



दामोदर घाटी निगम
DAMODAR VALLEY CORPORATION
डीवीसी टावर्स: वीआइपी रोड
DVC TOWERS: VIP ROAD
कोलकाता/KOLKATA – 700 054

No. AS/PS/OM/F-20/1111

Date: 21.10.2021

OFFICE MEMORANDUM

Sub.: Record Retention Schedule and Implementation Policy.

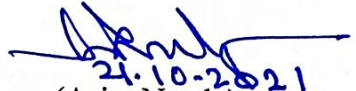
The duly approved "Record Retention Schedule and Implementation Policy" is enclosed herewith for information and compliance.

This issues with the approval of the competent authority.

This comes into force with immediate effect.

The Hindi version follows.

Enclo.: As stated


21.10.2021
(Asim Nandy)
Additional Secretary

Distribution:

As per list "C"

Copy to:

- 1) Sr. P.S. to the Chairman, DVC, Kolkata
- 2) Sr. P.S. to the Member Secretary, DVC, Kolkata
- 3) Sr. P.S. to the Member(Technical), DVC, Kolkata
- 4) P.S. to Member(Finance), DVC, Kolkata
- 5) P.S. to CVO, DVC, Kolkata

Record retention schedule & It's implementation in DVC

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Record retention - Implementation methodology and destruction policy

Record Retention Schedule Policy Frameworks & Implementation

Define and implement record retention policies

Records are important to a company, so important that companies define policies that define explicitly how to manage them — where they must be stored, how long they must be kept and the process that must be used to destroy them.

A retention policy (also called a 'schedule') is a key part of the lifecycle of a record. It describes how long a business needs to keep a piece of information (record), where it's stored and how to dispose of the record when its time.

A records policy is a framework that outlines that set of rules for managing each type of record.

1. Definitions: -

- (a) "classified records" means files or documents relating to records classified as 'Top Secret', 'Secret', 'Confidential' and 'Restricted' in accordance with the procedure laid down by the Ministry of Home Affairs, Government of India, from time to time;
- (b) "Committee" means the Record Destruction Committee;
- (c) "Corporation" means Damodar Valley Corporation (DVC).
- (d) "Custody" means the possession of public records;
- (e) "Executives" means all officers in the rank of M-I and above;
- (f) "File" means a collection of papers relating to the public records on a specific subject-matter consisting of correspondence, notes and appendix thereto and assigned with a file number;
- (g) "form" means the form used for prescribed format;
- (h) "headquarters office" means the Company's registered office in Kolkata;
- (i) "Non-executives" means all employees below the rank of M-I;
- (j) "Records of Permanent Nature" means the public records being maintained after recording for a period specified;
- (k) "Record Retention Schedule" means prescribing the period of retention for the specified record;
- (l) "Recording" means the process of closing a file after action on all issue considered thereon has been completed;

- (m) "Review" means periodical evaluation of recorded files on the expiry of the period of retention for determining their further retention or destruction as the case may be;
- (n) Words and expressions used herein and not defined but defined in the Public Records Rules, 1997, shall have the meanings respectively assigned to them in the Public Records Rules, 1997.

2. Effective Date: -

This Record Retention Schedule shall come into force with immediate effect.

3. Purpose of Record Retention Schedule (RRS): -

The RRS has been compiled for having healthy practices in relation to the maintenance, management and destruction of records.

4. Recording of files:

It means the process of closing a file after action on all issues considered thereon has been completed.

5. Category of Records:

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

Category 'A' meaning 'keep and microfilm' -

- a) files which qualify for permanent preservation for administrative purposes and which have to be microfilmed because they contain:
 - o A document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum to avoid its damage or loss; or
 - o Material likely to be required for frequent reference by different parties simultaneously/frequently.
- b) files of historical importance.

Category 'B' meaning 'keep but do not microfilm' -

This category will cover files required for permanent preservation for administrative purpose. It however need not be microfilmed.

Category 'C' meaning 'keep for specified period only'.

This category will include files of secondary importance having reference value for a limited period not exceeding 10 years.

In exceptional cases, if the record is required to be retained beyond 10 years it will be upgraded to B Category.

C-1, C-3, C-5 & C-10 means Category - C' files to be kept for 1 year, 3 years, 5 years and 10 years respectively.

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

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

It provides for 3 categories of records:

6. Classification of Records:

- Classified Records - Means safe guarding of such information in the possession of the Department, the unauthorized disclosure of which would cause damage to the department and overall to the national security. Such records need special protection and security so as to ensure that they are not accessible to unauthorized person.
- Permanent Records
- Records maintained for a specified period

7. Records fit for Permanent Preservation:

- Files which qualify for permanent preservation for administrative purposes;
- A document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum to avoid its damage or loss; or
- material likely to be required for frequent reference by different parties simultaneously/frequently;
- Files of historical importance.

8. **Safety and custody of Records:**

All the records/ files shall be in the custody of the record holder and the supervision of the Records Officer. For any section, custodian / custodians of Records is to be defined & delegated with the responsibility of safe custody of records in case any specific record officer cannot be assigned for the custody. The holder of the record shall be held accountable for the safety and preservation of the records/files in his/her custody. A Register is to be maintained by the sectional head / HOD for entry of all Hard Copy files / Records capturing other detail like date of opening & date of weeding as per RRS.

9. **Review, Weeding and Destruction of Records:**

- Weeding & Destruction of Records is to be done twice in a year. In the month of May & November every year, each Record Officer / custodian of records shall list all the records / files which are due for weeding and destruction as per Record Retention Schedule.
- A list of such records / files which are proposed to be destroyed shall be prepared by the Record Officer / custodian of records in consultation with the Sectional In-charge or HoD.
- Every Calendar Year in the last week of June & December, the listed records which are due for weeding and destruction as per Record Retention Schedule are to be destroyed by a committee formed for destruction of records.
- **A committee for destruction of records shall be constituted as under:**
 - Records Officer-Convener
 - Records holding section representative member of rank of MI and above.
 - A representative from the Audit Section-Member
- Records shall be destroyed by burning or shredding in the presence of the committee members. The record/s recommended for destruction will be destroyed on the last working day of the month June & December in each calendar year and a certificate to that effect will have to be prepared by the committee that the referred record has been destroyed.
- The certificate will be countersigned by the concerned Sectional Head / HoD and will be sent to Secretariat section through HOD for accommodating it for intimation to corporation. On ratification of the item, this will be uploaded on the website of the

Company or published on the Notice Board of the company.

10. Filing System:

- Definition of a File - As per the Public Records Rules, 1997 'file' means a collection of papers relating to the Public records on a specific subject matter consisting of correspondence, notes and appendix thereto and assigned with a file number.
- Need of File - Records are created for specific purpose in the transaction of various functions allotted to government departments/ offices. During the course of such transaction, a number of paper are accumulated and these are usually kept in the file according to a pre-planned classification system in order to facilitate future reference and continuity *of action*

File numbering system

- A proper file numbering system is essential for convenient identification, sorting, storage and retrieval of papers.

Filing system practiced in DVC HQ:

- (a) The name of main functional department;
- (b) The Section name under main functional department
- (c) The subject/topic/matter (in abbreviation) on which the file is created
- (d) The opening year of the file;
- (e) Volume marked in Roman (if any)
- (f) Part number in Roman (if any)

Example:

- (i) Sectt./Co-ord/CM/2021/Vol-II/Part-IV
(Where CM stands for Corporation Meeting.)
- (ii) Sectt./Co-ord/GOI/2021/Vol-VII/Part-II.
- (iii) EDCON / ED(Engg.)/PF/I

The existing filing system and Indexing as practised in DVC is to be continued till ISO or any other standard practise is evolved and adopted across the organisation holistically.

11. Central Record Room:

A Central Record Room with sufficient space to be set up by the Company. This Central Record Room shall house old Records which may be required for the future references.

12. Records Officer-Designation and Functions:

Officers in the rank of M3 –M4 should be put as Record Officer.

Records officers are responsible for the creation, storage, retrieval and disposal of all recorded information about an organisation's activities. Information can come in many formats, such as digital, photographic, film or paper.

13. Training on maintenance of records:

The Corporation will conduct Workshops/Orientation Programs on management, maintenance and destruction of records for the officials dealing with the records maintenance at a regular interval.

14. Review of Record Retention Schedule (RRS):

This Record Retention Schedule shall remain in force for a period of three years from the date of its being published on the website or the Notice Board of the Company and on expiry of the specified period, a comprehensive review of the Schedule will be undertaken by the Company.

15. Statutory provisions:

Notwithstanding anything contained in the column of 'Retention Period', the retention period for any specified document or record or part thereof shall be the period as mentioned in the relevant Act/Rules/ Regulations, etc.

Note : For cases where any contract is under Arbitration, Litigation, Enquiry or Audit by any Authority, all documents and records shall be required to be retained till the final clearance from Arbitration, Litigation, Enquiry or Audit, under examination of vigilance as the case may be or till the prescribed retention period, whichever is later.

Record Retention - Common Departmental Procedures

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| | A – Establishment | |
| | B - Welfare | |
| | C - Vigilance | |
| | D - Common Office Services | |
| | E - Hindi | |
| | F - Public relations | |
| | H - Parliament | |
| | I - Record Retention Schedule of files relating to RTI application | |
| | J - Electronic Records | |
| PART II - | Records (other than those relating to establishment and housekeeping work) common to all departments | |
| Annex –I | General Financial Rules (GFR) Appendix 13 | |

A - ESTABLISHMENT

| S.No. | SUBJECT/TOPIC | PAGE/PAGES NUMBERS |
|-------|---|--------------------|
| 11 | Creation and classification of post | |
| 12 | Recruitment | |
| 14 | Scheduled castes and Scheduled tribes | |
| 15 | Retrenchment | |
| 16 | Verification/re-verification of character and antecedents | |
| 17 | Medical examination | |
| 19 | Personal files (Group A) | |
| 20 | Personal files (Group B) | |
| 21 | Service record | |
| 22 | Postings and transfers | |
| 23 | Seniority | |
| 24 | Leave (other than study leave & casual leave) | |
| 25 | Casual leave (including special leave) | |
| 26 | Pay/special pay | |
| 27 | Allowances | |
| 28 | Confidential/assessment report | |
| 29 | Increment | |

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| 31 | Probation/confirmation | |
| 32 | Promotion/reversion | |
| 33 | Training/scholarships/fellowships in India and abroad | |
| 34 | Departmental examinations | |
| 35 | Deputations and delegations | |
| 36 | Delegation of powers | |
| 37 | Honorarium/awards | |
| 38 | Pension/retirement | |
| 39 | Resignation | |
| 40 | Extension of service | |
| 41 | Re-employment | |
| 43 | Nomination of employees | |
| 44 | Forwarding of applications | |
| 45 | Study leave | |
| 46 | No objection certificate (for registration with employment <small>exch.</small>) | |
| 47 | Review for determining suitability of employees for continuance | |
| 48 | Review of cadres/services | |
| 49 | No objection certificate for issue of passport, arms license etc. | |
| | Records other than files | |

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

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| | | 15.Upgrading of posts | C-10 | Subject to particulars of sanctions being noted in Establishment/Sanction Register. |
| | | | | Refer GFR appendix-13, Annex-1 |
| | | 16.Re-designation of Posts | C-10 | Subject to particulars of change being noted in Establishment/Sanction |
| | | | | Register |
| | | 17.Plan/non-Plan posts | C-3 | Subject to particulars of sanction being noted in Establishment/Sanction Register. |
| | | | | |
| Recruitment | | 11.All Circulars/Orders/Guidelines /OMs/Policy/SOPs related to Recruitment on Regular/Non-regular/Contractual basis including engagement of Consultant/Advisers etc. | Permanent Category 'B' | |
| | | 12.Recruitment Files containing Approval of the Competent Authority for Advertisement , Constitution of Scrutiny/Selection Committee and other approvals as per applicable Recruitment Rules for Direct Recruitment by Open Competition | C-10 | |

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| 12 | | 13.Files containing all documents related to selection of candidates which includes Tabulation Sheet of Marks of Written Test, Category-wise Merit list, Interview/Skill Test Rating Charts , Selection/Reserve Panel and all other documents related to conduct of selection process. | C-10 | |
| | | 14.Applications of unsuccessful candidates along with attached documents. | C-1 | 1 year after completion of recruitment process |
| | | 15.Written test/online test result from Agency entrusted to conduct the test. | C-5 | |
| | | 16.Admit card of candidates who appeared in Written Test/Online Computer Based test | C-1 | |
| | | 17.Correspondence related to recruitment including reply to RTI queries, VIP References, Complaints, etc. | C-5 | |
| | | 18.All recruitment related documents/file in case of Court Cases (if any). | Till final disposal of case | |
| | | | + 2 years | |
| | | 19.Processing files for all Consultants/Advisers | C-3 | |

| | | | | |
|----|--|--|---|--|
| 12 | | 20. Files relating to Compassionate Appointment /lumpsum payment in lieu of employment on compassionate ground | C-10 | |
| | | 21. Recruitment (general aspects) including provisions of the Constitution | Category 'B' in the case of departments issuing the orders and departments concerned; | |
| | | | Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete | |
| | | 22. Appointment of dependents of deceased employees | C-5 | Subject to the application of the candidate and an authenticated copy of the order of appointment being kept in the personal file. |
| | | 25. Estimate (annual) of vacancies | C-3 | |
| | | 26. Employment priorities and maintenance of roster | (a) C-10 in respect of Scheduled Castes/ Tribes and OBC /EWS/PH | |

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| 12 | | 27. Framing of recruitment rules | Category 'B' in the case of departments issuing the orders and departments concerned; | |
| | | | Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete | |
| 14 | Scheduled castes and Scheduled tribes and OBC | 34.. Reservation in services: | Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete | The Department of Personnel & Training and Commissioners for Scheduled Castes and Scheduled Tribes as authorities responsible for overall policy and co-ordination in the matter, may keep such records for appropriate longer periods to be prescribed by them in their respective record retention schedule. |
| | | (a) Scheduled castes/ Scheduled Tribes | | |
| | | (b) Others | | |
| | | 36. Relaxation of age/educational qualifications | C-3 | Subject to a suitable entry being made in the appropriate service record (i.e. service book or service card) and an authenticated copy of the order being placed in Vol. II of Service book/personal file.Refer GFR appendix 13, Annex-I |

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| 14 | | 37. Condonation of break in service | C-4 | Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of service book/personal file. Refer GFR appendix 13, Annex-I |
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| | | 38. Engagement of casual labour/ daily rated worker | C-3; or C-I after completion of audit, whichever is later. | |
| 15 | Retrenchment/termination/ Compulsive retrenchment/ Removal & Dismissal | 11.General Principles | Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete | |
| | | 12.Group.A | Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete | A copy of the order will be placed in the personal file |
| | | 13.Group.B | | |
| | | 15.Group C | | |
| | | 16.Group D | | |
| 16 | Verification/re- verification of character and antecedents | 11. General Aspects | Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete | |
| | | 12.Group.A | C-I | 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. |
| | | 13.Group.B | | |
| | | 15.Group C | | |
| | | 16.Group D | | |

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| 17 | Medical examination | 11.Rules (General aspects) | Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete | |
| | | 12.Group.A | C-I | Subject to a suitable entry being made in the appropriate service record and report itself being placed in service book/ personal file. |
| | | 13.Group.B | | |
| | | 15.Group C | | |
| | | 16.Group D | | |
| 19 | Personal files (Group-A) posts | 11.Executive Director (Opn.) & Equivalent | (a) Those eligible for retirement/terminal benefits: C-5 after issue of final pension/gratuity payment order (b) Others : C-5 after they have ceased to be in service | On the expiry of the specified retention period, personal files of officials who have made significant contribution in any field of activity (e.g. administrative, scientific, economic, social) and have won national/ international recognition, should be sent to the National Archives |
| | | 12. Principal Chief Engineer & Equivalent | | |
| | | 13.Chief Engineer-I & Equivalent | | |
| | | 14. Chief Engineer-II & Equivalent | | |
| | | 15. Dy. Chief Engineer & Equivalent | | |
| | | 16. Superintending Engineer & Equivalent | | |
| | | 17. Executive Engineer & Equivalent | | |
| | | 18. Assistant Engineer-I & Equivalent. | | |

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| | | 19. Administrative Officer & Equivalent | | |
| | | 20. Corrospondences regarding requisition, transfer , return etc. | C-I | |
| 20 | Personal files (Group-B) | 11. Junior Engineer Gr. II (Mech. / Elec./Civil / C&I/ Communication) | | |
| | | 12. Public Relation Assistant / Jr. Hindi Officer / Jr. Sports Supervisor & Equivalent | (a) Those eligible for retirement/terminal benefits: C-5 after issue of final pension/gratuity payment order (b) Others : C-5 after they have ceased to be in service | On the expiry of the specified retention period, personal files of officials who have made significant contribution in any field of activity (e.g. administrative, scientific, economic, social) and have won national/ international recognition, should be sent to the National Archives. |
| | | 13. Divisional Account & Equivalent post | | |
| | | 14. Physiotherapist | | |
| | | 15. Teacher PGT | | |
| | | 16. Cost Accountant | | |
| | | 17. Teacher TGT | | |
| | | 18. Teacher PRT & Equivalent | | |
| | | 19. Forest Renger Grade -III / Field Assistant Grade-II and equivalent | | |
| | | 20. Jr. Lab Technician / Jr. X-Ray Technician / Jr. Nurse Grade-II / Jr. OT Assistant and equivalent post | | |
| | | 21. Steno- Grade III / Asst. Jr. Hindi Translator Grade II and equivalent | | |

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| | | 22. Jr. Typist & Equivalent or Data Entry Operator Staff car drivers | | |
| | | 23. Jr. Pharmasist / Jr. Nurse / Jr. Multipurpose Health Worker & Equivalent | | |
| | | 24. Jr. Technician / Jr. Operator / Jr. Store Keeper & Equivalent | | |
| | | 25. Corrospondences regarding requisition, transfer , return etc. | C-1 | |
| | Service records | 11. History of services | a) Those eligible for retirement/terminal benifit: C5 after issue of final pension/gratuity payment order. b) other: C5 after they have ceased to be in service. | A suitable entry to be made in the appropriate service record and an authenticated copy of the order being kept in service book/personal file. |
| | | 12. Group _A' | | |
| | | 13. Group _B' | | |
| | | 14. Change in name of a DVC Employee | C-3 | 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. |
| | | 15. Alteration in the date of birth | C-3 | Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being placed in Vol. II of service book/personal file. Refer GFR appendix 13, Annex-I |

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| 21 | Service records | 16.Change in qualification of DVC Employee | C-3 | Refer GFR appendix 13, Annex-I Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being placed in Vol. II of service book/personal file. |
| | | | | Refer GFR appendix 13, Annex-I |
| | | 17.Gradation/seniority list: | | |
| | | (a) In the case of departments preparing and bringing out the compilation. | C-3 | Refer GFR appendix 13, Annex-I |
| | | (b) In the case of other departments, (i.e. those supplying information for such compilation) | One year after issue of relevant compilation | |
| | | 18.Verification of age and educational qualifications | C-I | Subject to authenticated copies of the relevant certificates being kept in Vol. II of service book/personal file. |
| | | 19. Admission of previous service not supported by authenticated service record, e.g. through collateral evidence | C-3 or 1 year after completion of audit, whichever is later | Subject to suitable entries being made in the appropriate service record and an authenticated copy of the order being placed in Vol. II of service book/personal file.Refer GFR appendix 13, Annex-I |

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| | | 20. Nomination relating to family pension and gratuity | C-I | Subject to the nomination in original or an authenticated copy there of (where original is kept with the audit), as the case may be, being placed in Vol. II of the service book/ personal file.Refer GFR appendix 13, Annex-I |
| | | 21.G.P.Fund nomination | C-I | 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-I |
| | 22 Postings and transfers | 11.General aspects | Category 'B' in the case of departments issuing the orders and departments concerned; | |
| | | | Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete | |
| | | 12.Group A | (a) If involving change of office:C-3 (b) In other cases:C-I | 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. Subject to a suitable entry being made in the register of postings. |
| | | 13.Group B | | |
| | | 14.Group C | | |
| | | 15.Group D | | |

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| 23 | Seniority | 11.General principles | Category 'B' in the case of departments issuing the orders and departments concerned; | |
| | | | Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete | |
| | | 18.Representations | C-5 | If the representation results in the original seniority being revised, an authenticated copy of the relevant order/decision will be kept in personal file. |
| 24 | Leave (other than study leave and casual leave) | 11.Rules (general aspects) | Category 'B' in the case of departments issuing the orders and departments concerned; | |
| | | | Category 'C' for other departments who may keep only the standing orders,weeding out the superseded ones, as and when they become obsolete | |
| | | 12.Group.A | C-3 | Subject to suitable entries being made in the leave account. |
| | | 13.Group.B | | |
| | | 14.Group C | | |
| | | 15.Group D | | |
| | | 16.Leave roster | To be destroyed at the end of the year | |

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|----|--|----------------------------|---|---|
| 25 | Casual Leave (including special leave) | 11.Rules | Category 'B' in the case of departments issuing the orders and departments concerned; | |
| | | | Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete | |
| | | 12.Group.A | (a) Casual leave: To be destroyed at the end of the year (b) Special casual leave:C-I | |
| | | 13.Group.B | | |
| | | 14.Group C | | |
| | | 15.Group D | | |
| 26 | Pay/special pay | 11.Rules (general aspects) | Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete | |
| | | 14.Group.A | C-3 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 |

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| | | 15.Group.B | | copy of the order, where issued, being placed in the personal file. |
| | | 16.Group C | | |
| | | 17.Group D | | |
| 27 | Allowances | 11.Rules (general aspects) | Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete | |
| | | 12. Children's Education Allowance Rules (general aspects) | | |
| | | 13.Claims regarding CEA | C-3; or one year after completion of audit, whichever is later | |
| | | 14.D.A., H.R.A. & CCA | | |
| | | 15.Deputation (duty)allowance | | |
| | | 17.Travelling allowance | | |
| | | 18.Washing allowance | C-1 | |
| | | 20.Air travel by non-entitled personnel | | |
| | | 21.Grant of non-practicing allowance | C-3 or one year after completion of audit whichever is later. | |
| | | 22.(a) Grant of Hazard allowance | | |
| 28 | | 11.Rules (general aspects) | Category 'B' in the case of departments issuing the orders and departments concerned; | |
| | | | Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete | |

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| | Confidential/ Assessment report Annual Performance Appraisal Report (APAR) | 12. Recording of Confidential Reports in respect of Group-A Officers | C-5 | |
| | | 12. Recording of Confidential Reports in respect of Group-B Officers | | |
| | | 13. Recording of Confidential Reports in respect of Group-C Officers | | |
| | | 14. Recording of confidential Reports in respect of Group -D staff | | |
| | | 16.Communication of adverse entries | | |
| | | 17.Representation for expunction of adverse entries | | |
| 29 | Increment | 11.Rules (general aspects) | Category 'B' in the case of departments issuing the orders and departments concerned; | |
| | | | Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete | |
| | | 12.Withholding of increments | C-10; or C-3 after the final disposal of appeal or final judgment under the normal course of law, whichever is later. | Subject to an authenticated copy of the order being placed in the personal file and a suitable entry being made in the appropriate service record. |

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| | | 13. Representations and petitions | C-3 | If the representation results in the original order being revised, an authenticated copy of the relevant order/decision will be kept in the precedent book, personal file and suitable entries made in the appropriate service record. |
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| 30 | Probation/confirmation | I 1.General principles (Probation) | Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete | |
| | | I 2.Rules (Confirmation) | | |
| | | I 3. Confirmation/extension of probation of Group A | C-5 | Subject to suitable entries being made in the appropriate service record and an authenticated copy of the order being kept in the personal file. |
| | | I 4. Confirmation/extension of probation of Group B. | | |
| | | I 6. Confirmation of Group C | | |
| | | I 7. Confirmation of Group D | | |
| | | I 9. Representations and petitions | C-5 | 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. |
| 32 | | | Category 'B' in the case of departments issuing the orders and departments concerned; | |

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| 32 | Promotion/reversion | I1.General principles | Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | I2.Departmental Promotion Committee (DPC)/ Corporate Promotion Committee (CPC) | (a) Consultation: C-3 or one year after the D.P.C. has been reconstituted, whichever is later. (b) Proceedings :C-5 | |
| | | I3.Group _A' | C-5 | 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. |
| | | I4.Group _B' | | |
| | | I4.Group _C' | | |
| | | I4.Group _D' | | |
| | | I5. Representations and petitions | C-3 | If the representation results in the original order being revised, an authenticated copy of the relevant order/decision will be kept in the precedent book, personal file and suitable entries made in the appropriate service record. |
| | | I6.CPC /DPC Correspondence files | B | |
| | | I7.CPC/DPC Files | B | |
| | | I8.CPC/DPC related files of Miscellaneous nature | B | |
| | | All circular SOP orders Oms/policy relating to training | B | |

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| 33 | Training/scholarships/ fellowships in India and abroad abroad | File related to post graduation in management or any higher quaification | C-5 | 5years from the completion of the course |
| | | Fille related to externa/in house training | C-3 | 3 years from the completion of the course |
| | | Files related to foreign training | C-5 | 5 years from the completion of the course |
| 34 | Departmental Examinations | I I. Framing of rules | Category 'B' in the case of departments issuing the orders and departments concerned; | |
| | | | Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | I2.Holding of examinations | C-3 | |
| | | I3.Results-declaration | C-3 for departments conducting such tests; one year for other departments | 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. |

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| | | 14. Representations and petitions | C-3 | If the representation results in the original orders being revised, an authenticated copy of the relevant order/decision will be kept in precedent book, service book/personal file and suitable entries made in the appropriate service record. |
| 35 | Deputations and delegations | 11. Rules regarding deputation, including deputation on foreign service in India and abroad. | Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 12. Delegation in India/abroad | C-3; or one year after completion of audit and settlement of all audit objections, whichever is later. | Subject to particulars being noted in the register prescribed for the purpose. Before weeding out files, reports should be removed and kept in the departmental record room for five years. On the expiry of this period, the reports should be reviewed and, if necessary, weeded out in consultation with the National Archives. |

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| | Bills, Acts, Rules, regulations manuals, codes, executive instructions, procedural instruction etc. (evaluation, amendment, interpretation) | | Permanent | |
| | Policy files (evaluation, amendment, interpretation) | | Permanent | |
| | matter related to implementation of policy | | C-10 | |
| | Appointment of Committees, Committee reports | | B | |
| | Index Register | | B | |
| | Register of list of files sent to record rooms or destroyed | | B | |
| | Periodical Reports and Returns both incoming and outgoing | | C-3 | |
| | GSLI/GPAIS/FWS/DVC Term Insurance | | C-5 | |
| | EPF cell | | C-5 Years | |
| | Record of statutory compliance | | B | |
| | MOM of Union meetings | | C-5 | |

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| | Compassionate & displaced cases | | C-5. 5 Years after the disposal of the case | |
| | MIS reports, data | | C-1 | |
| | Accident record | | B | |
| | Sports | | C-5 | |
| | Award, Event, Ceremony | | C-5 | |
| 36 | Delegation of powers | 11. Rules (general aspects)- Delegation of Administrative Power, Delegation of Financial Power | Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete | |
| 37 | Honorarium/awards | 11.Rules (general aspects) | Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 12.Group A | C-3 or one year after completion of audit, whichever is later. | (a) entries being made in the Service Book/ CR dossier of the concerned employee and (b) a register being maintained. |
| | | 13.Group B | | |
| | | 14.Group C | | |
| | | 15.Group D | | |

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| 38 | Pension/retirement | 11.Rules and orders (general aspects) | Category 'B' in the case of departments issuing the orders and departments concerned; | Refer GFR appendix 13, Annex-I |
| | | | Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete | |
| | | 12.Group A | (a) Pre- verification of pension case - C-3, (c) Family Pension - Till the youngest son/daughter attains majority or 5 years which is later. (d) Other pension-C-5 (e) Gratuity (f) Commutation of pension - C -15 | Refer GFR appendix 13, annex-I |
| | | 13.Group B | | |
| | | 14.Group C | | |
| | | 15.Group D | | |
| 39 | Resignation | 11.Rules and orders (general aspects) | Category 'B' in the case of departments issuing the orders and departments concerned; | |
| | | | Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 12.Group A | C-I | A copy of the communication accepting the resignation may be placed in the personal file. |
| | | 13.Group B | | |
| | | 14.Group C | | |
| | | 15.Group D | | |

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| 40 | Extension of service | 11.Rules and orders (general aspects) | Category 'B' in the case of departments issuing the orders and departments concerned; | |
| | | | Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 12.Group A | C-I after retirement | Subject to a copy of the order being placed in the personal file. |
| | | 13.Group B | | |
| | | 14.Group C | | |
| | | 15.Group D | | |
| 41 | Re-employment | 11.Rules and orders (general aspects) | Category 'B' in the case of departments issuing the orders and departments concerned; | |
| | | | Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 12.Group A | C-I after the government servant ceases to be in government service | A copy of the order may be placed in the personal file/ |
| | | 13.Group B | | |
| | | 14.Group C | | |
| | | 15.Group D | | |

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| 43 | Nomination of employees | 11.General aspects | Category 'B' in the case of departments issuing the orders and departments concerned; | |
| | | | Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 12.Census operations | C-I | |
| | | 14.Election work | C-I | |
| | | 15.Invigilation | (a) Departments organising examinations and appointing invigilators: C-3; or one year after completion of audit whichever is later. | |
| | | | (b) Other departments:C-I | |
| 44 | Forwarding of applications | 11.General aspects | Category 'B' in the case of departments issuing the orders and departments concerned; | |
| | | | Category 'C'for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 12.For examinations | C-I 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. |
| | | 13.For posts | | |
| | | | Category 'B' in the case of departments issuing the orders and departments concerned; | |

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| 45 | Study leave | 11. Rules (general aspects) | Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 12. Group A | C-I 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. |
| | | 13. Group B | | |
| | | 14. Group C | | |
| | | 15. Group D | | |

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| | | | Permanent in the case of departments issuing the orders, instructions etc.; other dept. needs keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| 46 | No objection certificate (for registration with Employment Exchange Organization) NOC for | 11. General aspects 12. Issue of N.O.C. | C-I | Subject to an authenticated copy being kept in the personal file. |
| 47 | Review for determining suitability of employees for continuance in service | General aspects | Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | Refer GFR appendix 13, Annex-I |
| | | 12. Group A | (a) If it results in pre-mature retirement: | Subject to a copy of the relevant orders/decision being kept in the personal file. |
| | | 13. Group B | C-3, | |
| | | 14. Group C | (b) If results in continued retention in service: | |
| | | 15. Group D | C-I | |

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| 48 | Review of cadres | 11. General aspects | Category 'B' in the case of departments issuing the orders and departments concerned; | |
| | | | Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 12. Combination of cadres | Permanent | |
| | | 13. Separation/Merger of cadres | Permanent | |
| 49 | No objection certificate for issue of passport, arms licenses etc. to DVC Employees. | 11. General aspects | Category 'B' in the case of departments issuing the orders and departments concerned; | |
| | | | Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 12. Issue of passport | C-5 or one year after completion of audit whichever is later. | |
| | | 13. Issue of arms licenses | | |

| RECORDS OTHER THAN FILES | | | | |
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| S. No. | | Description of Records | Retention Period | Remarks |
| 1 | | Establishment/Sanction Register | Permanent | Where, for any reason, the register is re-written, the old volume will be kept for 3 years. |
| 2 | | Rosters for Scheduled Castes and Scheduled Tribes | C-10 | |
| 3 | | Register of oath/affirmation of allegiance to the Constitution | C-3 | Subject to suitable entries having been made in the appropriate service record of the officials |
| 4 | | Service book of: | | |
| | | Officials entitled to retirement/terminal benefits Other employees | C-3 after issue of final pension/gratuity payment order. | Refer GFR appendix 13, Annex-I |

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| 5 | | Confidential reports/character Rolls | | |
| | | After retirement | C-5 | |
| | | After death | C-3 | |
| | | After resignation/discharge from service | C-5 | |
| 6 | | Answer books of departmental examinations/tests | C-1 from the date of declaration of results. | |
| 7 | | Leave account of: | | |
| | | Officials entitled to retirement/terminal benefits | C-3 after issue of final pension/gratuity payment order. | |
| | | Other employees | C-3 after they have ceased to be in service. | |
| 8 | | Casual Leave Account | To be destroyed at the end of the year | |
| 9 | | Special casual leave Register | C-1 | |
| 10 | | Register of delegations to International Organisations | C-10 | |

| B-WELFARE | |
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| S. No. | |
| 11 | General staff welfare measures |
| 12 | Departmental council/office council |
| 13 | Grants-in-aid |
| 14 | Co-operative societies |
| 15 | Central Secretariat Library |
| 16 | Suggestions scheme |
| 17 | Departmental canteen |
| 18 | Benevolent fund |

| S. No. | Description of record | | Retention period | Remarks |
|--------|--------------------------------|---|--|---|
| | Main Head | Sub-head | | |
| 11 | General staff welfare measures | 11.Broad aspects | A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 12.Recognition of Service Association Rules | | |
| | | 13.Recognition of Union | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | These records may have some historical value. |

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| 12 | Union /Association Council | 11. General aspects / instructions | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 17. Staff Union/Association (a) Recognition | 'A' or 'B' category, depending on content value, in the case departments issuing the of the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | Such records may have some historical value. |
| | | (b) Representations | Appropriate periods to be determined by the departments concerned according to the importance of subject matter. | |
| 13 | Grants-in-aid | 11.General aspects | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete. | |

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| 14 | Cooperative Societies | 11.Rules and bye-laws (general aspects) | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/ instructions and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete. | |
| | | 12.Election of office bearers | C-1 after the next election | |
| | | 13. Meeting of Co-operative societies | C-1 | |
| | | 14.Recovery of contribution and loans | C-1 | |
| 16 | Suggestions Scheme and Award Schemes (Think tank, Ideation Contest, Employee of the Month, Independence day, Reward Scheme etc.) | 11.General aspects | C-3 | |
| | | 13.Departmental Committee: (a) Constitution | C-3 or one year after reconstitution, whichever is later. C-1 | Subject to follow-up action being taken on appropriate subject files, to which relevant extracts may be taken. |
| | | (b) Proceedings | C-1 | |
| | | 13(b) Apex Committee (a) Constitution (b) Proceedings | C-3 or one year after reconstitution, whichever is later. C-3 or one year after completion of audit. | |
| | | 14.Suggestions/ employees' performance (a) Those rewarded (b) those not accepted | C-3 or one year after completion of audit whichever is later. | Subject to follow-up action being taken on appropriate subject files, to which relevant extract may be taken. |
| | | | C-1 | |

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| 17 | Canteens | 11. General aspect/Instructions | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 12. Maintenance of Accounts | C-3 or one year after completion of audit whichever is later. | |
| | | 13. Purchase of crockery, cutleries / plates /furniture | C-3 or one year after completion of audit whichever is later. | |
| | | 14. Fixation of price of the eatable items of the painting | C-3 or one year after completion of audit whichever is later. | |

| C-VIGILANCE | |
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| S. No. | |
| 11 | Central Civil Services (Classification, Control and Appeal) Rules- Clarification and interpretation of |
| 12 | All India Services (Discipline and Appeal) Rules, 1955- Clarification and interpretation of |
| 13 | Complaints |
| 14 | Disciplinary proceedings |
| 15 | Prosecutions |
| 16 | Appeals |
| 17 | Petitions |
| 18 | Court cases |
| 19 | Central Civil Services (Conduct) Rules – 1964 – Clarification and interpretation of |
| 20 | All India Services (Conduct) Rules, 1954 – Clarification and interpretation of |
| 21 | Central Civil Services (Safeguarding of National Security) Rules, 1953 – Clarification and interpretation of |

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| 22 | Employment of dependents in private firms/foreign missions in India |
| 23 | Participation in Politics |
| 24 | Radio broadcast, contribution of articles, editing or managing of newspapers, publications |
| 25 | Evidence before committee of enquiry |
| 26 | Subscriptions |
| 27 | Gifts |
| 28 | Private trade or employment |
| 29 | Movable/immovable property |
| 30 | Vigilance Administration |
| 31 | Prosecution of further studies |

| S. No. | Description of record | | Retention period | Remarks |
|--------|--|---|--|---|
| | Main Head | Sub-head | | |
| 11 | Central Civil Services (Classification, Control & Appeal) Rules- Clarification and interpretation of | 11. General notifications 12. Schedule regarding appointing Authority, Disciplinary Authority and Appellate Authority 13. Regarding charge sheets, documentary evidence, Enquiry Officer, examination of witnesses and show-cause notices 14. Regarding penalties 15. Regarding appeals & petitions 16. Regarding suspension and subsistence allowance | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete | |
| 13 | Complaints | 11.Group A 12.Group B 13.Group C 14.Group D 15.General against two or more cases | (a) Those leading to vigilance / disciplinary enquiries - C 3 after the final disposal of appeal or final judgement under the normal course of law. (b) Anonymous or pseudonymous complaints on which no action has been done - To be destroyed at the end of the year. c) Other complaints - C3 | 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. |

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| 14 | Disciplinary proceedings | I 1.Group A | (a) Resulting in imposition of penalties: 3 years after the final disposal of appeal or final judgment under the normal course of law or till the prescribed retention period. (b) Resulting in exoneration of the accused officials with or without warning: 3 years after the final disposal of appeal or final judgment under the normal course of law or till the prescribed retention period. | 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. |
| | | I 2.Group B | | |
| | | I 3.Group C | | |
| | | I 4.Group D | | |
| | | I 5.Joint enquiry | | |
| 15 | Prosecutions | I 1.Group A | a) Resulting in imposition of penalties - C-3 after the final disposal of appeal or final judgment under the normal course of law or till the prescribed retention period. (b) Resulting in exoneration of the accused officials with or without warning: C-3 after the final disposal of appeal or final judgment under the normal course of law or till the prescribed retention period | Subject to a copy of the final judgment being placed in personal file and a suitable entry being made in the appropriate service record. |
| | | I 2.Group B | | |
| | | I 3.Group C | | |
| | | I 4.Group D | | |
| | | I 5.Joint enquiry | | |

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| 16 | Appeals | I1.Group A | C-3 or till the prescribed retention period, whichever is earlier | If, as a result of the appeal the original order is modified, a copy of the revised order will be placed in the personal file and a suitable entry made in the appropriate service record. |
| | | I2.Group B | | |
| | | I3.Group C | | |
| | | I4.Group D | | |
| 17 | Petitions | I1.Group A | C-3 or till the prescribed retention period, whichever is earlier | 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. |
| | | I2.Group B | | |
| | | I3.Group C | | |
| | | I4.Group D | | |
| 18 | Court cases /Arbitrations/Enquiry/Audit | I1.Group A | 3 years after final clearance from Arbitration, Litigation, Enquiry or Audit as the case may be or till the prescribed retention period, whichever is later | Subject to a copy of the court order being placed in the personal file and, where necessary a suitable entry being made in the appropriate service record |
| | | I2.Group B | | |
| | | I3.Group C | | |
| | | I4.Group D | | |

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| 19 | DVC Service Regulation | 11.General notifications | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| 25 | Evidence before Committee of Enquiry | 11.Sanction | C-3 | |
| 29 | Moveable/Immovable property | 11.Property returns (general aspects) | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | Returns of Group-A | (a) In respect of employees entitled to retirement benefits - C-3 after the issue of final pension/gratuity payment order (b) In respect of other employees: C-3 after the employee has ceased to be in service | Should preferably be dealt with on a separate file for each official to be kept open throughout the official career of the government servants. |
| | | Returns of Group-B | | |
| | | Returns of Group-C | | |
| | | Returns of Group-D | | |
| | | 16.Intimation | C-3 | Should preferably be dealt with on a separate file for each official to be |
| | | 17.Sanction | | |
| | | | | opened under the appropriate subject/functional heading and kept open throughout the official career of government servant. |

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| | | 11. General aspects | 'A' or 'B' category, depending on the | |
| 30 | Vigilance Administration | 12. Acts, rules, manuals | content value, in the case of departments | |
| | | 13. Vigilance set-up | issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 14. Meetings | a) For departments organizing such meetings: Appropriate period to be prescribed by departments concerned in their record retention schedule. | |
| | | | (b) For other departments: - C-I | |
| | | 15. Appointment of vigilance officers in Ministries/ departments | C-3 | |
| | | 16. List of officers of doubtful integrity | C-10 | |
| | | 17. Cases of difference of opinion with Central Vigilance Commission | C-10 | |
| | | 17(a) Cases of difference of opinion with other Constitutional Bodies | | |
| | | 18. Granting of vigilance clearance in respect of different classes of officers and the staff: | C-3 | |
| | | 19. Annual Reports of CVC | C-5 | |

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| 31 | Prosecution of further studies | 11.General aspects | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 12.Persmission | C-3 or one year after completion of study, whichever is later. | Subject to suitable entry being made in the appropriate service record and authenticated copy of the order being placed in the Personal File. |

D-COMMON OFFICE SERVICES

| S. No. | |
|--------|--|
| 11 | Accommodation |
| 13 | Working environment |
| 14 | Furniture |
| 15 | Stationery and forms |
| 16 | Typewriters |
| 17 | Duplicating machines |
| 18 | Calculating and accounting machines |
| 19 | Other office machines |
| 20 | Bicycles |
| 21 | Office equipment including electrical and mechanical appliances and other miscellaneous stores |
| 22 | Liveries |
| 23 | Black-listing of firms/contractors |
| 24 | Contractors for supplies |
| 25 | Telephones and Internet Services |
| 26 | Staff car |
| 27 | Unserviceable, obsolete and surplus articles -- |
| 28 | Maintenance of records |
| 29 | Printing and binding |
| 30 | Library |
| 31 | Vehicle requisition, medical bill, G/H bills, booking `Majumdar Niwas, Security Bill |

| S. No. | Description of record | | Retention period | Remarks |
|--------|-----------------------|--|--|---------|
| | Main Head | Sub-head | | |
| 11 | Accommodation | 11.Office accommodation (general aspects) | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 12.Requirements of office accommodation | C-1 | |
| | | 13.Shifting arrangements | (a) If involving expenditures: C-3 or one year after completion of audit, whichever is later. | |
| | | | (b) In other cases:C-1 | |
| | | 14. Residential accommodation (general aspects) | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 16. Applications for change/ exchange of accommodation | C-1 | |

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| | | 17. Applications for free/reduced rent accommodation | C-3 or one year after completion of audit whichever is later. | |
| | | 20.Application for providing water and electric connections- issue of letter of Guarantee | C-I | Subject to a copy of the guarantee letter being placed in the personal file. |
| | | 21.Application for surrender of accommodation | C-I | |
| | | 22.Offer of regular allotment for acceptance, rejection and relevant correspondence | C-I | |
| | | 24. Unauthorised sub letting of accomodation | C-I | If as a result of enquiry the employee is dis quaified and any penalty is imposed on him , a copy of the relavant order may be placed in the personal file. |
| | | 26. House rent allowance (general aspects) | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |

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| | | 28. Acquisition/ purchase of building/ land for official use | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | A suitable entry will be made in assets register. |
| | | 29. Hiring/ requisitioning of private property | C-3 or one year after completion of audit or C- I after termination of lease/ contract, whichever is the latest. | |
| | | 30. Additions, alternations and Maintenance | C-3 or one year after completion of audit whichever is later | |
| 14 | Furniture | II. Rules for purchase, hire, condemnation (general aspects) | 'A 'or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |

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

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| | | 16.Physical verification | C-3 or one year after completion of audit, whichever is later | |
| 19 | Other office machines including Electronic/ Computer items | 11.Rules for procurement /disposal (general aspects) | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 12.Condemnation and disposal | C-3 or one year after completion of audit, whichever is later. | Subject to suitable entries being made in the appropriate stock/ assets, register |
| 21 | Office equipment including electrical and mechanical appliances and other miscellaneous stores | 11.Rules (general aspects) | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 12.Condemnation and disposal | C-3 or one year after completion of audit, whichever is later. | Subject to suitable entries being made in the appropriate stock/ assets register. |
| | | 13.Purchase | C-3 or one year after completion of audit, whichever is later. | Subject to suitable entries being made in the appropriate stock / assets register. |

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|----|-------------------------------------|---|--|--|
| | | 14. Repairs and maintenance | C-3 or one year after completion of audit, whichever is later. | |
| | | 15. Physical verification | C-3 or one year after completion of audit, whichever is later. | |
| | | 16. Electric clocks and call-bells (procurement and maintenance | C-3 or one year after completion of audit, whichever is later. | |
| 23 | Black-listing of firms /contractors | 11. Circulars (general aspects) | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 12. Individual cases | C-3 | Subject to significant events concerning the performance of a contractor being noted in a suitable register or card index. |
| 24 | Contractors for supplies | 11. Approved list | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |

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|----|----------------------|--|--|--|
| | | 12. Registration | C-3 | |
| | | 14. Waiver/reduction of penalty or condonation of irregularity | C-3 or one year after completion of audit, whichever is later. | |
| 25 | Telephones | 11. Office telephones installation and shifting of - telephone bills | C-3 or one year after completion of audit, whichever is later. | Subject to the condition that a register containing name of the official given residential connection and important aspects of the sanction order is maintained. |
| | | 12. Residential telephones- installation of telephone bills | | |
| | | 13. Repairs and maintenance | | |
| | | 14. Internet Services | | |
| 29 | Printing and binding | 11. Rules for printing and binding (general aspects) | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 12. Correspondence relating to printing and binding | C-3 | Subject to receipt of intimation about debit having been raised. |
| | | 11. Ordering and receipt of books (other than government publications) | C-3 or one year after completion of audit, whichever is later. | |
| | | 12. Ordering and receipt of periodicals | | |
| | | 13. Purchase of government publications | | |

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|----|---|---|--|--|
| 30 | Library | 14. Lending, transfer (requisition, reminder etc.) | C-3 or one year after completion of audit whichever is later. | |
| | | 17. Selection Committee for books | (a)Constitution of new selection committee: One year after completion of audit | |
| | | | c)Purchase of books -One year after completion of audit | |
| | | 18. Write off of books | Permanent | |
| | | 20. Membership of Library association | One year after the completion of audit | |
| 31 | Vehicle requisition, Medical Bill, G/H Bills, Booking of Majumdar Niwas, Security Bil | | C5 or 1 year after audit whichever is later. | |

RECORDS OTHER THAN FILES

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

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| 7 | Register of identity cards | A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | If, for any reason, a register has to be rewritten, the old register will be retained for 3 years. |
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| 8 | Register of CGHS identity cards | A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | If, for any reason, a register has to be rewritten, the old register will be retained for 3 years. |
| 9 | Register of spare copies of classified documents | A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | If, for any reason, a register has to be rewritten, the old register will be retained for 3 years. |
| 10 | Telephone bill (including trunk call) register | C-3 or one year after completion of audit, whichever is later | |
| 11 | Index Cards | Permanent | |
| 12 | Library Bulletin | C-1 | |

E-HINDI

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

| S. No. | Description of record | | | |
|-----------|--|---|--|---------|
| | Main head | Sub-head | Retention period | Remarks |
| 11 | Progressive use of Hindi in government offices | 11. General aspects and Hindi Committees. | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 11. (a) Hindi workshop | C-3 | |
| | | (b) Hindi week | | |
| | | 12. Circulation of orders | To be destroyed at the end of the year. | |
| | | 13. Registration of telegraphic address in Hindi | C-1 | |
| | | 14. Periodical reports regarding use of Hindi for official purposes | C-3 | |
| | | 15. Constitution of Hindi Committee | C-5 | |
| | | 16. Meeting and Follow up action of Hindi Committee | C-3 | |

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|----|------------------------|--|--|---|
| 12 | Hindi Teaching Scheme | 11. General aspects and Hindi Committees | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 12. Training programme | C-1 | |
| | | 13. Examinations | (a) Applications: C-1 | Subject to the condition that a register containing names of officials and their results is maintained permanently. |
| | | | (b) Results: C-5 for departments conducting the examination, C-1 for other departments. | |
| | | 14. Grant of advance increments | C-3 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. |
| | | 15. Grant of awards | (a) For departments making the award: C-3 or one year after completion of audit, whichever is later. | Subject to a suitable entry being made in the appropriate service record and an authenticated copy being kept in personal file. |
| | | | (b) For departments in which the recipient is employed: C-1 | |
| | | 16. Conduct of Hindi competition | C-5 | |
| 13 | Translation into Hindi | 11. Books, reports, periodicals etc. | C-3 after the publication is printed/ cyclostyled. | |

F-PUBLIC RELATIONS/ PUBLIC GRIEVANCE/ SECURITY/ PROTOCOL/ PLO

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

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

| | | | | |
|----|----------------|---|--|--|
| 14 | Press | 11.Propaganda and publicity through-rules thereof | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 12.Arrangements for Press conference | (a) Cases involving expenditure : C-3 or one year after completion of audit, whichever is later. | |
| | | | (b) Other cases: C-1 | |
| 15 | Entertainments | 11.Rules (general aspects) | 'A' or 'B' category, depending on the content value, in the case of departments | |
| | | 12.Arrangements | (a) Within the scale prescribed by the Ministry of Finance : C-1 | |
| | | | (b) In excess of that scale: C-3 or one year after completion of audit, whichever is later. | |

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|----|-------|---|--|--|
| 16 | Flags | 11.Purchase | C-3 or one year after completion of audit, whichever is later. | |
| 17 | Gifts | 11.Rules (general aspects) | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 12.Purchase of – for visiting delegation | C-3 or one year after completion of audit, whichever is later. | |
| | | 13.Purchase of – for delegation going abroad | | |
| | | 14.Acceptance/transfer of gifts received by officials of the ministry/ department | C-3 | |

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|----|--|--|---|--|
| 18 | Hospitality grant | 11.Rules (general aspects) | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become superseded ones, as and when they become obsolete. | |
| | | 12.Application for funds from hospitality grant for delegation | C-3 or one year after completion of audit, whichever is later. | |
| 19 | Meetings, conferences celebrations and functions | 11. Reservation of accommodation | (a) Involving government expenditure: C-3 or one year after completion of audit, whichever is later. (b) Not involving Such expenditure:C-I | |
| | | 12. Seating, acoustical arrangements | | |
| | | 13. Reception arrangements | | |
| | | 14. Reporting and translation arrangements | | |
| | | 15. Transport arrangements | | |
| 20 | Delegations | 11. Tour programme | C-I | |
| | | 12. Arrangements for reception and seeing off | (a) Involving government expenditure- C-3 or one year after completion of audit, whichever is later. b) Not involving such expenditure-C-I | |
| | | 13. Arrangements for hotel Accommodation | | |
| | | 14. Arrangements for visit to historical places | | |
| | | 15. Arrangements for signing ceremony of agreement | | |

RECORDS OTHER THAN FILES

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

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|----|--------------------------------|--|--|
| 14 | Postal life Insurance register | C-3 after all the policies entered therein have matured for payment. | |
| 15 | Increment register | C-1 | |
| 16 | Increment list | C-3 or one year after completion of audit, whichever is later. | |

H-PARLIAMENT

| S. No. | |
|--------|--------------------------|
| 11 | Parliament matters |
| | Records other than files |

| H-PARLIAMENT | | | | |
|--------------|--------------------|--|--|--|
| Main head | | Sub-head | Retention period | Remarks |
| 11 | Parliament matters | 11. General aspects | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | |
| | | 12. Assurances and undertakings | C-3 | |
| | | 13. Committees | (a) For departments reported upon or predominantly concerned: C-10 | Subject to a copy of the report being retained permanently. The National Archives may be consulted before any file is destroyed. |
| | | | (b) For other interested departments: C-3 | |
| | | 14. Cut-motions, resolutions/ Calling Attention notices -Lok Sabha | (a) Admitted and answered/ discussed: C-3 (b) Disallowed, lapsed or withdrawn: C-1 | Cases containing material of great precedence/ reference value/ historical importance may be retained permanently. |
| | | 15. Cut-motions, resolutions | | |
| | | /Calling Attention notices- Rajya Sabha | | |
| | | 16. Questions-Lok Sabha | | |
| | | 17. Questions- Rajya Sabha | | |

| | | | | |
|--|--|---|--|---|
| | | 18. Legislation | 'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. | The National Archives may be consulted for its up-keep. |
| | | 20. Furnishing of material for speech of President, Prime Minister, Minister etc. | C-3 | |

RECORDS OTHER THAN FILES

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

I-Record Retention Schedule of files relating to RTI application

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

J- Electronic Records

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

| S.No. | Subjects/records groups | Proposed Retention Period | Remarks |
|-------|---|--|---------|
| | <p><u>Category I</u></p> <p>The e-files which are to be preserved permanently or which are of historical importance. The e-files included under this category will be as follows:-</p> <p>(1) e-files containing evidence of rights or obligations of or against the government, e.g., title to property, claims for compensation not subject to a time limit, formal instruments such as awards, schemes, orders, sanctions,</p> <p>(2) e-files relating to major policy decisions, including those relating to the preparation of legislation.</p> <p>(3) e-files regarding constitution, functions and working of important committees, working groups, etc.</p> <p>1 (4) e-files providing lasting precedents for important procedures,</p> <p style="padding-left: 40px;">e.g. administrative memoranda, historical reports and summaries, legal opinions on important matters.</p> <p>(5) e-files concerning rules, regulations, Departmental guides or instructions of general application.</p> | For 10 years, it will be kept in the Department's server and thereafter transferred to the server of the National Archives of India (NAI). | |

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| | <p>(6) e-files relating to salient features of organization and staffing of government Departments and offices.</p> <p>(7) e-files relating to important litigation or ‘causes celebres’ in which the administration was involved.</p> <p>(8) e-files relating to the origin of a Department or agency of government; how it was organized; how it functioned; and (if defunct) how and why it was dissolved.</p> | | |
| | <p>(9) Data about what the Department/agency accomplished. (Samples by way of illustration may be enough; but the need for such samples may be dispensed with where published annual reports are available).</p> <p>(10) e-files relating to a change of policy. This is not always easy to recognize, but watch should be kept for (a) summary for a Minister, (b) the appointment of a Departmental or inter-Departmental committee or working group, and (c) note for the Cabinet or a Cabinet Committee. Generally there should be a conscious effort to preserve all such papers, including those reflecting conflicting points of view. In the case of inter-Departmental committees, however, it is important that a complete set of papers be kept only by the Departments mainly concerned – usually the one providing secretariat.</p> | | |

| | | |
|--|--|--|
| <p>(11) e-files relating to the implementation of a change of policy, including a complete set of instructions to executing agencies etc., and relevant forms.</p> <p>(12) e-files relating to a well-known public or international event or cause celebre, or to other events which gave rise to interest or controversy on the national plane.</p> <p>(13) e-files containing direct reference to trends or developments in political, social, economic or other fields, particularly if they contain unpublished statistical or financial data covering a long period or a wide area.</p> <p>(14) e-files cited in or noted as consulted in connection with, official publications.</p> | | |
| <p>(15) e-files relating to the more important aspects of scientific or technical research and development.</p> <p>(16) e-files containing matters of local interest of which it is unreasonable to expect that evidence will be available locally, or comprising synopsis of such information covering the whole country or a wide area.</p> <p>(17) e-files relating to obsolete activities or investigations, or to abortive scheme in important fields.</p> | | |

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|---|---|--|
| | (18) Any other specific category of records which, according to the Departmental instructions issued in consultation with the National Archives, have to be treated as genuine source of information on any aspect of history-political, social, economic, etc., or are considered to be of biographical or antiquarian interest. | |
| 2 | Category II | |
| | This category will include e-files of secondary importance and having reference value for a limited period. | Upto 10 years akin to the retention period of physical files/records on the Department's server. In exceptional cases, if the record is required to be |
| | | retained beyond 10 years it will be upgraded to Category I. |
| Note: Refer National Digital Presentation Programme (DPP) and Digital Preservation Policy (DPP) being formulated by the Department of Information Technology for e-files and e-records. | | |

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

| S. No. | |
|---------------|--|
| 1 | Creation/abolition of offices |
| 2 | Re-organisation and redistribution of functions |
| 3 | Bills, acts and ordinances |
| 4 | Rules, regulations, codes, manuals, executive procedural instructions (including amendments and interpretations) |
| 5 | Delegation of powers |
| 6 | Committees/ Commissions of enquiry |
| 7 | Other committees, study teams, working groups, seminars, etc |
| 8 | International agreements, conventions, etc |
| 9 | Annual reports |
| 10 | Monthly summary for the Cabinet |
| 11 | Monthly note for Indian Missions abroad |
| 12 | Notices agenda and proceedings of inter-departmental meetings (e.g. O & M Vigilance) |
| 13 | Notices agenda and proceedings of intra-departmental meetings (e.g. O & M Vigilance) |
| 14 | Work Study/ Case-study reports |
| 15 | Rationalisation & Simplification of forms |
| 16 | Arbitration and litigation cases |
| 17 | Notices under Section 80 of Civil procedure code |
| 18 | Money order receipts and acknowledgements |
| 19 | Circulars regarding holidays and closure of office |
| 20 | Attendance register |

| | |
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| 21 | Punctuality in attendance |
| 22 | General aspects |

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

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| | | (b) non-statutory | C-5 or till they are superseded (whichever is later) in the case of departments issuing the rules, regulations etc.; other departments need keep only the standing rules etc. weeding out the superseded ones as and when they become obsolete. | Subject to standing note on the subject maintained. The National Archives may be consulted before it is destroyed |
| | | 5. Delegation of powers | Permanent in the case of departments issuing orders and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete. | |
| | | 6. Committees/ Commissions of enquiry: | | |
| | | (a) appointment (including composition, terms of reference, status of members;) | Permanent if set up under a government resolution; otherwise appropriate retention periods to be determined by administrative departments concerned. | The National Archives of India may be consulted before files pertaining to any of these categories are weeded out. |
| | | (b) reports (including their processing and implementation); | | |
| | | (c) all other matters concerning the commissions/ committees, e.g., evidence tendered before it, its proceedings. | C-5 after final decisions on the report. | |
| | | 7. Other committees, study teams, working groups, seminars etc. | Appropriate retention periods to be determined by administrative departments concerned. | |
| | | 8. International agreements, | | This record be categorize das—A-Keepll. |

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| | | convention etc. | Permanent | These including MOUs may be transferred to the NAI at the appropriate time. |
| | | 9. Annual reports | C-3 | Copies of the reports (if published) to be retained in Departmental Library as—B-Keep |
| | | 10. Monthly summary for the Cabinet | C-1 | |
| | | 11. Monthly note for Indian Mission abroad. | C-1 | |
| | | 12. Notices, agenda and proceedings of inter- departmental meetings (e.g. O & M Vigilance): | | |
| | | (a) for departments organising such meetings; | Appropriate period to be prescribed by departments concerned in their record retention schedule. | |
| | | (b) for other departments | C-1 | Subject to follow-up action, where necessary, being taken on appropriate subject files to which relevant extracts may be taken. |

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

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| | | 17. Notices under Section 80 of Civil Procedure Code | C-1 | 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 | C-3 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 | C-1 | |
| | | 21. Punctuality in attendance | C-1 | |
| | | 22. General aspects | C-3 | |

Annexure-I

APPENDIX - 13

[See Rule 284]

DESTRUCTION OF OFFICE RECORDS CONNECTED WITH ACCOUNTS

| S.No. | Description of record | | | |
|-------|-------------------------|---|---|---------|
| | Main 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) | 2 years, or one year after completion of audit, whichever is later. | |
| | | (ii) Cash Books maintained by the Drawing and Disbursing Officers under Central Treasury Rule 77. | 10 years | |
| | | (iii) Contingent expenditure. | | |
| | | (iv) Arrear claims (including sanction for investigation, where necessary). | | |
| | | Papers relating to: | | |
| | | | | |
| | | (v) GPF Membership. | | |
| | | (vi) GPF Nomination. | | |
| | | (vii) Adjustment of missing credits in GPF Accounts | | |
| | | (viii) Financing of Insurance Policies from GPF Accounts | | |
| | | (ix) Final withdrawal from GP Fund, e.g., for house building, higher technical education of children, etc. | 1 year | |
| | | (x) GPF annual statements. | 1 year | |
| | | (xi) T.A./Transfer T.A. claims. | 3 years, or one year after completion of audit, whichever is later | |

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|---|---|---|---|--|
| 2 | Budget Estimates/ Revised Estimates | | 3 years | The retention period here relates to the Budget/Revised Estimates as compiled by the Budget/Accounts Section for the Department as a whole. |
| 3 | Service Books of : | | 3 years after issue of final pension/ gratuity payment order. | |
| | (a) Officials entitled to retirement/ terminal benefits | | | |
| | (b) Other employees | | 3 years after they have ceased to be in service. | |
| 4 | 4. Leave Account of: | | 3 years after issue of final pension/ gratuity payment order. | |
| | (a) Officials entitled to retirement/terminal benefits. | | | |
| | (b) Other employees. | | 3 years after they have ceased to be in service. | |
| 5 | Service records | (a) Nomination relating to family pension and DCR gratuity. | 1 year | Subject to the nomination in original or an authenticated copy thereof (where original is kept with the audit) as the case may be being placed in Vol. II of the Service Book/Personal File. |
| | | (b) Civil List Gradation/ Seniority List — | 3 years | |
| | | (i) in the case of Departments preparing and bringing out the compilation. | | |
| | | (ii) in the case of other Departments (i.e., those supplying information for such compilation). | 1 year after issue of relevant compilation. | 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. |

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| | | (c) Alteration in the date of birth. | 3 years. | |
| | | (d) Admission of previous service not supported by authenticated service record, e.g., through collateral evidence. | 3 years; or 1 year after completion of audit, whichever is later. | do |
| | | (e) Verification of service. | 5 years. | Subject to a suitable record being kept somewhere, e.g., in the Service Book or History Sheet. |
| 6 | Expenditure statements | (a) In respect of lower formations. | To be weeded out at the end of financial year. | To be weeded out after the Appropriation Accounts for the year have been finalized. |
| | | (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). | | |
| 7 | 7. Surety Bonds executed in favour of a temporary or a retiring Government servant. | | 3 years after the Bond ceases to be enforceable | |
| 8 | (a) Pay Bill register. | | 20 years | |
| | (b) Office copies of Establishment pay bills and related schedules (in respect of period for which pay bill register is not maintained). | | 20 years | |
| | | | 20 years | |
| | (c) Schedules to the Establishment pay bills for the period for which pay bill register is maintained. | | 3 years, or one year after the completion of audit, whichever is later. | |
| | (d) Acquaintance Roll | | 3 years, or one year after the completion of audit, whichever is later. | |

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| 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 etc. | | 5 years after the contract/ agreement is fulfilled or terminated. In cases where audit objections have been raised, however, the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the audit authorities or have been reviewed by the Public Accounts Committee. | |

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| 13 | Sub-vouchers relating to the Secret Service Expenditure | | 3 years after the expiry of the financial year in which the expenditure was incurred, subject to completion of administrative audit and issue of audit certificate by the nominated Controlling Officer. | |
|----|---|--|--|--|

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.

Record Retention - Other Functionaries

| FINANCE AND ACCOUNTS | | | | |
|----------------------|------------|--|---------------------------|---------|
| S.No. | Main Group | Subjects/ Records-groups | Retention Period Proposed | Remarks |
| Main Head / Sub-Head | | | | |
| 1 | Files/Docs | Loan related documents, agreements, Circulars, etc. | B | |
| 2 | | FERV related Records | B | |
| 3 | | Grant-in-aid | B | |
| 4 | | Assets Register | A | |
| 5 | | Inter-Unit-JV | C-10 | |
| 6 | | Closing Files | C-10 | |
| 7 | | Accounting Circular | B | |
| 8 | | Annual Accounts, Schedules, | B | |
| 9 | | Receipt/Payment/Journal Vouchers related to Accounts | C-10 | |
| 10 | | Other Documents related to Annual Accounts | C-10 | |
| 11 | | Quarterly / Half Yearly Accounts | C-10 | |
| 12 | | Dividend Records | B | |
| 13 | | Appointment of Auditors | C-10 | |
| 14 | | CAG Reports related to Accounts Audit | C-10 | |
| 15 | | Summarized Financial Report | C-10 | |
| 16 | | Cost Accounting Record | C-10 | |
| 17 | | Correspondence with IA | C-10 | |
| 18 | | Correspondence with Auditors | C-10 | |
| 19 | | Tariff Notification and other CERC records | B | |
| 20 | | Correspondence with C&SO | C-10 | |

| | | | | |
|----|--|---|------|--|
| 21 | | Direct / Indirect Tax and TDS Returns | B | |
| 22 | | Assessment Orders, Court / Tribunal Orders etc. | B | |
| 23 | | Expert Opinion | A | |
| 24 | | Capital and O&M Budget | B | |
| 25 | | Budget Provision / Certification | C-10 | |
| 26 | | Expenditure Report and other MIS | C-5 | |
| 27 | | Correspondence with MOP / Govt. Depts. | C-10 | |
| 28 | | All kind of Trust Deeds, Mortgage Deeds and related documents, circulars etc. | A | |
| 29 | | All kind of Trust Annual Accounts, vouchers, tax records etc. | B | |
| 30 | | Other Documents related to Trusts Annual Accounts | C-10 | |
| 31 | | Salary, Allowances, Manual Registers etc | B | |
| 32 | | DPE Survey | C-10 | |
| 33 | | Misc. Circulars and documents related to Accounts | C-10 | |
| 34 | | Misc. Circulars and documents related to other than accounts | C-10 | |
| 35 | | Revenue Account related bills & other correspondence | C-10 | |
| 36 | | Pension, Pay Audit Employee File | B | |

| PROJECT ENGINEERING | | | | |
|---------------------|------------|---|---------------------------|---------|
| S.No. | Main Group | Subjects/ Records-groups | Retention Period Proposed | Remarks |
| 1 | File | Feasibility study report of project | B | |
| 2 | | Detailed project report | B | |
| 3 | | Financial concurrence of project cost | B | |
| 4 | | Approval of project as per DFP | B | |
| 5 | | Board agenda/Board matters/Board approval | B | |
| 6 | | CEA/CERC approval | B | |
| 7 | | Technical specification | B | |
| 8 | | Qualifying requirement of bidder finalization | B | |
| 9 | | NIT / Bid document/Tender file including estimate/TCR | B | |
| 10 | | Pre-bid discussions MoM | B | |
| 11 | | Bids of Bidders after award | B | |
| 12 | | Post award correspondence | B | |
| 13 | | Post bid discussions MoM | B | |
| 14 | | Award of contract / LOA/LOI | B | |
| 15 | | Manuals/Approved technical drawings/docs. | B | |
| 16 | | Testing & Commissioning Results | B | |
| 17 | | Correspondences with EPC, vendor | B | |
| 18 | | Correspondence regarding R&D Project. | B | |

| SPE ENGINEERING | | | | |
|-----------------|------------|---|---------------------------|-----------------------------------|
| S.No. | Main Group | Subjects/ Records-groups | Retention Period Proposed | Remarks |
| 1 | File | Feasibility study report of project | B | |
| 2 | | Detailed project report | B | |
| 3 | | Financial concurrence of project cost | B | |
| 4 | | Approval of project as per DFP | B | |
| 5 | | Board agenda/Board matters/Board approval | B | |
| 6 | | CEA/CERC approval | B | |
| 7 | | Technical specification | B | |
| 8 | | Qualifying requirement of bidder finalization | B | |
| 9 | | NIT / Bid document/Tender file including estimate/TCR | B | |
| 10 | | Pre-bid discussions MoM | B | |
| 11 | | Bids of Bidders after award | C-10 | |
| 12 | | Post award correspondence | C-10 | or till completion of arbitration |
| 13 | | Post bid discussions MoM | B | |
| 14 | | Award of contract / LOA/LOI | B | |
| 15 | | Manuals/Approved technical drawings/docs. | B | |
| 16 | | Testing & Commissioning Results | B | |
| 17 | | Correspondences with EPC, vendor | B | |
| 18 | | Correspondence regarding R&D Project. | B | |

| GOMD | | | | |
|-------|------------|--|---|---------|
| S.No. | Main Group | Subjects/ Records-groups | Retention Period Proposed | Remarks |
| 1 | File | General / Miscellaneous works | C-10 | |
| 2 | | Construction Equipment | C-10 | |
| 5 | | Corrospondences with CEA, MoP | C-5 | |
| 7 | | MIS Reports of Key Performance Parameters (Daily, Monthly, Quarterly) | C-5 | |
| 8 | | Yearly Performance Report | C-10 | |
| 10 | | Maintenance schedules and reports | C-5 | |
| 12 | | Tripping / Break Down Report | C-5 | |
| 13 | | Restoration Report | B | |
| 14 | | Shift handing over/ Taking over Register | C-5 | |
| 17 | | Equipment / Line History Card | C-5 | |
| 19 | | Energy Meter Record | B | |
| 20 | | Protocols (Erection & Commissioning), | B | |
| 21 | | Protocols Overhauls | C-10 | |
| 22 | | Monthly summary on Non Conformities | C-5 | |
| 25 | | History Register/Fault Register, T&P Register | B | |
| 26 | | Annual Maintenance Report/Technical Inspection Report/ Action Taken Report | C-10 | |
| 27 | | RA Contractor Bills & Correspondence | C-3 or 1 year after audit is over, whichever is later | |
| 30 | | Spare Parts Management and Indigenization of spare parts correspondence | C-5 | |
| 31 | | Technical Audit Report | B | |
| 32 | | Quality Audit Report | B | |

| FIRE & SAFETY | | | | |
|----------------------|------|----------------------------------|-----|--|
| 1 | File | Safety Audit file | C-3 | |
| 2 | | Disaster Management file | C-3 | |
| 3 | | Monthly Safety Report | C-3 | |
| 4 | | Safety Manual | B | |
| 5 | | Risk Management Plan | B | |
| 6 | | Disaster Management Plan | B | |
| 7 | | Contingency Plan | B | |
| WORKSHOP & TRANSPORT | | | | |
| 1 | File | MIS Report | C-3 | |
| 2 | | Vehicle/Machinery Correspondence | C-3 | |
| 3 | | History Book (Vehicle/Equipment) | B | |
| 4 | | Insurance of Vehicles | C-1 | |
| 5 | | Log Books | C-5 | |

| TRANS | | | | |
|---|------------|--------------------------------------|---------------------------|---------|
| S.No. | Main Group | Subjects/ Records-groups | Retention Period Proposed | Remarks |
| Technical matters comprising of all Divisions/ Site related matters | | | | |
| 1 | File | Investigation works | B | |
| 2 | | Design | B | |
| 3 | | Feasibility Report | B | |
| 4 | | Detailed Project Report | B | |
| 5 | | Project clearances | B | |
| 6 | | Land acquisition | B | |
| 7 | | Infrastructure works | B | |
| 8 | | Monthly Progress Reports of Projects | C-10 | |
| 9 | | Board Agendas | C-5 | |
| 10 | | Board Minutes | B | |
| 11 | | Major works | B | |

| Administrative mattes including general & misc. matters | | | | |
|---|------|---|------|--|
| 1 | File | General correspondence with local administration | B | |
| 2 | | Personnel & Administration of Project | C-5 | |
| 3 | | Progress Reports for construction stage: | | |
| 4 | | Monthly | C-5 | |
| 5 | | Project Review Meetings | C-10 | |
| | | Correspondence with conservators / State Government | C-10 | |

| INTERNAL AUDIT | | | | |
|----------------|------------|--|---------------------------|--|
| S.No. | Main Group | Subjects/ Records-groups | Retention Period Proposed | Remarks |
| 1 | File | Govt. Audit Reports / Paras | C-5 | All old reports (audit) to be digitized and converted into CD for training purposes. The files may be destroyed in r/o of audit paras settled. Govt. Audit reports / COPU reports to be preserved for reference. |
| 2 | | internal Audit Reports | C-5 | |
| 3 | | Policy Decisions (Circulars / Office Orders) | A | |
| 4 | | Documents of Administrative nature | C-5 | |

| CONTRACTS & MATERIAL MANAGEMENT | | | | |
|---------------------------------|------------|--|---------------------------|---|
| S.No. | Main Group | Subjects/ Records-groups | Retention Period Proposed | Remarks |
| 1 | File | All Policy Matters, original approvals, Standard bidding Documents, Standard Qualifying Requirement documents & other standard documents. System Improvement Policies, etc. | A | |
| 2 | | All files pertaining to supporting documents for formation of Policy matters and other matter as indicated above at Sr. no.(1) | C-10 | |
| 3 | | Correspondence files & documents, Indent/requisition, Approval, NIQ/NIT, Quotation/Bids, Evaluation, Supply order, tender files, Spot Purchase files, Annual Mtc. Contracts, Service Contracts, Miscellaneous correspondence files with vendors, price list etc. | C-5 | After closing of the particular Contract. |
| 5 | | All Correspondence files & documents including Package list, Scope of work, Technical Specifications, Approved Cost Estimate, Construction Schedule, Geological Reports, Approval of Bid document etc. | C-10. | |
| 6 | | NIT, Pre-bid meetings, clarification, corrigenda/addenda, Technical & Financial Evaluation Reports and recommendation of award, approval. | C-5. | after completion of contract |
| 7 | | Files related to Bid document & Bids of cancelled tender. | C-1 | |
| 8 | | Bid documents and approvals of the cancelled tender for retendering. | C-5 | |
| 9 | | Files & Documents of unsuccessful bidders | C-3 | |
| 10 | | Original Bids of Successful Bidder | B | |
| 11 | | Letter of Award (LOA) / Notification of Award Signed copy of Contract Agreements & its amendments. | B | |

| | | | |
|----|--|-----|---|
| 12 | All Post-Award correspondence and approvals in originals including Supplementary Agreements including Variations and EOT claims. Release of payment against AT award pending in Court etc. | B | |
| 13 | All Post-Award Correspondence files not covered above (excluding documents or records, directly or indirectly having financial domain). | B | |
| 15 | All files and documents related with Arbitration, Court cases, Enquiry Committees, Audit, Vigilance, Disciplinary Authority, etc. | B | |
| 16 | All Papers and documents pertaining to Performance reports pertaining to any party forwarded to external agencies. | C-I | |
| 17 | Any document / record pertaining to a package contract, not specifically covered in above mentioned documents / records but directly or indirectly having financial domain. | C-5 | After last unit of the particulars stage is declared Commercial or closure of the Contract, whichever occurs earlier. |

| CONTRACTS & MATERIAL MANAGEMENT | | | | |
|---------------------------------|------------|--|---|---|
| S.No. | Main Group | Subjects/ Records-groups | Retention Period Proposed | Remarks |
| 18 | File | Individual cases | C-3 | Subject to significant events concerning the performance of a contractor being noted in a suitable register |
| 19 | | Waiver/reduction of penalty or condonation of irregularity. | C-3 or 1 year after audit is over, whichever is later | |
| 20 | | BSC/MOU, Internal Audit, Weekly/ Monthly/Quarterly reports, miscellaneous files etc. | C-3 | |
| 21 | | Tender/Supply order/Stock/ Bill register to be maintained for each FY. | B | |
| 22 | | SMB | C-3 | |
| 23 | | Purchase Orders files | C-5 | |
| 24 | | Vendor registration documents/Register | C-5 | |
| 25 | | Store Receipt/Issue Voucher file | C-5 | |
| 26 | | Depot Agreements files | C-5 | |
| 27 | | Scrap disposal files | C-5 | |
| 28 | | MSME reply record | C-3 | |
| 29 | | Vendors meet record | C-3 | |

| PROJECT MANAGEMENT | | | | |
|---|------------|---|---------------------------|---------|
| S.No. | Main Group | Subjects/ Records-groups | Retention Period Proposed | Remarks |
| Technical matters comprising of all Divisions/ Site related matters | | | | |
| 1 | File | Investigation works | B | |
| 2 | | Design | B | |
| 3 | | Feasibility Report | B | |
| 4 | | Detailed Project Report | B | |
| 5 | | Project clearances | B | |
| 6 | | Land acquisition | B | |
| 7 | | Infrastructure works | B | |
| 8 | | Monthly Progress Reports of Projects | C-10 | |
| 9 | | Board Agendas | C-5 | |
| 10 | | Board Minutes | B | |
| 11 | | Major works | B | |
| Administrative matter including general & misc. matters | | | | |
| 1 | File | General correspondence with local administration | B | |
| 2 | | Personnel & Administration of Project | C-5 | |
| 3 | | Progress Reports for construction stage: | | |
| | | Monthly | C-5 | |
| 4 | | Project Review Meetings | C-10 | |
| 5 | | Correspondence with conservators / State Government | C-10 | |

| COMMERCIAL | | | | |
|------------|------------|---|---------------------------|---------|
| S.No. | Main Group | Subjects/ Records-groups | Retention Period Proposed | Remarks |
| 1 | File | Memorandum of understandings (MOUs) Bulk Power Supply Agreements (BPS) Power Purchase Agreements (PPAs) Guarantees, Notifications, Clarifications | A | |
| 2 | | Memorandum of Minutes (MOMs) of various committees constituted at State level or National level relating to supply of electricity by SJVN: | A | |
| | | a) Minutes | | |
| | | b) Correspondence | | |
| 3 | | Policy Papers relating to: | A | |
| | | i) 'Tariff and inter-regional exchanges - Correspondence | | |
| | | ii) Billing | | |
| 4 | | Regional Energy Account (REA), Joint Meter Reading (JMR) | A | |
| 5 | | Correspondence regarding Billing with customers | A | |
| 6 | | Bills, Ledgers, Collections | A | |
| | | Tariff Section: | | |
| 7 | | a. CERC / MOP Notifications & regulations Audit paras. | A | |
| 8 | | b. CERC petitions / rejoinder / orders related to Tariff & other petition matters. | A | |
| 9 | | c. Appeals in courts against orders of Electricity Regulatory Commissions / State notifications. | A | |
| 10 | | d. Correspondence with CERC, Central Electricity Authority (CEA), Ministry of Power (MoP) etc. | A | |
| 11 | | Joint Meter Reading/Unscheduled Interchange (UI)/Deviation Settlement | A | |

| CIVIL DESIGN | | | | |
|--------------|------------|---|---------------------------|---------|
| S.No. | Main Group | Subjects/ Records-groups | Retention Period Proposed | Remarks |
| 1 | File | Design Plan | B | |
| 2 | | Feasibility Report | B | |
| 3 | | Detailed Project Report | B | |
| 4 | | Design Brief | B | |
| 5 | | Design calculation | B | |
| 6 | | Technical Specification | B | |
| 7 | | Tender Stage drawings | B | |
| 8 | | Copy of Contract Agreement | B | |
| 9 | | Hydraulic Model Study | B | |
| 10 | | Test reports and specialized studies report | B | |
| 11 | | Construction drawing | B | |
| 12 | | List of construction drawings | B | |
| 13 | | Topo Sheet | B | |
| 14 | | Survey Map | B | |
| 15 | | O&M Manual | B | |
| 17 | | Correspondence File | B | |

| Hydro Mechanical Design:- | | | | |
|---------------------------|------|--|------|--|
| 1 | File | General Correspondence regarding project | C-10 | |
| 2 | | Contract Documents | C-10 | |
| 3 | | Post Award Correspondence | C-10 | |
| 4 | | Approved Design, Drawings & Manuals | B | |
| 5 | | As-built Drawings | A | |
| 6 | | Administrative Correspondence | C-10 | |

| QUALITY ASSURANCE & INSPECTION | | | | |
|--------------------------------|------------|---|---|---|
| S.No. | Main Group | Subjects/ Records-groups | Retention Period Proposed | Remarks |
| 1 | File | Approved Quality Plan (MQPs & FQPs) | C-10 | |
| 2 | | Item Categorization Plan | C-5 | |
| 3 | | Reference Field Quality Plan | B | |
| 4 | | CHP, Test Certificates, Inspection Reports & Test Results | C-5 | After closing of the particular Contract. |
| 5 | | Technical Specifications & Drawings | B | |
| 6 | | Vendor Master | B | |
| 7 | | Sub-Vendor approval | B | |
| 8 | | Quality Assurance Plan / Quality Assurance Test Requirement | C-10 | |
| 9 | | MDCC | C-3 | After closing of the particular Contract. |
| 10 | | Non-Conformance Report (NCR) | C-5 | |
| 11 | | Quality Manual | B | |
| 12 | | Training Records | C-3 or 1 year after audit is over, whichever is later | |
| 13 | | General Correspondence related to projects | C-3 | After closing of the particular Contract. |
| 14 | | PRM/ORM/MRM | C-3 | After closing of the particular Contract. |
| 15 | | Master File | B | |
| 16 | | Correspondence regarding Awards | C-5 | After closing of the particular Contract. |

| QUALITY MANAGEMENT SYSTEM | | | | |
|---------------------------|------------|---|---------------------------|---------|
| S.No. | Main Group | Subjects/ Records-groups | Retention Period Proposed | Remarks |
| 1 | File | Master copy of ISO 9001 Quality Manual & Quality Management System Documents. | B | |
| 2 | | ISO Internal Audit Report | C-10 | |
| 3 | | Minutes of Management Review Meetings | C-10 | |
| 4 | | Corrective Action Report | C-3 | |
| 5 | | Customer Satisfaction Index | B | |
| 6 | | Audit Plan of the Year | B | |
| 7 | | NCRs | B | |
| 9 | | Document Issue Register | B | |

| CORPORATE PLANNING | | | | |
|--------------------|------------|---|---------------------------|---------|
| S.No. | Main Group | Subjects/ Records-groups | Retention Period Proposed | Remarks |
| 1 | File | Memorandum of Understanding (MoU) | B | |
| 2 | | Annual Plan | C-10 | |
| 3 | | Corporate Business Plan | C-5 | |
| 4 | | Commercial Viability by Central Electricity Authority (CEA) | A | |
| 5 | | Concurrence/Appraisal from CEA | A | |
| 6 | | Corrospondences with MoP | C-10 | |
| 7 | | QPR | B | |
| 8 | | DAN | | |

| EMPC | | | | |
|-------|------------|---|---------------------------|---------|
| S.No. | Main Group | Subjects/ Records-groups | Retention Period Proposed | Remarks |
| 1 | File | Prior Environmental Clearance | B | |
| 2 | | EIA & EMP Report | A | |
| 3 | | Environmental Clearance from Ministry of Environment, Forest & Climate Change (MoEF & CC) | A | |
| 4 | | Forest Clearance from Ministry of Environment, Forest & Climate Change (MoEF & CC) | A | |
| 5 | | Clearance from International angle by Ministry of Water Resources | B | |
| 6 | | Investment Approval of Government of India for the project. | A | |

| IT & COMMUNICATION | | | | |
|--------------------|------------|---|--|---------|
| S.No. | Main Group | Subjects/ Records-groups | Retention Period Proposed | Remarks |
| 1 | File | IT Policy | B | |
| 2 | | Software/renewal of licenses of IT assets | B | |
| 3 | | Quarterly Fraud Prevention Policy Report | C-3 | |
| 4 | | Register of Contractors | C-10 | |
| 1 | | Business Blue Print | C-5 or end of life pof the system which ever is later | |
| 2 | | Admin rights | C-5 or end of life pof the system which ever is later | |
| 3 | | Maintenance Records / log | C-5 or end of life pof the system which ever is later | |
| 4 | | AMC / ARC Files | C-5 | |
| Telephone | | | | |
| 1 | | Repairs and maintenance | C-3 or 1 year after audit is over, whichever is later | |

| THERMAL OPERATION AND MAINTENANCE | | | | |
|-----------------------------------|------------|--|---------------------------|---------|
| S.No. | Main Group | Subjects/ Records-groups | Retention Period Proposed | Remarks |
| 1 | File | General / Miscellaneous works | C-10 | |
| 2 | | Construction Equipment | C-10 | |
| 3 | | Central Electricity Regulatory Commission (CERC) including Tariff Notification | C-10 | |
| 4 | | MOU with MoP | B | |
| 5 | | Corrospondences with CEA, MoP | C-5 | |
| 6 | | Declared Capacity | C-5 | |
| 7 | | MIS Reports of Key Performance Parameters (Daily, Monthly, Quarterly) | C-5 | |
| 8 | | Yearly Performance Report | C-10 | |
| 9 | | Vibration Monitoring System | C-5 | |
| 10 | | Maintenance schedules and reports | C-5 | |
| 11 | | License for Power House | B | |
| 12 | | Tripping Report/UI Report | C-5 | |
| 13 | | Restoration Report | B | |
| 14 | | Shift handing over/ Taking over Register | C-5 | |
| 15 | | Test Certificate of Cranes, Pressure vessels, lifting devices. | C-5 | |

| | | | | |
|----|--|---|------|--|
| 16 | | Machine availability Report | C-5 | |
| 17 | | Equipment History Card | C-5 | |
| 18 | | Break Down Report | C-5 | |
| 19 | | Energy Meter Record | B | |
| 20 | | Protocols (Erection & Commissioning), | B | |
| 21 | | Protocols Overhaulings | C-10 | |
| 22 | | Monthly summary on Non Conformities | C-5 | |
| 23 | | Instrumentation of Civil Structure Reports | C-3 | |
| 24 | | Consent to operate from State Pollution Control Board | B | |
| 25 | | History Register/Fault Register, T&P Register, Power House Component Register | B | |

| THERMAL OPERATION AND MAINTENANCE | | | | |
|-----------------------------------|------------|---|--|---------|
| S.No. | Main Group | Subjects/ Records-groups | Retention Period Proposed | Remarks |
| 26 | File | Annual Maintenance Report/Technical Inspection Report/ Action Taken Report | C-10 | |
| 27 | | RA Contractor Bills & Correspondence | C-3 or 1 year after audit is over, whichever is later | |
| 28 | | License renewal file | C-10 | |
| 29 | | Duty Roster file | C-1 | |
| 30 | | Spare Parts Management and Indigenization of spare parts correspondence | C-5 | |
| 31 | | Technical Audit Report | B | |
| 32 | | Quality Audit Report | B | |
| FIRE & SAFETY | | | | |
| 1 | File | Safety Audit file | C-3 | |
| 2 | | Disaster Management file | C-3 | |
| 3 | | Monthly Safety Report | C-3 | |
| 4 | | Safety Manual | B | |
| 5 | | Risk Management Plan | B | |
| 6 | | Disaster Management Plan | B | |
| 7 | | Contingency Plan | B | |

| WORKSHOP & TRANSPORT | | | | |
|----------------------|------|--|--|--|
| 1 | File | MIS Report | C-3 | |
| 2 | | Vehicle/Machinery Correspondence | C-3 | |
| 3 | | History Book (Vehicle/Equipment) | B | |
| 4 | | Insurance of Vehicles | C-1 | |
| 5 | | Log Books | C-5 | |
| PROJECT HOSPITAL | | | | |
| 1 | File | Daily Medicine distribution Register/ Expense Register | C-3 or 1 year after audit is over, whichever is later | |
| 2 | | OPD Register/Stock Register | C-3 or 1 year after audit is over, whichever is later | |
| 3 | | Monthly summary of non-conformity | C-3 | |
| 4 | | Accident/incident file | C-3 | |
| 5 | | Annual Rate Contract/Contract file | C-3 | |
| 6 | | Health Checkup file | C-3 | |

| DAM REPAIR AND MAINTENANCE, HYDEL O&M | | | | |
|---------------------------------------|------------|---|--|---------|
| S.No. | Main Group | Subjects/ Records-groups | Retention Period Proposed | Remarks |
| 1 | File | Central Water Commission(CWC) recommandation | C-10 | |
| 2 | | Dam Safety Reports | B | |
| 3 | | Dam Safety inspection file | C-5 | |
| 4 | | Minutes of meeting | C-3 | |
| 5 | | Duty Roster file | C-1 | |
| 6 | | Transit Camp allotment file | C-5 | |
| 7 | | Emergency Action Plan of Nathpa Dam | B | |
| 8 | | Hydrological and Metrological log book | C-5 | |
| 9 | | Civil Works | C-3 or 1 year after audit is over, whichever is later | |
| 10 | | Hydro Mechanical (H.M.) Works | C-3 or 1 year after audit is over, whichever is later | |
| 11 | | Periodical reports, Environment, Hydrometer logical data etc. | B | |
| 12 | | Maintenance schedules and reports | C-5 | |
| 13 | | Tripping Report | C-5 | |
| 14 | | Restoration Report | B | |
| 15 | | Shift handing over/ Taking over Register | C-5 | |
| 16 | | Machine availability Report | C-5 | |
| 17 | | Equipment History Card | C-5 | |
| 18 | | Break Down Report | C-5 | |
| 19 | | Shift Instruction Register / Activity Register / Complaint Register / Permit-to-work Register | C-5 | |
| 20 | | MOM(minutes of meeting) | C-5 | |
| 21 | | Protocols (Erection & Commissioning), | B | |
| 22 | | Protocols Overhaulings | C-10 | |

| | | | | |
|---------------|------|--|------|--|
| 23 | | Permit to Work Copy | C-5 | |
| 24 | | Test Certificate of Cranes, Pressure vessels, lifting devices. | C-5 | |
| 25 | | Record Entry of works carried from outside agency | C-10 | |
| 26 | | License renewal file | C-10 | |
| 27 | | Duty Roster file | C-1 | |
| 28 | | Log Book (control room) half hourly & hourly data register | C-5 | |
| 29 | | Monthly summary on Non Conformities | C-5 | |
| 30 | | Technical Audit Report | B | |
| 31 | | Quality Audit Report | B | |
| FIRE & SAFETY | | | | |
| 1 | File | Safety Audit file | C-3 | |
| 2 | | Disaster Management file | C-3 | |
| 3 | | Monthly Safety Report | C-3 | |
| 4 | | Safety Manual | B | |
| 5 | | Risk Management Plan | B | |
| 6 | | Disaster Management Plan | B | |
| 7 | | Contingency Plan | B | |

| FUEL | | | | |
|-------|------------|---|---------------------------|---------|
| S.No. | Main Group | Subjects/ Records-groups | Retention Period Proposed | Remarks |
| 1 | File | Plant Communication | C-10 | |
| 2 | | Reconciliation with Coal Companies | C-10 | |
| 3 | | Advance Coal Payment Requisition | C-5 | |
| 4 | | Administrative Mechanism for Resolution of CPSE Dispute (AMRCD) | B | |
| 5 | | CIMFR Third party sampling | B | |
| 6 | | Audit Compliance | C-10 | |
| 7 | | MOP / MOC Corrospondences | B | |
| 8 | | CEA Corrospondences | B | |
| 9 | | FSA / e-Auction | B | |
| 10 | | Vigilance | C-10 | |
| 11 | | Railway Reconciliation-Missing & Unconnected | C-10 | |
| 12 | | Coal Cordination : Coal Survey & General | C-5 | |
| 13 | | Contract Document | C-5 | |
| 14 | | QPR & internal MoU | C-3 | |
| 15 | | Office Establishment | C-3 | |
| 16 | | Office Order/Circular | C-3 | |
| 17 | | Budget | C-3 | |
| 19 | | Miscellaneous | C-5 | |
| 20 | | Commercial / Form-I5 | B | |
| 21 | | Correspondances with CIL & Coal Companies | C-5 | |
| 22 | | Rly. Freight Agreement | C-3 | |
| 23 | | Correspondances with Rly. | C-5 | |

| MINING | | | | |
|--------|------------|--|--------------------------------------|---|
| S.No. | Main Group | Subjects/ Records-groups | Retention Period Proposed | Remarks |
| 1 | File | Allotment of Coal Mines | B | |
| 2 | | Mining Lease of Allotted Coal Mine | B | |
| 3 | | Statutory Clearance/ Approval etc. of Allotted Coal Mine | B | |
| 4 | | Corporation Agenda and Resolutions | B | |
| 5 | | Court cases | B | Final closure of the case + 3 years |
| 6 | | Disputes with contractor | B | Final resolution of the dispute + 2 years |
| 7 | | Correspondance with Ministries | B | |
| 8 | | Vigilance | C-3 | |
| 9 | | C&AG Audit | C-3 | Closure of Audit Para + 1 (one) year |
| 10 | | Internal Audit | C-3 | |
| 11 | | Coal Production Report | C-3 | |
| 12 | | VIP Reference | C-3 | |
| 13 | | Budget | C-3 | |
| 14 | | Right To Information | C-2 | |
| 15 | | Contracts | Final closure of contracts + 3 years | |
| 16 | | De-allocated Coal Mines | C-10 | |

| R&R | | | | |
|-------|------------|---|---------------------------|---------|
| S.No. | Main Group | Subjects/ Records-groups | Retention Period Proposed | Remarks |
| 1 | File | Records relates to Land acquisition, | B | |
| 2 | | Payment to various departments of state such as Fisheries Deptt., Forest Deptt., HPPWD, IPH & other Govt. bodies. | B | |
| 3 | | Lease Deed of land | A | |
| 4 | | Land Oustee Records | B | |
| 5 | | Plot allotment at R&R site | B | |
| 6 | | Compensation payment for land acquisition | B | |
| 7 | | Court Cases files | C-10 | |
| 8 | | Land acquisition files | B | |
| 9 | | Correspondence related to acquisition and transfer of land | B | |
| 10 | | Purchase/Release of land | B | |
| 11 | | Misc. correspondence related to acquisition/release of land | B | |

| | | | | |
|----|--|--|------|--|
| 12 | | Revenue/Rent | C-10 | |
| 13 | | Land Rates/Demonstration | C-10 | |
| 14 | | Land inventory/Digitized land record | B | |
| 15 | | Socio-economic survey of displaced persons | C-10 | |
| 16 | | Resettlement of house oustees | B | |
| 17 | | Master Plan | B | |
| 18 | | Enterprise risk management | C-5 | |
| 19 | | Encroachment of land | B | |
| 20 | | Transfer/leasing of land | B | |
| 21 | | Employment to land oustees | B | |

| Legal Matters | | | | |
|---------------|-----------------------|---|--|--|
| Sl. No. | Description of Record | | Retention period | Remarks |
| | Main Head | Sub-Head | | |
| | 1 | 2 | 3 | 4 |
| 1 | Files | i. Processing files for Inter-project/ Units | C-3 | 5years after completion of validity period After the payment of bill |
| | | ii. Office Orders file | C-5 or till it is valid whichever is later | |
| | | iii. Office Note file | C-3 | |
| | | iv. Empanelment of Lawyers' file | C-5 | |
| | | v. Advocates' Professional fees files | C-1 after completion of Audit | |
| 2 | Records | Delegation of Powers | B | |
| 3 | Cases | i. District Court | C-3 | After the case is disposed-off and no appeal is preferred |
| | | ii. High Court | C-3 | |
| | | iii. Supreme Court | C-3 | |
| 4 | Opinion and Advices | Received from legal practitioners and experts | C-3 | |

Corporate Social Responsibility

| Sl. No. | Description of Record | | Retention period | Remarks |
|---------|------------------------|-------------------------------------|---|---------|
| | Main Head | Sub-Head | | |
| | 1 | 2 | 3 | 4 |
| 1 | Files | i. Office Note files | B | |
| | | ii. Office Orders files | C5 or till it is valid whichever is later | |
| | | iii. CSR Activities | B | |
| | | iv. Board Correspondence file | B | |
| | | v. External Communication file | C-3 | |
| | | vi. Internal Communication file | C-3 | |
| | | vii. File on Parliamentary affairs | C-5 | |
| | | viii. Monthly Progress report file | C-5 | |
| | | ix. Vigilance Report file | C-5 | |
| | | x. Expenditure file | B | |
| | | xi. Quarterly liability report file | C-5 | |
| | | xii. Office Circular file | B | |
| 2 | LOA records | LOA records | C-10 | |
| 3 | Agreements/Work Orders | Agreement | B | |
| 4 | Tender | Tenders opening records | B | |
| 5 | APEX Committee | Board Notes | C-5 | |

| Security | | | | |
|----------|-----------------------|--|--|---------|
| Sl. No. | Description of Record | | Retention period | Remarks |
| | Main Head | Sub-Head | | |
| | 1 | 2 | 3 | 4 |
| I | Files | i. Inter-project papers | C-5 | |
| | | ii. Guidelines/Rules | B | |
| | | iii. Organisation chart | B | |
| | | iv. Office Orders | C-5 or till it is valid whichever is later | |
| | | v. Office Notes | C5 | |
| | | vi. Theft cases | C-5 after the case is finally closed | |
| | | vii. DGR sponsored security agencies file | C-10 | |
| | | viii. Security agencies bills file | C-10 | |
| | | ix. CISF's file | C-10 | |
| | | x. SISF/MPISF's file (Home guard/NVF etc.) | C-10 | |

| Medical | | | | |
|---------|-----------------------|---|---|--|
| Sl. No. | Description of Record | | Retention Period | Remarks |
| | Main Head | Sub-Head | | |
| | 1 | 2 | 3 | 4 |
| I. | OPD Records | i. OPD Register | C-5 | |
| | | ii. Requisition forms for investigation | C-5 | |
| | | iii. Reports of investigations | C-5 | |
| | | iv. X-ray plates/printout of pictures/tracings | Not retained as it is given to the patients | Take consent that if required for any medico legal purpose in future, they have to produce it. |
| | | v. Drug Requisition Slip for OPD dispensary | C-I after completion of Audit | |
| | | vi. Computerized (Digitized) records Registration Investigation Drug distribution | B | |

| | | | | |
|----|--------------------|--------------------------------------|---|--|
| 2. | Treatment Register | i. Minor OT | C-5 | |
| | | ii. Injection Room | C-5 | |
| | | iii. Vaccination Clinic | C-5 | |
| | | iv. Dental Unit | C-5 | |
| | | v. Ante natal | C-5 | |
| | | vi. Medical Termination of pregnancy | C-5 | |
| | | vii. Family planning | C-5 | |
| | | viii. ICC | C-5 | |
| | | ix. Suggestion box Suggestions | 3 years 1 year | |
| | | x. OPD Medico-legal cases | C-10 or till the disposal of ongoing cases whichever is later | Separate register to be maintained for medico-legal cases relating to (I)- registration with date & time, police information (II)- recording of symptoms & sign (III)- treatment given |
| 3. | CSR Camps | OPD Register | C-3 | |
| | | Bills | As per Company norms | |
| 4. | IME/PME | IME/PME | To be preserved till retirement of the employee concerned | |
| 5. | Sickness & Fitness | i. Slips | C-1 | |
| | | ii. Register | C-3 | |

| | | | | |
|-----|--|---|---|--|
| 6. | Non- digitized records in physical form | i. In-patient medical records containing investigations treatment BHT, chart & vital sign monitoring chart etc. | C-10 | |
| | | ii. Investigation reports | C-5 | |
| | | iii. Reports of investigation available in film or plateforms | Plates & printout to be handed over to the patient for their reference purposes | Take consent that if required for any medico legal purpose in future, they have to produce it. |
| | | iv. Registers relating to patients admission, discharge, food | C-10 | |
| | | v. Requisition slip for above mentioned job | C-I after completion of Audit | |
| 7. | Ward Store | i. Requisition slip | C-I after completion of Audit | |
| | | ii. Registers | C-3 | |
| 8. | CSSD | i. Requisition slip | C-I after completion of Audit | |
| | | ii. Registers | C-3 | |
| 9. | Bio-medical waste | i. Requisition slip | C-I after completion of Audit | |
| | | ii. Registers | C-3 | |
| 10. | Laundry | i. Requisition slip | C-I after completion of Audit | |
| | | ii. Registers | C-3 | |
| 11. | Centralized oxygen supply & suction unit | i. Requisition slip | C-I after completion of Audit | |
| | | ii. Registers | C-3 | |
| 12. | HVAC | Register | C-3 | |

| Medical | | | | |
|---------|--|--|--|---------|
| Sl. No. | Description of Record | | Retention Period | Remarks |
| | Main Head | Sub-Head | | |
| | 1 | 2 | 3 | 4 |
| 13. | Hospital Kitchen | i. Requisition slip | C-1 after completion of Audit | |
| | | ii. Registers | C-3 | |
| | | iii. Procurement related documents | C-1 after completion of Audit | |
| 14. | Hospital Stores/Central stores | i. Requisition slip | C-1 after completion of Audit | |
| | | ii. Registers for medicines & consumables | C-3 | |
| | | iii. Documents related to procurement of capital equipments (supply order, receipt, agreements, AMC& BG) | C-1 after survey off / auction of the equipment whichever is later | |
| | | iv. Expired medicine register | C-3 | |
| 15. | Quarterly / Half-Yearly / Annual Reports | Quarterly / Half-Yearly / Annual Reports | C-3 | |
| 16. | Mortuary | Register | C-10 | |

| | | | | |
|-----|-------------------------|---|-----|--|
| 17. | Administrative Services | i. Circulars, Policies, Rules, Guidelines | B | |
| | | ii. Duty roster printouts | C-1 | |
| | | iii. Duty roster register | C-3 | |
| | | iv. Long absenteeism | | |
| | | a. Reports | C-1 | |
| | | b. Registers | C-3 | |
| | | v. Special Leave documents related to Board recommendation | | |
| | | a. Executives | C-1 | |
| | | b. Non-Executives | C-1 | |
| | | c. Registers (Executives/ Non-executives) | B | |
| | | vi. Special disability leave documents related to Boards recommendation | | |
| | | a. Executives | C-1 | |
| | | b. Non-Executives | C-1 | |
| | | c. Registers (Executives/ Non-executives) | B | |
| | | vii. Partial Permanent Deformity Forms/Registers | B | |
| | | viii. Employment/Payment to dependents | | |
| | | a. Register | B | |
| | | b. Copies of recommended papers of board | C-3 | |
| | | c. letters /correspondence | C-1 | |
| | | ix. Appellate Medical Board | | |
| | | a. Register | B | |
| | | b. Copies of recommended papers of board | C-3 | |
| | | c. letters /correspondence | C-1 | |
| | | x. Training/CME | | |
| | | a. Correspondence / letter | C-1 | |
| | | b. Register | C-3 | |

| | | | | |
|-----|-----------|---------------|-----|--|
| 18. | Liveries | Register | C-3 | |
| 19. | Referrals | i. Orders | C-1 | |
| | | ii. Registers | C-3 | |
| | | | | |

| FOREST | | | | |
|--|-----------------------|---|---|---|
| Sl. No. | Description of Record | | Retention period | Remarks |
| | Main Head | Sub-Head | | |
| | I | 2 | 3 | 4 |
| I | Files | i. Circulars/ Guidelines/Rules/ Manuals/Policies a. CIL/NCL | B | Records containing applicable on date proposed to be kept continued |
| | | ii. Circulars/ Guidelines/Rules/ Manuals /Policies b. Statutory | B | |
| | | iii. Office Orders | C-5 or till it is valid, whichever is later | |
| | | iv. Parliament questions-reply/ MOC | C-5 | |
| | | v. DOP/ Manuals | B | |
| | | vi. Bills Payment/Bill Note file | C-3 | |
| | | vii. MoU with outside agencies | C-5 | |
| | | viii. Diversion of forest land of NCL mines | B | |
| | | ix. Acts, Rules, Regulations, Schemes, etc. | B | |
| | | x. Plantation Record | C-10 | |
| For cases where any contract is under Arbitration, Litigation, Enquiry or Audit by any Authority, under examination of vigilance, all documents and records shall be required to be retained till the final clearance from Arbitration, Litigation, Enquiry or Audit, under examination of vigilance as the case may be or till the prescribed retention period, whichever is later. | | | | |