Permanent		
	8. Auction Newspapers/ journals	One year after the completion of audit		
	9. Membership of Library association	One year after the completion of audit		
17. Security	1. 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.		

	2. Confidential and secret box	THREE 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.
	3. Duplicate keys : maintenance thereof	THREE YEARS or one year after completion of audit, whichever is later.	
	4. Issue of identity cards - correspondence thereof	ONE YEAR or after completion of audit, whichever is later.	Subject to suitable entries being made in the register of identity cards.
	5. Loss of identity cards	ONE YEAR or after completion of audit, whichever is later.	
	6. Temporary passes arrangements	ONE YEAR or after completion of audit, whichever is later.	

RECORDS OTHER THAN FILES

Sl.No.	Description of Records	Retention period	Remarks
1.	Staff car log book	THREE YEARS or one year after completion of audit, whichever is later.	
2.	Stock register	THREE YEARS or one year after completion of audit, and settlement of audit objections, whichever is later.	
3.	Library accession register	Permanent	If, for any reason, a register has to be rewritten, the old register will be retained for 3 years.
4.	Departmental security seals register	Permanent	If, for any reason, a register has to be rewritten, the old register will be retained for 3 years.
5.	Register of identity cards	Permanent	If, for any reason, a register has to be rewritten, the old register will be retained for 3 years.
6.	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.
7.	Telephone bill (including trunk call) register	THREE YEARS or one year after completion of audit, whichever is later.	
8.	Index Cards	Permanent	
9.	Library Bulletin	ONE YEAR or after completion of audit, whichever is later.	

HINDI

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HINDI

Description of Record			
Standard Head	Sub-head	Retention Period	Remarks
1. Progressive use of Hindi in government offices	1. 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.	
	1. (a) Hindi workshop	THREE YEARS after the event	
	(b) Hindi week	THREE YEARS after the event	
	2. Circulation of orders	To be destroyed at the end of the year.	
	3. Registration of telegraphic address in Hindi	ONE YEAR after registration	
	4. Periodical reports regarding use of Hindi for official purposes	THREE YEARS after submission of report	
	5. Constitution of Hindi Committee	FIVE YEARS after constitution of Committee.	
	6. Meeting and Follow up action of Hindi Committee	THREE YEARS after completion of the action / decision taken in the meeting.	
2. Hindi Teaching Scheme	1. 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.	
	2. Training programme	ONE YEAR after the event.	
	3. Examinations	(a) Applications: ONE YEAR after declaration of result (b) Results: FIVE YEARS after declaration of result for departments conducting the examination, ONE	Subject to the condition that a register containing names of officials and their results is maintained permanently.

		YEAR after declaration of result for other departments.	
	4. Grant of advance increments	THREE 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.
	5. Grant of awards	(a) For departments making the award: THREE YEARS or one year after completion of audit, whichever is later. (b) For departments in which the recipient is employed: ONE YEAR or 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.
	6. Conduct of Hindi competition	FIVE YEARS or after completion of audit, whichever is later.	
3. Translation into Hindi	1. Books, reports, periodicals etc.	THREE YEARS after the publication is printed/cyclostyled	

PUBLIC RELATIONS

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PUBLIC RELATIONS

Description of Record			
Standard Head	Sub-head	Retention Period	Remarks
1. Reception	1. Enquiry/ Reception Office	Appropriate periods to be determined by the departments concerned according to the importance of subject matter.	
	2. 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	
	3. Arrangements for escorting visitors	(a) Case involving expenditure : THREE YEARS or one year after completion of audit, whichever is later. (b) Other cases: ONE YEAR or after completion of audit, whichever is later.	
2. Complaints and enquiries	1. By government representatives	Appropriate periods to be prescribed by the departments concerned	
	2. By traders	Appropriate periods to be prescribed by the departments concerned	
3. Representative Committee	1. Constitution of	Appropriate retention period to be determined by administrative departments concerned.	
	2. Processing of cases against the decisions	Appropriate retention period to be determined by administrative departments concerned.	
4. Press	1. 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.	

	2. Arrangements for Press conference	(a) Cases involving expenditure : THREE YEARS or one year after completion of audit, whichever is later. (b) Other cases: ONE YEAR	
5. Entertainments	1. 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.	
	2. Arrangements	(a) Within the scale prescribed by the Ministry of Finance ONE YEAR or after completion of audit, whichever is later	
		(b) In excess of that scale THREE YEARS or one year after completion of audit, whichever is later	
6. Flags	1. Purchase	THREE YEARS or one year after completion of audit, whichever is later.	
7. Gifts	1. 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	
	2. Purchase of -for visiting delegation	THREE YEARS or one year after completion of audit, whichever is later	
	3. Purchase of- for delegation going abroad	THREE YEARS or one year after completion of audit, whichever is later	
	4. Acceptance/transfer of gifts received by officials of the ministry/ department	THREE YEARS or one year after completion of audit, whichever is later	
8. Hospitality grant	1. 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	
	2. Application for funds from hospitality grant for delegation	THREE YEARS or one year after completion of audit, whichever is later	
9. Meetings, conferences celebrations and functions	1. Reservation of accommodation	(a) Involving government expenditure:	THREE YEARS or one year after completion of audit, whichever is later
		(b) Not involving such expenditure:	ONE YEAR or after completion of audit, whichever is later
	2. Seating, acoustical arrangements	(a) Involving government expenditure:	THREE YEARS or one year after completion of audit, whichever is later
		(b) Not involving such expenditure:	ONE YEAR or after completion of audit, whichever is later
	3. Reception arrangements	(a) Involving government expenditure:	THREE YEARS or one year after completion of audit, whichever is later
		(b) Not involving such expenditure:	ONE YEAR or after completion of audit, whichever is later
	4. Reporting and translation arrangements	(a) Involving government expenditure:	THREE YEARS or one year after completion of audit, whichever is later
		(b) Not involving such expenditure:	ONE YEAR or after completion of audit, whichever is later
	5. Transport arrangements	(a) Involving government expenditure:	THREE YEARS or one year after completion of audit,

			whichever is later	
		(b) Not involving such expenditure:	ONE YEAR or after completion of audit, whichever is later	
10. Delegations	1. Tour programme	ONE YEAR or after completion of audit, whichever is later		
	2. Arrangements for reception and seeing off	(a) Involving government expenditure	THREE YEARS or one year after completion of audit, whichever is later	
		(b) Not involving such expenditure	ONE YEAR or after completion of audit, whichever is later	
	3. Arrangements for hotel accommodation	(a) Involving government expenditure	THREE YEARS or one year after completion of audit, whichever is later	
		(b) Not involving such expenditure	ONE YEAR or after completion of audit, whichever is later	
	4. Arrangements for visit to historical places	(a) Involving government expenditure	THREE YEARS or one year after completion of audit, whichever is later	
		(b) Not involving such expenditure	ONE YEAR or after completion of audit, whichever is later	
	5. Arrangements for signing ceremony of agreement	(a) Involving government expenditure	THREE YEARS or one year after completion of audit, whichever is later	
		(b) Not involving such expenditure	ONE YEAR or after completion of audit, whichever is later	

FINANCE, BUDGET, CASH AND ACCOUNTS

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FINANCE, BUDGET, CASH AND ACCOUNTS

Description of Record			
Main Head	Sub-head	Retention Period	Remarks
1. Creation of Posts	1. Continuance of posts	THREE YEARS or one year after completion of audit, whichever is later	Subject to particulars of sanctions being noted in Establishment/ sanction Register. Refer GFR appendix 13, Annex-1
	2. Creation of posts	TEN YEARS or one year after completion of audit, whichever is later	Subject to particulars of sanctions being noted in Establishment/ sanction Register. Refer GFR appendix 13, Annex-1
	3. 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
	4. Upgrading of posts	TEN YEARS or one year after completion of audit, whichever is later	Subject to particulars being noted in Establishment/ Sanction Register. Refer GFR appendix 13, Annex-1
	5. Conversion of temporary posts into permanent ones	TEN YEARS or one year after completion of audit, whichever is later	Subject to particulars being noted in Establishment/ Sanction Register. Refer GFR appendix 13, Annex-1
2. Pay	1. Rules (general aspects)	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	
	2. Group A	THREE 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.
	3. Group B	THREE YEARS or one year after completion of audit	
	4. Group B (non-gazetted)	THREE YEARS or one year after completion of audit	
	5. Group C	THREE YEARS or one year after completion of audit	
	6. Group D	THREE YEARS or one year after completion of audit	
3. Special Pay	1. Rules (general aspects)	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	
	2. Group A	THREE 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.
	3. Group B	THREE YEARS or one year after completion of audit	
	4. Group B (non-gazetted)	THREE YEARS or one year after completion of audit	
	5. Group C	THREE YEARS or one year after completion of audit	
	6. Group D	THREE YEARS or one year after completion of audit	

4. Allowances	1. 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.	
	2. Children's Education Allowance	THREE YEARS or one year after completion of audit, whichever is later	
	3. City Compensatory Allowance	THREE YEARS or one year after completion of audit	
	4. Daily Allowance	THREE YEARS or one year after completion of audit	
	5. Dearness Allowance	THREE YEARS or one year after completion of audit	
	6. Deputation Allowance	THREE YEARS or one year after completion of audit	
	7. House Rent Allowance	THREE YEARS or one year after completion of audit	
	8. Overtime Allowance	THREE YEARS or one year after completion of audit	
	9. Travelling Allowance	THREE YEARS or one year after completion of audit	
	10. Washing Allowance	THREE YEARS or one year after completion of audit	
5. Increments	1. 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.	

	2. Advance increments	THREE 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
	3. Withholding of increments	TEN YEARS or THREE 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.
6. Deputations and delegations	1. Rules regarding deputation on foreign service in India	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	
	2. Rules regarding deputation abroad	Permanent	
	3. Deputation on foreign service	THREE 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. 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.
	4. Deputations abroad	THREE 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.
7. Delegation of powers	1. Civil Service Regulations	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	
	2. Delegation of Financial Powers Rules, 1958	Permanent	
	3. FR & SR	Permanent	
	4. GFR	Permanent	
	5. Central Treasury Rules	Permanent	
	6. Central Public Works Accounts Code	Permanent	
	7. 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. weeding out the superseded ones as and when they become obsolete.	
	8. Declaration of officers as Controlling and Drawing & Disbursing officers	THREE YEARS or till they are superseded (whichever is later) for departments issuing the orders and departments concerned; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
8. Honorarium	1. 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.	
	2. Group A	THREE YEARS or one year after completion of audit, whichever is later	
	3. Group B	THREE YEARS or one year after completion of audit	
	4. Group B (non-gazetted)	THREE YEARS or one year after	

		completion of audit	
	5. Group C	THREE YEARS or one year after completion of audit	
	6. Group D	THREE YEARS or one year after completion of audit	
9. Pension/ Gratuity (as and when Applicable)	1. 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
	2. Group A	THREE YEARS or one year after completion of audit	Refer GFR appendix 13, Annex-1
	3. Group B	THREE YEARS or one year after completion of audit	
	4. Group B (non-gazetted)	THREE YEARS or one year after completion of audit	
	5. Group C	THREE YEARS or one year after completion of audit	
	6. Group D	THREE YEARS or one year after completion of audit	
10. Budget estimates/ revised estimates		THREE YEARS or one year after completion of audit	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		To be weeded out at the end of the next two financial year	Refer GFR appendix 13, Annex-1

12. Reconciliation		To be weeded out at the end of the next two financial year	
13. Re-appropriation		THREE YEARS or one year after completion of audit	
14. Supplementary grants		THREE YEARS or one year after completion of audit	
15. Accounts and audit	1. Audit objection and audit paras	THREE YEARS or one year after completion of audit	
	2. Estimates Committee	(a) For departments reported upon or predominantly concerned: TEN YEARS (b) For other interested departments THREE YEARS	Subject to a copy of the report being retained permanently. The National Archives may be consulted before any file is destroyed
	3. Local audit (annual)	THREE YEARS or one year after completion of audit, whichever is later	
	4. Public Accounts Committee	(a) For departments reported upon or predominantly concerned TEN YEARS (b) For other interested departments THREE YEARS	Subject to a copy of the report being retained permanently. The National Archives may be consulted before any file is destroyed.
	5. 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	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	
	2. Conveyance Advance Rules	Permanent	
	3. Cycle Advance Rules	Permanent	

	4. Festival Advance Rules	Permanent	
	5. House Building Advance Rules	Permanent	
	6. Motor Cycle/ Scooter Advance Rules	Permanent	
	7. Pay Advance Rules	Permanent	
	8. TA Advance Rules	Permanent	
	9. Travel Concession Rules	Permanent	
	10. Other Advances Rules	Permanent	
	11. Grant of Car Advances	ONE YEAR or after completion of audit	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
	12. Grant of Conveyance Allowance	ONE YEAR or after completion of audit	
	13. Grant of Cycle Advance	ONE YEAR or after completion of audit	
	14. Grant of Festival Advance	ONE YEAR or after completion of audit	
	15. Grant of House Building Advance	ONE YEAR or after completion of audit	
	16. Grant of Motor Cycle/Scooter Advance	ONE YEAR or after completion of audit	

	17. Grant of Pay Advance	ONE YEAR or after completion of audit	
	18. Grant of TA Advance	ONE YEAR or after completion of audit	
	19. Grant of LTC Advance	ONE YEAR or after completion of audit	
	20. Grant of other Advances	ONE YEAR or after completion of audit	
	21. Grant of Motor Cycle/Scooter Advance	ONE YEAR or after completion of audit	
17. Payments and recoveries	1. Air passage bills	THREE YEARS or one year after completion of audit, whichever is later	
	2. Cancellation charges	THREE YEARS or one year after completion of audit, whichever is later	
	3. Contingent expenditure	THREE YEARS or one year after completion of audit, whichever is later	Refer GFR appendix 13, Annex-1
	4. Electric charges– recovery	ONE YEAR	Refer GFR appendix 13, Annex-1
	5. Grants-in-aid–contributions and donations	THREE YEARS or one year after completion of audit, whichever is later	
	6. Hospitality fund	THREE YEARS or one year after completion of audit, whichever is later	
	7. House rent and other allowances	FIVE YEARS after the settlement of case or one year after audit whichever is later	Subject to suitable entries being made in Pay Bill Register
	8. Last Pay Certificate	FIVE YEARS after the settlement of case or one year after audit whichever is later	
	9. Pay claims	FIVE YEARS after the settlement of case or one year after audit whichever is later	
	10. Imprest	THREE 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 the superseded ones as and when they become obsolete	
	11. Refreshment bills	THREE YEARS or one year after completion of audit, whichever is later	

	12. Rent demand statements	THREE YEARS or one year after completion of audit, whichever is later	
	13. Service postage stamps	ONE YEAR	
	14. TA/Transfer TA claims	THREE YEARS or one year after completion of audit, whichever is later	
	15. Reimbursement of legal expenses	THREE YEARS or one year after completion of audit, whichever is later	
	16. Reimbursement of tuition fees	THREE YEARS or one year after completion of audit, whichever is later	
	17. Financing of insurance policies from GPF account	ONE YEAR or after completion of audit, whichever is later	Subject to an authenticated copy of the sanction being placed in the personal file. Refer GFR appendix 13, Annex-1
	18. Arrear claims (including sanction for investigation, where necessary)	THREE YEARS or one year after completion of audit, whichever is later	Refer GFR appendix 13, Annex-1
	19. Postal life Insurance	THREE YEARS or one year after completion of audit, whichever is later	Subject to suitable entry being made in Pay Bill Register and PLI Index Register
	20. Write-off of losses	THREE YEARS or one year after completion of audit, whichever is later	
	21 Expenditure sanction	THREE YEARS or one year after completion of audit, whichever is later	
	22. Surety bond executed in favour of temporary or a retiring Govt. staff	THREE YEARS after the bond ceases to be enforceable.	
18. Administrative approval and technical sanction	1. 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	
	2. Major works	TEN YEARS or THREE YEARS after completion of the work; or one year after completion of audit, whichever is the latest.	

	3. Minor works	FIVE YEARS or THREE YEARS after completion of the work; or one year after completion of audit, whichever is the latest.	
19. Foreign exchange budget	1. 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.	
	2. Estimates/ Allocation	THREE YEARS or one year after completion of audit, whichever is later	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.
	3. Periodical reports regarding allocation, release and utilization	THREE YEARS or one year after completion of audit, whichever is later	
20. Plan Schemes	1. 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 : TEN YEARS or one year after completion of audit, whichever is later	
	2. Not approved schemes	THREE YEARS after closure of the scheme.	
	3. Review of ongoing schemes	THREE YEARS after closure of the scheme.	
21. Budget Estimates for five year plans		TEN YEARS	
22. Audit Reports	CAG Reports	THREE YEARS provided there are no outstanding paras for the relevant period.	
	Internal Audit Reports and other reports	THREE YEARS provided there are no outstanding paras for the relevant period.	
Note : All Finance related documents has to be retained until the completion of Assessment of Income Tax for the year.			

RECORDS OTHER THAN FILES

Sl.No.	Description of Records	Retention period	Remarks
1.	Civil credit notes (Form S. 142) and stock register thereof	THREE 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 finalized	
4.	Register for watching progress of expenditure on local purchase of stationery.	THREE 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	TEN YEARS	Refer GFR appendix 13, Annex-1
7.	Cash receipts (Form TR 5), counterfoils and stock register.	THREE YEARS or one year after completion of audit, whichever is later.	
8.	Petty vouchers not furnished to audit	THREE YEARS or one year after completion of audit, whichever is later.	
9.	Appropriation Accounts	THREE YEARS or one year after completion of audit, whichever is later.	
10.	Pay Bill Register	THIRTY FIVE YEARS after cessation of service	
11.	Office copies of establishment pay bills and related schedules (in respect of period for which Pay Bill Register is not maintained.	THIRTY FIVE YEARS after cessation of service	
12.	Schedules to the establishment pay bills for the period for which Pay Bill Register is maintained	THREE YEARS or one year after completion of audit, whichever is later.	
13.	Acquittance roll	THREE YEARS or one year after completion of audit, whichever is later.	
14.	Postal life Insurance register	THREE YEARS or one year after completion of audit, whichever is later.	
15.	Increment register	ONE YEAR or after completion of audit, whichever is later.	
16.	Increment list	THREE YEARS or one year after completion of audit, whichever is later.	

PARLIAMENT

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PARLIAMENT

Description of Record			
Standard Head	Sub-head	Retention Period	Remarks
1. Parliament matters	1. 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	
	2. Assurances and undertakings	THREE YEARS after the event	
	3. Committees	(a) For departments reported upon or predominantly concerned: TEN YEARS after formation of committee (b) For other interested departments: THREE YEARS after formation of committee	Subject to a copy of the report being retained permanently. The National Archives may be consulted before any file is destroyed
	4.Cut-motions, resolutions/Calling Attention notices -Lok Sabha	(a) Admitted and answered/ discussed: THREE YEARS after resolution passed (b) Disallowed, lapsed or withdrawn: ONE YEAR after resolution passed	Cases containing material of great precedence/reference value/historical importance may be retained permanently.
	5.Cut-motions, resolutions/Calling Attention notices- Rajya Sabha		
	6. Questions-Lok Sabha		
	7. Questions- Rajya Sabha		
	8. Legislation	Permanent	The National Archives may be consulted for its up-keep
	9. Furnishing of material for speech of President, Prime Minister, Minister etc.	THREE YEARS after the speech.	

RECORDS OTHER THAN FILES

Sl.No.	Description of Records	Retention period	Remarks
1.	Parliamentary proceedings as maintained by Parliament Unit	ONE 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	THREE YEARS after the register of questions.	

**RECORD RETENTION SCHEDULE IN RESPECT OF RECORDS OF
TESTING UNIT**

Sl.No.	Name of Record	Record No.	Retention Period	Remarks
1.	Master list of documents	ML 4-03-01	3 years	
2.	Document change request	CSF 100	3 years	
3.	Contract review	CSF 012-004	5 years / as per contract.	
4.	Purchase orders		3 years	
5.	Stock register		3 years	
6.	Consumable register		3 years	
7.	Customer feedback report	CSF-105	3 years	
8.	Complaint register		3 years	
9.	Non conformities register	QF 4-09-01	3 years	
10.	Corrective and preventive action	CSF 103-001	3 years	
11.	Minutes of preventive action		3 years	
12.	Internal audit findings	CSF 112-014&15	3 years	
13.	Minutes of MRM		3 years	
14.	Skill Matrix	QM 415-PD-03	3 years	
15.	Duties and responsibilities	QM 415-PD-01	Permanent	
16.	Personnel record		3 years	
17.	Training record		5 years	
18.	Equipment record		3 years	
19.	Equipment history		Permanent	
20.	Calibration reports		5 years	
21.	Material Transfer		5 years	
22.	QA results		3 years	
23.	Test reports		5 years	
24.	Data backup for testing projects		3 years	
25.	Projects related observations and filled formats		5 years	

RECORD RETENTION SCHEDULE IN RESPECT OF RECORDS OF**R&D UNIT**

Sl. No.	Nature of Records	Retention period	Remarks
1.	Files pertaining to research relevant projects (RFP mode projects/Internal Projects)		
	(a) Correspondence file / (b) Technical files	Records will be retained only up to 3 years after closure of project or Audit whichever is later.	
	(c) Reports	Reports should be retained	
2.	List of Empanelment of Small Wind Turbines System	Ten years from the date of issue of list	

RECORD RETENTION SCHEDULE IN RESPECT OF RECORDS OF**S&C UNIT**

S. No.	Name of Record	Retention Period	Remarks
1	Revised List of Models and Manufacturers of Wind Turbines (RLMM) lists issued.	Ten years from the date of issue of list.	
2	Letter issued by C-WET as per MNRE guidelines in connection with installation of prototype wind turbine model for testing and grid synchronization/ commissioning.	Four years from date of issue of letter.	

**RECORD RETENTION SCHEDULE IN RESPECT OF RECORDS OF
WRA UNIT**

Sl.No.	Name of Record	Retention Period	Remarks
1	Budget	Permanent	
2	Wind monitoring programme files All State Nodal Agencies files	3 years after completing the project or one year from the date of audit whichever is the earlier	
3	Miscellaneous correspondence files	3 years or one year from the date of audit whichever is the earlier	
4	Office stationary files	2 years or one year from the date of audit whichever is the earlier	
5	Purchase of equipment and instruments files	2 years or one year from the date of audit whichever is the earlier	
6	Sale of Micro survey reports file	Permanent	
7	Sale of Time series data file	Permanent	
8	Sale of Wind Energy Resource Survey file	Permanent	
9	Sale of Wind Atlas book file	Permanent	
10	Sale of Wind Atlas library file	Permanent	
11	Enquiries	2 years or one year from the date of audit whichever is the earlier	

Sl.No.	Name of Record	Retention Period	Remarks
12	Workshop on Wind Resource Assessment	Permanent	
13	Correspondences About ISO standard	Permanent	
14	WRA Unit-Staff Details	Permanent	
15	Training programme file/register Software tools training	Permanent	
16	Consultancy projects a. Verification procedure for wind monitoring including registration b. Site feasibility study for wind monitoring station c. Wind Monitoring programme d. Wind Farm development e. Micrositing f. Technical due diligence	3 years from the date audit	
17	Internal R& D Project a. Wind Power forecasting b. Wake study c. Offshore Wind profile measurement	3 years from the date audit	
18	Parliamentary questions	Permanent	No pending question

RECORDS RETENTION SCHEDULE IN RESPECT OF RECORDS OF
ITCS UNIT

Sl. No	Description of Records	Retention period	Remarks
1.	Newsletter PAVAN	Permanent	
2.	Newsletter PAVAN - File	3 years after printing and distribution or one year from the date of audit whichever is the earlier	
3.	Syllabus on Wind Energy Master Degree – File	3 years after printing and distribution or one year from the date of audit whichever is the earlier	
4.	Advertisement – File	3 years after printing and distribution or one year from the date of audit whichever is the earlier	
5.	Annual Report	Permanent	
6.	Annual Report – C-WET - File	3 years after printing and distribution or one year from the date of audit whichever is the earlier	
7.	Training - National – File	3 years after printing and distribution or one year from the date of audit whichever is the earlier	
8.	Training - International - File	3 years after printing and distribution or one year from the date of audit whichever is the earlier	
9.	Corporate Film - File	3 years after printing and distribution or one year from the date of audit whichever is the earlier	

Sl. No	Description of Records	Retention period	Remarks
10.	Exhibition - File	3 years after printing and distribution or one year from the date of audit whichever is the earlier	
11.	Project Number Allocation - File	3 years after printing and distribution or one year from the date of audit whichever is the earlier	
12.	Project Number Allocation - Register	Register	
13.	Brochure - Internal - File	3 years after completing the project or one year from the date of audit whichever is the earlier	
14.	Student Project & In plant Training - File	3 years after completing the project or one year from the date of audit whichever is the earlier	
15.	Sponsorship - File	3 years after completing the project or one year from the date of audit whichever is the earlier	
16.	Course Material	Permanent	
17.	Course Material - File	3 years after completing the project or one year from the date of audit whichever is the earlier	
18.	Global Wind Day - File	3 years after completing the project or one year from the date of audit whichever is the earlier	
19.	C-WET -Life Academy Sweden Collaboration - File	3 years after completing the project or one year from the date of audit whichever is the earlier	

Sl. No	Description of Records	Retention period	Remarks
Library			
1.	Books	Permanent	
2.	Periodicals-Journals &Magazine	Permanent	
3.	Books - File	3 years after completing the project or one year from the date of audit whichever is the earlier	
4.	Periodicals-Journals &Magazine - File	3 years after completing the project or one year from the date of audit whichever is the earlier	
5.	Membership	3 years after completing the project or one year from the date of audit whichever is the earlier	
6.	Autolib Library Software - File	3 years after completing the project or one year from the date of audit whichever is the earlier	
7.	Periodical Management - File	3 years after completing the project or one year from the date of audit whichever is the earlier	
8.	Stock Verification - File	3 years after completing the project or one year from the date of audit whichever is the earlier	
9.	Library Committee - File	3 years after completing the project or one year from the date of audit whichever is the earlier	

Sl. No	Description of Records	Retention period	Remarks
10.	No Due Certificate - File	3 years after completing the project or one year from the date of audit whichever is the earlier	
11.	Accession Register	Permanent	
12.	Periodical Register	Permanent	
13.	Conference / proceedings /Annual report entry register	Permanent	
14.	News paper entry register	Permanent	
15.	Daily periodical register	Permanent	

RECORD RETENTION SCHEDULE IN RESPECT OF RECORDS OF**SRRA UNIT**

Sl.No.	Name of Record	Retention Period	Remarks
1.	Documents related to all 51 stations including Calibration Laboratory	FIVE years after completing the project or one year from the date of audit, whichever is later.	
2.	Administrative file such as Purchase, Imprest, Air ticket, Telephone bill, etc.		
3.	Correspondence on General SRRA activities and balance of equipments such as UPS, Generators, Servers, etc.		
4.	Files regarding personal details of Tour and Travel of Officer, Staff		
5.	Sale of Data file	PERMANENT	

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

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

Description of Record			
Standard Head	Sub-head	Retention Period	Remarks
	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	THREE YEARS or till they are superseded, whichever is later.	
	3. (a) Bills, Acts and Ordinances (b) Comments on State Legislations	Permanent (B-keep) Permanent for Ministry of Home Affairs, FIVE 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	FIVE YEARS 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	
	5. Delegation of powers	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.	
	6. Committees/ Commissions of enquiry: (a) appointment (including composition, terms of reference, status of members;) (b) reports (including their processing and implementation); (c) all other matters concerning the commissions/ committees, e.g., evidence tendered before it, its proceedings.	Permanent if set up under a government resolution; otherwise appropriate retention periods to be determined by administrative departments concerned. FIVE YEARS after final decisions on the report.	The National Archives of India may be consulted before files pertaining to any of these categories are weeded out.
	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	THREE YEARS after submission of report	Copies of the reports (if published) to be retained in Departmental Library as "B-Keep"
	10. Monthly summary for the Cabinet	ONE YEAR after submission	
	11. Monthly note for Indian Mission abroad	ONE YEAR after submission	
	12. Notices, agenda and proceedings of inter-departmental meetings (e.g. O & M Vigilance): (a) for departments organising such meetings; (b) for other departments	Appropriate period to be prescribed by departments concerned in their record retention schedule ONE YEAR after proceedings.	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		Subject to follow-up action, where necessary, being taken on appropriate

	Vigilance): (a) for units organising such meetings; (b) for other units;	THREE YEARS after proceedings ONE YEAR after proceedings.	subject files to which relevant extracts may be taken.
	14. Work study/ case study reports	THREE YEARS after submission of report.	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	ONE YEAR after the next review	
	16. Arbitration and litigation cases	THREE 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.
	17. Notices under Section 80 of Civil Procedure Code	ONE 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	THREE 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	ONE YEAR or after completion of audit, and settlement of audit objections, whichever is later.	

	21. Punctuality in attendance	ONE YEAR or after completion of audit, and settlement of audit objections, whichever is later.	
	22. General aspects	THREE YEARS or after completion of audit, and settlement of audit objections, whichever is later.	

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:

Description of Record				
Sl.No.	Standard Head	Sub-head	Retention Period	Remarks
1.	Payments and recoveries	(i) Expenditure Sanctions not covered by Paragraph 1 above (including sanctions relating to grants-in-aid)	Two years, or one year after completion of audit whichever is later	
		(ii) Cash Books maintained by the Drawing and Disbursing Officers	Ten years	
		(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 one year after completion of audit, whichever is later	
		Papers relating to: (v) EPF Membership.	One year	Subject to (a) Original nomination 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) EPF Nomination	One year	
		(viii) Financing of Insurance policies from EPF Accounts	One year	Subject to authenticated copy of the sanction being placed on the personal file.
		ix) Final withdrawal from EP Fund, e.g., for house building, higher technical education of children, etc.	One year	
		(x) EPF annual statements	One year	
		(xi) T.A./Transfer T.A. claims.	Three year, or one year after completion of audit, whichever is later	
2.	Budget Estimates/ Revised Estimates		Three 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 retirement / terminal benefits		Three years after issue of final pension/ gratuity payment order	
	(b) Other employees		Three years after they have ceased to be in service.	
4.	Leave Account of: (a) Officials entitled to retirement/terminal benefits		Three years after issue of final pension/gratuity payment order	
	(b) Other employees		Three 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.	Three years	
		(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	Three 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	Three years; or 1 year after completion of audit, whichever is later.	- do -
		(e) Verification of service	Five 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.	

		(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.		Three 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		Three years, or one year after the completion of audit, whichever is later	
	(d) Acquittance Roll		Three 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 of 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., 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, Projects, Consultancy, etc.		Five 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 the Secret Service Expenditure		Three years after the expiry of the financial year in which the expenditure was incurred subject to completion of administrative audit and issue of audit certificate by the nominated Controlling Officer.	

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

Description of Record				
Sl.No.	Main Head	Sub-head	Retention Period	Remarks
1.	Creation and Classification of posts	(i) Continuance/abolition/ revival of post	One year.	Subject to particulars of sanctions being noted in Establishment/ Sanction Register.
		(ii) Conversion of temporary posts into permanent ones.	Ten years.	-do-
		(iii) Creation of posts.	Ten 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	Ten years	-do-
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		Three 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		One year	If such a notice is followed up by a civil suit, it would be come arbitration/litigation case and would, therefore, need to be retained for 3 years.
5.	Recruitment.	Condonation of break in service.	Five 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	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	
		(ii) Conveyance Advance Rules	Permanent	
		(iii) Cycle Advance Rules	Permanent	
		(iv) Festival Advance Rules	Permanent	

		(vi) House Building Advance Rules	Permanent	
		(vii) Motor Cycle/Scooter Advance Rules	Permanent	
		(viii) Pay Advance Rules	Permanent	
		(ix) T.A. Advance Rules	Permanent	
		(x) Travel Concession Rules		<p>Subject to:</p> <ul style="list-style-type: none"> (i) suitable entries being made in pay bill register; and (ii) in case of motor car/motor cycle/scooter and house building advances. <ul style="list-style-type: none"> (a) copies of sanction being placed on personal files; and (b) mortgage deeds and other agreements executed being kept separately in safe custody for the period they are valid
		(xi) Other Advance Rules		<p>Subject to:</p> <ul style="list-style-type: none"> (i) suitable entries being made in pay bill register; and (ii) in case of motor car/motor cycle/scooter and house building advances. <ul style="list-style-type: none"> (a) copies of sanction being placed on personal files; and (b) mortgage deeds and other agreements executed being kept separately in safe custody for the period they are valid
		(xii) Grant of car Advance		<p>Subject to:</p> <ul style="list-style-type: none"> (i) suitable entries being made in pay bill register; and

				<p>(ii) in case of motor car/motor cycle/scooter and house building advances.</p> <p>(a) copies of sanction being placed on personal files; and</p> <p>(b) mortgage deeds and other agreements executed being kept separately in safe custody for the period they are valid</p>
		(xiii) Grant of conveyance allowance		<p>Subject to:</p> <p>(i) suitable entries being made in pay bill register; and</p> <p>(ii) in case of motor car/motor cycle/scooter and house building advances.</p> <p>(a) copies of sanction being placed on personal files; and</p> <p>(b) mortgage deeds and other agreements executed being kept separately in safe custody for the period they are valid</p>
		(xiv) Grant of cycle advance		<p>Subject to:</p> <p>(i) suitable entries being made in pay bill register; and</p> <p>(ii) in case of motor car/motor cycle/scooter and house building advances.</p> <p>(a) copies of sanction being placed on personal files; and</p> <p>(b) mortgage deeds and other agreements executed being kept separately in safe custody for the period they are valid</p>
		(xv) Grant of festival advance		Subject to:

				<ul style="list-style-type: none"> (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 <ul style="list-style-type: none"> on personal files; and (b) mortgage deeds and other agreements executed being kept separately in safe custody for the period they are valid
		(xvii) Grant of house building advance		<p>Subject to:</p> <ul style="list-style-type: none"> (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 <ul style="list-style-type: none"> on personal files; and (b) mortgage deeds and other agreements executed being kept separately in safe custody for the period they are valid
		(xviii) Grant of motor cycle/scooter advance		<p>Subject to:</p> <ul style="list-style-type: none"> (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 <ul style="list-style-type: none"> on personal files; and (b) mortgage deeds and other agreements executed being kept separately

				in safe custody for the period they are valid
		(xix) Grant of pay advance		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) mortgage deeds and other agreements executed being kept separately in safe custody for the period they are valid
		(xx) Grant of T.A. advance		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) mortgage deeds and other agreements executed being kept separately in safe custody for the period they are valid
		(xxi) Grant of LTC advance		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) mortgage deeds and other agreements executed being kept separately in safe custody for the period they are valid
		(xxii) Grant of other advances		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) mortgage 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		Three years after the Bond ceases to be enforceable	
8.	Pension/retirement. (as and when applicable)	(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.	Three 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	Till one year after the last beneficiary of the family pension ceases to be entitled to receive or 5 years whichever is later	
		(d) Other pensions	Till one year after the last beneficiary of the family pension ceases to be entitled to receive or 5 years whichever is later	
		(e) Gratuity	5 years	
		(f) Commutation of pension	15 years.	

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

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

Retention schedule for records prescribed in the Manual of Office Procedure

[Vide para 111 (1) (c)]

Sl.No	Description of record	Reference to relevant para of the manual	Retention period (years)
1	Dak register	14 (6)	ONE
2	Invoice	15 (1)	ONE
3	Section dairy	17 (1)	THREE
4	Movement slip of receipts	20 (3)	To be destroyed after the relevant receipts have been received in the section concerned
5	Assistant's diary	23 (2)	ONE
6	Standing guard files	35 (1)(a)	Permanent. The earlier version of these records will normally be weeded out as soon as the revised version becomes available.
7	Standing note	35 (1)(b)	ONE
8	Distribution chart	81 (1)	ONE
9	Typist's diary	81 (2)	ONE
10	Issue diary	82 (1)	FIVE
11	Despatch register Section	86 (2)	FIVE
11(a)	Despatch Register Postal	91 (1)(d)	FIVE
12	registration books	86 (4)	ONE
13	Receipts of telegrams	86 (6)	FIVE
14	A Register of daily abstract of stamps used	86 (7)	
15	Messenger book Stamps	87 (1)	
16	account register Weekly	90 (1)	ONE
17	statement of cases disposed of without reference to Minister	91 (2) (b)(i)	FIVE
18	File register	97	Permanent
19	File movement Register	100 (1)	ONE
20	Register for watching the progress of recording	104 (2)(b) and (3)	THREE
21	Index slips	107	5 years or till printed departmental index becomes available whichever is latter

22	Consolidated departmental index	107	Permanent
23	Precedent book	110	Permanent
24	List of files transferred to (a) Departmental record room (b) National Archives	112 (3) 112 (5)	25 Permanent
25	Record review register	112 (4)	ONE
26	List of files received for review	113 (5)	ONE
27	Register of spare copies of publications, circulars, orders etc.	113 (9)	ONE
28	Record requisition slip	115	To be destroyed after the requisitioned file has been returned to the National Archives.
29	Record requisition card	115	To be destroyed after all the space for entries have been used and the last file requisitioned has been returned to the sectional/departmental records.
30	Weekly arrear statement	123 (1)	ONE
31	Case sheets of cases pending disposal over a month	124 (2)(a)	ONE
32	Numerical abstract of cases pending disposal for over a month	124 (4)(d)	ONE
33	Consolidated numerical abstract of cases pending disposal for over a month in the various sections of the department	124 (8)(a)	THREE
34	Call book	125 (1)	THREE
35	Monthly Progress report on recording of files	126 (1)	ONE
36	Register for keeping a watch on communications received from M.Ps	127	ONE
37	Register for keeping a watch on communications received from VIPs	128	ONE
38	Monitoring of Court / CAT cases	129	Permanent
39	Register of Parliamentary Assurances.	130(1)	ONE
40	Check-lists for periodical reports	131	ONE
41	Inspection reports	135	One year after the date of inspection

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.