



## PREFACE

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 house keeping 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 the Comptroller and Auditor General, a schedule was prepared. This schedule was circulated among the departments in January, 1963.

Keeping pace with the changes, in the working of the Government, this Schedule was reviewed and made up-to-date by this Department from time to time. The last edition was brought out in 1994. 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 and also for efficiency in retrieval of documents, suggestions were called for from various Ministries/Departments of Government of India. The suggestions thus received were reviewed by a Committee comprising representatives from National Archives of India, Ministries of Home Affairs, Ministries of Finance, Ministries of Defence and Institute of Secretariat Training and Management. The attempt of the Committee was to make the Record Retention Schedule a comprehensive document and rationalize the retention period of various categories of records.

This Department would also like to place on record special appreciation of the team of officers and staff of O&M Studies Division of the Department who assisted the committee to finalize the job in time and exhibited a high degree of commitment and dedication.

Any suggestions for improvement of this Schedule will be welcome.

**July 27, 2004**

**(P.I. Suvrathan)**  
**Additional Secretary**  
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**Reforms and Public Grievances**



## ACKNOWLEDGEMENT

Record Management has always remained a critical activity of the government departments, as good records management is viewed as key to efficient administration. The Department of Administrative Reforms and Public Grievances is responsible for formulation of guidelines on Record Management and preparation of Record Retention Schedule 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.

In the meeting of Joint Secretaries on Record Management held on May 16-17, 2001 under the Chairmanship of Additional Secretary (Administration Reforms & Public Grievances), it was decided to review and update the Record Retention Schedule common to all Ministries/Departments of Government of India published in 1994 by constituting a Review Committee under the Chairmanship of Additional Secretary, Department of Administrative Reforms and Public Grievance, comprising representatives from Ministry of Home Affairs, Ministry of Finance, Ministry of Defence, National Archives of India and Institute of Secretariat Training and Management. All the Ministries were requested to send their comments and suggestions, which were examined by the Review Committee. The schedule has now been revised to make it a comprehensive document.

The members of the Committee took special interest to go through the details and it is due to their high commitment and dedication that the revised RRS could be finalized in time. The Department would like to place on record special appreciation of Shri Sanjay Garg, Assistant Director, National Archives of India for his valuable suggestions on some important issues.

This Department would also like to place on record special appreciation for the commendable work done by Dr. Suman Keshari Agrawal, Under Secretary, Smt. Suman Velayudhan, Research Assistant, Shri S. K. Rohilla, Research Assistant, Shri Devender Satti, PA and Smt. Kusum Sharma, PA of the O&M Studies Division.

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.

**(Smt. Shyamalima Banerjee)**  
**Director (O&M) and Member Secretary, Review Committee**

## INSTRUCTIONS

1. The schedule follows the classification, arrangement and numbering scheme adopted for the functional file index for establishments and house-keeping work.
2. Categorisation of records have been done in accordance with Central Secretariat Manual of Office Procedure (CSMOP). Wherever necessary reference has been made to General Financial Rules (GFR) Appendix 13. Both GFR Appendix 13 and CSMOP Appendix 28 have been incorporated as annexes.
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.

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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**RECORD RETENTION SCHEDULE IN RESPECT OF RECORDS  
COMMON TO ALL MINISTRIES/DEPARTMENTS  
Part I-Records relating to establishment and house-keeping work  
A-ESTABLISHMENT**

Description of record		Retention period	Remarks
Main head	Sub-head		
1	2	3	4
11. Creation and classification of posts	11. Continuance/abolition/revival of posts	C-3	Subject to particulars of sanctions being noted in Establishment/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	Permanent in the case of departments issuing the orders and departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	Subject to particulars of sanctions being noted in Establishment/Sanction Register.
	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	Permanent in the case of departments issuing the orders and instructions; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	

**A-ESTABLISHMENT CONT.**

1	2	3	4
	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	Permanent in the case of departments issuing the orders and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	18. Framing of recruitment rules	Permanent in the case of departments issuing the orders and the department concerned; other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.	
	19. Notification to and release of vacancies by	} C-3	
	(i) Local employment exchange		
	(ii) D.G.E. & T.		

**A-ESTABLISHMENT CONT.**

1	2	3	4
	20. Nomination of candidates by local employment exchange and their selection	C-3	
	21. Recuritment through Employment exchange (general aspects)	} C-10	
	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.
	27. Reservation in services:		
	(a) Scheduled castes/ Scheduled Tribes	C-10	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.
	(b) Others	C-5	
	29. 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.



**A-ESTABLISHMENT CONT.**

1	2	3	4
	31. Selection Committees for recruitment of personnel:		
	(a) Constitution	C-3; or C-1 after reconstitution, whichever is later.	
	(b) Proceedings	Period of limitation or C-3, which ever is greater.	
	32. 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.
	33. Condonation of break in service	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 kept in Vol. II of service book/personal file. Refer GFR appendix 13, Annex-1
	35. Engagement of casual labour	C-3; or C-1 after completion of audit, whichever is later.	
14. Scheduled Castes and Scheduled Tribes	11. Representation in posts and services - policy and implementation of safeguards	Permanent in the case of departments issuing the orders, instructions, etc.; other departments need maintain only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete.	
	12. Reservation of vacancies (including grouping of posts, and exclusion of posts from reservation order)	} C-5	The Department of Personnel and Training and the Commissioners for Scheduled Castes and Scheduled Tribes, as authorities responsible for overall policy and coordination in the matter, may keep such record for appropriate longer periods to be prescribed by them in their respective record retention schedules.
	13. De-reservation of vacancies		
	15. Complaints from associations regarding non-observance of reservation in services	C-3	

**A-ESTABLISHMENT CONT.**

1	2	3	4
	16. Annual statement regarding representation of Scheduled Castes/ Scheduled Tribes	C-1	
15. Retrenchment	11. General principles	Permanent in the case of departments issuing the orders, instructions, etc.; other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete.	
	12. Group A	} C-3	A copy of the order will be placed in the personal file
	13. Group B		
	14. Group B (Non-Gazetted)		
	15. Group C		
	16. Group D		
16. Verification/re-verification of character and antecedents	11. Rules (General aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.	
	12. Group A	} C-1	Subject to a suitable entry being made in the appropriate service record and the verification report itself being kept in Vol. II of the service book/personal file.
	13. Group B		
	14. Group B (Non-gazetted)		
	15. Group C		
	16. Group D		
17. Medical examination	11. Rules (General aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing orders etc., weeding out the superseded ones as and when they become obsolete.	

**A-ESTABLISHMENT CONT.**

1	2	3	4
	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 report itself being placed in Vol. II of service book/ personal file.
19. Personal files (Gazetted)	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)	(a) Those eligible for retirement/terminal benefits : C-5 after issue of final pension/ gratuity payment order (b) Others :C- 5 after they have ceased to be in service	On the expiry of the specified retention period, personal files of officials who have made significant contribution in any field of activity (e.g. administrative, scientific, economic, social) and have won national/ international recognition, should be sent to the National Archives.
	18. Correspondence regarding requisition, transfer, return etc.	C-1	
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 20. Peons 21. Farashes 22. Sweepers	(a) Those eligible for retirement/terminal benefits : C- 5 after issue of final pension/ gratuity payment order (b) Others: C-5 after they have ceased to be in service.	On the expiry of the specified retention period, personal files of officials who have made significant contribution in any field of activity (e.g. administrative, scientific, economic, social) and have won national/ international recognition, should be sent to the National Archives.
	23. Correspondence regarding requisition, transfer etc.	C-1	

**A-ESTABLISHMENT CONT.**

1	2	3	4	
21. Service records	11. History of services	} (a) For departments preparing and bringing out the compilation: C-5		
	12. Group 'A'			
	13. Group 'B'			
			(b) For other departments (i.e. those supplying material for inclusion therein): one year after issue of the compilation.	
	15. 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.
	16. 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
	17. Change in qualification of government servant	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.
	18. Civil list, gradation/seniority list:			Refer GFR appendix 13, Annex-1
(a) In the case of departments preparing and bringing out the compilation.	C-3		Refer GFR appendix 13, Annex-1	
(b) In the case of other departments, (i.e. those supplying information for such compilation)	One year after issue of relevant compilation		Refer GFR appendix 13, Annex-1	
19. Verification of age and educational qualifications	C-1		Subject to authenticated copies of the relevant certificates being kept in Vol. II of service book/personal file.	

**A-ESTABLISHMENT CONT.**

1	2	3	4
	20. Admission of previous service not supported by authenticated service record, e.g. through collateral evidence	C-3 or 1 year after completion of audit, whichever is later	Subject to suitable entries being made in the appropriate service record and an authenticated copy of the order being placed in Vol. II of service book/personal file. Refer GFR appendix 13, Annex-1
	22. 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
	23. G. P. Fund nomination	C-1	Subject to (a) the original nomination being placed in Vol. II of the service book of Group D government servants and (b) the nomination in original or an authenticated copy thereof being placed in Vol. II of the service book/personal file in the case of other government servants. Refer GFR appendix 13, Annex-1
22. Postings and transfers	11. General aspects	Permanent in the case of departments issuing the orders, instructions etc.; other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete.	
	12. Group A	} (a) If involving change of office : C-3	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.
	13. Group B		
	14. Group B (Non Gazetted)		
	15. Group C		
	16. Group D		
		(b) In other cases : C-1	Subject to a suitable entry being made in the register of postings.

**A-ESTABLISHMENT CONT.**

1	2	3	4
23. Seniority	11. General principles	Permanent in the case of departments issuing the orders, instructions etc.; other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete.	
	12. C.S.S. Rules	(a) Permanent in the case of department issuing the rules, orders etc; other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete. (b) Fixation of seniority in individual cases: C-5	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. Rules		
	15. War service Rules (lien & seniority)		
	16. Established organized services		
	17. Political sufferers	C-5	
	18. Representations		
24. Leave (other than study leave and casual leave)	11. Rules (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.	
	12. Group A	C-3	Subject to suitable entries being made in the appropriate service record and leave account.
	13. Group B		
	14. Group B (non gazetted)		
	15. Group C		
	16. Group D		
	17. Leave roster	To be destroyed at the end of the year	

**A-ESTABLISHMENT CONT.**

1	2	3	4
25. Casual leave (including special leave)	11. Rules	Permanent in the case of departments issuing the rules, orders, and instructions; other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.  (a) Casual leave: To be destroyed at the end of the year  (b) Special casual leave: C-1	
	12. Group A		
	13. Group B		
	14. Group B (non gazetted)		
	15. Group C		
26. Pay/special pay	16. Group D	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.  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.
	11. Rules (general aspects)		
	12. War service (Rules)		
	13. Political sufferers (Rules)		
	14. Group A		
27. Allowances	15. Group B	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.	
	16. Group B (non gazetted)		
	17. Group C		
	18. Group D		
	11. Rules (general aspects)		
	12. Children's Education Allowance (CEA) Rules (general aspects)		

**A-ESTABLISHMENT CONT.**

1	2	3	4
	13. Claims regarding CEA 14. D.A., H.R.A. & C.C.A. 15. Deputation (duty) allowance 16. Overtime allowance 17. Traveling allowance 18. Washing allowance 19. Educational concessions for children of political sufferers	C-3; or one year after completion of audit, whichever is later	
	20. Air travel by non-entitled personnel		C-1
	21. Grant of non-practicing allowance 21. (a) Grant of Risk allowance	C-3 or one year after completion of audit whichever is later.	
28. Confidential/assessment report	11. Rules (general aspects)		Permanent in the case of departments issuing the rules etc. other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.
	12. Recording of confidential reports in respect of Group 'A' officers. 13. Recording of confidential reports in respect of Group 'B' officers 14. Recording of confidential reports in respect of Group 'B' (non-gazetted) staff 15. Recording of confidential reports in respect of Group 'C' staff 16. Recording of confidential reports in respect of Group 'D' staff	C-1	
	17. Communication of adverse entries		C-3
	18. Representation for expunction of adverse entries		C-3



**A-ESTABLISHMENT CONT.**

1	2	3	4
29. Increment	11. Rules (general aspects)	Permanent in the case of departments issuing the rules etc; other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.	
	13. 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.
	14. 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.
31. Probation/confirmation	11. General principles (Probation)	} Permanent in the case of departments issuing the orders, instructions; other departments need keep only the standing orders and instructions etc. weeding out the superseded ones as and when they become obsolete	
	12. Rules (Confirmation)		
	13. Confirmation/extension of probation of Group A	} C-5	
	14. Confirmation/extension of probation of Group B.		
	15. Confirmation of Group B (non-gazetted) staff		
	16. Confirmation of Group C staff		
	17. Confirmation of Group D staff		
18. Confirmation in ex-cadre posts	} C-5		
19. Representations and petitions			

**A-ESTABLISHMENT CONT.**

1	2	3	4
32. Promotion/reversion	11. General principles	Permanent in the case of departments issuing the orders, instructions etc., other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	12. Departmental Promotion Committee	(a) Constitution : C-3 or one year after the D.P.C. has been reconstituted, whichever is later  (b) Proceedings : C-5	
	13. Group 'A'	} C-5	Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being placed in the personal file.
	14. Group 'B'		
	15. Group B (non-gazetted)		
	16. Group C		
	17. Group D		
	18. Representations and 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.

**A-ESTABLISHMENT CONT.**

1	2	3	4	
33. Training/scholarships/fellowships in India and abroad	11. Diploma course in public administration in the Indian Institute of Public Administration	(a) Cases involving expenditure from public funds and execution of bond/agreement by the trainees; (b) cases involving direct expenditure from public funds but not execution of bond/agreement; (c) cases not involving direct expenditure (e.g. training in typewriting conducted by Institute of Secretariat Training and Management); (d) reports submitted by trainees etc. a f t e r completion of training/study	C-1 after the period of validity bond/agreement or completion of audit, whichever is later. C-3; or one year, after completion of audit, whichever is later. C-1 C-3	Departments organising training programmes and responsible for over all policy and co-ordination thereof in the matter (e.g. Department of Personnel and Training and Department of Economic Affairs) may keep such records for appropriate period to be prescribed by them in their record retention schedules.
	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			
34. Departmental examinations	21. Training in O & M /work study.			
	22. Training abroad			
	11. Framing of rules	Permanent for departments issuing the rules and departments concerned; other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.		
	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.

**A-ESTABLISHMENT CONT.**

1	2	3	4
	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.	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only standing rules, etc., weeding out the superseded ones as and when they become obsolete.	
	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.
36. Delegation of powers	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 an authenticated copy of the order being placed in the personal file.
	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		
	11. Rules (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.	

**A-ESTABLISHMENT CONT.**

1	2	3	4
	12. F. R. & S. R. 13. Delegation of Financial Power Rules, 1958 14. Civil Service Regulations 15. Grant of ex-officio status	Permanent in the case of departments issuing the orders and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
37. Honorarium/ awards	11. Rules (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules, etc., weeding out the superseded ones as and when they become obsolete.	
	12. Group A 13. Group B 14. Group B (non-gazetted) 15. Group C 16. Group D	C-3 or one year after completion of audit, whichever is later.	Awards subject to :- (a) entries being made in the Service Book/ CR dossier of the concerned employee and (b) a register being maintained.
38. Pension/ retirement	11. Rules and orders (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules and orders, weeding out the superseded ones as and when they become obsolete.	Refer GFR appendix 13, Annex-1
	12. Group A 13. Group B 14. Group B (non-gazetted) 15. Group C 16. Group D	(a) Pre-verification of pension cases C-3. (b) Invalid pension } Till the youngest son / daughter attains majority or 5 years (c) Family pension } whichever is later. (d) Other pension } (e) Gratuity C-5 (f) Commutation of pension C-15	Refer GFR appendix 13, Annex-1

**A-ESTABLISHMENT CONT.**

1	2	3	4
39. Resignation	11. Rules and orders (general aspects)  12. Group A 13. Group B 14. Group B (non-gazetted) 15. Group C 16. Group D	Permanent in the case of departments issuing the rules, orders etc; other departments need keep only the standing rules and orders, weeding out the superseded ones as and when they become obsolete.  } C-1	A copy of the communication accepting the resignation may be placed in the personal file.
40. Extension of service	11. Rules and orders (general aspects)  12. Group A 13. Group B 14. Group B (non-gazetted) 15. Group C 16. Group D	Permanent in the case of departments issuing the rules, orders etc.; other departments need keep only the standing rules, orders and instructions etc., weeding out the superseded ones as and when they become obsolete.  } C-1 after retirement	Subject to a copy of the order being placed in the personal file.
41. Re-employment	11. Rules and orders (general aspects)	Permanent in the case of departments issuing the rules, orders etc., other departments need keep only the standing orders and instructions etc., weeding out the superseded ones as and when they become obsolete.	

**A-ESTABLISHMENT CONT.**

1	2	3	4
	12. Group A 13. Group B 14. Group B (non-gazetted) 15. Group C 16. Group D	C-1 after the government servant ceases to be in government service.	A copy of the order may be placed in the personal file.
43. Nomination of employees	11. General aspects		
	12. Census operations	C-1	
	13. Committees, working groups, etc.	Appropriate retention period to be prescribed by departments concerned.	
	14. Election work	C-1	
	15. Invigilation	(a) Departments organising examinations and appointing invigilators: C-3; or one year after completion of audit whichever is later.  (b) Other departments:C-1	
44. Forwarding of applications	11. General aspects	Permanent for departments issuing the orders, instructions etc.; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	12 For examinations	C-1 after announcement of result of the examination or selection for particular post.	Subject to an authenticated copy of forwarding letter being kept in the personal file.
	13 For posts		
45. Study leave	11. Rules (general aspects)	Permanent in the case of departments issuing the rules, etc.; other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.	

**A-ESTABLISHMENT CONT.**

1	2	3	4
	12. Group A 13. Group B 14. Group B (non-gazetted) 15. Group C 16. Group D	C-1 after the expiry of the bond/ agreement executed by the government servant.	Subject to suitable entries being made in the appropriate service record and leave account and an authenticated copy being kept in the personal file.
46. No objection certificate (for registration with Employment Exchange Organization)	11. General aspects  12. Issue of N.O.C.		
47. Review for determining suitability of employees for continuance in service	11. General aspects  12. Group A 13. Group B 14. Group B (non-gazettes) 15. Group C 16. Group D	C-1  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.	Subject to an authenticated copy being kept in the personal file.  Refer GFR appendix 13, Annex-1  Subject to a copy of the relevant orders/ decision being kept in the personal file.
48. Review of cadres/ services	11. General aspects  12. Combination of cadres/services 13. Separation of cadres/services	C-1  Permanent for departments issuing orders/ instructions etc. other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.  Permanent Permanent	



A-ESTABLISHMENT CONT.

1	2	3	4
49. No objection certificate for issue of passport, arms licenses etc. to govt. servants.	11. General aspects	Permanent for departments issuing orders/ instructions etc. other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete	
	12. Issue of passport 13. Issue of arms licenses	C-5 or one year after completion of audit which ever is later.	

## RECORDS OTHER THAN FILES

Sl. No.	Description of Records	Retention period	Remarks
1	2	3	4
1.	Establishment/Sanction Register	Permanent	Where, for any reason, the register is re-written, the old volume will be kept for 3 years.
2.	Rosters for Scheduled Castes and Scheduled Tribes	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 : (a) officials entitled to retirement/ terminal benefits (b) other employees	C-3 after issue of final pension/ gratuity payment order. C-3 after they have ceased to be in service.	Refer GFR appendix 13, Annex-1 Refer GFR appendix 13, Annex-1
5.	Confidential reports/character Rolls (a) after retirement (b) after death (c) after resignation/ discharge from service	C-5 C-3 C-5	
6.	Answer books of departmental examinations/tests  Leave account of : (a) officials entitled to retirement/ terminal benefits (b) other employees	C-1 from the date of declaration of results.  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

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13. Grants-in-aid .....	24
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17. Departmental canteen .....	26
18. Benevolent fund .....	26

**B-WELFARE**

Description of record			Retention period	Remarks
Main head	Sub-head			
1	2		3	4
11. General staff welfare measures	11. Broad aspects	}	Permanent in the case of departments issuing orders/instructions etc., other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
	12. CSS (Recognition of Service Association) Rules			
	13. Recognition of Association (individual cases)	Permanent	These records may have some historical value.	
12. Departmental council/ office council	11. General aspects/ instructions		Permanent in the case of departments issuing the orders, instructions etc.; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	12. Departmental Council-constitution	}	C-1	Subject to follow-up action, where necessary being taken on appropriate subject files to which relevant extracts may be taken.
	13. Office Council- constitution			
	14. Meetings of Departmental Council			
	15. Meetings of Office Council			
	16. Meetings of Regional Council			
	17. Staff Union/Association			
(a) Recognition	Permanent	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		Permanent in the case of departments issuing the orders, instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding	

**B-WELFARE CONT.**

1	2	3	4
		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. Co-operative Societies	11. Rules and bye-laws (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.	
	12. Election of office bearers	C-1 after the next election	
	13. Meetings of co-operative societies	C-1	
	14. Recovery of contribution and loans	C-1	
15. Central Secretariat Library	11. General aspects	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. 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	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	13. Departmental Committee:		
	(a) Constitution	C-3 or one year after reconstitution, whichever is later.	
	(b) Proceedings	C-1	Subject to follow-up action being taken on appropriate subject files, to which relevant extracts may be taken.

**B-WELFARE CONT.**

1	2	3	4
	13(b) Apex Committee		
	(a) Constitution	C-3 or one year after reconstitution, whichever is later.	
	(b) Proceedings	C-3 or one year after completion of audit	
	14. Suggestions/employees' performance:		
	(a) those rewarded	C-3 or one year after completion of audit, whichever is later.	Subject to follow-up action being taken on appropriate subject files, to which relevant extract may be taken.
	(b) those not accepted	C-1	
17. Departmental canteens	11. General aspect/Instructions	Permanent in case of departments issuing the orders/instructions etc.; other departments need keep only the standing orders weeding out the superseded ones as and when they become obsolete.	
	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/furnitures	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	Permanent in case of departments issuing the orders/instructions etc., other departments need keep only the standing orders weeding out the superseded ones as and when they become obsolete.	
	12. Maintenance of accounts	C-3 or one year after the completion of audit which ever is later.	
	13. Collection of contribution & sanction of loans	C-3 or one year after the completion of audit which ever is later.	
	14. Committee meetings & related matters	C-1	

## C-VIGILANCE

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26. Subscriptions .....	30
27. Gifts.....	30
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**C-VIGILANCE**

Description of record		Retention period	Remarks
Main head	Sub-head		
1	2	3	4
11. Central Civil Services (Classification, Control & Appeal) Rules- Clarification and interpretation of	11. General notifications	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules, etc., weeding out the superseded ones as and when they become obsolete	
	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 and Appeal) Rules, 1955- Clarification and interpretation of	11. General	Permanent in the case of departments issuing the rules, orders, instructions, etc.; other departments need keep only the standing orders and instructions etc., weeding out the superseded ones as and when they become obsolete.	
	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: C-3 after the final disposal of appeal or final judgment under the normal course of law.	If as a result of the complaint a warning is issued to the Govt. servant a copy of the relevant order will be placed in the personal file.
	12. Group B		
	13. Group C		
	14. Group D		
	15. General-against two or more classes		
	(c) Other complaints: C-3		



**C-VIGILANCE CONT.**

1	2	3	4
14. Disciplinary proceedings	11. Group A	(a) Resulting in C-3 after the final imposition of disposal of appeal or penalties: final judgment under the normal course of law.	Subject to an authenticated copy of the order regarding imposition of penalty or warning being placed in the personal file and a suitable entry being made in the appropriate service record.
	12. Group B		
	13. Group C	(b) Resulting in C-3 exonerated of the accused officials with or without warning:	
	14. Group D		
	15. Joint enquiry		
15. Prosecutions	11. Group A	(a) Resulting in C-3 after the final imposition of disposal of appeal or penalties: final judgment under the normal course of law.	Subject to a copy of the final judgment being placed in personal file and a suitable entry being made in the appropriate service record.
	12. Group B		
	13. Group C		
	14. Group D		
	15. Joint enquiry		
16. Appeals	11. Group A	(b) Resulting in C-3 exonerated of the accused officials with or without warning:	If, as a result of the appeal the original order is modified, a copy of the revised order will be placed in the personal file and a suitable entry made in the appropriate service record.
	12. Group B		
	13. Group C		
	14. Group D		
17. Petitions	11. Group A	(c) Resulting in C-3 after the final disposal of appeal or final judgment under the normal course of law.	If, as a result of the petition the original order is modified, a copy of the revised order will be placed in the personal file and a suitable entry made in the appropriate service record.
	12. Group B		
	13. Group C		
	14. Group D		
18. Court cases	11. Group A	(d) Resulting in C-3 after the final disposal of appeal or final judgment under the normal course of law.	Subject to a copy of the court order being placed in the personal file and, where necessary a suitable entry being made in the appropriate service record.
	12. Group B		
	13. Group C		
	14. Group D		

**C-VIGILANCE CONT.**

1	2	3	4
19. Central Civil Services (Conduct) Rules, 1964-Clarification and interpretation of	11. General notifications	}	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing orders etc., weeding out the superseded ones as and when they become obsolete.
	12. Regarding Rules 1 to 7		
	13. Regarding Rules 8 to 11		
	14. Regarding Rules 12 to 18		
	15. Regarding Rules 19 to 25		
20. All India Services (Conduct) Rules, 1954-Clarification and interpretation of	11. General notifications	}	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing orders etc., weeding out the superseded ones as and when they become obsolete.
	12. Regarding Rules 1 to 7		
	13. Regarding Rules 8 to 14		
	14. Regarding Rules 15 to 20		
21. Central Civil Services (Safeguarding of National Security) Rules, 1953-Clarification and interpretation of	11. General notifications	}	Permanent in the case of departments administering the subject and issuing the rules, orders and instructions; other departments need keep only the standing orders etc., weeding out the superseded ones as and when they become obsolete.
	12. Regarding Rules 1 to 2		
	13. Regarding Rules 3 to 4		
	14. Regarding Rules 5 to 7		
22. Employment of dependents in private firms/foreign missions in India.	11. Intimation	}	C-3
	12. Sanction		
23. Participation in politics	11. Intimation		C-3
	11. Sanction		C-3
24. Radio broadcasts, contribution of articles, editing or managing of newspapers, publications			
	11. Sanction		C-3
25. Evidence before Committee of Enquiry	11. Sanction		C-3
26. Subscriptions	11. Intimation		C-3
27. Gifts	11. Sanction		C-3
28. Private trade employment			

**C-VIGILANCE CONT.**

1	2	3	4
29. Moveable /immovable property	11. Property returns (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing orders etc., weeding out the superseded ones as and when they become obsolete.	
	12. Returns of Group A	(a) In respect of employees entitled to retirement benefits: (b) In respect of other employees:	C-3 after the issue of final pension/ gratuity payment order C-3 after the employee has ceased to be in service
	13. Returns of Group B (gazetted)		
	14. Returns of Group B (non- gazetted)		
	15. Returns of Group C		
	16. Intimation 17. Sanction	} 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.
31. Vigilance Administration	11. General aspects	Permanent in the case of departments issuing rules, orders and instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.	
	12. Acts, rules, manuals		
	13. Vigilance set-up		
	14. Meetings	(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

**C-VIGILANCE CONT.**

1	2	3	4
	15. Appointment of vigilance officers in Ministries/ departments	C-3	
	16. List of officers of doubtful integrity	C-10	
	17. Cases of difference of opinion with Central Vigilance Commission	} C-10	
	17(a) Cases of difference of opinion with other Constitutional Bodies		
	18. Granting of vigilance clearance in respect of different classes of officers and the staff:	C-3	
	19. Annual Reports of CVC	C-5	
32. Prosecution of further studies	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. Permission	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.
33. Membership of Territorial Army, Auxiliary Air force and Naval Reserve	11. General aspects	Permanent in the case of departments issuing the orders, instructions etc; other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete.	
	12. Permission	C-3 or one year after the official has ceased to be a member of such organisation, whichever is later.	

## D-COMMON OFFICE SERVICES

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**D-COMMON OFFICE SERVICES**

Description of record		Retention period	Remarks
Main head	Sub-head		
1	2	3	4
11. Accommodation	11. Office accommodation (general aspects)	Permanent in the case of departments issuing the orders, instructions etc.; other departments need keep only the standing orders, instructions etc., weeding out the superseded ones as and when they become obsolete.	
	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)	Permanent in the case of departments issuing the orders, instructions etc.; other departments need keep only the standing orders and instructions etc., weeding out the superseded ones as and when they become obsolete.	
	15. Applications for allotment of residential accommodation-Types I-VII	C-1	
	16. Applications for change/exchange of accommodation	C-1	
	17. Applications for free/reduced rent accommodation	C-3 or one year after completion of audit, whichever is later.	
	18. Application/offer of out of-turn accommodation, its acceptance, rejection and relevant correspondence in relation there to	C-1	
	19. Application for sharing residential accommodation	C-1	

**D-COMMON OFFICE SERVICES CONTD.**

1	2	3	4
	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 - 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)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	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	Permanent	A suitable entry will be made in assets register.
	29. Hiring/ requisitioning of private property	C-3 or one year after completion of audit or C-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.	

**D-COMMON OFFICE SERVICES CONTD.**

1	2	3	4
12. Central Government Health Scheme	11. CGHS Rules (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only 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)	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.	
	15. Medical charges reimbursement	C-3 or one year after completion of audit, whichever is later.	
	16. Appointment of AMA (Authorised Medical Attendant) for non-CGHS beneficiaries.	C-5 or one year after new AMA is appointed, whichever is later.	
13. Working environment	11. Rules (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	12. Provision of air -conditioners/ desert coolers/gulmarg	(a) Procurement through CPWD :C-1 (b) Purchase/ hiring : C-3 or one year after completion of audit, whichever is later.	Subject to (a) suitable entries being made in the appropriate stock register in the case of purchase, and (b) a proper account of receipt, issue and return being maintained in other cases.
	13. Provision of fans		
	14. Provision of Khas tatties		
	15. Waterman engagement of during summer season	C-3 or one year after completion of audit, whichever is later.	
	16. Provision of Surahis	C-3 or one year after completion of audit, whichever is later.	



**D-COMMON OFFICE SERVICES CONTD.**

1	2	3	4
	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)	Permanent in the case of departments issuing the orders and instructions; other departments need keep only the standing orders and instructions etc. weeding out the superseded ones as and when they become obsolete.	
	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)	Permanent in the case of departments issuing orders, instruction etc.; other departments need keep only the standing orders and instructions etc. weeding out the superseded ones as and when they become obsolete.	
	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.

**D-COMMON OFFICE SERVICES CONTD.**

1	2	3	4
	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)	Permanent in the case of departments issuing orders, instructions etc.; other departments need keep only the standing orders 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	Permanent in the case of departments issuing orders, instructions etc.; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	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.	
17. Duplicating machines	11. Rules for procurement/disposal (general aspects)	Permanent in the case of departments issuing the orders, instructions etc.; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	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	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.	

**D-COMMON OFFICE SERVICES CONTD.**

1	2	3	4
	14. Hiring 15. 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.
	16. Repairs and maintenance and bills thereof		
	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)	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. 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	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.	
	14. Hiring 15. Purchase	} C-3 or one year after completion of audit, whichever is later.	Subject to suitable entries being made in the appropriate stock register.
16. Repairs and maintenance and bills thereof			
	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)	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. 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	Permanent in the case of departments issuing the orders, instructions etc.; other departments	

**D-COMMON OFFICE SERVICES CONTD.**

1	2	3	4
		need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	14. Hiring 15. Purchase	} C-3 or one year after completion of audit, whichever is later.	Subject to suitable entries being made in the appropriate stock register.
	16. Repairs and maintenance and bills thereof		
	17. Physical verification	C-3 or one year after completion of audit, whichever is later.	
20. Bicycles	11. Rules (general aspects)	Permanent in the case of departments issuing the orders, instructions etc.; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	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)	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. 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.

**D-COMMON OFFICE SERVICES CONTD.**

1	2	3	4
	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)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.	
	12. Procurement of material	C-3 or one year after completion of audit, whichever is later.	Subject to proper account of the articles received, being maintained in the appropriate registers.
	13. Stitching and tailoring		
	14. Supply of shoes and chappals		
	15. Return, renewal, surrender and withdrawal		
23. Black-listing of firms/ contractors	11. Circulars (general aspects)	Permanent in the case of departments issuing the orders, instructions etc.; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	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	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. Registration	C-3	
	14. Waiver/reduction of penalty or condonation of irregularity	C-3 or one year after completion of audit, whichever is later.	

**D-COMMON OFFICE SERVICES CONTD.**

1	2	3	4
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)  14. Non-official journeys  15. Purchase of P.O.L./ accessories  16. Servicing, repairs and replacement of parts and relevant correspondence	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.  C-3 or one year after completion of audit, whichever is later.  C-3 or one year after completion of audit, whichever is later.  C-3 or one year after completion of audit, whichever is later.	
27. Unserviceable, obsolete and surplus articles	11. Rules (general aspects) 12. Approved list of auctioneers  13. Engagement of auctioneers and notice of auction	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.  C-3 or one year after completion of audit, whichever is later.	
28. Maintenance of records	11. Rules for review of records (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions, other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.	
29. Printing and binding	11. Rules for printing and binding (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.	

**D-COMMON OFFICE SERVICES CONTD.**

1	2	3	4	
	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.	Subject to suitable entries being made in the accession register.	
	12. Ordering and receipt of periodicals			
	13. Purchase of government publications			
	14. Lending, transfer (requisition, reminder etc.)	(a) Lending: C-1 (b) Transfer: C-3 or one year after completion of audit which ever is later.	Subject to suitable entries being made in the accession register.	
	16. Binding of books	C-3		
	17. Selection Committee for books	(a) Constitution of new selection committee : (b) A g e n d a , m e e t i n g s Proceedings etc. (c) Purchase of books	One year after completion of audit C-1 one year after completion of audit.	Subject to receipt of intimation regarding debit having been raised.
	18. Write off of books	Permanent		
	19. Auction Newspapers/ journals	One year after the completion of audit		
	20. Membership of Library association	One year after the completion of audit		
31. Care-taking arrangements	11. Allocation of work among sweepers, farashes and chowkidars	One year after the allocation order ceases to be in force.		
	12. White-washing - arrangements thereof	C-3 or one year after completion of audit, whichever is later.		
32. Security	11. Rules (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules		

D-COMMON OFFICE SERVICES CONTD.

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1	2	3	4
		etc., weeding out the superseded ones as and when they become obsolete.	
	12. Confidential and secret box 13. Duplicate keys : maintenance thereof	} 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.
	15. Issue of identity cards - correspondence thereof 16. Loss of identity cards 17. Temporary passes arrangements	} C-1	Subject to suitable entries being made in the register of identity cards.

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## RECORDS OTHER THAN FILES

Sl. 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	Permanent	If, for any reason, a register has to be rewritten, the old register will be retained for 3 years.
6.	Departmental security seals register	Permanent	If, for any reason, a register has to be rewritten, the old register will be retained for 3 years.
7.	Register of identity cards	Permanent	If, for any reason, a register has to be rewritten, the old register will be retained for 3 years.
8.	Register of CGHS identity cards	Permanent	If, for any reason, a register has to be rewritten, the old register will be retained for 3 years.
9.	Register of spare copies of classified documents	Permanent	If, for any reason, a register has to be rewritten, the old register will be retained for 3 years.
10.	Telephone bill (including trunk call) register	C-3 or one year after completion of audit, whichever is later.	
11.	Index Cards	Permanent	
12.	Library Bulletin	C-1	

## E-HINDI

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12. Hindi Teaching Scheme -----	47
13. Translation into Hindi -----	48

**E-HINDI**

Description of record		Retention period	Remarks
Main head	Sub-head		
1	2	3	4
11. Progressive use of Hindi in government offices	11. General aspects and Hindi Committees.	Permanent in the case of departments issuing the orders and instructions; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	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	Permanent in the case of departments, issuing the orders and instructions; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	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 increments	C-3 or one year after completion of audit, whichever is later.	Subject to a suitable entry being made in the appropriate service record and an authenticated copy being kept in personal file.

**E-HINDI CONTD.**

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1	2	3	4
13. Translation into Hindi	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	
	11. Books, reports, periodicals etc.	C-3 after the publication is printed/cyclostyled.	

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**F-PUBLIC RELATIONS**

<b>Description of record</b>			
<b>Main head</b>	<b>Sub-head</b>	<b>Retention period</b>	<b>Remarks</b>
1	2	3	4
11. Reception	11. Enquiry/ Reception Office	Appropriate periods to be determined by the departments concerned according to the importance of subject matter.	
	12. Regulations regarding entry into office premises	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.	
	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 12. Processing of cases against the decisions		} Appropriate retention period to be determined by administrative departments concerned.
14. Press	11. Propaganda and publicity through-rules thereof	Permanent in the case of departments issuing the orders and instructions etc.; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	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	
16. Entertainments	11. Rules (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.	

**F-PUBLIC RELATIONS CONTD.**

1	2	3	4
	12. Arrangements	(a) Within the scale prescribed by the Ministry of Finance:  (b) In excess of that scale:	C-1  C-3 or one year after completion of audit, whichever is later.
17. Flags	11. Purchase		C-3 or one year after completion of audit, whichever is later.
18. Gifts	11. Rules (general aspects)		Permanent in the case of departments, issuing the orders and instructions etc.; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.
	12. Purchase of -for visiting delegation	}	C-3 or one year after completion of audit, whichever is later.
	13. Purchase of- for delegation going abroad		
	14. Acceptance/transfer of gifts received by officials of the ministry/ department		C-3
19. Hospitality grant	11. Rules (general aspects)		Permanent in the case of departments, issuing the orders and instructions etc.; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.
	12. Application for funds from hospitality grant for delegation		C-3 or one year after completion of audit, whichever is later.
20. Meetings, conferences celebrations and functions	11. Reservation of accommodation	}	(a) Involving government expenditure: C-3 or one year after completion of audit, whichever is later.  (b) Not involving such expenditure: C-1
	12. Seating, acoustical arrangements		
	13. Reception arrangements		
	14. Reporting and translation arrangements		
	15. Transport arrangements		

**F-PUBLIC RELATIONS CONTD.**

1	2	3	4
21. Delegations	11. Tour programme	C-1	
	12. Arrangements for reception and seeing off	(a) Involving government expenditure: (b) Not involving such expenditure:	C-3 or one year after completion of audit, whichever is later.  C-1
	13. Arrangements for hotel accommodation		
	14. Arrangements for visit to historical places		
	15. Arrangements for signing ceremony of agreement		



## G-FINANCE, BUDGET, CASH AND ACCOUNTS

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**G-FINANCE, BUDGET, CASH AND ACCOUNTS**

Description of record		Retention period	Remarks
Main head	Sub-head		
1	2	3	4
11. Creation of posts	11. Continuance of posts	C-3	Subject to particulars of sanctions being noted in Establishment/ sanction Register. Refer GFR appendix 13, Annex-1
	12. Creation of posts	C-10	Subject to particulars of sanctions being noted in Establishment/ Sanction Register. Refer GFR appendix 13, Annex-1
	13. Revision of scales of pay	Permanent in the case of departments issuing the orders and departments concerned other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete	Subject to particulars being noted in Establishment/ Sanction Register. Refer GFR appendix 13, Annex-1
	14. Upgrading of posts	C-10	Subject to particulars of Sanctions being noted in Establishment/ Sanction Register. Refer GFR appendix 13, Annex-1
	15. Conversion of temporary posts into permanent ones.	C-10	Subject to particulars of Sanctions being noted in Establishment/ Sanction Register. Refer GFR appendix 13, Annex-1
12. Pay	11. Rules (general aspects)	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.	
	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)	Permanent in the case of departments issuing the rules, orders and instructions; other	

**G-FINANCE, BUDGET, CASH AND ACCOUNTS CONTD.**

1	2	3	4
		departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.	
	12. Group A 13. Group B 14. Group B (non-gazetted) 15. Group C 16. Group D	} 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.
14. Allowances	11. Rules (general aspects)		
		Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.	
	12. Children's Education Allowance 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	} C-3 or one year after completion of audit, whichever is later.	
15. Increments	11. Rules (general aspects)		
		Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.	
	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.

**G-FINANCE, BUDGET, CASH AND ACCOUNTS CONTD.**

1	2	3	4
	14. Withholding of increments	C-10 or C-3 after the final disposal of appeal or final judgment under the normal course of law, whichever is later.	Subject to suitable entry being made in the appropriate service record and an authenticated copy of the order being placed in personal file.
16. Deputations and delegations	11. Rules regarding deputation on foreign service in India	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.	
	12. Rules regarding deputation abroad		
	13. Deputation on foreign service	C-3	
	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	Permanent in the case of departments issuing the orders and departments concerned; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	12. Delegation of Financial Powers Rules, 1958		
	13. FR & SR		
	14. GFR		
	15. Central Treasury Rules		
	16. Central Public Works Accounts Code		
	17. Declaration of officers as Head of Department	Permanent in the case of departments issuing the orders and instructions; other departments need keep only the standing rules, orders etc.,	

**G-FINANCE, BUDGET, CASH AND ACCOUNTS CONTD.**

1	2	3	4
		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)	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.	
	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)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules and instructions etc., weeding out the superseded ones as and when they become obsolete.	Refer GFR appendix 13, Annex-1
	12. Group A	} (a) Pre-verification of pension cases C-3 (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. (c) Family pension } (d) Other pension } (e) Gratuity C-5 (f) Commutation of pension C-15	Refer GFR appendix 13, Annex-1
	13. Group B		
	14. Group B (non-gazetted)		
	15. Group C		
	16. Group D		
			Refer GFR appendix 13, Annex-1

**G-FINANCE, BUDGET, CASH AND ACCOUNTS CONTD.**

1	2	3	4
20. Budget estimates/ revised estimates	11. Demand No. 12. Demand No. 13. Demand No.	} C-3	The retention period here relates to the budget/ revised estimates as complied by the Budget/Accounts Section for the department as a whole. Refer GFR appendix 13, Annex-1
21. Expenditure statements	11. Demand No. 12. Demand No. 13. Demand No.	} (a) In respect of lower formations:	To be weeded out at the end of the financial year. Refer GFR appendix 13, Annex-1
		} (b) In respect of department itself:	To be weeded out after the Appropriation Accounts for the year have been finalised. Refer GFR appendix 13, Annex-1
22. Reconciliation	11. Demand No. 12. Demand No. 13. Demand No.	} (a) In respect of lower formations:	To be weeded out at the end of the financial year.
		} (b) In respect of department itself:	To be weeded out after the Appropriation Accounts for the year have been finalised
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	C-3	
	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)	C-3	

**G-FINANCE, BUDGET, CASH AND ACCOUNTS CONTD.**

1	2	3	4
	15. Public Accounts 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.
	17. Appropriation Accounts	C-3	
	18. Accounts classification opening of new heads	Permanent in the case of departments issuing the orders; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
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 17. House Building Advance Rules 18. Motor Cycle/ Scooter Advance Rules 19. Pay Advance Rules 20. TA Advance Rules 21. Travel Concession Rules 22. Other Advances Rules	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules and instructions etc., weeding out the superseded ones as and when they become obsolete.	Refer GFR appendix 13, Annex-1

**G-FINANCE, BUDGET, CASH AND ACCOUNTS CONTD.**

1	2	3	4
	23. Grant of Car Advances 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	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
27. Payments and recoveries	11. Air passage bills 12. Cancellation charges 13. Contingent expenditure 14. Electric charges– recovery 15. GPF annual statements 16. GPF– membership 17. Grants-in-aid–contributions and donations 18. Hospitality fund 19. House rent and other allowances 20. Last Pay Certificate 22. Pay claims 23. Permanent imprest	C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-1 C-1 C-1 C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-5 after the settlement of case or one year after audit whichever is later. C-3 or till the relevant orders are superseded (whichever is later) in the case of departments issuing the orders; other departments need keep only the standing orders, weeding out	Refer GFR appendix 13, Annex-1 Refer GFR appendix 13, Annex-1



**G-FINANCE, BUDGET, CASH AND ACCOUNTS CONTD.**

1	2	3	4
		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.

**G-FINANCE, BUDGET, CASH AND ACCOUNTS CONTD.**

1	2	3	4
	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	Permanent for departments issuing the orders, instructions etc; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	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	Permanent for departments issuing the orders, instructions etc; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	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		

**G-FINANCE, BUDGET, CASH AND ACCOUNTS CONTD.**

1	2	3	4
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

SI. No.	Description of Records	Retention period	Remarks
1	2	3	4
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-35	
11.	Office copies of establishment pay bills and related schedules (in respect of period for which Pay Bill Register is not maintained.	C-35	
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

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Records other than files .....	67

**H-PARLIAMENT**

Description of record		Retention period	Remarks
Main head	Sub-head		
1	2	3	4
11. Parliament matters	11. General aspects	Permanent in the case of departments issuing the orders, other departments need keep only the standing orders and instructions etc., weeding out the superseded ones as and when they become Obsolete.	
	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	
	15. Cut-motions, resolutions/Calling Attention notices- Rajya Sabha		
	16. Questions-Lok Sabha	Permanent	Cases containing material of great precedence/reference value/historical importance may be retained permanently.
	17. Questions- Rajya Sabha		
	18. Legislation		The National Archives may be consulted for its up-keep.
	19. Furnishing of material for speech of President, Prime Minister, Minister etc.	C-3	

## RECORDS OTHER THAN FILES

Sl. No.	Description of Records	Retention period	Remarks
1	2	3	4
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	

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

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

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

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

1	2	3	4
		departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	6. Committees/ Commissions of enquiry:		
	(a) appointment (including composition, terms of reference, status of members;)	Permanent if set up under a government resolution; otherwise appropriate retention periods to be determined by administrative departments concerned.	The National Archives of India may be consulted before files pertaining to any of these categories are weeded out.
	(b) reports (including their processing and implementation);		
	(c) all other matters concerning the commissions/ committees, e.g., evidence tendered before it, its proceedings.		
	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 Mission abroad.	C-1	
	12. Notices, agenda and proceedings of inter-departmental meetings (e.g. O & M Vigilance):		
	(a) for departments organising such meetings;	Appropriate period to be prescribed by departments concerned in their record retention schedule.	

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

1	2	3	4
	(b) for other departments	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;	C-3	} Subject to follow-up action, where necessary, being taken on appropriate subject files to which relevant extracts may be taken.
	(b) for other units;	C-1	
	14. Work study/ case study reports	C-3	Subject to a copy of the report being kept in the departmental library. Cases containing material of a high precedent/reference value may be retained for appropriate longer periods, either initially or at the time of review.
	15. Rationalisation & Simplification of forms.	C-1 after the next review.	
	16. Arbitration and litigation cases	C-3	Subject to: (a) the file not being closed until the award/ judgment becomes final in all respects by limitation or final decision in appeal/ revision, and (b) cases involving important issues or containing material of a high precedent/reference value being retained for an appropriately longer period either initially or at the time of review.

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

1	2	3	4
	17. Notices under Section 80 of Civil Procedure Code	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:—

Sl. No.	Description of records		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
1.	Payments and recoveries.	(i) Expenditure Sanctions not covered by Paragraph 1 above (including sanctions relating to grants-in-aid)	2 years, or one year after completion of audit, whichever is later.	
		(ii) Cash Books maintained by the Drawing and Disbursing Officers under Central Treasury Rule 77.	10 years.	

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

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

Sl. No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
	retirement/terminal benefits.		3 years after issue of final pension/ gratuity payment order.	
	(b) Other employees.		3 years after they have ceased to be in service.	
4.	Leave Account of:			
	(a) Officials entitled to retirement/terminal benefits.		3 years after issue of final pension/ gratuity payment order.	
	(b) Other employees.		3 years after they have ceased to be in service.	
5.	Service records.			
	(a)	Nomination relating to family pension and DCR gratuity.	1 year.	Subject to the nomination in original or an authenticated copy thereof (where original is kept with the audit) as the case may be being placed in Vol. II of the Service Book/Personal File.
	(b)	Civil List Gradation/ Seniority List — (i) in the case of Departments preparing and bringing out the compilation.	3 years.	



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

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

Sl. No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
	(d)	Acquittance Roll	3 years, or one year after the completion of audit, whichever is later.	
9.		Muster Rolls.	Such period as may be prescribed in this behalf in the departmental regulations subject to a minimum 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.,

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

these should not be destroyed unless otherwise advised by the authorities conducting the enquiry. The other instructions contained in this Appendix will continue to be applicable in this case before the counterfoils which are more than five years old are actually destroyed.

12. Files, papers and documents relating to contracts, agreements, etc.

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

13. Sub-vouchers relating to

3 years after the expiry of the financial year in which the expenditure was incurred,

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

the Secret Service Expenditure.

subject to completion of administrative audit and issue of audit certificate by the nominated Controlling Officer.

### INSTRUCTIONS:

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

### Notes:—

- 1) Before any pay bills/pay bill registers are destroyed, the service of the Government servants concerned should be verified in accordance with Rule 81.
- 2) The periods of preservation of account records in Public Works Offices are prescribed separately by Government.
- 3) Where a minimum period after which any record may be destroyed has been prescribed, the Head of a Department or any other authority empowered by him to do so, may order in writing the destruction of such record in their own and subordinate offices on the expiry of that period counting from the last day of the latest financial year covered by the record.

- 4) Heads of Departments shall be competent to sanction the destruction of such other records in their own and subordinate offices as may be considered useless, but a list of such records as properly appertain to the accounts audited by the Indian Audit and Accounts Departments shall be forwarded to the Audit Officer and or the Accounts Officers, as the case may be, for his concurrence in their destruction before the destruction is ordered by the Head of Department.
  - 5) Full details shall be maintained permanently, in each office, of all records destroyed from time to time.
-

**ANNEXURE TO APPENDIX - 13**  
**DESTRUCTION OF RECORDS REFERRED TO IN PARA. 1 (iii) OF THIS APPENDIX**

Sl. No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
1.	Creation and Classification of posts.	(i) Continuance/abolition/revival of post.	1 year.	Subject to particulars of sanctions being noted in Establishment/ Sanction Register.
		(ii) Conversion of temporary posts into permanent ones.	10 years.	- do -
		(iii) Creation of posts.	10 years	- do -
		(iv) Revision of scales of pay.	Permanent in the case of Departments issuing orders and Departments concerned; other Departments need keep only the standing orders, weeding out superseded ones as and when they become obsolete.	- do -
		(v) Upgrading of posts.	10 years.	- do -

Sl. No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
2.	Review for determining suitability of employees for continuance in service.	Establishment/Sanction Register.	Permanent.	Where, for any reason the register is re-written, the old volume will be kept for 3 years.
3.	Arbitration and litigation cases.		3 years.	Subject to: (a) the file not being closed until the award/judgement becomes final in all respects by limitation or final decision in appeal/revision; and (b) cases involving important issues or containing material of a high precedent/reference value being retained for an appropriately longer period either initially or at the time of review.
4.	Notices under Section 80 of Civil Procedure Code.		1 year.	If such a notice is followed up by a civil suit, it would be come arbitration/litigation case and would, therefore, need to be retained for 3 years.



Sl. No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
5.	Recruitment.	Condonation of break in service.	5 years.	Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of Service Book/Personal File.
6.	Advance	<ul style="list-style-type: none"> <li>(i) Car Advance Rules</li> <li>(ii) Conveyance Advance Rules</li> <li>(iii) Cycle Advance Rules</li> <li>(iv) Festival Advance Rules</li> <li>(v) GPF Advance Rules</li> <li>(vi) House Building Advance Rules</li> <li>(vii) Motor Cycle/Scooter Advance Rules</li> <li>(viii) Pay Advance Rules</li> <li>(ix) T.A. Advance Rules</li> </ul>	Permanent in the case of Departments issuing the rules, orders and instructions; other Departments need keep only the standing rules, etc., weeding out the superseded ones as and when they become obsolete.	

Sl. No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
		(x) Travel Concession Rules (xi) Other Advance Rules (xii) Grant of car Advance (xiii) Grant of conveyance allowance (xiv) Grant of cycle advance (xv) Grant of festival advance (xvi) Grant of GPF advance (xvii) Grant of house building advance (xviii) Grant of motor cycle/scooter advance (xix) Grant of pay advance (xx) Grant of T.A. advance (xxi) Grant of LTC advance (xxii) Grant of other advances	1 year.	Subject to: (i) suitable entries being made in pay bill register; and (ii) in case of motor car/motor cycle/scooter and house building advances. (a) copies of sanction being placed on personal files; and (b) 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.	

Sl. No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
8.	Pension/retirement.	(i) Rules and Orders (general aspects)	Permanent in the case of Departments issuing the rules, orders and instructions; other Departments need keep only the standing rules and orders weeding out the superseded ones as and when they become obsolete.	
		(ii) In respect of Groups 'A' 'B', 'C', 'D' Government servants.		
		(a) Pre-verification of pension cases.	3 years.	
		(b) Invalid pension	Till one year after the last beneficiary of the family pension ceases to be entitled to receive or 5 years whichever is later.	
		(c) Family pension		
		(d) Other pensions		
		(e) Gratuity		5 years.
		(f) Commutation of pension	15 years.	

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

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

### **INSTRUCTIONS:**

1. The retention period specified in Column (4), in the case of a file, is to be reckoned from the year in which the file is closed (i.e., action thereon has been completed) and not necessarily from the year in which it is recorded.

2. In the case of records other than files, e.g., registers, the prescribed retention period will be counted from the year in which it has ceased to be current.

3. In exceptional cases, a record may be retained for a period longer than that specified in the schedule, if it has certain special features or such a course is warranted by the peculiar needs of the department. In no case, however, will a record be retained for a period shorter than that prescribed in the schedule.

4. If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised in the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously “reviewed and, where necessary, revised suitably”.

**APPENDIX 28**

*Retention schedule for records prescribed in the Manual of Office Procedure*

**Annex-II**

**[Vide para 111 (1) (c)]**

SI. 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 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

**APPENDIX 28 – contd.**

1	2	3	4
20.	Register for watching the progress of recording .....	104 (2)(b) and (3)	3
21.	Index slips	107	5 years or till printed departmental index becomes available whichever is latter.
22.	Consolidated departmental index .....	107	Permanent
23.	Precedent book	110	Permanent
24.	List of files transferred to		
	(a) Departmental record room .....	112 (3)	25
	(b) National Archives .....	112 (5)	Permanent
25.	Record review register .....	112 (4)	1
26.	List of files received for review .....	113 (5)	1
27.	Register of spare copies of publications, circulars, orders etc.	113 (9)	1
28.	Record requisition slip .....	115	To be destroyed after the requisitioned file has been returned to the National Archives.
29.	Record requisition card .....	115	To be destroyed after all the space for entries have been used and the last file requisitioned has been returned to the sectional/departmental records.
30.	Weekly arrear statement .....	123 (1)	1
31.	Case sheets of cases pending disposal over a month .....	124 (2)(a)	1
32.	Numerical abstract of cases pending disposal for over a month .....	124 (4)(d)	1
33.	Consolidated numerical abstract of cases pending disposal for over a month in the various sections of the department .....	124 (8)(a)	3
34.	Call book .....	125 (1)	3
35.	Monthly Progress report on recording of files .....	126 (1)	1

**APPENDIX 28 – contd.**

1	2	3	4
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.