

3	Administration	Physical files
4	General Miscellaneous	***Physical / electronic files

*** Few files are in both physical /electronic format. Steps are being taken in accordance with the policy of National Archive of India to preserve/ retain for a definite period / destroy the records / documents as per Record Retention Schedule (RRS).



INTELLECTUAL PROPERTY INDIA

PATENTS | DESIGNS | TRADE MARKS
GEOGRAPHICAL INDICATIONS



**INTELLECTUAL
PROPERTY INDIA**

PATENTS/DESIGNS/
TRADEMARKS/
GEOGRAPHICAL
INDICATIONS



सत्यमेव जयते

Government of India

Ministry of Commerce & Industry

Office of The Controller General

Patents, Designs & Trade Marks

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CG/OFFICE ORDER/2015/ 54

Date: 07/01/2015

Office Order No 2 of 2015

For the purpose of implementing an Archival policy in the Patent Offices and the Trademark Registry and to commence the functioning of IP Archives, Ahmedabad, a committee of the following officers is constituted to implement the roadmap given below. The Archival policy includes modality for transfer of records from respective offices to the IP Archives, Ahmedabad, modality for receipt of records in the IP Archives, Ahmedabad, its management including indexing etc. and modality for transfer of records from the respective offices and from the IP Archives, Ahmedabad to the National Archives of India as detailed in Annexure-I and Annexure-II for the Patents and Design Office; Annexure-III and Annexure-IV for the Trade Marks Registry Office.

Roadmap

- 1) Identification of records for transfer from respective offices to the IP Archives, Ahmedabad by 31 Jan 2015.
- 2) Digitization of non-digitized records parallel to step 1, by 31 Jan.2015.
- 3) Preparation of the inventory of records in the excel sheet format /software. This should be parallel to step 1 and should be completed by the same time i.e. up to 31 Jan.2015.
- 4) Process of tendering for transportation of files from respective offices to IP Archives: This may commence immediately in parallel to the process of step 1 and shall comprise the following steps:
 - i. Preparation of tender documents by 7 Jan 2015.
 - ii. Finalisation of tender document by 8 Jan 2015.
 - iii. Uploading tender document on the website and e-procurement site by 8 Jan 2015.
 - iv. Finalization of tender by 27 Jan 2015.
- 5) Placing order and execution of work immediately after the finalization of the tender.
- 6) Receipt of the records by IP Archives, Ahmedabad and providing information to respective Offices within 10 days from the receipt of the records.
- 7) Management of records in IP Archives, Ahmedabad.

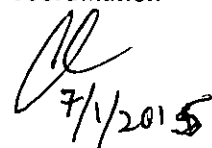
The following officers have been allocated the work regarding modalities of transfer of records and management:

S.No	Name of the Officials	Office	Allocated work/section
1	In-charge RMID Section	Patent Office Delhi	Modality for transfer of records from respective offices to the IP Archives, Ahmedabad as per Annexure (II) of "Strategy for Implementation of Archival Policy of the Patent Offices."
2	In-charge RMID Section	Patent Office Mumbai	
3	In-charge RMID Section	Patent Office	

		Chennai	
4	In-charge RMID Section	Patent Office Kolkata	
5	In-charge of Records, Inspection and Legal Certificates Section (RI LS))	TMR Delhi	Modality for transfer of records from respective offices to the IP Archives, Ahmedabad as per Annexure (III) of "Strategy for Implementation of Archival Policy of the Patent Office's."
6	In-charge of Records, Inspection and Legal Certificates Section (RI LS)	TMR Mumbai	
7	In-charge of Records, Inspection and Legal Certificates Section (RI LS)	TMR Chennai	
8	In-charge of Records, Inspection and Legal Certificates Section (RI LS)	TMR Kolkata	
9	In-charge of Records, Inspection and Legal Certificates Section (RI LS)	TMR Ahmedabad	
10	Shri P.K.Pandey	Ahmedabad	Modality for receipt of records from respective offices by the IP Archives, Ahmedabad and management of records including indexing etc. and modality for transfer of records from IP Archives, Ahmedabad to National Archives of India of their respective zones. Reprographic, Inspection of records and Photocopy service
11	Dr. Prithipal singh, Shri.K. Mahapatra and Shri.L.V. Shinde		Software for Archive and server for storage of data
12	Dr. S D Bhatnagar, Shri P.K. Pandey and Shri.K. Mahapatra		Preparation of URS for management of IP Archive and flow chart for operations of files w.r.to respective offices and floor wise including marking on floors / racks.
13	Sh. S.D. Ojha, Dr. S D Bhatnagar, Shri.K. Mahapatra Shri.L.V. Shinde		For tendering and finalisation of vendor for transportation of files from respective offices to IP Archives, Ahmedabad.

This allocation of work will be in force with immediate effects.

All the above mentioned officers shall start functioning with immediate effect in coordination with Heads of Offices who will provide necessary support for achieving the target.


7/1/2015

(Chaitanya Prasad)

Controller General of Patent, design and trademarks &GI

Annexure-I
(For Patent and Design Office)

<p>Modality for transfer of records from respective offices to the IPR Archives, Ahmadabad</p>	<p>a) All the Patent records as mentioned in Annexure-II shall be identified based on the parameter by the respective office as enumerated above and should marked in the file cover.</p> <p>b) All the records as identified shall be digitized and recorded in the Excel Sheet with the following information</p> <p>i) Application No</p> <p>ii) Patent No. where applicable</p> <p>iii) Copy of each type of documents as available in the file and applicable for the case, e.g., Form-1 Form-2 Form -3 Form- 4 Form- 5 Forin-6 (where applicable) Form -13 (where applicable) First Examination Report Reply to examination report Patent Certificate (where applicable) Note Sheet Any other document such as refusal order etc. Total number of pages in the respective file Status- Accepted/Granted/Refused/Abandoned u/s 9 or 21(1) before the commencement Patent Amendment Act, 2002 or after the commencement of the said Act/Withdrawn u/s 11(A)(3)(c)</p> <p>iv) Each Application/Patent record should be kept in a bundle, preferably comprising 10 patent records and each bundle is to be identified by a unique number indicating the Office of origin. The said unique bundle number should be entered against every application/ patent record as entered in the said excel sheet.</p>
<p>Modality for receipt of records from respective offices by the IPR Archives, Ahmadabad and management of records including indexing etc.</p>	<p>On receipt of the records, IPR Archives, Ahmadabad, shall make arrangement of the files, update the record of compactor no, rack no and subsequent providing of same information to concerned Office.</p>
<p>Modality for transfer of records from IPR Archive, Ahmadabad to National Archives of India of their respective zones.</p>	<p>IPR Archives, Ahmadabad, should transfer the Records which are more than twenty five years old to the NAI, Jaipur after the due process of appraisal in accordance with the Public Records Act 1993 and the Rules made thereunder. However, the IPR Archives, Ahmadabad should strictly follow the policy as formulated National Archieve in respect of the Patent records which required to be transferred to NAI.</p>

Documents to be preserved in the Patent Offices, to be transferred to IPR Archive, Ahmedabad and to the National Archive thereafter

Records to be kept at the Patent Office	Records to be transferred to IPR Archives, Ahmedabad	Records to be transferred to National Archive	Remarks
<p>Patent Records less than twenty years old.</p> <p>An application in which secrecy direction imposed and such secrecy direction remained unrevoked under Section 35.</p>	<p>Patent Records more than twenty years old</p> <p>Any abandoned unpublished application accompanying a provisional specification under Section 9 of the Patents Act. [Not open for public and not for transfer to NAI]</p> <p>Any application which was already deemed abandoned before the commencement of the provision of publication under Section 11A (20th May 2003) or was refused before that date. [Not open for public and not for transfer to NAI]</p> <p>Any application which has been withdrawn at least three months prior to the date of publication reckoned from the priority date under Section 11A(3)(c). [Not open for public and not for transfer to NAI]</p> <p>Any application which has been published under Section 11A and deemed abandoned u/s 21(1).</p>	<p>Patent Records more than twenty five years old.</p> <p>Any application which has been published under Section 11A and deemed abandoned u/s 21(1) and more than twenty five years old reckoned from the opening of the file.</p> <p>These records are to be appraised by the Record Officer in consultation with National Archives and after the appraisal of such records to be sent to the National Archives.</p> <p>For such appraisal, the Record Officer of the IPR Archives, Ahmedabad may solicit expertise from Patent Office</p>	<p>At present, in each Office, there are records more than twenty years or twenty five years old.</p> <p>At the beginning of this process, respective Patent Offices may be asked to identify these records and may directly contact the National Archives for their appraisal and transfer of records to them after such appraisal for more than twenty five years old records. Rest of the records which are more than twenty years but less than twenty five years may be directly sent to IPR Archives, Ahmedabad.</p> <p>RMID In charge of the respective Offices may be given the assignment of Records Officer of each Patent Office.</p> <p>After this initial phase, the records shall be transferred as outlined in the previous column.</p>

Annexure-II
(For Patent and Design Office)

Annexure-III

Documents to be preserved in the Trade Marks Registry, to be transferred to IPR Archive, Ahmedabad and to the National Archive thereafter

Records to be kept at the respective offices of the Trade Marks Registry	Records to be transferred to IPR Archives, Ahmedabad	Records to be transferred to National Archive	Records to be destroyed	Remarks
<p>Records pertaining to –</p> <p>i. pending applications for registration of trade marks;</p> <p>ii. applications for registration of trade marks, which have been refused, abandoned and withdrawn, up to the period of one (1) year from the date of order;</p> <p>iii. pending opposition/rectification cases;</p> <p>iv. opposition/rectification cases upto the period of one (1) year from the date of disposal;</p> <p>v. opposition/</p>	<p>Records pertaining to-</p> <p>i. all subsisting registered trade marks;</p> <p>ii. applications for registration of trade marks, which have been refused, abandoned or withdrawn, after the period of one (1) year from the date of order.</p> <p>iii. opposition/rectification cases, after the period of one (1) year from the date of disposal and wherein no further proceedings have been initiated either before the Registrar or any higher fora;</p> <p>iv. requests pertaining to NOC under the Copyrights Act, 1957 viz. TM-60, TM-72, after the period of one (1) year from the date of disposal.</p>	<p>Nil</p>	<p>Records pertaining to-</p> <p>i. applications for registration of trade marks, which have been refused, abandoned or withdrawn, after the period of five (5) years from the date of order.</p> <p>iii. opposition/rectification cases, after the period of five (5) years from the date of disposal and wherein no further proceedings have been initiated either before the Registrar or any higher fora;</p> <p>iv. RTI matters after five (5) years from the date of filing;</p> <p>v. requests pertaining to</p>	<p>Before destroying any record, it should be ensured that the same has been digitised and stored in the electronic form.</p>

<p>rectification cases wherein proceedings in any higher fora are pending;</p> <p>vi. pending requests pertaining to NOC under the Copyrights Act, 1957 viz. TM-60, TM-72;</p> <p>vii. other requests made under the provisions of the Trade Marks Act & Rules and pending for disposal;</p> <p>viii. RTI matters upto five (5) years from the date of filing.</p> <p>ix. Establishment, Accounts and Service matters. Pending applications</p>			<p>NOC under the Copyrights Act, 1957 viz. TM-60, TM-72, after the period of five (5) year from the date of disposal.</p>	
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Annexure-IV
(For Trade Mark Registry Office)

Manner and mode of transfer: The procedure is summarized in the table hereunder –

Actions to be taken	Office responsible for the action	Remarks
Recording	Trade Marks Registry	Para 103 of the Manual
Categorization of records	Concerned section of respective office of the Trade Marks Registry	All records shall be categorised as per Table 1 mentioned above
Indexing of records	Concerned section of respective office of the Trade Marks Registry	All records shall be indexed with relevant Application / Registered Trademarks No.; the oppositions/ applications for cancellation (i.e. rectification applications)/ requests for PR changes shall be connected with respective Application / Registered Trademark No.
Transfer of Records		
Transfer of records to the IPR Archives, Ahmedabad	<ol style="list-style-type: none"> 1. Trade Marks Registry for dispatch of the records 2. IPR Archives, Ahmedabad for the receiving of the records 	
Mode of transfer to IPR Archives Ahmedabad		
Physical transfer of files to be done by calling appropriate tenders from the experienced vendors following Government Rules	Trade Marks Registry	
Acknowledgement		
1. Concerned section of respective office of Trademarks registry shall prepare a list of records to be sent to IPR archives	<ol style="list-style-type: none"> 1. Record officer of the IPR Archives, Ahmedabad 2. Respective Heads of offices of Trade Marks registry 	

Actions to be taken	Office responsible for the action	Remarks
<p>2. The Head of office concerned shall compile the list of records being transferred to IPR archive and shall ensure that such records are duly transported</p> <p>3. The record officer of the IPR archive shall acknowledge the receipt of records by signing one copy of the lists send by HOs and by returning the same to respective HO.</p> <p>4. The HO of the respective office concerned shall preserve the above acknowledgement by storing the same electronically.</p>		



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ट्यापार चिह्न/
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TRADE MARKS/
GEOGRAPHICAL
INDICATIONS



भारत सरकार

वाणिज्य एवं उद्योग मंत्रालय

महानियंत्रक कार्यालय, एकस्व अभिकल्प एवं ट्यापार चिह्न

बौद्धिक संपदा भवन, एस. एम. रोड, एन्टॉप हिल,

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GOVERNMENT OF INDIA

MINISTRY OF COMMERCE & INDUSTRY

OFFICE OF THE CONTROLLER GENERAL OF PATENTS DESIGNS

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CGHQ/OFFICE ORDER/2015 | 84

Date- 09/01/2015

OFFICE ORDER 4 of 2015

In continuation of order No. CG/OFFICE ORDER/2015/58 dated 07.01.2015 Shri P.K.Pandey, Asst. Registrar of Trade Marks, TMR Ahmedabad is designated as Officer-in-Charge for overall management & documentation as per Archival Policy in IP Archives, Ahmedabad. He will function under the overall supervision of the Head of Office, Trademark Registry Office, Ahmedabad who will make available the support staff for management of files including storage and retrieval.

(Chaitanya Prasad)

Controller General of Patents, Designs and Trade Marks



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Patents/Designs/
Trade Marks/
Geographical Indications.



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CGO/ Office Order/Mumbai /2016/ 503

Dated: 28.04.2016

27.05.2016

OFFICE ORDER 32 OF 2016

Various measures have been taken by the Central Government in co-ordination with National Archives of India (NAI) and other departments to efficiently manage the records in various offices. One of the most important being categorizing documents as per their importance for the purpose of retaining / archiving / disposing them in prescribed manner.

Records pertaining to the facilitative functions, common to all departments are recommended to be managed as per the retention schedules prescribed by NAI as below:

S. No.	Category of Records	Prescribed Schedules
1	Establishment, Personnel, and Housekeeping matters, e.g. Establishment, Welfare, Vigilance, Common Office Services viz. accommodation, furniture, stationary and forms, office equipments, library, security etc., Hindi, Public Relations, Parliament etc.	<i>Record Retention Schedule for Records Common to All Departments</i> – issued by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions, Government of India.
2	Common Office Procedures, and include various Registers, Lists, Diaries, Reports etc as mentioned in the Central Secretariat Manual of Office Procedure	Central Secretariat Manual of Office Procedure issued by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions, Government of India

3	Financial matters, viz. Finance, Budget, Cash and Accounts etc.	General Financial Rules, 1963 issued by Ministry of Finance, Government of India, Rule 284 and Appendix 13 thereof.
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The Head of Offices under Office of CGPDTM are directed to take necessary action as applicable in respect of the records related to facilitative functions of the respective offices.

O.P. Gupta
2/5/16
(O.P. Gupta)

Controller General of Patent,
Designs & Trade Marks

Copy to: All offices Concerned



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CG/ Office Order/ Mumbai/2017/ 103

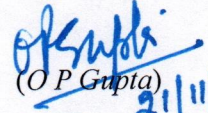
Dated: 21.11.2017

Office Order no 44 of 2017

Vide Office Order no. 32 of 2016 dated 27.05.2016 retention schedules recommended by National Archives of India (NAI) for better management of records was prescribed to be followed in all offices.

In continuation of said order, Head of Office, Patent Office, Designs Office, Trademarks Office, GI Office, RGNIIPM are hereby authorized to take decision on discarding old documents, which have no archival value/ or a copy of which is already preserved in electronic format so that an authenticated copy may be reproduced for legal / other requirements, in accordance with the prescribed schedules in above-mentioned office order.

In case of any difficulty in deciding the time line, undersigned may be requested for directions.


(O P Gupta)
21/11/17

Controller General of Patents,
Designs & Trademarks

Copy to: All offices concerned



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GOVERNMENT OF INDIA

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

2012

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

P R E F A C E

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

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

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

Any suggestions for improvement of this Schedule will be welcome.

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

ACKNOWLEDGEMENT

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

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

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

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

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

INSTRUCTIONS

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

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

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

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	C - Vigilance	25-31
	D - Common Office Services	32-46
	E - Hindi	47-49
	F - Public relations	50-53
	G - Finance, budget cash and accounts	54-65
	H - Parliament	66-68
	I - Record Retention Schedule of files relating to RTI application	69
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PART II -	Records (other than those relating to establishment and housekeeping work) common to all departments	73-77
Annex –I	General Financial Rules (GFR) Appendix 13	78-87
Annex - II	Central Secretariat Manual of Office Procedure (CSMOP) Appendix - 28	88-91

Categorization of Records

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

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

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

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

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

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

A - ESTABLISHMENT

S.No.	SUBJECT/TOPIC	PAGE/PAGES NUMBERS
11.	Creation and classification of post	1
12.	Recruitment	32-3
14	Scheduled castes and Scheduled tribes	3-4
15	Retrenchment	4
16	Verification/re-verification of character and antecedents	4-5
17	Medical examination	5
19	Personal files (gazetted)	5
20	Personal files (non-gazetted)	5-6
21	Service record	6-7
22	Postings and transfers	7
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26	Pay/special pay	9
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28	Confidential/assessment report	9-10
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32	Promotion/reversion	11-12
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**RECORD RETENTION SCHEDULE IN RESPECT OF RECORDS
COMMON TO ALL MINISTRIES/DEPARTMENTS**

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

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

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

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

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

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

		12.Group.A	C-1	Subject to a suitable entry being made in the appropriate service record and the verification report itself being kept in Vol. II of the service book/personal file.
		13.Group.B		
		14.Group B(Non-Gazetted)		
		15.Group C		
		16.Group D		
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-1	Subject to a suitable entry being made in the appropriate service record and report itself being placed in Vol. II of service book/ personal file.
		13.Group.B		
		14.Group B(Non-Gazetted)		
		15.Group C		
		16.Group D		
19.	Personal files (Gazetted)	11.Secretaries/ Special Secretaries/ Additional Secretaries	(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. Joint Secretaries		
		13.Directors/Deputy Secretaries		
		14. Under Secretaries		
		15. Section Officers		
		16. Stenographers (selection grade)		
		17. Stenographers (grade I)		
		18. Correspondence regarding requisition, transfer, return etc.	C-1	
20.	Personal files (Non-Gazetted)	11. Research Assistants/ Technical Assistants/ Statistical Assistants	(a) Those eligible for retirement/terminal benefits: C-5 after issue of final pension/gratuity payment order	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. Assistants		
		13. Stenographers (grade II)		
		14. Investigators		
		15. UDCs		
		16. Stenographers (grade III)		
		17. LDCs		
		18. Staff car drivers		
		19. Jamadars / daftaries		

		20. Peons	(b) Others: C-5 after they have ceased to be in service	
		21. Farashes		
		22. Sweepers		
		23. Correspondence regarding		C-1
21.	Service records	11. History of services	(a) For departments preparing and bringing out the compilation: C-5 (b) For other departments (i.e. those supplying material for inclusion therein): one year after issue of the compilation	
		12. Group 'A'		
		13. Group 'B'		
		14. Change in name of a government servant	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-1
		16. Change in qualification of government servant	C-3	Refer GFR appendix 13, Annex-1 Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being placed in Vol. II of service book/personal file. Refer GFR appendix 13, Annex-1
		17. Civil list, gradation/seniority list:	C-3	Refer GFR appendix 13, Annex-1
		(a) In the case of departments preparing and bringing out the compilation. (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-1	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-1
		20. Nomination relating to family pension and DCR gratuity	C-1	Subject to the nomination in original or an authenticated copy there of (where original is kept with the audit), as the case may be, being placed in Vol. II of the service book/ personal file. Refer GFR appendix 13, Annex-1
		21.G.P.Fund nomination	C-1	placed in Vol. II of the service book of Group D government servants and (b) the nomination in original or an authenticated copy thereof being placed in Vol. II of the service book/personal file in the case of other government servants. Refer GFR appendix 13, Annex-1
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-1	Subject to a suitable entry being made in the appropriate service records and register of postings, and an authenticated copy of the order being placed in the personal file. Subject to a suitable entry being made in the register of postings.
		13.Group B		
		14.Group B(Non Gazetted)		
		15.Group C		
		16.Group D		
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	
		12.C.S.S Rules	(a) Permanent in the case of department issuing the rules, orders etc; other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete. (b) Fixation of seniority in individual cases: C-5	
		13.C.S.S.S. Rules		
		14.C.S.C.S.Rules		
		15. War service Rules (lien & seniority)		
		16. Established organized services		
		17. Political sufferers		
		18.Representations	C-5	If the representation results in the original seniority being revised, an authenticated copy of the relevant order/decision will be kept in Vol. II of service book/personal file.
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 appropriate service record and leave account.
		13.Group.B		
		14.Group B(Non-Gazetted)		
		15.Group C		
		16.Group D		
17.Leave roster	To be destroyed at the end of the year			
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	
		13.Group.B		
		14.Group B(Non-Gazetted)	(b) Special casual leave: C-1	
		15.Group C		
		16.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	
		12.War service (rules)		
		13.Political sufferers(Rules)		
		14.Group.A	C-3 or one year after completion of audit, whichever is later.	
		15.Group.B		
		16.Group B(Non-Gazetted)		
		17.Group C		
		18.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 may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete	
		12. Children's Education Allowance (CEA) 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		
		16.Overtime allowance		
		17.Travelling allowance		
		18.Washing allowance		
		19.Educational concessions for children of political sufferers		
		20.Air travel by non-entitled personnel	C-1	
		21.Grant of non-practicing allowance	C-3 or one year after completion of audit whichever is later.	
22.(a) Grant of Risk allowance				
28.	Confidential/ Assessment report	11.Rules (general aspects)	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete	
		12. Recording of confidential		

		reports in respect of Group 'A' officers.		
		13. Recording of confidential reports in respect of Group 'B' officers		
		14. Recording of confidential reports in respect of Group 'B' (non-gazetted) staff	C-1	
		15. Recording of confidential reports in respect of Group 'C' staff		
		16. Recording of confidential reports in respect of Group 'D' staff		
		17. Communication of adverse entries	C-3	
		18. Representation for expunction of adverse entries	C-3	
29.	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.
		13. Representations and petitions	C-3	If the representation results in the original order being revised, an authenticated copy of the relevant order/decision will be kept in the precedent book, personal file and suitable entries made in the appropriate service record.
30.	Probation/confirmation	11. 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.	
		12.Rules (Confirmation)		Subject to suitable entries being made in the appropriate service record and an authenticated copy of the order being kept in the personal file.
		13. Confirmation/extension of probation of Group A	C-5	
		14. Confirmation/extension of probation of Group B.		
		15. Confirmation of Group B (non-gazetted)staff		
		16. Confirmation of Group C staff		
		17. Confirmation of Group D staff		
		18. Confirmation in ex-cadre posts		
		19. Representations and petitions		C-5
32.	Promotion/reversion	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.Departmental Promotion Committee	(a) Consultation: C-3 or one year after the D.P.C. has been reconstituted, whichever is later. (b) Proceedings : C-5	
		13. 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.
		14. Group 'B'		
		15. Group B (non-gazetted)		
		16. Group C		
		17. Group D		
		18. Representations and	C-3	If the representation results in the

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

		study.	trainees etc.		
		22. Training abroad	after completion of training/study		
34.	Departmental Examinations	11. 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.		
		12. Holding of examinations	C-3		
		13. Results-declaration of	C-3 for departments conducting such tests; one year for other departments		Subject to suitable entry being made in the appropriate service record and an authenticated copy/extract being kept in Vol. II of service book/personal file.
		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, Vol. II of the service book/personal file and suitable entries made in the appropriate service record.
35.	Deputations and delegations	11. Rules regarding deputation, including deputation on foreign service in India and abroad.	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.
		13. Deputation of A.I.S. officers.	C-3 plus the period of deputation.		Subject to a suitable entry being made in the appropriate service record and
		14. Deputation of C.S.S.			

		officers.		an authenticated copy of the order being placed in the personal file.
		15. Deputation of C.S.S.S. officers.		
		16. Deputation of C.S.C.S. officers.		
		17. Organised services		
36.	Delegation of powers	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. F. R. & S. R.	Category 'B' in the case of departments issuing the orders and departments concerned;	
		13. Delegation of Financial Power Rules, 1958	Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		14. Civil Service Regulations		
		15. Grant of ex-officio status		
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.	Awards subject to :- (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 B (non-gazetted)		
		15. Group C		
		16. Group D		
38.	Pension/retirement	11. Rules and orders (general aspects)	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as	Refer GFR appendix 13, Annex-1

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

		16.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		
		13.Group B		
		14.Group B (non-gazetted)	C-1 after the government servant ceases to be in government service	A copy of the order may be placed in the personal file/
		15.Group C		
		16.Group D		
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-1	
		13.Committees, working groups, etc.	Appropriate retention period to be prescribed by departments concerned.	
		14.Election work	C-1	
		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-1	
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-1 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		

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

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 concerned.
4.	Service book of: Officials entitled to retirement/terminal benefits Other employees	A-3 after issue of final pension/gratuity payment order.	Refer GFT appendix 13, Annex-1
5.	Confidential reports/character Rolls After retirement After death After resignation/discharge from service	C-5 C-3 C-5	
6.	Answer books of departmental examinations/tests	C-1 from the date of declaration of results.	
7.	Leave account of: Officials entitled to retirement/terminal benefits Other employees	C-3 after issue of final pension/gratuity payment order. C-3 after they have ceased to be in service.	
8.	Casual Leave Account	To be destroyed at the end of the year	
9.	Special casual leave Register	C-1	
10.	Register of delegations to International Organisations	C-10	

B-WELFARE

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

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

			orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	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.	
		12.Grant for sports and other cultural activities	C-3; or one year after completion of audit, whichever is later.	
		13.Submission of annual accounts	C-3, or one year after completion of audit, whichever is later.	
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 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.Election of office bearers	C-1 after the next election	
		13.Meetings of co-operative societies	C-1	
		14.Recovery of contribution and loans	C-1	
15.	Central Secretariat Library	11.General aspects	'A' or 'B' category, depending on the content value, in the case of departments issuing the	

			orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		12.Membership application	C-1	Subject to a copy of the guarantee letter being kept in the personal file.
16.	Suggestions Scheme and Award Schemes	11.General aspects	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		13.Departmental Committee: (a) Constitution	C-3 or one year after reconstitution, whichever is later.	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. C-1	Subject to follow-up action being taken on appropriate subject files, to which relevant extract may be taken.
17.	Departmental canteens	11.General aspect/Instructions	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	

		12.Subsidy & grants and maintenance of accounts	C-3 or one year after the completion of audit whichever is later.	
		13.Purchase of crockery/cutleries/ plates/furniture	C-3 or one year after the completion of audit whichever is later.	
		14.Fixation of prices of the eatable items of the canteen	C-3 or one year after the completion of audit whichever is later.	
18.	Benevolent Fund	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.Maintenance of accounts	C-3 or one year after the completion of audit whichever is later.	
		13.Collection of contribution & sanction of loans	C-3 or one year after the completion of audit whichever is later.	
		14. Committee meetings & related matters.	C-1	

C-VIGILANCE

S.No.		Page/Pages
11	Central Civil Services (Classification, Control and Appeal) Rules- Clarification and interpretation of	26
12	All India Services (Discipline and Appeal) Rules, 1955- Clarification and interpretation of	26
13	Complaints	26-27
14	Disciplinary proceedings	27
15	Prosecutions	27
16	Appeals	27-28
17	Petitions	28
18	Court cases	28
19	Central Civil Services (Conduct) Rules – 1964 – Clarification and interpretation of	28
20	All India Services (Conduct) Rules, 1954 – Clarification and interpretation of	28
21	Central Civil Services (Safeguarding of National Security) Rules, 1953 – Clarification and interpretation of	28
22	Employment of dependents in private firms/foreign missions in India	28
23	Participation in Politics	29
24	Radio broadcast, contribution of articles, editing or managing of newspapers, publications	29
25	Evidence before committee of enquiry	29
26	Subscriptions	29
27	Gifts	29
28	Private trade or employment	29
29	Movable/immovable property	29
30	Vigilance Administration	29-30
31	Prosecution of further studies	30
32	Membership of Territorial Army, Auxiliary Air Force and Naval Reserve	30-31

	Description of record		Retention period	Remarks	
	Main head	Sub-head			
11.	Central Civil Services (Classification, Control & Appeal) Rules- Clarification and interpretation of	11.General notifications	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete"		
12. Schedule regarding appointing Authority, Disciplinary Authority and Appellate Authority					
13. Regarding charge sheets, documentary evidence, Enquiry Officer, examination of witnesses and show-cause notices					
14. Regarding penalties					
15. Regarding consultation with UPSC					
16. Regarding appeals and petitions					
17. Regarding suspension and subsistence allowance					
12.	All India Services (Discipline & Appeal) Rules, 1955 – Clarification and interpretation of	11.General	'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.Regarding Rules 1 to 7					
13.Regarding Rules 8 to 11					
14.Regarding Rules 12 to 18					
15.Regarding Rules 19 to 23					
13.	Complaints	11.Group A	(a) Those leading to vigilance / disciplinary enquiries: (b) Anonymous or pseudonymous complaints on which no action	C-3 after the final disposal of appeal or final judgment under the normal course of law. to be destroyed at the end of the year	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.
12.Group B					
13.Group C					
14.Group D					
15.General-against two or more classes					

			is taken: (c) Other complaints:	C-3	
14	Disciplinary proceedings	11.Group A	(a) Resulting in imposition of penalties: (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. 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.
		12.Group B			
		13.Group C			
		14.Group D			
		15.Joint enquiry			
15.	Prosecutions	11.Group A	a) Resulting in imposition of penalties: (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. 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.
		12.Group B			
		13.Group C			
		14.Group D			
		15.Joint enquiry			
16.	Appeals	11.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
		12.Group B			
		13.Group C			
		14.Group D			

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

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

			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-1
		15. Appointment of vigilance officers in Ministries/ departments	C-3	
		16. List of officers of doubtful integrity	C-10	
		17. Cases of difference of opinion with Central Vigilance Commission	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	
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.
32.	Membership of Territorial Army, Auxiliary Air force	11.General aspects	'A' or 'B' category, depending on the content value, in the case of	

	and Naval Reserve		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.Permission	C-3 or one year after the official has ceased to be a member of such organisation, whichever is later.	

D-COMMON OFFICE SERVICES

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15	Stationery and forms	36-37
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18	Calculating and accounting machines	38-39
19	Other office machines	39
20	Bicycles	39-40
21	Office equipment including electrical and mechanical appliances and other miscellaneous stores	40
22	Liveries	40-41
23	Black-listing of firms/contractors	41
24	Contractors for supplies	41
25	Telephones and Internet Services	41
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32	Security	44
	<i>Records other than files</i>	45-46

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 – Estimate to Directorate of Estates	C-1	
		13.Shifting arrangements	(a) If involving expenditures: C-3 or one year after completion of audit, whichever is later. (b) In other cases: C-1	
		14. Residential accommodation (general aspects)	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		15. Applications for allotment of residential accommodation-Types I-VII	C-1	
		16. Applications for change/exchange of accommodation	C-1	
		17. Applications for free/reduced rent accommodation	C-3 or one year after completion of audit whichever is later.	
		18. Application/offer of out of turn accommodation, its acceptance, rejection and relevant correspondence in relation there to	C-1	

	19. Application for sharing residential accommodation	C-1	
	20. Application for providing water and electric connections- issue of letter of Guarantee	C-1	Subject to a copy of the guarantee letter being placed in the personal file.
	21. Application for surrender of accommodation	C-1	
	22. Offer of regular allotment for Type I to IV, its acceptance, rejection and relevant correspondence	C-1	
	23. Offer of regular allotment for Type V to VII, its acceptance, rejection and relevant correspondence	C-1	
	24. Unauthorised sub-letting of Government accommodation	C-1	If, as a result of the enquiry the government Servant is disqualified for government accommodation or any other penalty is imposed on him, a copy of the relevant order may be placed in the personal file.
	25. Waiting lists of various types of accommodation from general pool	To be destroyed at the end of the year.	
	26. House rent allowance (general aspects)	'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.	
	27. Approval of the scale of accommodation for grant of house rent allowance on percentage basis.	C-3 or one year after completion of audit whichever is later.	
	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	A suitable entry will be made in assets register.

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

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

			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.
		16. Physical verification	C-3 or one year after completion of audit, whichever is later	
16	Typewriters	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 register
		13. DGS & D rate contracts	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		14. Hiring	C-3 or one year after completion of audit, whichever is later.	Subject to suitable entries being made in the appropriate stock/ assets register.
		15. Purchase		
		16. Repairs and maintenance	C-3 or one year after completion of	

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

			audit, whichever is later.	appropriate stock register.
		13. DGS & D rate contracts	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		14. Hiring	C-3 or one year after completion of audit, whichever is later.	Subject to suitable entries being made in the appropriate stock register.
		15. Purchase		
		16. Repairs and maintenance and bills thereof	C-3 or one year after completion of audit, whichever is later.	
		17. Physical verification	C-3 or one year after completion of audit, whichever is later.	
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
		13. DGS & D rate contracts	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
20	Bicycles	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 register.
		13. Purchase	C-3 or one year after completion of audit, whichever is later.	Subject to suitable entries being made in (i) appropriate stock register and (ii) register for watching progress of expenditure on maintenance and repairs of each vehicle.
		14. Repairs and maintenance	C-3 or one year after completion of audit, whichever is later.	
		15. Physical verification	C-3 or one year after completion of audit, whichever is later.	
21	Office equipment including electrical and mechanical appliances and other miscellaneous stores	11. Rules (general aspects)	'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.
		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.	
22	Liveries	11. Rules (entitled personnel and the scale of items of liveries)	C-3 or one year after completion of audit, whichever is later.	
		12. Procurement of material		Subject to proper account of the articles received, being maintained in the appropriate
		13. Stitching and tailoring		

		14. Supply of shoes and chappals		registers.
		15. Return, renewal, surrender and withdrawal		
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.	
		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		
26	Staff car	11. Rules (general aspects)	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other	

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

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

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

RECORDS OTHER THAN FILES

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

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

E-HINDI

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

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

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

F-PUBLIC RELATIONS

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

F-PUBLIC RELATIONS

S.No.	Description of record		Retention period	Remarks
11.	Main head	Sub-head	Retention period	Remarks
	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.By government representatives	Appropriate periods to be prescribed by the departments concerned.	
		12.By traders		
13.	Representative Committee	11. Constitution of	Appropriate retention period to be determined by administrative departments concerned.	
		12.Processing of cases against the decisions		
14.	Press	11.Propaganda and publicity through-rules thereof	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		12.Arrangements for Press conference		(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 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	(a) Within the scale prescribed by the Ministry of Finance : (b) In excess of that scale:	C-1 C-3 or one year after completion of audit, whichever is later.
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	
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 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.	
		12. Seating, acoustical arrangements	(b) Not involving Such expenditure:		
		13. Reception arrangements			
		14. Reporting and translation arrangements			
		15. Transport arrangements			
20	Delegations	11. Tour programme	C-1		
		12. Arrangements for reception and seeing off	(a) Involving government expenditure	C-3 or one year after completion of audit, whichever is later.	
		13. Arrangements for hotel Accommodation	(b) Not involving such expenditure		
		14. Arrangements for visit to historical places			
		15. Arrangements for signing ceremony of agreement			

G-FINANCE, BUDGET, CASH AND ACCOUNTS

S.No.		Page/Pages
11	Creation of posts	55
12	Pay	55
13	Special pay	55-56
14	Allowances	56
15	Increments	56-57
16	Deputations and delegations	57
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31	Budget Estimates for five year plans	64
	Records other than files	65

S.No.	Description of record			
	Main head	Sub-head	Retention period	Remarks
11.	Creation of posts	11.Continuance of posts	C-3	Subject to particulars of sanctions being noted in Establishment/ sanction Register. Refer GFR appendix 13, Annex-1
		12. Creation of posts	C-10	Subject to particulars of sanctions being noted in Establishment/ Sanction Register. Refer GFR appendix 13, Annex-1
		13. Revision of scales of pay	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	Subject to particulars being noted in Establishment/ Sanction Register. Refer GFR appendix 13, Annex-1
		14. Upgrading of posts	C-10	Subject to particulars of Sanctions being noted in Establishment/ Sanction Register. Refer GFR appendix 13, Annex-1
		15. Conversion of temporary posts into permanent ones.	C-10	Subject to particulars of Sanctions being noted in Establishment/ Sanction Register. Refer GFR appendix 13, Annex-1
12	Pay	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. 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 copy of the order, where issued, being placed in the personal file.
		13. Group B		
		14. Group B (non-gazetted)		
		15. Group C		
		16. Group D		
13	Special pay	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. 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 copy of the order where issued being placed in the personal file.
		13. Group B		
		14. Group B (non-gazetted)		
		15. Group C		
		16. Group D		
14	Allowances	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. Children's Education Allowance	C-3 or one year after completion of audit, whichever is later.	
		13. City Compensatory Allowance		
		14. Daily Allowance		
		15. Dearness Allowance		
		16. Deputation Allowance		
		17. House Rent Allowance		
		18. Overtime Allowance		
		19. Travelling Allowance		
		20. Washing Allowance		
15	Increments	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. Advance increments	C-3 or one year after completion of audit, whichever is later.	Subject to suitable entries being made in the appropriate service records and an authenticated copy of the order being placed in the personal file.
		14. Withholding of increments	C-10 or C-3 after the final disposal of appeal or final judgment under the normal course of law, whichever is later.	Subject to suitable entry being made in the appropriate service record and an authenticated copy of the order being placed in personal file.
16	Deputations and delegations	11. Rules regarding deputation on foreign service in India	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		12. Rules regarding deputation abroad		
		13. Deputation on foreign service	C-3	Subject to suitable entries being made in the appropriate service record and an authenticated copy of the order being placed in the personal file. The file should be closed only after making sure that final recovery has in fact been affected from the party concerned. In the case of gazetted officers, a certificate to that effect should be obtained from the Accounts Officer concerned.
		14. Deputations abroad	C-3, plus the period of deputation	Subject to suitable entries being made in the appropriate service record and an authenticated copy of the order being placed in the personal file.
17	Delegation of powers	11. Civil Service Regulations	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	

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

			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. Group A	(a) Pre-verification of pension cases C-3		Refer GFR appendix 13, Annex-1
		13. Group B	(b) Invalid pension	Till one year after the last beneficiary of the family pension ceases to be entitled to receive it or 5 years whichever is later.	
		14. Group B (non-gazetted)	(c) Family pension		
		15. Group C	(d) Other pension		
		16. Group D	(e) Gratuity C-5		Refer GFR appendix 13, Annex-1
			(f) Commutation of pension C-15		Refer GFR appendix 13, Annex-1
20	Budget estimates / revised estimates	11.Demand No.	C-3		
		12.Demand No.			
		13.Demand No.			
21	Expenditure statements	11.Demand No.	(a) In respect of lower formations:	To be weeded out at the end of the financial year	The retention period here relates to the budget/ revised estimates as complied by the Budget/ Accounts Section for the department as a whole. Refer GFR appendix 13, Annex-1
		12.Demand No.			
		13.Demand No.			
			(b) In respect of department itself:	To be weeded out after the Appropriation Accounts for the year have been finalized.	
22.	Reconciliation	11.Demand No.	(a) In respect of lower formations:	To be weeded out at the end of the financial year	Refer GFR appendix 13, Annex-1
		12.Demand No.			
		13.Demand No.			

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

		17. House Building Advance Rules	superseded ones, as and when they become obsolete.	
		18. Motor Cycle/ Scooter Advance Rules		
		19. Pay Advance Rules		
		20. TA Advance Rules		
		21. Travel Concession Rules		
		22. Other Advances Rules		
		23. Grant of Car Advances	C-1	<p>Subject to:</p> <p>(i) suitable entries being made in Pay Bill Register; and</p> <p>(ii) in case of motor car/ motor cycle/ scooter and house building advance:</p> <p>(a) copies of sanction being placed in personal files, and</p> <p>(b) mortgage deeds and other agreements executed being kept separately in safe custody for the valid period.</p> <p>Refer GFR appendix 13, Annex-1</p>
		24. Grant of Conveyance Allowance		
		25. Grant of Cycle Advance		
		26. Grant of Festival Advance		
		27. Grant of Final Withdrawal from GPF		
		28. Grant of GPF Advance		
		29. Grant of House Building Advance		
		30. Grant of Motor Cycle/Scooter Advance		
		31. Grant of Pay Advance		
		32. Grant of TA Advance		
		33. Grant of LTC Advance		
		34. Grant of other Advances		
27.	Payments and recoveries	11. Air passage bills	C-3 or one year after completion of audit, whichever is later.	
		12. Cancellation charges		
		13. Contingent expenditure	C-3 or one year after completion of audit, whichever is later.	Refer GFR appendix 13, Annex-1
		14. Electric charges– recovery	C-1	
		15. GPF annual statements	C-1	

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

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

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

RECORDS OTHER THAN FILES

Sl.No.	Description	Retention period	Remarks
1.	Civil credit notes (Form 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.	
14.	Postal life Insurance register	C-3 after all the policies entered therein have matured for payment.	
15.	Increment register	C-1	
16.	Increment list	C-3 or one year after completion of audit, whichever is later.	

H-PARLIAMENT

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

H-PARLIAMENT

S.No.	Description of record			
	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 (b) For other interested departments: C-3	Subject to a copy of the report being retained permanently. The National Archives may be consulted before any file is destroyed.
		14. Cut-motions, resolutions/ Calling Attention notices -Lok Sabha	(a) Admitted and answered/ discussed: C-3 (b) Disallowed, lapsed or withdrawn: C-1	Cases containing material of great precedence/ reference value/ historical importance may be retained permanently.
		15. Cut-motions, resolutions /Calling Attention notices- Rajya Sabha	C-1	
		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.

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

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

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 1 nd Appeal so require a fair retention period.
3.	RTI Cases attracting 2 nd Appeal (without any remarkable decision)	C-3 or till the compliance of CIC orders, whichever is later.	
4.	RTI Cases attracting 2 nd Appeal (involving a remarkable decision)	C-5	Judgement/CIC ruling "B"
5.	1 st Appeal cases files	C-3	As these may attract 2 nd Appeal
6.	2 nd Appeal cases files	C-3 or till the compliance of CIC orders	
7.	Files relating to the administrative aspects of RTI Act, 2005 i.e. implementation, suggestions, guidelines, etc.	C-3	
8.	File Register of RTI Applications i.e. records other than file.	B-Keep	

J- Electronic Records

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

S.No.	Subjects/records groups	Proposed Retention Period	Remarks
1.	<p><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>(4) e-files providing lasting precedents for important procedures, 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> <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</p>	<p>For 10 years, it will be kept in the Department's server and thereafter transferred to the server of the National Archives of India (NAI).</p>	

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

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

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

S.No.		Page/Pages
1	Creation/abolition of offices	74
2	Re-organisation and redistribution of functions	74
3	Bills, acts and ordinances	74
4	Rules, regulations, codes, manuals, executive procedural instructions (including amendments and interpretations)	74-75
5	Delegation of powers	75
6	Committees/ Commissions of enquiry	75
7	Other committees, study teams, working groups, seminars, etc	75
8	International agreements, conventions, etc	75
9	Annual reports	75
10	Monthly summary for the Cabinet	75
11	Monthly note for Indian Missions abroad	75-76
12	Notices agenda and proceedings of inter-departmental meetings (e.g. O & M Vigilance)	76
13	Notices agenda and proceedings of intra-departmental meetings (e.g. O & M Vigilance)	76
14	Work Study/ Case-study reports	76
15	Rationalisation & Simplification of forms	76
16	Arbitration and litigation cases	76-77
17	Notices under Section 80 of Civil procedure code	77
18	Money order receipts and acknowledgements	77
19	Circulars regarding holidays and closure of office	77
20	Attendance register	77
21	Punctuality in attendance	77
22	General aspects	77

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

			(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.	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;) (b) reports (including their processing and implementation); (c) all other matters concerning the commissions/ committees, e.g., evidence tendered before it, its proceedings.	Permanent if set up under a government resolution; otherwise appropriate retention periods to be determined by administrative departments concerned. C-5 after final decisions on the report.	The National Archives of India may be consulted before files pertaining to any of these categories are weeded out.
		7. Other committees, study teams, working groups, seminars etc.	Appropriate retention periods to be determined by administrative departments concerned.	
		8. International agreements, convention etc.	Permanent	This record be categorized as "A-Keep". These including MOUs may be transferred to the NAI at the appropriate time.
		9. Annual reports	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	C-1	

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

				containing material of a high precedent/reference value being retained for an appropriately longer period either initially or at the time of review
		17. Notices under Section 80 of Civil Procedure Code	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	

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

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

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

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

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

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

		Rule 77.		
		(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	
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: (a) Officials entitled to retirement/terminal benefits. (b) Other employees.		3 years after issue of final pension/ gratuity payment order. 3 years after they have ceased to be in service.	
5.	Service records	(a) Nomination relating to family pension and DCR gratuity. (b) Civil List Gradation/ Seniority List — (i) in the case of Departments preparing and bringing out the compilation. (ii) in the case of other Departments (i.e., those supplying information for such compilation). (c) Alteration in the date of birth. (d) Admission of previous service not supported by authenticated service record, e.g., through	1 year 3 years 1 year after issue of relevant compilation. 3 years. 3 years; or 1 year after completion of audit, whichever is later.	Subject to the nomination in original or an authenticated copy thereof (where original is kept with the audit) as the case may be being placed in Vol. II of the Service Book/Personal File. Subject to suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of Service Book/Personal File. - do -

		collateral evidence. (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. (b) In respect of Department itself. (c) Register of monthly expenditure (Form GFR 9).	To be weeded out at the end of financial year. To be weeded out after the Appropriation Accounts for the year have been finalized.	To be weeded out after the Appropriation Accounts for the year have been finalized.
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. (b) Office copies of Establishment pay bills and related schedules (in respect of period for which pay bill register is not maintained). (c) Schedules to the Establishment pay bills for the period for which pay bill register		20 years 20 years 3 years, or one year after the completion of audit, whichever is later.	

	is maintained. (d) Acquaintance Roll		3 years, or one year after the completion of audit, whichever is later.	
9.	Muster Rolls		Such period as may be prescribed in this behalf in the departmental regulations subject to a minimum 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.	
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.

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

	service.			
3,	Arbitration and litigation cases.		3 years	Subject to: (a) the file not being closed until the award/judgement becomes final in all respects by limitation or final decision in appeal/ revision; and (b) cases involving important issues or containing material of a high precedent/reference value being retained for an appropriately longer period either initially or at the time of review.
4.	Notices under Section 80 of Civil Procedure Code.		1 year	If such a notice is followed up by a civil suit, it would be come arbitration/litigation case and would, therefore, need to be retained for 3 years.
5.	Recruitment	Condonation of break in service.	5 years	Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of Service Book/Personal File.
6.	Advance	(i) Car Advance Rules (ii) Conveyance Advance Rules (iii) Cycle Advance Rules (iv) Festival Advance Rules (v) GPF Advance Rules (vi) House Building Advance Rules (vii) Motor Cycle/Scooter Advance Rules (viii) Pay Advance Rules (ix) T.A. Advance Rules	Permanent in the case of Departments issuing the rules, orders and instructions; other Departments need keep only the standing rules, etc., weeding out the superseded ones as and when they become obsolete.	
		(x) Travel Concession		Subject to:

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

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

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

While records may be reviewed and weeded out at periodical intervals in the light of the retention periods prescribed to avoid their build-up, the attempt should be to make a continuous and conscious effort throughout the year to weed out unnecessary records. In other words, the working rules should be “weed as you go”.

INSTRUCTIONS:

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

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

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

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

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

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