



वेस्टर्न कोलफिल्ड्स लिमिटेड
WESTERN COALFIELDS LIMITED

(मिनीरत्न कंपनी) (A Miniratna Company)

(कोल इंडिया लिमिटेड की अनुषंगी कंपनी) (A Subsidiary of Coal India Limited)



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Administration Department

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क्रमांक: वेकोलि/नागपुर/प्रशासन/2025-26/ 963

दिनांक : 14.08.2025

To,

The Area General Manager,
All Areas, WCL HQ, Nagpur.

Incharge, CWS, Tadali

Sub: Implementation of Approved Record Retention Policy .

Dear Sir,

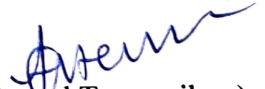
The comprehensive Record Retention Policy of WCL has been approved by the WCL Board vide ref. no. WCL/Office of CS/BM-378/2025-26/470 dated 04.08.2025 (copy attached). As per the approved policy, it is to be implemented across WCL Headquarters, all Areas, and Units.

You are requested to implement the Record Retention Policy, and nominate a Record Officer for your respective Area/Project/Unit. The details of the nominated Record Officer—including name, contact number, and email ID — (who must hold a position not below the rank of Deputy Manager, E-4 Grade) must be communicated to the undersigned's office at the earliest.

The designated Record Officer will be responsible for Liaising with Government Agencies, ensuring the implementation of the Record Retention Schedule, and serving as the President of the Record Destruction Committee.

This matter is to be treated as MOST URGENT & IMPORTANT.

Yours faithfully,


(Anand Temurnikar)

General Manager(Admn.)

WCL , Nagpur

Email : gmgsd.wcl@coalindia.in

Copy to :

1. TS to CMD/D(F)/D(T/O)/D(T/P&P)/D(HR), WCL
2. All HoDs, WCL HQ, Nagpur
3. General Manager (System)- Kindly arrange to upload the Record Retention Policy to the company's website .
4. General Manager(IED), WCL- With reference to e-file no.2028165
5. Record Officer, Manager(HR/Admn), Admn Deptt.

Copy for kind information to:

1. CMD, WCL
2. Director(F), WCL
3. Director(T/O)/(P&P), WCL
4. Director(HR), WCL
5. CVO, WCL



RECORD RETENTION POLICY

**IN RESPECT OF RECORDS HELD BY THE
HEADQUARTER'S OFFICE, AREA, PROJECTS AND
SERVICE UNITS**

WESTERN COALFIELDS LIMITED

(A MINIRATNA COMPANY)

(A Subsidiary of Coal India Limited)

CIVIL LINES, NAGPUR-440001

DISTRICT-NAGPUR

2025

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1. Coverage:

The extent of applicability of this Record Retention Schedule is extended to be records held by the Headquarters office, Area, Projects and Service Units of WCL.

2. Definition:

- a) "**Classified Records**" means files or documents related to records reclassified as "Top Secret", "Secret", "Classified" or "Restricted" in accordance with the procedure laid down by the Ministry of Home Affairs, Government of India, from time to time;
- b) "**Committee**" means the Record Destruction Committee;
- c) "**Company**" means Western Coalfields Limited, Nagpur;
- d) "**custody**" means the possession of public records;
- e) "**executives**" means all officers of the rank of E-1 and above;
- f) "**File**" means a collection of papers related to the public records on a specific subject-matter consisting of correspondence, notes and appendix thereto and assigned with a file number;
- g) "**Form**" means the form used for prescribed format;
- h) "**headquarters office**" means the Company's registered office at Nagpur;
- i) "**non-executives**" means all employees below the rank of E-1;
- j) "**Public records**" includes:
 - 1. Any documents, manuscript and files;
 - 2. Any microfilm, microfiche and facsimile copy of a document;
 - 3. Any reproduction of image or images embodied in such microfilm (whether enlarged or not; and
 - 4. any other material produced by a computer or by any other device, of any record creating agency;
- k) "**records of permanent nature**" means the public records being maintained, after recording, for a period specified;
- l) "**record retention schedule**" means prescribing the period of retention for the specified record;
- m) "**recording**" means the process of closing a file after action on all issue considered thereon has been completed;
- n) "**review**" means periodical evaluation of recorded files on the expiry of the period of retention for determining their further retention or destruction as the case may be;



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Words and expression used herein and not defined but defined in the Public Record Rules, 1997, shall have the meanings respectively assigned to them in the Public Record Rules, 1997.

3. Effective Date:

This Record Retention Schedule shall come into force with effect from the date of its approval.

4. Purpose of Record Retention Schedule (RRS):

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

5. Recording of Files:

Recording of files means the official entry in file register after action on all issues considered thereon has been completed. CSMOP (refer Chapter-XI & XII of Appendix – II) should be followed for process of recording.

6. Category of Records:

6(i) Physical Records:

As per guidelines issued by National Archive of India the physical records are categorised in 3 categories which denotes as "A", "B" and "C". Details are as under:

'A' Category:

Records under this category are meant for permanent preservation and are 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;

or

ii. material likely to be required for frequent reference by different parties.

A - Records of value for administrative purposes:

(1) Papers 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, etc.



(2) Papers relating to major policy decisions, including those relating to the preparation of legislation.

(3) Papers regarding constitution, functions and working of important committees, working groups, etc.

(4) Papers providing lasting precedents for important procedures, e.g., administrative memoranda, historical reports and summaries, legal opinions on important matters.

(5) Papers concerning rules, regulations, departmental guides or instructions of general application.

(6) Papers relating to salient features of organisation and staffing of government departments and offices.

(7) Papers relating to important litigation or causes celebres in which the administration was involved.

B - Records of Historical importance:

Much of the material likely to be preserved for administrative purposes will be of interest for research purpose as well; but papers of the following categories should be specially considered as of value to historians:

(1) Papers relating to the origin of a department or agency of government; how it was organised; how it functioned; and (if defunct) how and why it was dissolved.

(2) 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).

(3) Papers relating to a change of policy. This is not always easy to recognise, but watch should be kept for (a) summary for a Minister, (b) the appointment of a departmental or interdepartmental 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.

(4) Papers relating to the implementation of a change of policy, including a complete set of instructions to execute agencies etc., and relevant forms.

(5) Papers relating to a well-known public or international event or causes celebre, or to other events which gave rise to interest or controversy on the national plane.

(6) Papers 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.

(7) Papers cited in or noted as consulted in connection with, official publications.

(8) Papers relating to the more important aspects of scientific or technical research and development.

(9) Papers 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.

(10) Papers relating to obsolete, activities or investigations, or to abortive scheme in important fields.

(11) 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.

'B' Category:

Records under this category also pertain to subjects of administrative and/ or historical importance mentioned under 'A' category above. These, however, do not

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contain any material that is so precious that its original must be preserved intact or which is likely to be required for frequent reference by different parties, thus requiring microfilming.

'C' Category:

Records under this category pertain to subjects of secondary importance having referral value for a limited period, not exceeding ten years. Under this category retention period files to be preserved C-1, C-3, C-5 and C-10 is to be followed where the numerals represent the number of years that a file is to be retained after closed or recorded ".

6(ii) Electronic Records:

As per National Digital Presentation Programme (DPP) and Digital Preservation Policy (DPP) being formulated by the Department of Information Technology, Electronic/ E-Files are categorized in two categories, Category-I and Category-II:

Category-I:

The e-files which are to be preserved permanently or which are of historical importance. These files will be kept in CIL/WCL cloud/ NIC's server for 10 years and thereafter transferred to the server of the National Archives of India (NAI). (pl refer Page 70 of Annexure-II for files included in Category-I)

Category-II:

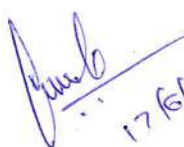
This category will include e-files of secondary importance and having reference value for a limited period. The retention period of these files is upto 10 years akin to the retention period of physical files/records. These files will be stored on CIL/WCL cloud/ NIC's server. In exceptional cases, if the record is required to be retained beyond 10 years it will be upgraded to Category I.

7. Safety and custody of records:

All the records/files shall be in the custody of the record holder and the supervision of the Record Officer. The holder of the record shall be held accountable for the safety and preservation of the records/files in his/her custody.

8. Review, weeding and destruction of records:

a) In the month of November every year, each record holder shall record the files, on which action has been completed, after consulting the Record Retention Schedule and the HoD, this work will be accomplished in consultations with the Records Officer.


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b) Every year in the last week of December, the retention period of the records shall be reviewed by the Records Officer and he/she would recommend weeding out the records as per the Record Retention Schedule. No public record shall be destroyed without being recorded and reviewed.

c) No public record which is more than 25 years old shall be destroyed by any record holder unless it is appraised.

d) A list of such public records which are proposed to be destroyed shall be prepared by the record holder in consultation with the HoD and retained permanently for future references.

e) Records shall be destroyed by burning or shredding in the presence of the Record Officer. A committee for destruction of records shall be constituted as under:

(i) Records Officer-President

(ii) Records holding section representative not below the rank of E-3-Member

(iii) A representative from the Audit Section – Member

f) The record/s recommended for destruction will be destroyed on the last working day of the calendar year and a certificate to that effect will be prepared by the committee that the referred record has been destroyed.

g) The pro forma of the destruction certificate of record/s is given in Appendix-1.

The certificate will be countersigned by the concerned HoD and will be sent to the Director concerned of the Company. On ratification of the item, this will be uploaded on the website of the Company or published on the Notice Board of the company

9. Central Record Room:

A Central Record Room with sufficient space will be set up by the Company in HQ as well in each Area / Unit. In this Central Record Room all closed Records will be kept, which may be required for the future references.

10. Records Officer-Designation and Functions:

An Officer not below the rank of Manager (E-5) shall be designated as Records Officer of the Company at the Headquarters Office, Similarly, in all Projects/Service Units an Officer not below the rank of Manager (E-4) shall be so designated. The Records Officer so nominated shall oversee management, maintenance and destruction of records. The Records Officer, inter alio, shall liaise with the Government agencies and ensure implementation of the Record Retention Schedule. He shall also act as the President of the Record Destruction Committee.

11. Training on maintenance of records:

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

12. Review of Record Retention Schedule (RRS):

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

13. Statutory provisions:

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

14. Power for amendments:

The Concerned Director, WCL, reserves the right to alter, change, add, delete, replace and / or modify any provision(s) of the Record Retention Schedule after getting it vetted by National Archives of India and their decision in this regard shall be binding.

15. Record Retention Schedule of WCL:

Record Retention Schedule of WCL is divided into two parts:

- i) Department wise Record Retention Schedule of WCL (Annexure-I)
- ii) Record Retention Schedule Common to All Ministries/ Department as prepared by DARPG-2012 should be followed for Records other than records mentioned at (i), if any. (Annexure-II)



ANNEXURE-I

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Record Retention Schedule common to all departments / Areas of Western Coalfields Limited

S.No	Name of Record / File / Documents	Retention Period	Remarks
1	Action Taken Report		
a)	Board/ FD related	B	
b)	Other	C-3	
2	Functional Directors Correspondence Related Files	C-5	
3	GEM Portal	C-10	
4	Minutes of Area General Manager Coordination meeting + other meetings	C-5	
5	Tender Related Files	B	
6	VIP Reference Files	C-10	
7	Office Orders/Circulars/Guidelines Files	B	
8	Working Plan Files	C-5	
9	Trade Unions Files	C-10	
10	Strike Files	C-3	
11	Survey Off Files	C-5	
12	Road Tax Files	C-10	
13	Agreement Files	B	
14	Bank Guarantee Files	C-3	
15	Daily Production Report Files at Mines	C-5	
16	Joint Consultative steering Committee Files	C-10	
17	Court Matter Files	B	
18	Disciplinary Cases Files	C-5	
19	Pay Order Files	B	

Administration Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Bill and correspondence related files	C-10	
2	Contractors correspondence File	C-10	
3	File related Land Lease	B	
4	File related with Miscellaneous Expenses	C-5	
5	File related with Tentage work, Event Management	C-3	completion of audit whichever is later
6	Measurement Book	B	
7	Municipal Tax	B	
8	Quarter allotment	C-3	
9	Schedule of Rate	B	
10	Work Order Register	B	







Board Secretariat

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	AGM (Annual General Meeting)	A	
2	Annual Return and Report	A	
3	Attendance register(For meeting)	A	
	A. Board Meetings	A	
	B. Committees Meetings	A	
	C. AGM Meeting	A	
	D. EGM	A	
4	Certificate of incorporation	A	
5	CMD & Directors file	A	
6	Creation of charge related files	A	
7	Extra Gen. Meeting related files	A	
8	Minutes Register	A	
	A. Board Meetings	A	
	B. Committees Meetings	A	
	C. Annual General Meeting	A	
	D. EGM	A	
9	Register for affixation of common Seal	A	
10	Resolution by Circulation (RBC)file	A	
11	Statutory Register	A	
	A. Directors Details	A	
	B. Share Details	A	
12	Transfer of Share	A	

Business Development Department

S.No	Name of Record/File/Documents	Retention Period	Remarks
1	Drishti Dashboard, (Report & Correspondence)	B	
2	Monthly Reports of Mine Water Utilization	C-3	
3	MOU For Mine Water Utilization	B	
4	MOU For Supply of Sand	B	
5	Sand supply To Government Authorized Contactor related matters	B	
6	Scheme For Selling of Over Burden	C-10	

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Civil Department

Sl. No	Name of Record/File/Documents	Retention Period	Remarks
1	Capital Budget Information related files	C-5	
2	Coal Controller and Development Advisory(CCDA)Matters	B	
3	Contract File (Third Party) related matters	B	
4	DOP Files	C-5	
5	Manual Amendment Record file Report	C-5	
6	NIT Register	B	
7	Railway Infrastructure related file (MOU)	B	
8	Schedule of Rate related to CPWD Rates guidelines	B	
9	Work Order Register	B	

CMC Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Contract Management manual & its amendment file	B	
2	CTE file (Agreement Central Replay)	C-10	
3	ESM file (Ex- Service Management)	B	
4	Files of Estimate Prepared by CMC	C-10	
5	LOA issued File	C-10	
6	Sanction /Approval communication File (Correspondence)	C-10	
7	Schedule of Rate(for ESM)	B	
8	Schedule Of Rate file(for civilian contractors)	B	

CMD Secretariat

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Chairman CIL, (Correspondence related matters)	B	
2	CMD Tour engagement	C-5	
3	Correspondence with Government of Maharashtra/Madhya Pradesh	B	
4	Correspondence with Head Quarter Departments	C-1	
5	Correspondence with Hon'ble Minister of Coal	B	
6	Intra Dept .administrative/correspondence/report related file	B	
7	Correspondence with Other PSU/Company	B	
8	Correspondence with VIP	B	
9	Correspondence with Prime Minister's Office and other Ministers	B	
10	Correspondence with Secretary Coal	B	

11	Correspondence with Subsidiaries of Coal India Limited	C-5	
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Director (Finance) Secretariat

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Accounting Instructions & Circulars	A	
2	AFMs Coordination Meeting Minutes, Correspondence	C-10	
3	Annual Plan/MOU, Correspondence related files	B	
4	Board Meeting Agenda & Minutes, Correspondence related files	B	
5	CIL Establishment Rules & Circulars	B	
6	COFDs Agenda & Minutes	B	
7	Committee Correspondence related File	C-5	
8	Delegation of Powers	B	
9	Disinvestment File	B	
10	Fund Circular Correspondence/file	B	
11	MOC Circulars	B	
12	Project Files /Correspondence	B	
13	Sales realization Electricity Boards	C-5	
14	Scope/BPE guidelines	B	
15	Securitization of Dues Power	B	

Director (Personnel) Secretariat

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Audit Objections/Replies/Internal Audit/CIL Audit Committee Related correspondencerelated files	B	
2	Austerity/Economy Measures	C-5	
3	Delegation of Power	B	
4	JBCCI/APEX JCC	C-10	
5	Manpower Sanction/Correspondence related matter copy	C-5	
6	Standing Committee on Coal&Steel/Safety/Security/Consultative Committee/Study visit of the Committee on Subordinate	C-5	
7	Welfare/Sports Matters, Budget, Board Minutes	C-5	
8	IR Matters	C-5	







DT (OP) Secretariat

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	CMD/DT Inspection Report/Meeting File, Agenda Minutes	C-10	
2	Commercial Audit related correspondence	B	
3	Correspondence related to Dashboard	C-10	
4	DGMS, Correspondence related files	C-10	
5	Correspondence related to Areas Under DT(OP)	C-5	
6	Correspondence related to Areas Under Other Directorate	C-5	
7	Correspondence related to HQ Departments Under DT(OP)	C-5	
8	Files Related to HQ Departments Under Other Directorates Correspondent related files	C-3	
9	Gasification related files	C-5	
10	Imp Circulars/SOP	B	
11	Internal Audit related correspondence	B	
12	Correspondence with MOC /CIL	B	
13	New Block related matters	B	

Director (P&P) Secretariat

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Accounts/Finance Correspondence related files	C-5	
2	Circular/Correspondence related to Audit Int & Com./Audit	B	
3	Correspondence with CMPDIL related files	C-3	
4	Correspondence related to Coal Stock	B	
5	Competition Commission(litigation correspondence) related files	B	
6	Consultative Committee Meeting Agenda/ Minutes	B	
7	Cost Plus Correspondence related files	B	
8	DGMS	B	
9	DO Letter(Monthly)	C-3	
10	DOP Delegation of Power	B	
11	EER/CR Correspondent related files	B	
12	Explosive report related files	C-3	
13	HQ Departments Under DT(PP) Correspondence related files	C-3	
14	HRD/Training/Seminars, Correspondence related files	C-1	
15	Loss Making Correspondence related files	C-10	
16	Correspondence with MOC	B	
17	MOU related matters	A	

18	Correspondence with Other HQ Departments,	C-3	
19	Correspondence related to Project Review Meet	C-10	
20	Correspondence related to Quality Control	C-3	
21	R&R, Circular Guidelines	B	
22	Correspondence related to Rail Infrastructure	C-10	
23	Correspondence related to Royalty	C-5	

Electrical & Mechanical Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	400KW Solar Panels related files	B	
2	50MW Solar Power Projects related files	B	
3	700/500KW Solar Panels related files	B	
4	Approval for transfer of P&M related files	C-5	
5	CAPEX related File	B	
6	Coal Handling Plant (CHP) related files	B	
7	Coal Handling Plant (CHP) Report File	C-5	
8	Committee Recommendation for Procurement of Pump Spares	A	
9	Spares Complaint related File	B	
10	DGMS Violation File	C-5	
11	Energy Conservation/Bench Marking File	B	
12	Material Budget (MB) files	B	
13	Miscellaneous File (CHP/UGMM/Power/Indents/PDI etc)	B	
14	Monsoon Related/Pumping File, Report Files	B	
15	Performance Bank Guarantee (PBG) files	B	
16	Performance File	B	
17	Power Supply Report File	B	
18	Production Report File	C-3	
19	Recommendation of Hiring Rates 2017	C-10	
20	SDL/LHD Monthly Report	C-5	
21	Solar Power Correspondence File	B	
22	UGMM Performance Report, Monthly Report	B	
23	UGMM Policy/Finalization of list for OEM/OP Monthly Report	B	

Electronics & Telecommunication Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	WPC Licenses	B	

Environment Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Environment Clearance and compliance Related files	B	
2	Environment Clearance, SPCB Orders ,reimbursement orders, MoEF&CC directives and reports, SC/NGT/HC Directives,	B	
3	Environment Management and Monitoring Related files	B	
4	Mine Closure Planning and Implementation Related files	B	
5	Plantation /Afforestation Related files	B	

Excavation Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Board/F.D./Ministry of Coal		
A	Correspondence with Ministry of Coal	B	
B	CMD Correspondence/ Agenda/Meeting Minutes	B	
C	Board notes of Availability & Utilization	B	
D	Board ATRs of Availability& Utilization	B	
E	CPSES File	B	

2	Orders/Circulars		
C	Director report	B	
E	CMPDI related matters	B	
F	CEED /CIL correspondence file	B	
G	Correspondence with Production Dept	B	
3	HEMM (Heavy Earth Moving Machines)Records		
A	HEMM PBG received report	B	
B	HEMM PBG released report	B	
C	HEMM commissioning reports	B	
D	HEMM Technical scrutiny reports	B	
E	HEMMS.O copies	B	
F	Trail order	B	
G	Work order New related files	B	
H	Depot Agreement related files	B	
4	Spare Parts Management		
A	Material Code file	C-10	
B	Material Budgets	C-10	
C	Old & Serviceable	C-10	
D	Inventory control	C-10	





E	Non Moving spares	C-10	
F	Ancillary development	C-10	
G	Release (Spare parts)	C-10	
5	Equipment General Records		
A	Eqpts Transfer	C-5	
B	HEMM Allocation	C-5	
C	Break down file	C-5	
D	Help required related files	C-5	
E	Automation	C-5	
F	Tyres performance report related files	C-5	
G	Vehicle file	C-5	
H	Final Drive file	C-5	
I	Batteries performance report	C-5	
J	Air conditioners report	C-5	
K	Availability/Utilization letters	C-5	
L	Trailing cable	C-5	
M	Electrical float	C-5	
N	Air compressors file	C-5	
O	Production report	C-5	
P	HEMM file	C-5	
Q	DASH board items	C-5	
R	Special Electrodes	C-5	
S	Bearings report file	C-5	

6	Files related to Dragline		
A	24/96 Dragline Machine record	B	
B	20/90 Dragline Machine record	B	
C	NDT Machine record	B	
7	Files related to Dozers		
A	BD-155 Dozer related files	C-10	
B	BD-355 Dozer related files	C-10	
C	Wilson Engineering related files	C-10	
D	CAT Wheel Dozer related files	C-10	
E	Komatsu Wheel Dozer related files	C-10	
F	Under carriage related files	C-10	
8	Files related to Dumpers		
A	BEML 60 Ton dumpers related files	C-10	
B	CAT 60 Ton dumpers related files	C-10	

8

C	BPC file	C-10	
D	Transmission	C-10	
E	Engines file	C-10	
9	Files related to Loading Machines		
A	BE1000Excavators related filed	C-10	
B	Pay Loaders file	C-10	
C	CK-300File	C-10	
D	TATA Hitachi Excavators (EX1200/350/300)	C-10	
E	EKG 5Ashovel file	C-10	
F	Wire ropes correspondence	C-10	
10	Central Workshop & Areas		
A	CWS, Tadali	C-5	
B	Inspection file	C-5	
C	Central Float	C-5	
D	Work Orders of OEM Repair Subassemblies	C-3	
E	Release/Issue details of OEM Red Subassemblies	C-5	
11	Diesel & Lubricant related files		
A	POL file	B	
B	Diesel PP File from Finance dept	B	
C	SDC Letters to Area	B	
D	Reasons for high SDC	B	
12	Equipment Procurement related files		
A	Shopping list file	B	
B	Projects Opening and Closing file	B	
C	New project file	B	
13	Equipment Survey Off		
A	Survey file	C-5	
B	Grounding file	C-5	
C	Scrap related documents	C-5	
14	Miscellaneous/Others		
A	Cummins File	C-10	
B	GMMCO File	C-10	
C	BEML File	C-10	
D	MIS file	C-10	
E	Capacity Utilization	C-10	
F	Cranes	C-10	
G	Motor Grader related files	C-10	

H	Other subsidiaries correspondence	C-5	
I	Risk Management	C-3	
J	Tooth points related matters	C-5	
K	COVID-19 guidelines related files	C-5	
L	Capacity Ut. file(Data from Prodn. Dept)	C-5	
M	Capacity Mismatch	C-5	
N	WIPS (Shakti team)	C-3	

15	Files Related to Drills		
A	Drills bits release	C-3	
B	Revathi/ Allied Sales and Service (RECP drills)	C-3	
C	IDM30 Drills	C-3	
D	Drills rods	C-3	

Executive Establishment Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Advisor Appointment File	B	
2	Anomaly Pay Fixation	C-5	
3	Appeal File	C-10	
4	APR Dossier	A	
5	Bond Money Recovery	C-5	
6	Car Loan	C-10	
7	Child Care Leave	C-10	
8	CPRMSE File	C-5	
9	Delegation of Power	A	
10	Deputation	C-5	
11	Disciplinary Action Register	B	
12	DPC File	C-5	
13	EER/CR File	A	
14	Enquiry Register	C-5	
15	Executive Manpower File	C-5	
16	Executive Retirement before Superannuation Scheme/ VRS	C-10	
17	Fixation	C-10	
18	Foreign Visit	C-3	
19	HBA (House Building Allowance)	C-10	
20	Interview Notice File(E7 E8)	C-3	
21	ISO	C-5	

22	Laptop Procurement File	C-10	
23	Medical Gold Card File	B	
24	Monetary Compensation File	B	
25	New Pension Scheme Service File	C-5	
26	NPS File (New Pension Scheme)	A	
27	ODI/Agreed File	C-5	
28	Outside Employment	C-5	
29	Payment of Gratuity Register	B	
30	Pay-Revision File	C-10	
31	Permission for Higher Education	C-5	
32	PESB Selection File	B	
33	Pre-Mature Retirement File	B	
34	Probation Closure	C-10	
35	PRP File	B	
36	Resignation	C-5	
37	Sensitive File	B	
38	Sexual Harassment of Workmen	B	
39	Special Leave/ Special Disability/ Medical Board File	B	
40	Study Leave	C-10	
41	Transfer File & Posting	C-5	
42	Unauthorised Absenteeism	C-5	
43	Vigilance Status File (Scrap Committee) DC/SC	B	

Finance Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	AAP	C-3	
2	C & AG Supply Audit	B	
3	Cash Flow	C-3	
4	Closing of Accounts	B	
5	Core Information	C-5	
6	Cost Sheet	C-10	
7	Depreciation	C-10	
8	Half Yearly/ Quarterly Closing	B	
9	Head Quarter Over Head	B	
10	Internal Extra Budgetary Resources	C-5	
11	M I S Information	C-5	
12	Royalty	B	
13	Royalty Payment File	B	
14	Section 619 (3)	B	

15	Statutory Audit Report	B	
16	Tax - Audit	B	

Human Resource Development Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Annual Performance Plan related to training files	B	
2	Apprentices Engagement File	B	
3	Apprentices Reimbursement Applied To Boat	C-5	
4	Apprentices Reimbursement Received File	B	
5	Area Need Based Training File	C-5	
6	Budget File (All VTCs & Institutes)	C-5	
7	Course Correspondence File	C-5	
8	Dependent/Land oustees Note sheet File	C-5	
9	Faculty List File	C-5	
10	Feedback File (Out company/IICM)	C-5	
11	Honorarium Payment Register for faculty	C-3	
12	IICM /Out company Nomination File	C-5	
13	IICM Attendance File	C-5	
14	IICM Note sheet File	C-5	
15	Internship/Training File (Student)	C-5	
16	ISO9001 File correspondence related	C-5	
17	Manpower Budget File (Non-Executives)	C-5	
18	Monthly Report File	C-5	
19	Out-Company Glf File	C-5	
20	Out-Company IMME File	C-5	
21	Out-Company Nomination Register	B	
22	Out-Company Payment File	C-10	
23	Payment Of IICM Training File	C-5	
24	Registration Cum Attendance Register	C-3	
25	Skill Development Related File	C-5	
26	Sponsorship File	C-3	
27	UG Practical Training From Other PSU's File	C-5	

Industrial Engineering Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Cycle time of tippers for Coal Transportation Report	B	
2	Industrial Engineering Study Report	C-5	
3	Manpower Budget Booklet	C-10	
4	Mine wise/ Unit wise Manpower Report	B	

5	Monthly Manpower Report prepared by IED	B	
6	Monthly Manpower Report received from Areas	C-10	
7	Revenue Budget correspondence related files	C-5	
8	Shortest Possible Route for Coal Transportation report	B	
9	Technical, Non-Technical, PSE Data and DPE Manpower Report/	C-5	

Industrial Relations Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Change of Cadre Files	C-3	
2	Change of Posting Files	C-3	
3	Check Off Files	C-5	
4	CISTEA & Council Agenda & Minutes File	C-3	
5	Communication letter from NCST & NCSC File	C-5	
6	CPRMS & Medical Files	C-3	
7	Employment to Dependents of Ex-employees files	B	
8	Employment to Land Oustee Files	B	
9	Industrial Report File	C-5	
10	National Coal Wage Agreement File, Copy	B	
11	NCWA/Circular/Guidelines/JBCCI	B	
12	Relief Fund Files	C-5	
13	RLC/ALC File	C-5	
14	Rotation of NE deployed in Sensitive Posts	C-3	
15	Works Committee File	C-5	

Internal Audit Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Cost Audit related files	C-5	
2	Internal Audit related files	C-10	
3	Stores Audit related files	C-5	

Land and Revenue Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Audit correspondence related file	B	
2	Budget Concurrence (BC) file	C-5	
3	DO Letter file	C-3	
4	Manpower Budget related matters	C-3	

5	Records in respect of Payment of compensation	B	
6	Records of Lease Renewal	B	
7	Records of Transfer of Land	B	
8	Rehabilitation Records	B	

Legal Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Advocates empanelment correspondence related files	B	
2	Committee Recommendations related files	B	
3	Legal Opinions correspondence/files	B	
4	Power of Attorney related matters	A	

Marketing & Sales Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Administration-Current File	C-10	
2	Administration-General File	C-10	
3	Administration-Miscellaneous File	C-5	
4	Administration-Postage File	C-5	
5	Commercial-C—Forms (SALE Tax)	B	
6	Commercial-Consumer File	B	
7	Commercial-Correspondence to All Area	C-10	
8	Commercial-Current File	B	
9	Commercial-Import Substitution	B	
10	Commercial-Miscellaneous File	B	
11	Commercial-Rail Movement	B	
12	Commercial-Surface Transportation Charges	B	
13	FSA-Current File	B	
14	FSA-Details Fuel Supply Agreement File	B	
15	FSA-FSA Linkage Files	A	
16	FSA-General File	B	
17	FSA-Standing Linkage Committee (I.T)	A	
18	Operation-Current File	A	
19	Operation-Delivery Order File	A	
20	Operation-Demurrage File	A	
21	Operation-General File	B	
22	Operation-Miscellaneous File	B	
23	Operation-Monthly Scheduled Quantity	A	
24	Operation-MOU File	B	
25	Operation-Notice File	B	
26	Operation-Offer File	B	

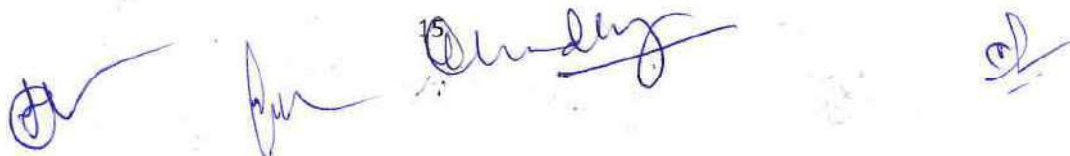
27	Operation-Party Details Files	B	
28	Operation-Programme File	B	
29	Operation-Railway File	B	
30	Operation-Under loading/Overloading File	B	
31	Policy-High Level Empowered Committee	B	
32	Policy-Irrevocable Letter Of Credit	B	
33	Policy-Mines Specific Sources	B	
34	Policy- Files	B	
35	Road Sale-Area Correspondence File	B	
36	Road Sale-Current File	B	
37	Road Sale-Miscellaneous File	B	
38	Road Sale-Party Details Files	B	

Material Management Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Depot Agreement File	B	
2	Disposal file	C-10	
3	Inventory file	C-10	
4	MB/Indent related matters	B	
5	Non-moving/obsolete file	C-10	
6	Purchase procedure file/Office orders	B	
7	Purchase Procurement file	B	
8	Release of material file	C-5	
9	Supply Order/amendment details register	B	
10	Supply order/amendment register	B	
11	Supply Order register	B	

Medical Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Fitness Certificate related matters	B	
2	Age determination Board (ADC cases related matters)	B	
3	Apex Medical Board	A	
4	Appellate Medical Board	A	
5	Ayushman Bharat Scheme related correspondence	B	
6	CMS Co-Ordination	B	
7	HMS Project	B	
8	ISO Certification Correspondence	C-5	
9	Jan Aushadhi, Correspondence	B	
10	Sisters Of Charity	A	



11	TB, Anti Rabies & Other Diseases Related Documents.	C-5	
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MIS Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Daily Report, Production ,OBR, Dispatch & Area Report	C-10	
2	Monthly Firm Figure	C-10	
3	Raw Coal(Grade wise)	C-10	
4	Raw Coal(Mine wise)	C-10	
5	RC of Explosive Supplier	C-10	
6	Target File (Year and Month wise)	C-10	

MRS Indora

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Rescue Unit Files Separately for each Unit	B	

New Initiative Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	MIS reports Files	C-5	
2	MOU /contract agreements/JV	B	
3	Schemes/Project reports NIT's	B	
4	Scientific Studies/S&T ,R&D Files	B	

Pension Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	All Region I, II, III Files since inception of Cell	C-10	
2	All sanction Files since inception of the cell	B	
3	Budget General	C-5	
4	Claim Despatch Register (Region I, II, III)	B	
5	CMPF Commissioner , Nagpur Files	B	
6	V V Annual Provident Fund statement	B	

Production Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Annual Coal Stock measurement MB Level Book	C-10	
2	Awards /Prizes (CILF Foundation Day/Independence day)	C-3	

3	Bi-annual Coal Stock measurement MB & Level Book	C-10	
4	Check Coal Stock measurement by CIL /WCL	C-5	
5	Coal Controller	C-5	
6	Form "H " of Annual/Bi-annual Coal Stock Measurement	C-10	
7	Fortress Check file	C-3	
8	Incentive	C-5	
9	Instrument Register	B	
10	Coal and OBR Measurement Correspondence	C-3	
11	Monthly Coal/OBR Measurement Report/Register	C-3	
12	Survey, Guidelines Sops	C-5	
13	OC Mine Capacity File	C-5	
14	UG Mine Capacity File	C-5	

Project and Planning Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Capex Plan (Year wise & Long term)	B	
2	Correspondences with CMPDIL on P&P matters	C-10	
3	Cost Plus Agreements	B	
4	Directors approval in subject matter	B	
5	Indents/Proposals for P&M and Capital Budget	C-3	
6	Input Flash Report/OCMS,MDMS,MCN,QPR Reports etc	C-3	
7	Land acquisition Notifications and Plans etc	B	
8	PR/UCE/RCE/SCHEME/completion report	B	
Geology Section			
"Library"			
9	Geological Report/Production Support Drilling Report/Hydro geological Report prepared by CMPDI	B	
10	ISO Manuals	B	
11	ISO related documents	C-3	
" CMPDIL related activities"			
12	Annual Drilling Programme	C-5	
13	Annual Drilling Programme Report	B	
13	Correspondences by Geology department	C-5	
14	Monthly Progress Report by CMPDI	C-5	
15	Other Miscellaneous Activities related to CMPDIL by Geology department	C-5	
"Captive Blocks"			
16	Captive Blocks related activities with different parties	B	
"Reserves"			

17	Information related to Reserves	C-5	
"Technical Activities"			
18	Related to Hydro Geological activities by Geology Section, P&P Dept.	C-10	
	Related to Geological Inspection Report	C-10	
19	NOC's related files	B	

Project Monitoring Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Area Correspondence File (All Area)	C-10	
2	Director's Approval in subject matter	B	
3	Intimation to Board about status of On-Going Projects.	B	
4	PMD Report	C-3	
5	Status of Ongoing Project-GM's Coordination Meeting	C-10	

Public Relation Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Photography/Videographer File	C-3	
2	Advertising Agency Empanelment File	C-10	
3	Computer & Other Electronics/Electricals Equipments, Register	C-10	
4	Display Advertisement Release File (Goodwill)/Register & Press Release	B	
5	Exhibition Files as and when organized	B	
6	Guideline File	B	
7	Press Release /Reflections File /CMD's Message etc.	C-5	
8	Publication of In-House Magazine /Wall Poster	C-5	
9	Tender Release File /Register	B	

Quality Control Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	ADRM	C-10	
3	Annual Grade Declaration, Report /Certificate	C-10	
4	Apex Committee file/Meeting Agenda/Minutes	C-10	

5	Ash Analyze r proposals & Correspondence	B	
6	Awards for Best Performance related files	C-3	
7	Centralized payment to nominated laboratories against Reference analysis charges related files	C-3	
8	CIMFR /QCI Correspondence file	C-5	
9	CIMFR Three-month advance file	C-10	
10	Coal quality monitoring portal file	C-5	
11	Communication with CIMFR &MAHAGENCO Correspondence	C-5	
12	Correspondences with All areas on various matters, Correspondence	C-1	
13	Credit/Debit Notes on sampling related files	C-5	
14	DOP &Work Allocation	B	
15	Enabling condition of the Third Party Sampling status files	C-3	
16	Executive Committee Agenda/ Minutes	C-10	
17	FSA/TPA Agreements	B	
18	GSECL -Third Party Sampler / Correspondence s/Complaint/Off-Take /Non Collection of sample	C-5	
19	ISO related files	B	
20	KPCL Correspondence file/NTPC/MPPGCL/VIPL /Adani / Sai	C-10	
21	M&S /QC Achievements	C-3	
22	MAHAGENCO Representative file	C-3	
23	Mine Opening /Closing Permission	B	
24	MIS Reports to CIL	C-10	
25	MOEF &CCO	C-5	
26	MPPGCL &Miscellaneous	C-5	
27	Nandan Washery –Complaint/Raw Coal Result/Clean Coal result/	C-5	
28	Non-Exe./Ex ec of Variable Dearness Allowance	C-10	
29	NTPC Correspondence related	C-10	
30	Paricha TPS–Complaint/Sampling/ Correspondences	C-5	
31	Payment to CIMFR for sampling and analysis charges	C-5	
32	QCI Man power file/COTECHNA Man power file	C-5	
33	Referee deposition at nominated laboratories by CIMFR &payment	C-5	
34	Referee payment file	C-10	
35	Revenue Budget correspondence file	C-10	
36	SAIL–FSA/MOU /Matters/Complaint/Correspondence	B	
37	SECL –FSA/MOCS/Other Matters	C-5	
38	Short/Medium/Long Terms Plans for quality improvement	B	
39	Stone/Surface Moisture	C-10	

40	WCL/HQ/QC-12Stone Compensation claims related correspondence of different Power Houses of MAHAGENCO	C-10	
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Rajbhasha Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	वेकोलि राजभाषा कार्यान्वयन समिति समीक्षा बैठक	B	
2	संसदीय राजभाषा कार्यान्वयन समिति	B	
3	कोयला मंत्रालय की हिंदी सलाहकार समिति बैठक	B	
4	नराकास (कार्या-2) नागपुर अध्यक्षीय एवं छमाही बैठक फाईल	B	
5	राजभाषा तिमाही प्रगति प्रतिवेदन तथा मूल्यांकन रिपोर्ट (मुख्यालय एवं क्षेत्रीय)	B	
6	राजभाषा निरीक्षण (मुख्यालय एवं क्षेत्रीय स्तर)	C-5	
7	हिंदी शिक्षण योजना- (प्रवीण, प्रबोध, प्राज्ञ और पारंगत)	C-5	
8	राजभाषा कार्यशाला/गतिविधियाँ/उपलब्धियाँ	C-5	
9	अधिकारी संवर्ग संबंधी दस्तावेज एवं पदोन्नति/मेनपावर बजट फाईल	C-5	
10	राजभाषा पखवाड़ा फाईल	C-5	
11	राजस्व बजट अनुसार प्राप्त अनुमोदन और बीसी दस्तावेज	C-5	
12	धारा- 8 (4) के अंतर्गत विनिर्दिष्ट कार्मिकों एवं 10(4) विभाग/क्षेत्र की फाईल	C-5	
13	यांत्रिकीय उपकरण फाईल	C-10	

Rescue Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	AIMRC File Year wise	C-5	
2	Annual Medical Examination	A	
3	Appointment/Posting at MRS/RR File	C-10	
4	Capital Budget correspondence related	A	
5	Control Room	C-5	
6	DGMS Circulars	A	
7	DGMS Correspondences	A	
8	DGMS Permission	A	
9	Field Trail/Practical Performance Of Rescue Equipments	C-10	
10	First Aid Competition File	C-3	
11	Gas Chromo graph Reports	C-10	
12	Hydraulic Pressure Test File, Reports	C-10	
13	Initial Training	B	
14	Inter Rescue Room Competition related files	C-5	

15	ISO Certification related files	A	
16	Pol File	C-3	
17	Project Report	B	
18	Rescue Apparatus/Equipment Testing Register/ Reports	C-5	
19	Rescue Refresher Training	C-5	
20	RRRT/RR Inspection File	C-5	
21	RTP Record Book	B	

RTI Cell

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	CIC Case Files	C-10	
2	Noting-Sheets	C-10	
3	RTI application Record Register	C-10	
4	RTI application with received Information/record	C-10	

Safety & Conservation Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Accident related reporting files	A	
2	Accident-Documentary Films/Video Films related Correspondence	C-5	
3	Accident Statistics	B	
4	ASO Meeting	A	
5	Bi-Partite	A	
6	Chief Of ISO CIL Meeting	C-10	
7	CMR (Coal Mines Regulation)	B	
8	Compliance Of DGMS Violation By Area	C-10	
9	Control Room related files	C-3	
10	DGMS related matters	B	
11	DGMS Circular	C-10	
12	DGMS Permission	C-10	
13	Exceptional Work Done To Improve Safety Standards	C-5	
14	ISO Certification	A	
15	ISO Inspection	C-5	
16	Mining Shoes related report/correspondence	C-5	
17	Monsoon Preparation /Inundation	C-5	
18	Near Miss Incidences data related	B	
19	Notice of accidents	A	
20	Permission Vetting F or DGMS	B	
21	PSC	C-5	
22	Safety Audit	C-5	

23	Safety Audit Compliance	C-5	
24	Safety Award	C-10	
25	Safety Bulletin	C-10	
26	Safety Clearance	B	
27	Safety Conference	B	
28	Safety Drive	C-5	
29	Safety Equipment	C-5	
30	Safety Week	C-3	
31	Scientific Study	A	
32	Self Rescue	C-5	
33	Standing Committee Coal & Steel, Correspondence/Report	C-5	
34	Standing Committee Safety	C-5	
35	Statutory Manpower	C-10	
36	Tri-Partite Committee	C-10	

Security Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	15th August/26th January ceremony related files	C-3	
2	Award/Citation	C-3	
3	Correspondence with CISF related matters	C-10	
4	Delegation of Power	B	
5	Dog Squad related files	C-3	
6	Explosive Magazine related files	B	
7	Fire Fighting related files	C-10	
8	Handing/Taking Over Charges	B	
9	Liabilities	C-3	
10	Correspondence with Maharashtra State Security Council(MSSC)	C-5	
11	Correspondence with Maharashtra State Security Guard Board (MSSGB)	C-5	
12	Man power Area related files	C-5	
13	Re-Designation for re deployment related files	C-5	
14	Surprise checking related	C-3	
15	Theft/Pilferage	C-5	
16	Weekly Report	C-5	

System Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	All Masters Data	C-5	
2	Codification	C-5	

3	Contracts/Supply Orders/Tenders related correspondence	C-5	
4	Historical Digital Transactions of all modules data related	C-10	
5	Pay roll Input Sheets correspondence related files	C-5	

Vigilance Department

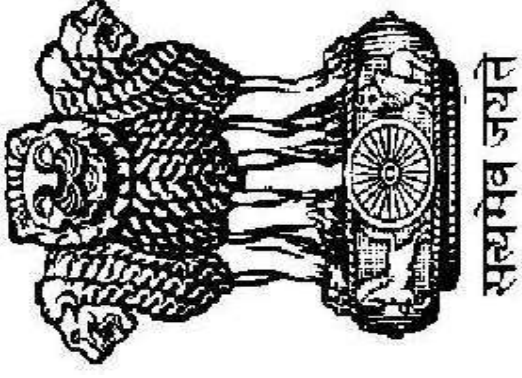
SL No	Name of Record/File/Documents	Retention Period	Remarks
1	Cases where Prosecution sanction provided to CBI	B	
2	Complaints		
	(i) Anonymous or pseudonymous complaints against which no action is taken	C-1	
	(ii) Those leading to administrative action	B	
	(iii) Those leading to Vigilance inquiries	B	
3	Complaints forwarded to CBI	B	
4	Correspondence with CVC/MOC/CBI	B	
5	CVC/MOC/PIDPIR Complaints	B	
6	Disciplinary Proceedings	B	
7	ODI List	C-10	
8	Quarterly Progress Reports	C-3	
9	Vigilance investigation Report of cases agreed for closure	C-5	

Welfare/CSR Department

SL No	Name of Record/File/Documents	Retention Period	Remarks
1	All Files related to various CSR Activities of different years	B	
2	Files related with different Schools	B	
3	Sports sponsorship related Files	C-10	







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.

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

A C K N O W L E D G E M E N T

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

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

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

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

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

INSTRUCTIONS

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

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

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

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	B - Welfare	20-24
	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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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
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21	Service record	6-7
22	Postings and transfers	7
23	Seniority	7-8
24	Leave (other than study leave & casual leave)	8
25	Casual leave (including special leave)	8
26	Pay/special pay	9
27	Allowances	9
28	Confidential/assessment report	9-10
29	Increment	10
31	Probation/confirmation	10-11
32	Promotion/reversion	11-12
33	Training/scholarships/fellowships in India and abroad	12-13
34	Departmental examinations	13
35	Deputations and delegations	13-14
36	Delegation of powers	14
37	Honorarium/awards	14
38	Pension/retirement	14-15
39	Resignation	15
40	Extension of service	15-16
41	Re-employment	16
43	Nomination of employees	16
44	Forwarding of applications	16
45	Study leave	17
46	No objection certificate (for registration with employment exchange)	17
47	Review for determining suitability of employees for continuance in service	17
48	Review of cadres/services	17-18
49	No objection certificate for issue of passport, arms license etc. to government servants	18
	Records other than files	19

**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.	Main Head (1)	Description of record Sub-head (2)	Retention period (3)	Remarks
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, as 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. (b) C-5 in the case of others.	
		17. UPSC (Exemption from Consultation) Regulations		
		18. Framing of recruitment rules	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, as 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, as 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
15.	32. Engagement of casual labour		C-3; or C-1 after completion of audit, whichever is later.	
	11. General Principles			
	12. Group A		Category 'B' in the case of departments issuing the orders and departments concerned;	A copy of the order will be placed in the personal file
	13. Group B		Category 'C' for other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete	
	14. Group B (Non-Gazetted)			
	15. Group C			
16.	16. Group D			
	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	
	Verification/re-verification of character and antecedents			

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

21.	Service records	20. Peons	(b) Others: C-5 after they have ceased to be in service	
		21. Farashes		
		22. Sweepers		
		23. Correspondence regarding		
		11. History of services	C-1 (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	
		(a) In the case of departments preparing and bringing out the compilation.	One year after issue of relevant compilation	Refer GFR appendix 13, Annex-1
		(b) In the case of other departments, (i.e. those supplying information for such compilation)		
		18. Verification of age and educational qualifications	C-1	Subject to authenticated copies of the relevant certificates being kept in Vol. II

22		19. Admission of previous service not supported by authenticated service record, e.g. through collateral evidence	C-3 or 1 year after completion of audit, whichever is later	of service book/personal file. 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
	Postings and transfers	11.General aspects 12.Group A 13.Group B 14.Group B(Non Gazetted) 15.Group C 16.Group D	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete (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.
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	

24.	Leave (other than study leave and casual leave)	12.C.S.S Rules	and when they become obsolete (a) Permanent in the case of department issuing the rules, orders etc; other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete. (b) Fixation of seniority in individual cases: C-5	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.
		13.C.S.S.S. Rules 14.C.S.C.S.S.Rules 15. War service Rules (lien & seniority) 16. Established organized services 17. Political sufferers 18.Representations		
25.	Casual (including 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	Subject to suitable entries being made in the appropriate service record and leave account.
		12.Group.A 13.Group.B 14.Group B(Non-Gazetted) 15.Group C 16.Group D 17.Leave roster 11.Rules		
25.	Casual (including leave)	12.Group.A 13.Group.B 14.Group B(Non-Gazetted) 15.Group C 16.Group D	(a) Casual leave: To be destroyed at the end of the year (b) Special casual leave: C-1	
		11.Rules		

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

		reports in respect of Group 'A' officers.	C-1		
		13. Recording of confidential reports in respect of Group 'B' officers			
		14. Recording of confidential reports in respect of Group 'B' (non-gazetted) staff			
		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	
29.	Increment	18. Representation for expunction of adverse entries	C-3		
		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		

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

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, as weeding out the superseded ones, as and when they become obsolete.	Subject to suitable entries being made in the appropriate service record and leave account and an authenticated copy being kept in the personal file.
		12. Group A	C-1 after the expiry of the bond/ agreement executed by the government servant	
		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, as 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	Subject to a copy of the relevant orders/decision being kept in the personal file.
		13. Group B	(b) It results in continued retention in service: C-1	
		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, as 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	Sub-head	'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.
	General staff welfare measures	11.Broad aspects		
		12.CSS (Recognition of Service Association) Rules		
12.	Departmental office council	13.Recognition of Association (individual cases)	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	Subject to follow-up action, where necessary being taken on appropriate subject files to which relevant extracts may be taken.
		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	
		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 the 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 the departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		12.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 Library Secretariat	11.General aspects	'A' or 'B' category, depending on the content value, in the case of the departments issuing the	

			orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		12.Membership application	C-1	Subject to a copy of the guarantee letter being kept in the personal file.
16.	Suggestions Scheme and Award Schemes	11.General aspects	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		13.Departmental Committee: (a) Constitution (b) Proceedings	C-3 or one year after reconstitution, whichever is later. C-1	Subject to follow-up action being taken on appropriate subject files, to which relevant extracts may be taken.
		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
11.	Central Civil Services (Classification, Control & Appeal) Rules- Clarification and interpretation of	Main head		
		Sub-head		
		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	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 12.Group B 13.Group C 14.Group D 15.Joint enquiry	(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.
15.	Prosecutions	11.Group A 12.Group B 13.Group C 14.Group D 15.Joint enquiry	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.
16.	Appeals	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 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

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

23.	Participation in politics	11.Intimation	C-3	
24	Radio broadcasts, contribution of articles editing or managing of newspapers, publications	12.Sanction	C-3	
25.	Evidence before Committee of Enquiry	11.Sanction	C-3	
26	Subscriptions	11.Sanction	C-3	
27.	Gifts	11.Intimation		
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.	Should preferably be dealt with on a separate file for each official to be kept open throughout the official career of the government servants.
		12.Returns of Group A	(a) In respect of employees entitled to retirement benefits	
		13.Returns of Group B (gazetted)	C-3 after the issue of pension/gratuity payment order	
		14.Returns of Group B (non-gazetted)	(b) In respect of other employees:	
		15.Returns of Group C	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 opened under the appropriate subject/ functional heading and kept open throughout the official career of government servant.
		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.	Subject to follow-up action where necessary, being taken on appropriate subject files to which relevant extracts may be taken.	
			(b) For other departments:	C-1		
		15. Appointment of vigilance officers in Ministries/ departments	C-3			
		16. List of officers of doubtful integrity	C-10			
		17. Cases of difference of opinion with Central Vigilance Commission				
		17(a) Cases of difference of opinion with other Constitutional Bodies	C-10			
		18. Granting of vigilance clearance in respect of different classes of officers and the staff:	C-3			
		19. Annual Reports of CVC	C-5			
31.	Prosecution of further studies	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

S.No.		Page/Pages
11	Accommodation	33-35
12	Central Government Health Scheme	35
13	Working environment	35-36
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15	Stationery and forms	36-37
16	Typewriters	37-38
17	Duplicating machines	38
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
26	Staff car	41-42
27	Unserviceable, obsolete and surplus articles --	42
28	Maintenance of records	42
29	Printing and binding	42-43
30	Library	43
31	Care-taking arrangements	43-44
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-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 reimbursement charges	C-3 or one year after completion of audit, whichever is late.	
		16.Appointment of AMA (Authorised Medical Attendant) for non-CGHS beneficiaries.	C-5 or one year after new AMA is appointed, whichever is late.	
13.	Working environment	11.Rules (general aspects)	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the	

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

			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 15. Return, renewal, surrender and withdrawal		registers.	
23.	Black-listing of firms /contractors	11. Circulars (general aspects)	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	.	
		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 12. Residential telephones- installation of telephone bills 13. Repairs and maintenance 14. Internet Services	C-3 or one year after completion of audit, whichever is later.	Subject to the condition that a register containing name of the official given residential connection and important aspects of the sanction order is maintained.	
26	Staff car	11. Rules (general aspects)	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other		

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

		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:	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 Permanent	Subject to receipt of intimation regarding debit having been raised.
		18. Write off of books	One year after completion of audit	
		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 the departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	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 the departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	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 the departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	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

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19	Meetings, conferences, celebrations and functions	53
20	Delegations	53

F-PUBLIC RELATIONS

S.No.	Main head	Description of record	Retention period	Remarks
11.	Reception	Sub-head		
		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 the departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		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 12.By traders	Appropriate periods to be prescribed by the departments concerned.	
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 the departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		12.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 C-1 scale prescribed by the Ministry of Finance ; (b) In excess of C-3 or one year after completion of audit, whichever is later.	
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 13.Purchase of – for delegation going abroad 14.Acceptance/transfer of gifts received by officials of the ministry/ department	C-3 or one year after completion of audit, whichever is later.	
			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. C-1
		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	C-3 or one year after completion of audit, whichever is later. C-1
		12. Arrangements for reception and seeing off	(a) Involving government expenditure	
		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
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S.No.	Main head	Description of record	Retention period	Remarks
11.	Creation of posts	Sub-head		
		11. Continuance of posts	C-3	Subject to particulars of sanctions being noted in Establishment/ sanction Register. Refer GFR appendix 13, Annex-1
		12. Creation of posts	C-10	Subject to particulars of sanctions being noted in Establishment/ Sanction Register. Refer GFR appendix 13, Annex-1
		13. Revision of scales of pay	'A' or 'B' category, depending on the content value, in the case of departments issuing orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	Subject to particulars 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
12	Pay	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
		11. Rules (general aspects)	'A' or 'B' category, depending on the content value, in the case of departments issuing orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		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	

			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 the departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.		
		12. 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 the departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.		

		12. 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 the 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 13. FR & SR 14. GFR 15. Central Treasury Rules 16. Central Public Works Accounts Code	'A' or 'B' category, depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		17. 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
20	Budget estimates / revised estimates	11.Demand No.	(f) Commutation of pension C-15	Refer GFR appendix 13, Annex-1
		12.Demand No.	C-3	
		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 compiled by the Budget/ Accounts Section for the department as a whole.
		12.Demand No.	(b) In respect of department itself: To be weeded out after Appropriation Accounts for the year have been finalized.	Refer GFR appendix 13, Annex-1
		13.Demand No.	(a) In respect of lower formations: To be weeded out at the end of the financial year	
22.	Reconciliation	11.Demand No.	(a) In respect of lower formations:	Refer GFR appendix 13, Annex-1
		12.Demand No.		
		13.Demand No.		

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

	17. House Building Advance Rules	superseded ones, as and when they become obsolete.	
	18. Motor Cycle/ Scooter Advance Rules		
	19. Pay Advance Rules		
	20. TA Advance Rules		
	21. Travel Concession Rules		
	22. Other Advances Rules		
	23. Grant of Car Advances	C-1	Subject to: (i) suitable entries being made in Pay Bill Register; and (ii) in case of motor car/ motor cycle/ scooter and house building advance: (a) copies of sanction being placed in personal files, and (b) mortgage deeds and other agreements executed being kept separately in safe custody for the valid period. Refer GFR appendix 13, Annex-1
	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	C-3 or one year after completion of audit, whichever is later.	Refer GFR appendix 13, Annex-1
	13. Contingent expenditure		
	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, whichever is later.		
		18. Hospitality fund	C-3 or one year after completion of audit, whichever 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.	Main head	Description of record	Retention period	Remarks
11.	Parliament matters	Sub-head		
		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		
		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 st 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.	<u>Category I</u> 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:- (1) e-files containing evidence of rights or obligations of or against the government, e.g., title to property, claims for compensation not subject to a time limit, formal instruments such as awards, schemes, orders, sanctions, (2) e-files relating to major policy decisions, including those relating to the preparation of legislation. (3) e-files regarding constitution, functions and working of important committees, working groups, etc. (4) e-files providing lasting precedents for important procedures, e.g. administrative memoranda, historical reports and summaries, legal opinions on important matters. (5) e-files concerning rules, regulations, Departmental guides or instructions of general application. (6) e-files relating to salient features of organization and staffing of government Departments and offices. (7) e-files relating to important litigation or 'causes celebres' in which the administration was involved. (8) e-files relating to the origin of a Department or agency of government; how it was organized; how it functioned; and (if	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).	

	defunct) how and why it was dissolved. (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). (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. (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. (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. (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. (14) e-files cited in or noted as consulted in connection with, official publications.	
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	(15) e-files relating to the more important aspects of scientific or technical research and development. (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. (17) e-files relating to obsolete activities or investigations, or to abortive scheme in important fields. (18) Any other specific category of records which, according to the Departmental instructions issued in consultation with the National Archives, have to be treated as genuine source of information on any aspect of history-political, social, economic, etc., or are considered to be of biographical or antiquarian interest.		
2.	Category II This category will include e-files of secondary importance and having reference value for a limited period.	Upto 10 years akin to the retention period of physical files/records on the Department's server. In exceptional cases, if the record is required to be retained beyond 10 years it will be upgraded to Category I.	

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

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

S.No.		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		Retention period	Remarks
	Main head	Sub-head		
		1. Creation/ abolition of offices	Permanent (B-keep)	
		2. Reorganisation and redistribution of functions: (a) inter-departmental (b) intra-departmental	Permanent in the case of departments issuing orders and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete. C-3 or till they are superseded, whichever is later.	
		3. (a) Bills, Acts and Ordinances (b) Comments on State Legislations	Permanent (B-keep) Permanent for Ministry of Home Affairs, C- 5 for other departments.	
		4. Rules, regulations, codes, manuals, executive procedural instructions 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:		Permanent if set up under a government resolution; otherwise appropriate retention periods to be determined by administrative departments concerned.	The National Archives of India may be consulted before files pertaining to any of these categories are weeded out.
	(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.		C-5 after final decisions on the report.	
	7. Other committees, study teams, working groups, seminars etc.		Appropriate retention periods to be determined by administrative departments concerned.	
	8. International agreements, 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.			
		12. Notices, agenda and proceedings of inter-departmental meetings (e.g. O & M Vigilance): (a) for departments organising such meetings; (b) for other departments	Appropriate period to be prescribed by departments concerned in their record retention schedule. C-1	Subject to follow-up action, where necessary, being taken on appropriate subject files to which relevant extracts may be taken.	
		13. Notices, agenda and proceedings of intra-departmental meetings (e.g. O & M Vigilance): (a) for units organising such meetings; (b) for other units;	C-3 C-1	Subject to follow-up action, where necessary, being taken on appropriate subject files to which relevant extracts may be taken.	
		14. Work study/ case study reports	C-3	Subject to a copy of the report being kept in the departmental library. Cases containing material of a high precedent/ reference value may be retained for appropriate longer periods, either initially or at the time of review.	
		15. Rationalisation & Simplification of forms.	C-1 after the next review		
		16. Arbitration and litigation cases	C-3	Subject to: (a) the file not being closed until the award/ judgment becomes final in all respects by limitation or final decision in appeal/ revision, and (b) cases involving important issues or	

				containing material of a high precedent/reference value being retained for an appropriately longer period either initially or at the time of review
		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			
4	4. Leave Account of: (a) Officials entitled to retirement/terminal benefits. (b) Other employees.		3 years after they have ceased to be in service. 3 years after issue of final pension/ gratuity payment order. 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.			Subject to a suitable record being kept somewhere, e.g., in the Service Book or History Sheet.
6.	Expenditure statements	(e) Verification of service. (a) In respect of lower formations. (b) In respect of Department itself. (c) Register of monthly expenditure (Form GFR 9).	5 years. To be weeded out at the end of financial year. 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		To be weeded out after the Appropriation Accounts for the year have been finalized.
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.	Main head	Description of record	Sub-head	Retention period	Remarks
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:

		Rules (xi) Other Advance Rules (xii) Grant of car Advance (xiii) Grant of conveyance allowance (xiv) Grant of cycle advance (xv) Grant of festival advance (xvi) Grant of GPF advance (xvii) Grant of house building advance (xviii) Grant of motor cycle/scooter advance (xix) Grant of pay advance (xx) Grant of T.A. advance (xxi) Grant of LTC advance (xxii) Grant of other advances	1 year		(i) suitable entries being made in pay bill register; and (ii) in case of motor car/motor cycle/scooter and house building advances. (a) copies of sanction being placed on personal files; and (b) mortgage deeds and other agreements executed being kept separately in safe custody for the period they are valid.
7.	Surety Bonds executed in favour of a temporary or a retiring Government servant.			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		

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

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

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 (b) National Archives	112 (3) 112 (5)	25 Permanent	
25	Record review register	112 (4)	1	
26	List of files received for review	113 (5)	1	
27	Register of spare copies of publications, circulars, orders etc.	113 (9)	1	

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

Note : The 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.

APPENDIX-1
WESTERN COALFIELDS LIMITED
CIVIL LINES, NAGPUR-440001

Name of the Department / Section / Project / Service Unit _____

Name of the record / document / file: _____

Page nos. : from _____ to _____

This is to certify that the above-mentioned record/document/file/was destroyed on / /20 by shredding / other than by shredding/other means in the presence of the Record Destruction Committee.

Place:

Date:

Time:

Record Officer:

1.

(Name and Designation)

2.

(Name and Designation)

3.

(Name and Designation)

CHAPTER XI

FILE NUMBERING SYSTEM

93. **File numbering system**—A proper file numbering system is essential for easy identification, sorting, storage and retrieval of papers. The following two systems are now in use in the secretariat:—

94. **Functional file numbering system**—

- (1) In this system the range and dimensions of the subjects falling under the scope of business allocated to a department are analyzed in the following sequence:
 - (a) main functions of the department;
 - (b) activities in each of these functions;
 - (c) aspects or operations involved in each of these activities; and
 - (d) factors to be taken into consideration relating to each of these aspects or operations.
- (2) The scope of business of a department is thus analyzed under four hierarchical divisions, and accordingly the following four standard lists of headings are prepared:
 - (a) functional heads which may be called basic heads;
 - (b) activity heads which may be called 'primary heads' as related to each functional head;
 - (c) aspect or operation heads which may be called 'secondary heads' as related to activity heads; and
 - (d) factor heads which may be called 'tertiary heads' as related to aspects or operation heads.
- (3) Based on the above lists of heads', a functional file index for various substantive subjects dealt with by a department together with an identifying file numbering system is then developed in accordance with **Appendix 21**, which explains the essentials of such a system.
- (4) For opening files on subjects which are common to all Ministries/Departments (e.g. matters relating to establishment, finance, budget and accounts, office supplies and services, and other house-keeping jobs, Hindi, Vigilance, Parliament Questions, etc.) the common standardized functional file index /file-numbering system, as contained in the booklet "Record Retention Schedule" in respect of records common to all Ministries/Departments issued by the Department of Administrative Reforms & Public Grievances in 2004 will be followed.

95. **File numbering system based on subject classification**—

- (1) Each section will maintain approved lists of:
 - (a) standard heads, i.e. main subject headings concerning it; and
 - (b) standard sub-heads, i.e. aspects of the main subject headings.
- (2) The standard heads will bear consecutive serial numbers. No such numbers, however, will be allotted to standard sub-heads.
- (3) The lists of standard heads and sub-heads will be reviewed at the beginning of each year and revised, if necessary, with the approval of the branch officer concerned. The serial numbers once allotted to the standard heads should not ordinarily be changed.
- (4) Before opening a new file, the dealing hand will ascertain the standard head to which the

paper under consideration relates. He will then propose a suitable title of the file for the approval of the section officer. The title will consist of :

- (a) standard head;
 - (b) sub-head which will be more indicative of the precise subject than the 'head', (where it is necessary to have more than one sub-head in a title the general should usually precede the specific); and
 - (c) a brief content indicating the question or issue under consideration in relation to the standard head and sub-head and where necessary, the specific institution, person, place or thing involved.
- (5) The title should be as brief as possible. It should give at a glance sufficient indication of the contents of the file so as to serve as an aid to its identification and retrieval. It should be articulated, i.e. broken up into components, each consisting of the minimum possible substantive words and expressing an element in the subject matter. Each part will begin with a capital letter and will be separated from the preceding one by a bold dash.
- (6) As far as possible, there should be a separate file for each distinct aspect of the subject. The title of a file should not be couched in very general or wide terms which might attract large number of receipts on different aspects of the matter, thereby making the file unwieldy.
- (7) If the issue raised in a fresh receipt or in the note on a current file goes beyond the original scope, a new file may be opened to deal with it, after placing the relevant extracts or copies thereon.
- (8) Every file will be assigned a file number which will consist of :
- (a) the serial number allotted to the standard head;
 - (b) the serial number of the file opened during the year under the standard head;
 - (c) the year of opening the file (all four digits e.g. 2008, 2009 etc.); and
 - (d) an abbreviated name/symbol identifying the section.
- (9) The first three elements in the file number will be separated from one another by a slant stroke and the last two by a dash. Thus, files opened in, say, Scientific Research Section during 2009 under the standard head bearing serial number '3', will be numbered consecutively as 3/17/2009-SR, 3/18/2009-SR, etc. and so on, where 'SR' represents the section.

96. Instances where files need not be opened—Normally, no new files will be opened for dealing with receipts of a purely routine nature (e.g. requests for supply of unclassified factual information, notices of holidays, miscellaneous circulars) which :

- (1) can be disposed of straightaway by recording the reply on the source receipts and returning them to the originators; or
- (2) are unlikely to generate further correspondence and therefore can be placed in a miscellaneous file to be destroyed at the end of a calendar year, or placed in the folder of circulars, etc. on a given subject.

97. **File register**—A record of files opened during a calendar year will be kept in a file register (**Appendix 22**) to be maintained by the diarist. A list of approved standard heads along with the serial numbers identifying them should be pasted at the beginning of the register. The pages allotted to the standard heads in the registers should also be indicated against each. Electronic file register exactly in the form of the **Appendix-22** will also be prepared and maintained in the computerized environment.

98. **Part file**—

- (1) If the main file on a subject is not likely to be available for some time and it is necessary to process a fresh receipt or a note without waiting for its return, a part file may be opened to deal with it. This device may also be resorted to where it is desired to consult simultaneously two or more sections or officers and it is necessary for each of them to see the receipt noted upon.
- (2) A part file will normally consist of :
 - (a) receipt or note dealt with; and
 - (b) notes relating thereto.
- (3) Where two or more part files are opened, each will be identified by a distinct number, e.g., part file I, part file II and so on.
- (4) A part file will be merged with the main file as soon as possible, after removing duplicate papers, if any.
- (5) Appropriate electronic entry for opening of part file will be made in a computerized environment, so that easy tracking is facilitated for the purpose of merging of the part file with the main file on its return.

99. **Transfer, reconstruction and renumbering of files** - Whenever work is transferred from one department/section to another; the former will promptly transfer all the related records including files, both current and closed, to the latter. The department/section taking over the records will not divide, reclassify or renumber the closed files transferred to it. In the case of current files, the endeavor should be to close them at the earliest possible stage and open new files according to the Department's/ Section's own scheme of classification for dealing with the matter further.

A file will be reconstructed if it is misplaced. The file number and the subject will be obtained from the file register and the copies of correspondence will be sought from the corresponding departments. On receipt of all such papers they will be arranged in chronological order on the file and a self-contained note will be prepared on the basis of the copies of correspondence, and placed on the notes portion of the reconstructed file.

100. **Movement of files and other papers**—

- (1) Movement of files will be entered meticulously in the file movement register (**Appendix 23**). Electronic file movement register exactly in the form of the **Appendix-23** will be prepared and maintained in the computerized environment.
- (2) When current files are linked as per para 44, the movement of the linked files will be marked in the space allotted in the file movement register for the file with which these are linked and also individually in the space allotted in the file movement register for each of the linked files in the manner illustrated in notes 2 and 3 under **Appendix 23**.

- (3) When recorded files are put up with a current file, the movement of the recorded files will be marked in the space allotted in the file movement register for the file with which these are put up in the manner illustrated in note 4 under **Appendix 23**. It will also be ensured that the procedure regarding requisitioning of recorded files as laid down in para 115 is observed, invariably.
 - (4) Movement of files received from other departments/sections and other receipts which have not been brought on to a file in the receiving section will be noted in the 'remarks' column of the section diary.
 - (5) No current file will be issued to other sections except against written requisition and after marking its movement in the file movement register.
 - (6) Files and other papers marked by the Under Secretary to other officers, sections or departments will be routed through the section for noting their movement.
 - (7) When the files are handed over personally by the Under Secretary to other officers, he will inform the section officer accordingly who will ensure that the movement of such files is marked in the file movement register.
 - (8) The personal staff of officers of the rank of Deputy Secretary and above will maintain the movement of papers received by their officers in the respective personal section diary (Appendix 4). Movement of any file handed over personally to a higher officer or the Minister will similarly be noted by the personal staff. Papers/Files marked by them to other departments, however, will be routed through the section concerned, for noting their movement in the file movement register or section diary, as appropriate.
 - (9) In a computerized environment the movement of files will be recorded electronically at every stage.
101. **Filing system under desk pattern**—The provisions of paragraphs 93 to 100 will also be applicable to the desk pattern of functioning. Assistant/stenographer attached to a desk functionary will assist him in maintaining a proper filing system and movement of files.

CHAPTER XII

RECORDS MANAGEMENT

102. Activities involved in records management

- (1) Records management covers the activities concerning mainly recording, retention, retrieval and weeding out.
- (2) Each record creating agency will nominate, in pursuance of provisions of the Public Records Act, 1993 and the Public Records Rules, 1998, a Departmental Records Officer (DRO) who is not below the level of a Section Officer for overall records management of the organization as a whole and liaison with the National Archives of India.

103. Stage of recording—Files should be recorded after action on the issues considered thereon has been completed. However, files of a purely ephemeral nature (such as casual leave records or circulars of temporary nature) containing papers of little reference or research value may be destroyed after keeping for one year without being formally recorded.

104. Procedure for recording —

- (1) Action for Recording :

After action on the issue(s) considered on the file has been completed, the dealing hand/initiating officer, in consultation with his supervisory officer, should close and record the file in the manner prescribed below :

- (a) indicate the appropriate category of record (vide para 105 below) and in the case of category 'C', also specify the retention period and the year of review/weeding on the file cover; for non-file documents, indicate the number of years for retention on the front cover.
- (b) where necessary, revise the title of the file so that it describes adequately the contents at that stage;
- (c) get the file indexed (vide para 107 below) unless it is to be retained for less than 10 years from the date of closing.
- (d) extract from the file, copies of important decisions, documents, etc., as are considered useful for future reference and add them to the standing guard file/standing note/precedent book/reference folder, etc.;
- (e) remove from the file all superfluous papers such as reminders, acknowledgements, routine slips, working-sheets, rough work drafts, surplus copies, etc., and destroy them;
- (f) complete all references and, in particular, mark previous & later references on the subject, on the file cover;
- (g) pass on the file to the record clerk;

- (2) Action on Recorded Files

The record clerk will thereafter :

- (a) complete columns 4 and 5 of the file register and correct the entry in column 2 (i.e. the subject, if revised), where necessary;

- (b) enter the file number in column 2 of the register for watching progress of recording **(Appendix 24)**;
- (c) write the word 'recorded' prominently in red ink (*make suitable entries in computer environment*), across the entries in the file movement register;
- (d) indicate page numbers and other references (except references to alphabetical slips) in ink which were earlier made in pencil
- (e) indicate the year of review on the file cover in respect of category 'C' files;
- (f) prepare fresh covers, where necessary, with all the entries already made thereon; and
- (g) hand over the file to the dafttry/peon.

(3) The multi skilled staff will repair the damaged papers, if any, stitch the file and, show it to the record clerk for making entries in the register for watching progress of recording **(Appendix 24)** before keeping it in the bundle of recorded files.

105. Categorization of records :—Files may be recorded under any one of the following categories :

(1) *Category 'A' meaning 'keep and microfilm'* -This categorization will be adopted for :

(a) files which qualify for permanent preservation for administrative purposes (vide part 'A' of **Appendix 25**) 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 such as those listed in Part 'B' of **Appendix 25**.

(2) Category 'B' meaning 'keep but do not microfilm'-This category will cover files required for permanent preservation for administrative purposes, such as those listed in part 'A' of **Appendix 25**. 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.

106. Stage of indexing - Files will be indexed at the time of their recording. Only those files which are categorized as 'A' and 'B' (vide para 105) will be indexed.

107. Manner of indexing -

- (1) While preparing a file for record (vide para 104) the dealing hand or the desk assistant will underline :
 - (a) the 'index head', i.e., the standard head or the most important catch-word in the standard head which will naturally occur to any official searching for the file and which will determine the position of the relevant index slip in the consolidated index; and
 - (b) the 'index sub-head', i.e. the catch-word or catch-words in the standard sub-heads and/or the 'content' of the title which will give a further and more specific clue to the file under search.
- (2) Where the functional filing system is followed, files need not be indexed under the basic, primary, secondary and tertiary heads for which the classification scheme itself will provide the master index. However, such files will have to be indexed under the catch-words used in the content part of the title which falls outside the standardised headings.
- (3) After index heads and sub-heads in the title have been approved by the section officer/ desk functionary, the record clerk/desk assistant will:
 - (a) type out in duplicate, as many index slips as there are index heads and sub-heads underlined in the title;
 - (b) distinguish the index heads from the sub-heads by typing the former in capital letters;
 - (c) indicate at the top of the index slips all the heads and sub-heads mentioned in the title, one below the other, followed by the complete title of the file and the file number, as per specimens in **Appendix 26**.
 - (d) allot a pair of slips to each index head and sub-head by scoring out entries relating to the others as per specimens in **Appendix 26**.
 - (e) arrange the index slips in two sets, one in alphabetical order of the heads/sub-head for use in the section, and the other in the sequence of file numbers for the use of the compiler of the departmental index;
 - (f) keep each set of a paper index slips in separate spring clip folders for each year; and
 - (g) indicate the date of indexing on the file cover and initial it in the space provided for the purpose.
- (4) Index slips will normally be typed on good quality paper. In the case of important files requiring frequent and urgent reference, however, card indices could also be prepared. Even here, the duplicate set meant for incorporation in the departmental index will be typed on good quality paper. Card indices, where maintained, will be kept according to an alphabetical order of their respective catch-words, in a single series for all the years. Each department will issue departmental instructions specifying the categories of file in respect of which card indices will be maintained.
- (5) To ensure consistency and facilitate consolidation of departmental index, files relating to parliamentary business will be indexed not only under the appropriate standard heads and sub-heads but also, under the nature of such business, e.g. parliament questions, cut-motion, resolutions etc.

108. Custody of index slips—

- (1) Index slips will remain in the custody of the record clerk.
- (2) After all the files relating to a year have been recorded, the set of index slips in respect of that year meant for use within the section (viz. that arranged in alphabetical order) will be neatly stitched and the stitched compilation kept at a convenient place for reference by all concerned.

109. Compilation of departmental index —

- (1) The index slips pertaining to files relating to a year will be sent to the compiler of the departmental index one year after the close of the year to which they relate. If some files of that year still remain current even at the time of sending the index slips as envisaged above, the dealing hand, with the approval of the section officer, will prepare index slips in respect of such files as are likely to be retained for 10 years or more from the date of recording. These will also be added to the set of slips being sent to the compiler of the departmental index.
- (2) The compiler of the departmental index will :
 - (a) edit the index slips by :
 - (i) allowing the full title to appear only on the main index slips, i.e. those indexed under the index heads; and
 - (ii) scoring out the title on the subsidiary index slips, i.e. those indexed under the index sub-heads and giving a cross reference to the relevant index head, as per specimen in **Appendix 26**.
 - (b) arrange the index slips received from different sections, in alphabetical order in a single series for the department as a whole; and
 - (c) arrange for the printing or cyclostyling of the consolidated departmental index for each year.

110. **Precedent Book**—Every section will maintain a precedent book in the prescribed form (**Appendix 27**) for keeping note of the important rulings and decisions having a precedent value for ready reference. Entries in this record will be made at the earliest opportunity and, in any case, at the stage of recording the file.

111. Record Retention Schedule—

- (1) To ensure that files etc. are neither prematurely destroyed, nor kept for periods longer than necessary, every department will :
 - (a) in respect of records connected with accounts, observe the instructions contained in Appendix 13 to the General Financial Rules;
 - (b) in respect of records, relating to establishment, personnel and housekeeping matters common to all departments, follow the 'Record Retention Schedule' in Respect of Records Common to All Ministries/ departments', issued by the Department of Administrative Reforms and Public Grievances.

(c) in respect of records prescribed in this Manual, observe the retention periods specified in **Appendix 28**; and

(d) in respect of records connected with its substantive functions, issue a departmental retention schedule prescribing the periods for which files dealing with specified subjects should be preserved, in consultation with the National Archives of India.

(2) The above schedules should be reviewed at least once in 5 years.

112. Custody of records—

- (1) Recorded files will be kept serially arranged in the sections/desks concerned for not more than one year, after which they will be transferred to the departmental record room. For files due for such transfer the register as at **Appendix 24** will be consulted.
- (2) In the event of transfer of work from one section to another, the relevant files also will be transferred, after being listed in duplicate in the form at **Appendix 29**. One copy of this list will be retained by the section taking over the files for its record and the other acknowledged and returned to the section transferring them.
- (3) Files transferred by a section to the departmental record room will be accompanied by a list of files (**Appendix 29**) in duplicate. The departmental record room will verify that all the files mentioned in the list have been received, retain one copy of the list and return the other, duly signed, to the section concerned. In the record room, these lists will be kept section-wise in separate file covers.
- (4) The departmental record room will maintain a record review register (**Appendix 30**) in which a few pages will be allotted for each future year. Category 'C' files marked for review in a particular year will be entered in the pages earmarked for that year in the register.
- (5) Files of category 'A' and 'B' surviving the review on their 25th year of life [vide para 113(3)] will be stamped prominently as 'transferred to NAI' and retired to the National Archives. Files transferred to the National Archives will be accompanied by a list (in triplicate), one copy of which will be returned by the National Archives, duly signed, to the departmental record room.
- (6) Record rooms will be properly ventilated, with adequate lighting and fire-safety equipment and avoid exposure to moisture. The records will be arranged serially section-wise and will be regularly dusted. For proper preservation, the records will be periodically fumigated and naphthalene moth-balls will be used.

113. Review and weeding of records —

- (1) A Category 'C' file will be reviewed on the expiry of the specified retention period and weeded out unless there are sufficient grounds warranting its further retention. Justification for retaining a file after review will be recorded on the file with the approval of branch officer/divisional head concerned. Retention after a review will be for a period not exceeding ten years, including the period already retained. If a file was originally retained for a period of 10 years, any further retention will require up-gradation of the category.
- (2) Category 'A' and category 'B' files will be reviewed on attaining the 25th year of their life, in consultation with the National Archives of India. In these reviews, the need for revising the original categorization of category 'B' files may also be considered.
- (3) The year of review of category 'C' files will be reckoned with reference to the year of their closing and that for category 'A' and category 'B' files with reference to the year of their opening.
- (4) Beginning in January each year, the departmental record room will send to the sections/desks concerned the files due for review in that year, together with a list of files in the form at **Appendix 31**, in four lots in January, April, July & September.
- (5)
 - (i) Files received for review will be examined by, or under the direction of, the section officer or the desk functionary concerned and those files which are no longer required will be marked for destruction. Other files may be marked for further retention vide sub-para (2) & (3). It may, however, be ensured that in case an inquiry has been initiated departmentally or by a Commission of Inquiry or as a result of Court proceedings having a bearing on the subject matter contained in the files/documents concerned or the files/documents which are required in connection with the implementation of order/judgment of any court of law, such files/documents will not be destroyed, even if, such files/documents have completed their prescribed life as per the Record Retention Schedule.
 - (ii) Files/documents referred to above may be, destroyed only after submission of the Report by the Commission or completion of inquiry or implementation of the judgment/order of the court(s), with the approval of the concerned Joint Secretary/Head of the Department concerned. In case the implementation of the court order has been challenged/appealed against either by the Government or by the applicant in a higher court, the relevant files/documents will not be weeded out until, such time the appeal/challenge is considered and finally decided. In such cases the limitation period prescribed for appeals should also be kept in mind.
- (6) After review, the record clerk/desk assistant will make entries of revised categorization/retention period in the file registers and return them to the departmental record room along with the list (**Appendix 31**) after completing column 3 thereof.
- (7) The Departmental Record Room, under the supervision of Departmental Record Officer (DRO), will :
 - (a) transfer category 'A' and category 'B' files surviving the review undertaken at the 25th year of their life vide sub-para (3) above, to the National Archives;

(b) in the case of other files :

(i) destroy those marked for destruction, after completing column 4 of the list of files (**Appendix 29**); and

(ii) restore the rest i.e. those marked for further retention, to the departmental record stacks after making the required entries in the record review register in the case of category 'C' files;

(8) Records not falling within the definition of file, e.g., publications, spare copies of circulars, orders, etc., will also be subjected to periodic reviews at suitable intervals and those no longer needed should be weeded out. To facilitate such reviews each section will maintain a register in the form at **Appendix 32**.

(9) Considering the urgency to reduce the volume of records being retained without any significant need for their retention, the following measures may be taken in the Ministries/ Departments :

(a) A special drive may be launched every 6 months to record/review all old files and to weed out those no longer needed. The results of such special drives will be submitted to the DAR&PG in the proforma shown in **Appendix 33**;

(b) Each Joint Secretary may review every quarter the state of indexing/recording/review/weeding out of files in his wing and allot such time-bound tasks towards this and to the members of the staff;

(c) Inspecting officers may be asked to pay special attention to the stage of Records Management in the sections as well as the Departmental Record Rooms during their inspections.

(10) The following manner of Weeding/Destruction of records will be adopted :

(a) Routine files/records will be manually torn into very small pieces and disposed.

(b) Other documents including classified files/records will be destroyed by incinerating (burning) or by shredding.

(c) Secret files/records will also be incinerated after being shredded as per provision under 'Departmental Security Instructions' issued by the Ministry of Home Affairs.

114. Records maintained by officers and their personal staff—Each department will issue detailed departmental instructions to regulate the review and weeding of records maintained by officers and their personal staff.

115. Requisitioning and restoration of records—

(1) No recorded file will be issued from the sections, departmental record room or Archival records except against a signed requisition in form prescribed under Public Records Act, 1993/ Public Records Rules, 1998 in the case of Archival records, and in the form at

Appendix 34 in the case of other records.

- (2) Requisitions for files belonging to other departments and in the custody of the National Archives will be got endorsed by the department concerned before they are sent to the Archives. If the requisitioned file happens to be a confidential one, the Archives will not supply the file direct to the requisitioning department but route it through the department to which it belongs.
- (3) The requisition will be kept in the place of the file issued.
- (4) If the requisitioned file is one that has been microfilmed or printed, normally a microfilmed or printed copy and not the original will be issued to the requisitioning department.
- (5) If a requisitioned file initially obtained for being put up in one case is subsequently put up on another, a fresh requisition should be given to the section dafttry or sent to the departmental record room or the National Archives, as the case may be, for replacing the original requisition which will be returned to the office concerned. In the case of records obtained from the National Archives, the fresh requisition slip will be prominently marked 'change slip'.
- (6) On return, the requisitioned file will be restored to its place and the requisition returned to the section/official concerned.
- (7) Files obtained by a section from the departmental record room will normally be returned within 3 months. If they are not received back within this period, the departmental record room will remind the section concerned. For this purpose, the record room will maintain a simple register for keeping a record of the files issued to the various sections each month. A similar register will be maintained by each section as a record of files borrowed from it by other sections.
- (8) Files obtained by a department from the National Archives will not normally be retained for more than 6 months, except with the latter's specific knowledge and consent.

[Vide para 18(1)]

Sl. No.	Diary Number	Number and date of receipt		From whom received	Brief subject	To whom marked	Remarks
		Number	Date				
1	2	3	4	5	6	7	8

1. Column 1 a running S.No.will be given datewise.
2. Columns 2 to 6 will be filled at the stage of diarising, i.e. before receipts are sent to officers.
3. Column 7 will be filled after the receipts are seen and passed by the officers.
4. Subsequent movement of papers, when received back from higher officers, will also be marked in column 7 after striking off the previous entry.
5. Important instructions recorded by the officers will be briefly entered in column 8.

APPENDIX 21

Essentials of a functional file index and an identifying file numbering system

[Vide para 94 (3)]

1. *Basic heads* - Identify and list basic functions of the department, these may be called 'basic (or group) heads' e.g. 'labour relations', 'foreigners', 'fertilizers'.

2. *Primary heads* - List under each function (i.e. basic/group heads) its main activities identifying them by appropriate subject headings called 'primary heads'.

3. *Secondary heads* - Divide each primary head into sub-subjects or aspects called 'secondary heads'.

4. *Tertiary heads* - Where necessary, break down each secondary head into its various known factors called 'tertiary heads'.

5. *Further sub-divisions* - In this way the process of breaking down the function could be extended to several descending, consecutive echelons according to needs.

6. *Examples* - Examples of basic, primary, secondary and tertiary heads are given in the Annexure.

7. *Rational sequence* - In drawing up lists of basic, primary, secondary and tertiary heads and their further sub-divisions, where necessary, some rational sequence in arranging the heads in the same list may be followed. Such an arrangement may reflect organic or procedural relationship among the different heads or to adopt any of the following orders or a combination thereof as convenient:

- a step-wise process
- an alphabetical order (particularly when representing regions, produces, commodities, clients, organizations or institutions)
- descending levels of importance of heads.
- diminishing frequency of occurrence of different events identified by suitable heads.

The first two places in the list of secondary heads under each subject may be uniformly reserved for 'general' and 'policy' matters.

Entries in each list of standardized heads (*viz.* Under basic heads, primary heads, secondary heads, tertiary heads and so on) may be arranged in alphabetical order, if any other type of sequence has not been followed.

8. *Identification of basic heads* - If the number of basic heads be large, each may be identified by a group of 2 to 3 letters phonetically selected. If it be small not exceeding 10, they may be identified by assigning consecutive Roman numerals to them.

For example, in the field of agriculture, the basic heads 'fertilizers', 'seeds', 'plant protection', etc. could be symbolised by 'Fert', 'Sd', 'Ppn', etc., respectively.

9. *Identification of primary heads* - Next, the primary heads will each be identified by a group of 2-digit Arabic numerals beginning with 11 and continuing in consecutive order upto 99.

10. *Identification of secondary and tertiary divisions* - Similarly, each secondary head, as also each tertiary head, will be identified by a group of 2-digit Arabic numerals beginning with 11 and going upto 99.

11. *Deviations* - If the subjects be simple relating to a fresh or recent activity, they may well be covered by one list of primary heads alone or by a two-level list of primary heads and secondary heads. Each primary head or secondary head could then be identified as in 8 and 9 above.

Progressive increase in levels develops as the number of functions increases, so also when the number of activities under each function and the number of operations under each activity increase.

12. *Exception* - If a paper requiring filing is such as apparently does not relate to any of the approved lists, the following questions may be relevant :

- (i) whether it can come under any factor heading i.e. a tertiary heading as related to a secondary heading;
- (ii) whether it seems allied to a secondary heading as related to a primary heading; and if not
- (iii) whether it could be brought under an additional heading placed at appropriate point in the list of primary headings.

If nothing suggests, it may be temporarily placed in the list of primary headings as the last item.

13. *File code* - The file may then be assigned an alphanumeric code symbol composed in the following sequence ::—

- (i) a single letter or a group of 2-3 letters, or a Roman numerical representing the basic head followed by a hyphen as the separator;
- (ii) a 2-digit group of Arabic numerals representing primary head followed by zero as the separator;
- (iii) a 2-digit group of Arabic numerals identifying the secondary head followed by a slant stroke as the separator;
- (iv) serial number of the file opened during the year under the secondary head, followed by a slant stroke as the separator;
- (v) a 4-digit number representing the year, followed by a hyphen as the separator;
- (vi) a group of abbreviating letters representing the section.

If the file opened relates to a standardised tertiary head, a 2-digit Arabic numeral identifying it, enclosed in brackets, may be inserted before the serial number mentioned in (iv) above and the slant stroke preceding it.

14. *Example*. - A file opened by labour Relations I section during 2010 relating to a strike in colliery 'X' may have IV 13024/5/2010/LRI as the file code where 'IV' represents the functions group 'labour relations'. 13 the primary head 'strikes', '0' the separator, '24' the secondary head 'coal mines', '5' the serial number of the file opened during the year under the secondary head 'coal mines' to describe the colliery involved, '2010' the year of opening the file and 'LRI' the section concerned.

To cite another example, a file opened by Foreigners II section to examine an application of Mr. Ferrari, a French national, to visit India may bear the coded number F 17012/2/2010-FII where 'F' represents the group head 'Foreigners', '17' the primary head 'visa/endorsement', 'O' the separator, '12' the secondary head 'French' '2' the serial number of the file opened during the year under that head, '2010' the year of opening the file, and 'FII' the concerned section.

Similarly, in Fertiliser IV section, file relating to fertiliser imports could carry the code Frt-19012/3/2010-FIV here 'Frt' would denote the basic head 'fertilisers' and the other symbols would be as explained in the above two examples.

15. *File title.* - A complete title of the file will normally consist of the appropriate standardised heads (from the 'basic' head downwards each separated by a hyphen) followed by a very brief content to describe the particular question, issue, event, person, thing, place, etc. involved. The basic head, however, need not form part of the title, when

(a) the total number of such heads is small and from their identifying Roman numerals, they can easily be known; or

(b) the basic head is identified by a letter or a group of letters phonetically selected.

16. *Indexing.* - In indexing files opened under the functional filing system, index slips need not be prepared in respect of the standardised (i.e., basic, primary, secondary, tertiary, etc.) heads as the identification codes assigned to them can easily be ascertained by reference to the standardised index as developed. However, the 'content' of the file title (*i.e.* outside the standardised headings) may be indexed if it contains a catch word which is likely to help in recalling the case.

For instance, a file with the title "Labour relations - strikes - Coal mines Singhbhum Colliery Dhanbad - report regarding -" need not be indexed under 'labour relations', 'strikes', and 'Coalmines' which are standardised basic, primary and secondary heads respectively. However, it may be indexed under 'Singhbhum' and 'Dhanbad', the names of the particular colliery and place involved in the strike. The index slip relating to files opened under the same secondary, tertiary or the lowest standardised division will be maintained in a single series in the alphabetical order of the catchwords used in the titles.

In the departmental index, these index slips could be very easily and briefly consolidated as follows by indicating only their sub-number and not the full file No.

'LABOUR RELATIONS - STRIKES - Coalmines. (IV-13024)'

<i>Arora Collieries</i>	(7)
<i>Banning of - Procedure</i>	(3)
<i>Duggal Collieries</i>	(9)
<i>Notice - Minimum period</i>	(2)
<i>Singhbhum Collieries, Dhanbad</i>	(1)

ANNEXURE TO APPENDIX 21

Examples of basic, primary, secondary and tertiary heads

Basic Head	Primary-Head	Secondary Head	Tertiary Head
Labour Relations	Strikes	-Coal mines -Oil fields -Banking	
	Lockouts Adjudication of disputes		
Foreigners	Acts and Statutory rules	-Passport (entry into India) Act/Rules -Registration of Foreigners Acts/Rules -Foreigners Act/Rules -Citizenship Act/Rules	
	Visa/endorsement Special permits Extension of stay		
Fertilizers	Imports	-Shipment	-Policy -U K credit -Barter/link deals -Charter
	Planning Statistics Control Promotion	-Foreign exchange	

APPENDIX 22

File Register

[Vide para 97]

STANDARD HEAD NO

STANDARD HEADING.....

File No.	Subject	Date of		Classification (and year of review)	Remarks
		Opening	Closing		
1	2	3	4	5	6

INSTRUCTIONS

- 1. Entries in columns 1-3 will be made at the time** of opening files and those in columns 4 and 5 at the time of recording and reviewing them.
2. Year of review in column 5 is required to be indicated only in the case of class 'C' files.
3. If as a result of the review, a file is marked for further retention, the year of the next review will be worked out and indicated in column 5.
4. When a file is transferred to the departmental record room or to another section department, the fact of such transfer and the relevant date, will be indicated in column 6 - e.g.

D.R.R.
06-01-2010

M.H.A
16-02-2010

Similarly when the file is marked for destruction, an entry regarding the fact and the year of destruction will be made in this column.

APPENDIX 23
File Movement Register

[Vide para 100 (1)]

File No.

SUBJECT.....

To whom	Date	To whom	Date	To whom	Date	To whom	Date

Space for recording movements of part files

NOTES: (1) Movement will be marked by indicating the officer, section or department to which the file has been sent with date of sending below it, e.g.

DS(N)
11.2.2010

MHA
11.2.2010

APPENDIX 23 - contd.

- (2) Movement of the linked files will be marked in the space allotted in file movement register for the file with which these are linked as illustrated below—

File No.	
DS(N)	Linked files :-
_____	1. F. No.
19-02-2010	2. F. No.

- (3) In the space allotted for each of the linked files in the file movement register the movement will be marked as illustrated below—

File No.	
DS(N)	
_____	Linked with File No.
23-02-2010	

- (4) In the space allotted in the file movement register for the file with which recorded files have been put up, the movement will be marked as illustrated below—

File No.	
DS(N)	with recorded Files :-
_____	1. F. No.
28-02-2010	2. F. No.

APPENDIX 24

Register for watching the progress of recording

[Vide para 104(2) (b) and (3)]

Section... .. Month and year

Files marked for record during the month		Files recorded during the month	
S.No.	F.No.	S.No.	F.No.
1	2	3	4
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
11		11	
12		12	
13		13	
14		14	
15		15	
16		16	
17		17	
18		18	
19		19	
20		20	

APPENDIX 25

Illustrative list of records fit for permanent preservation because of (A) their value for administrative purposes, and (B) their historical importance.

[Vide para 105 (1) (a), (b) and (2)]

A - Records of value for administrative purposes

Papers of the following categories will normally be among those required to be kept indefinitely for administration's use:

- (1) Papers 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, etc.
- (2) Papers relating to major policy decisions, including those relating to the preparation of legislation.
- (3) Papers regarding constitution, functions and working of important committees, working groups, etc.
- (4) Papers providing lasting precedents for important procedures, e.g., administrative memoranda, historical reports and summaries, legal opinions on important matters.
- (5) Papers concerning rules, regulations, departmental guides or instructions of general application.
- (6) Papers relating to salient features of organization and staffing of government departments and offices.
- (7) Papers relating to important litigation or 'causes celebres' in which the administration was involved.

B - Records of Historical importance

Much of the material likely to be preserved for administrative purposes will be of interest for research purpose as well; but papers of the following categories should be specially considered as of value to historians:

- (1) Papers relating to the origin of a department or agency of government; how it was organised; how it functioned; and (if defunct) how and why it was dissolved.
- (2) 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).
- (3) Papers relating to a change of policy. This is not always easy to recognise, 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.
- (4) Papers relating to the implementation of a change of policy, including a complete set of instructions to execute agencies etc., and relevant forms.
- (5) Papers 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.
- (6) Papers 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.
- (7) Papers cited in or noted as consulted in connection with, official publications.
- (8) Papers relating to the more important aspects of scientific or technical research and development.
- (9) Papers 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.
- (10) Papers relating to obsolete, activities or investigations, or to abortive scheme in important fields.
- (11) 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.

APPENDIX 26

Example of titles of files and index slips

[Vide paras 107(3)(c),(d) and 109(2)(a)(ii)]

A- Title with index heads and sub-heads distinguished

Sl.No	Title of the file	Typed index slips
1	2	3
1	STRIKES-Coalmines-Singhbhum collieries, Dhanbad-Report regarding	STRIKES Coalmines Singhbhum collieries, Dhanbad Strikes-Coalmines-Singhbhum collieries, Dhanbad Report Regarding F. 3/2/2010-LRI
2	IMPORT LICENSING-Capital Goods-Public Sector Undertakings-Application from Heavy Electricals, Bhopal	IMPORT LICENSING Capital goods Public Sector Undertakings Heavy Electricals Import licensing-Capital goods-Public Sector Undertakings-Application from Heavy Electricals, Bhopal. F4/17/2010-IMP
3.	FAMILY PLANNING-Vasectomy operations-Financial and other incentives for popularising	FAMILY PLANNING Vasectomy Incentives Family planning-Vasectomy operations-Financial and other incentives for popularising. F.7/3/2010-FPI

B-Index slip as they will appear before they are included in folders

EXAMPLE 1

First slip	* STRIKES * Coalmines * Singhbhum * Dhanbad Strikes-Coalmines-Singhbhum collieries, Dhanbad-Report regarding	F.3/2/2010-LRI
Second slip	* STRIKES * Coalmines * Singhbhum * Dhanbad Strikes-Coalmines-Singhbhum collieries, Dhanbad-Report regarding	F.3/2/2010-LRI
Third slip	* STRIKES * Coalmines * Singhbhum * Dhanbad Strikes-Coalmines-Singhbhum collieries, Dhanbad-Report regarding	F.3/2/2010-LRI

APPENDIX 26—Contd.

1	2	3
Fourth slip	* <i>Coalmines</i> * <i>Singhbhum</i> * <i>Dhanbad</i> Strikes-Coalmines-Singhbhum collieries, Dhanbad-Report regarding	F.3/2/2010 LRI
EXAMPLE 2		
	FAMILY WELFARE	
	* <i>Vasectomy</i>	
First slip	* <i>Incentives</i> Family Welfare-Vasectomy operations-Financial and other incentives for popularising	F.7/3/2010 FWI
Second slip	FAMILY WELFARE * <i>Incentives</i> Family Welfare-Vasectomy operations-Financial and other incentives for popularising	<i>Vasectomy</i> F.7/3/2010 FWI
Third slip	FAMILY WELFARE <i>Incentives</i> Family Welfare-Vasectomy operations-Financial and other incentives for popularising	* <i>Vasectomy</i> F.7/3/2010 FWI
<i>C-Index slip as they appear in the departmental Index</i>		
Main index slip	Subsidiary index	
STRIKES	1. <i>Coalmines</i>	
<i>Coalmines-Singhbhum Collieries</i>		See 'STRIKES'
<i>Dhanbad-Report regarding</i>	F.3/2/2010 .LRI	
F.3/2/2010LRI	2. <i>Singhbhum collieries</i>	
		See 'STRIKES'
		F.3/2/2010.LRI
	3. <i>Dhanbad</i>	
		See 'STRIKES'
		F.3/2/2010 .LRI
FAMILY WELFARE	I. <i>Vasectomy</i>	
<i>Vasectomy operations</i>	See 'FAMILY WELFARE'	
	F.7/3/2010 FWI	
Financial and other incentives for popularising		
F.7/3/2010-FWI	2. <i>Incentives</i>	
	See 'FAMIL Y WELFARE'	
	F.7/3/2010-FWI	

APPENDIX 27
PRECEDENT BOOK

[Vide para 110]

Heading Pay Fixation etc.....

Decision or ruling in brief	File No.	Page No.	Date	Remarks

INSTRUCTIONS

1. Entries in this book will be made under the appropriate standard-heads and sub-heads arranged in an alphabetical order. Where functional filing system is followed, entries will be made under the appropriate basic, primary, secondary and tertiary heads.
2. The pages of the book will be numbered serially and a few pages allotted to each standardized heading under which entries are to be made vide 1 above. At the beginning the book will be pasted or written a list of such headings and pages allotted to each.

APPENDIX 28

Retention schedule for records prescribed in the Manual of Office Procedure

[Vide para 111 (1) (c)]

Sl. No.	Description of record	Reference to relevant para of the manual	Retention period (years)
1	2	3	4
1.	Dak Register.	14(6)	1
2.	Invoice. . .	15(1)	1
3.	Section Diary. .	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)	Weeded out as soon as the revised version becomes available
8.	Distribution chart.	81(l)	1
9.	Typist's Diary.	81 (2)	1
10.	Issue diary. - .	82(1)	1
11.	Despatch Register.	86(2)	5
11a.	Section Despatch Register.	9l(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(I)	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. .	1 00(1)	1
20.	Register for watching the progress of recording.	1 04(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

APPENDIX 28—Contd.

1	2	3	4
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.

APPENDIX 29

List of files transferred to National Archives of India/departmental record rooms/sections/desks

[Vide para 112 (2) and (3)]

Ministry/Department of Section

S. No.	FileNo.	Subject	Classification and year of review	Date of actual destruction
1	2	3	4	5

APPENDIX 30

Record Review Register

[Vide para 112 (4)]

Ministry/Department of... ..Year of review... ..

Note: — This register will be maintained for class ‘C’ files only.

File No.	File No.	File No.	File No.

Note: - This register will be maintained for class ‘C’ files only.

APPENDIX 31

List of files due for review

[Vide para 113(4) & (6)]

Sl. No.	File No.	Instruction of reviewing authority
1	2	3

INSTRUCTIONS

1. The departmental record room will prepare this list in triplicate by completing columns 1 and 2 only.
2. The section responsible for review will sign one copy of the list and return it to the departmental record room by way of acknowledgement, retaining the other two copies.
3. After review—the section concerned will complete column 3 of the list in both the copies by indicating:
 - (a) the word 'keep' in the case of the files proposed to be retained indefinitely;
 - (b) the letter 'W' in the case of files desired to be weeded out; and
 - (c) the precise year of weeding, in the case of class 'C' files proposed to be retained for a further period not exceeding 10 years from the date of their closing.
4. Both the copies of the list should accompany the files returned to the departmental record room, which will sign one copy and return it to the section concerned by way of acknowledgement.

APPENDIX 32

Register of spare copies of publications, circulars, orders etc.

[Vide para 113(8)]

Sl.No.	Particulars of document	No. of spare copies available	Remarks
1	2	3	4

INSTRUCTIONS

1. The register will be essentially in the form of a list of document i.e., publications, circulars, orders, etc. If the number of publication involved is large, register may be maintained in two parts- one for publications and the other for circulars, orders, etc.
2. In column 2 will be indicated the title of the publication or number and date of circulars, etc.
3. As far as possible, circulars, orders, etc., will be entered in chronological order.
4. The number of spare copies of documents available may be ascertained at convenient interval say once a year, for being indicated in column 3. If spare copies of a document are found to have been exhausted or are weeded out, the relevant entry may be scored out in red ink or chalk. The register need not be rewritten except when absolutely necessary.

APPENDIX 33

Result of Special Drive Conducted on Records Management

[vide Para 113(9)(a)]

Period of Special Drive

From.....to

Ministry/Department of

Number of files recorded	Number of files indexed	Number of files reviewed	Number of files weeded out	Number of files yet to be			Number of files sent to Departmental Record Room	Number of files sent to National Archives of India	Remarks
				Recorded	Reviewed	Weeded out			
1	2	3	4	5	6	7	8	9	10

APPENDIX 34

Record Requisition Card

[Vide para 115(1)]

Date	File No. requisition	File No. or Diary No. with which to be put up	Requisitioning official section	Signature of requisitioning official	Date of return	Initials of record custodian
1	2	3	4	5	6	7

INSTRUCTIONS

1. The form will be printed on stiff paper of the thickness roughly of the file cover but of a colour-distinct from that normally used for file cover.
2. Where it is not possible to indicate the file or diary No. of the paper with which the requisitioned file is to be put up column 3 should indicate briefly the purpose for which and/or officer for whom the requisitioned file is required.