

RECORD RETENTION SCHEDULE

FOR RECORDS

COMMON TO ALL DEPARTMENTS



GOVERNMENT OF HARYANA

HARYANA STATE ARCHIVES, CHANDIGARH

2009

## PREFACE

With the formation of the State of Haryana in November, 1966, a huge bulk of old records was transferred to the Government of Haryana by Punjab Government. It also included a large number of files which were subsequently opened and recorded. Although a provision for retention and weeding of the files existed in para 52 of the Secretariat Instructions, the State Government gave further thought to the matter after the setting up of Haryana State Archives in 1975. It was seen that the Government of India had prepared a detailed Record Retention Schedule applicable to all Ministries and Departments. Taking the Retention Schedule of the Government of India as the base, the Archives Department of the State advised the Government to revise the entire Schedule of retention periods prescribed for records which were common to all Departments. The State Government constituted a Working Group, under the Chairmanship of the Commissioner and Secretary to Government, Haryana, Archives Department, vide their notification dated 15-2-1977. This Working Group included representative of the Secretariat Establishment and General Administration Department, Law and Legislative Department and the Finance Department, besides the Director, Archives as its member. The Deputy Director, Archives, was appointed the Member Secretary. The working Group held 5 meetings and prepared a Schedule which covers practically all aspects of records management which are common to all the Secretariat Departments as well as other offices of the State Government. In preparing this Schedule extensive use of the record retention schedule prepared by Government of India was made and the same is hereby acknowledged. I am sure this Schedule will greatly facilitate the proper recording of files and I also fervently hope that all concerned will refer to the schedule frequently to derive fullest benefit from it.

Suggestions including intimation of any errors or omissions that might have crept into the schedule, would be gratefully received and acknowledged by the Archives Department.

L.M. Jain, I.A.S.,  
Commissioner & Secretary,  
Govt. of Haryana, Education Deptt.,  
Chandigarh.

## FOREWORD

With the increased archival awareness in the country it has become extremely necessary to manage the public records properly on scientific lines. Even though para 52 of the Secretariat Instructions contains guidelines regarding retention period of various categories of files, it has been felt that the same was not adequate to deal with the problem in view of the manifold expansion in the activities of the Government Departments. Therefore, it was considered necessary to prepare a record retention schedule which would be applicable to all Departments of the State Government on the pattern of the Record Retention Schedule prepared by the Central Government for its Ministries and Departments. This Schedule should prove extremely helpful to all Departments of the Government in managing their records properly. I do hope that they will give due importance to this matter and while regularly appraising their records at the appropriate time, keep with them only such records which are necessary to be retained for their current use or for archival preservation.

P. P. Caprihan,  
Chief Secretary to Govt. Haryana,  
Chandigarh.

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## INSTRUCTIONS

1. Retention period for records (other than files) e.g. registers, for which no files are to be opened have been shown under the appropriate group heading at the end.
2. Retention periods for records common to all departments, but not relating to establishment and house-keeping work, have been shown at the end of the schedule, e.g. bill, acts and ordinances.
3. Unless, otherwise, stated, the records described in column 1 of the schedule refer to files.
4. The retention period specified in the column 2 in the case of a file, is to be reckoned from the year in which the file is closed (i.e. action on the file is completed ) and not from the year in which it is recorded.
5. 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.
6. If a record relates to two or more subjects for which different retention period have been prescribed, it will be retained for the highest of such periods.
7. 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.
8. If a record is required in connection with the disposal of another record, the former will not be weeded out until all the issues raised on the later have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention period initially marked on such records should be consciously reviewed and, where necessary revised suitably.
9. In the case of files on which instructions or office orders are issued the retention period mentioned in the schedule is subject to keeping a copy of instructions or office order in the collection file/register.
10. In the case of files on which printed material is kept the retention period is subject to keeping a copy of the printed material in the Departmental Library as well as in the State Archives.
11. In the schedule a single asterisk (\*) mark denotes: "Permanent" in the case of departments issuing the orders and instructions; other departments need kept only the standing orders, weeding out the superseded ones, as and when they become obsolete; and double asterisk (\*\*) mark denotes "Subject to a suitable entry being made in the appropriate service records" (i.e. service book or service card) and an authenticated copy of the record/report/order being kept in the service book/personal file.

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**GOVERNMENT OF HARYANA**

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

**PART-I RECORDS RELATING TO ESTABLISHMENT AND HOUSE-KEEPING WORK**

**A-ESTABLISHMENT**

Sr. No.	Description of records Head/ Sub-head	Retention period	Remarks
1	2	3	4
<b>1. Recruitment</b>			
	Rules	Permanent*	
	Appointment	10 years**	
	Estimate (annual) of vacancies	1 years	
	Employment priorities and maintenance of roster	10 years	
	H.P.S.C./S.S.S. (Exemption from Consultation ) Regulations	Permanent*	
	Framing of recruitment rules	Permanent*	
	Recruitment through Employment Exchange Rules	Permanent*	
	Recruitment from open market, including advertisements and inviting of applications.	10 years	
	Recruitment through H.P.S.C./S.S.S.B. including requisitions for recruitment and recommendations of H.P.S.C./S.S.S.B.	10 years	
	Recruitment otherwise than through H.P.S.C/S.S.S.B.	10 years	
	Reservation in services	10 years	
	Reservation in services (Policy)	Permanent*	
	De-reservation of vacancies	10 years	
	De-reservation in services (Policy)	Permanent*	
	Return regarding appointment and promotion	3 years	
	Complaints from associations Selection Committee for recruitment of personnel :	3 years	
	(a) Constitution	1 year after reconstitution	
	(b) Proceedings	Permanent*	
	Relaxation of age/ educational qualifications	10 years	
	Condonation of break in service	Till sanction of the pension	
	Engagement of casual labour	1 year after completion of audit	

1	2	3	4
	<b>2. Retrenchment</b>		
	Rules	Permanent*	
	Individual	3 years**	
	<b>3. Verification and Re-verification of Character and Antecedents</b>		
	Rules	Permanent*	
	Individual cases	1 year	Subject to verification report being kept in the service-book/personal file.
	<b>4. Medical examination</b>		
	Rules	Permanent*	
	Individual cases	1 year	Subject to report itself being placed in the service book/personal file
	<b>5. Personal files</b>		
	Individual files	1 year after issue of final pension/gratuity/payment order	On the expiry of the specified retention period, personal files of officials who have made significant contribution in any field of activity e.g. administrative, scientific, economic, social and have won State/ National/International recognition, should be retired to the State Archives.
	Correspondence regarding requisition transfer & return of Annual Confidential Reports files.	1 year	
	<b>6. Services records</b>		
	History of Services :		
	(a) For departments preparing and bringing out the compilation	3 years	
	(b) For other departments i.e. those supplying material for inclusion their in	1 year after issue of the compilation	
	Change in name of Government servant	3 years**	
	Alteration in the date of birth	1 year after issue of final pension/gratuity payment order	
	Change in qualification of Government servant	3 years**	
	Civil list, gradation/seniority list :		



1	2	3	4
(a)	In the case of department preparing and bringing out the compilation	3 years	Subject to supply of a printed copy of the list to the departmental library and a copy to the State Archives.
(b)	In the case of other departments i.e. those supplying information for such compilation	1 year after issue of relevant compilation	
	Verification of age and educational qualifications	1 year	Subject to authenticated copies of the relevant certificates being kept in service book/personal file.
	Admission of previous service not supported by authenticated service record, e.g. through collateral evidence	1 year** after completion of audit	
	Nomination relating to family pension and D.C.R. 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 the service book/personal file.
	G.P. Fund nomination	1 year	Subject to the nomination in original or an authenticated copy thereof being placed in the service book/personal file.
<b>7. Postings and Transfers</b>			
	Rules	Permanent*	
	All classes & cadres	1 year**	
<b>8. Seniority</b>			
	Rules	Permanent*	
	Fixation of seniority in individual cases	10 years**	
	Representations	10 years	If the representation results in the original seniority being revised an authenticated copy of the relevant order/decision will be kept in the service book/personal file and an entry made in the gradation/seniority list.
<b>9. Leave</b>			
	Rules	Permanent*	
	Individual cases	3 years**	
	Casual leave and special leave	1 year	
	Study leave individual cases	1 year** after the expiry of the bond/agreement executed by the Government servant.	

1	2	3	4
<b>10. Pay/Special pay</b>			
	Rules	Permanent*	
	Individual cases	1 year** after completion of audit	
<b>11. Allowances</b>			
	Rules	Permanent*	
	Claims	1 year after completion of audit	
	Claims for travelling by non-entitled conveyance	1 year after completion of audit	
<b>12. Confidential/Assessment report</b>			
	Rules	Permanent*	
	Recording of confidential reports in individual cases	3 years	
	Communication of adverse entries.	3 years	
	Representation for expansion of adverse entries	10 years	
<b>13. Increment</b>			
	Rules	Permanent*	
	Advance increments	1 years** after completion of audit	
	Efficiency bar	1 year** where it is cleared, and where it is with held; 10 years	
	With holding of increments	10 years; or 3 years after the final disposal of appeal or final judgement under the normal course of law, whichever is later.	
	Representations and petitions	10 years	If the representation results in the original order being revised, an authenticated copy of the relevant order/decision will be kept in the personal file and suitable entries made in the appropriate service records.
<b>14. Probation/Confirmation</b>			
	Rules	Permanent*	
	Confirmation/extension of probation individual cases.	10 years**	
	Representations and petitions	5 years	If the representation results in the original order being revised, an authenticated copy of the relevant order/decision will be kept in the personal file and suitable entries made in the appropriate service records.

1	2	3	4
<b>15. Promotion/Reversion</b>			
Rules	Permanent*		
Individual cases	10 years**		
Representations and petitions	5 years		If the representations results in the original order being revised, an authenticated copy of the relevant order/decision will be kept in the personal file and suitable entries made in the appropriate service records.
<b>16. Training/Scholarships/Fellowships in India and Abroad</b>			
Individual cases	3 years** after the period of validity bond/agreement or completion of audit, whichever is later		
Report submitted by trainees etc. after completion of training/study	5 years		
<b>17. Departmental examination</b>			
Rules	Permanent*		
Holding of examination	3 years		
Results-declaration of	Permanent* for departments conducting such tests; 1 year for other departments		
Representations and petitions	5 years		If the representation results in the original orders being revised, an authenticated copy of the relevant order/decision will be kept in the service book/personal file and suitable entries made in the appropriate service records.
<b>18. Deputation and Deligations</b>			
Rules regarding deputation, including deputation on foreign service in India and abroad	Permanent*		
Delegation in India/abroad	3 years; or 1 year after completion of audit and settlement of all audit objections, which ever 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 report should be reviewed and,if necessary, weeded out in consultation with the State Archives.
Individual cases	3 years** after return from deputation		

1	2	3	4
<b>19. Honorarium/Awards</b>	Rules Individual cases	Permanent* 3 years; or 1 year** after completion of audit	
<b>20. Pension/Retirement/Gratuity</b>	Rules and orders Individual cases :	Permanent* 3 years Till one year after the last beneficiary of the family pension cases to be entitled to receive it or 5 years which ever is later.	
	(a) Pre-verification of pension cases (b) Invalid Pension (c) Family Pension (d) Other Pension	5 years	
	(e) Gratuity	15 years	
	(f) Commutation of Pension		
<b>21. Resignation</b>	Rules Individual cases	Permanent* 1 year** after obtaining no demand certificate	
<b>22. Extension of Service</b>	Rules Individual cases	Permanent* 1 year** after retirement	
<b>23. Re-employment</b>	Rules Individual cases	Permanent* 1 year** after the Govt. servant cases to be in Govt. service	
<b>24. Nomination of employees</b>	Rules Census operation Committees, working Group, etc.	Permanent* 1 year Appropriate retention period to be prescribed by department concerned.	
	Election work Invigilation	1 year (a) Departments organising examination and appointing invigilators, 3 years or 1 year after completion of audit whichever is later.	
		(b) Other departments 1 year	

1	2	3	4
25.	<b>Forwarding of applications</b>		
	Rules	Permanent*	
	For allotment of motor car, motor cycle, scooter etc.	1 year	
	For examination	1 year	
	For Post	1 year	
26.	<b>No Objection Certificate (For Registration with employment Exchange Organisations)</b>		
	Rules	Permanent*	
	Issue	1 year**	
27.	<b>Review for Determining Suitability of Employees for Continuance in Service</b>		
	Rules	Permanent*	
	Individual cases		
	(a) If it results in pre-mature retirement	3 years	
	(b) If it results in continued retention in service	1 year	
	<b>RECORDS OTHER THAN FILES</b>		
	Establishment/Sanction register	Permanent*	Where, for any, reason the register is rewritten, the old volume be kept permanent.
	Rosters for Scheduled Castes/ Scheduled Tribes/Backward Classes and Ex-Servicemen.	Permanent*	
	Register of oath affirmation of allegiance to the Constitution Service book	3 years**	
		5 years after issue of final pension/gratuity payment order	
	Answer books of departmental examination/tests	1 year from the date of declaration of results	
	Leave account of ;		
	(a) Officials entitled to retirement/ terminal benefits	3 years after issue of final payment pension/gratuity payment order	
	(b) Other employees	3 years after they have ceased to be in service	

1	2	3	4
	Casual leave account	To be destroyed at the end of the year	
	Special casual leave register	1 year	
	Leave roster	1 year	
	Register of delegation/ députation to International Organisations	Till retirement	
	Confidential reports/Character rolls	(a) 5 years after retirement  (b) 2 years after death  (c) 5 years after resignation/ discharge from service.	

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**B-WELFARE**

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
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<b>1. General staff welfare measures</b>			
	Broad aspects	Permanent*	
	Recognition of association rules	Permanent*	
	Recognition of association (Individual cases)	Permanent*	
<b>2. Departmental council/office council</b>			
	Rules/Instructions	Permanent*	
	Meetings, Minutes Rulings	1 year	Subject to follow up action where necessary being taken on appropriate subject files to which relevant extracts may be taken.
Staff union/association :			
	(a) Recognition	Permanent*	
	(b) Representations	Will be kept according to nature.	
<b>3. Grants-in-aid</b>			
	Rules	Permanent*	
	Grants for sports and other cultural activities	1 year after completion of audit	
<b>4. Co-operative societies</b>			
	Rules and bye-laws	Permanent*	
	Election of office bearers	1 years after the next Election	
	Proceedings of Meetings of Co-operative societies	1 year	
	Recovery of contribution and loans	1 year	
<b>5. Suggestions scheme</b>			
	Rules	Permanent*	
Departmental Committees :			
	(a) Constitution	1 year after reconstitution	
	(b) Proceedings of meetings	Permanent*	
Suggestions :			
	(a) Those accepted	1 year after completion of audit.	
	(b) Those not accepted	1 year	



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## C-VIGILANCE

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
1	2	3	4
	<b>1. Civil Services Rules</b>		
	General notifications	Permanent*	
	Schedule regarding appointing authority, disciplinary authority and appellate authority.		
	Regarding charge sheets, documentary evidence, enquiry officer, examination of witnesses and showcause notices.		
	Regarding penalties.		
	Regarding consultation with H.P.S.C./H.S.S.C.		
	Regarding appeals and petitions.		
	Regarding suspension and subsistence allowance.		
	<b>2. Complaints</b>		
	Individual cases	3 years after the final disposal of appeal or final judgement under the normal course of law, whichever is later.	If as a result of the complaint a warning is issued to the Government servant a copy of the relevant order will be placed on the personal file.
	General-against two or more classes :		
	(a) Those leading to vigilance/ disciplinary enquiries.	3 years after the final disposal of appeal or final judgement under the normal course of law, whichever is later.	If as a result of the complaint a warning is issued to the Government servant a copy of the relevant order will be placed on the personal file.
	(b) Anonymous or pseudonymous complaints on which no action taken.	To be destroyed at the end of the year.	
	(c) Other complaints on which no action is taken.	3 years.	
	<b>3. Petitions</b>		
	Individual cases	Permanent*	
	<b>4. Court Cases</b>		
	Individual cases	The limitation for final appeal is expired.	
	<b>5. Civil Services (Conduct) Rules Clarification and Interpretation of</b>		
	General notifications	Permanent*	
	<b>6. Employment of dependents in private firms/foreign missions in India</b>		
	Intimation	3 years	
	Sanction	3 years	

1	2	3	4
7.	<b>Radio broadcasts, contribution on articles, editing or managing of newspapers, publications</b>	3 years	
	Permission where required		
8.	<b>Evidence before committee of enquiry</b>		
	Sanction for giving evidence	3 years	
9.	<b>Disciplinary proceedings</b>		
	Individual cases :		
	(a) Resulting imposition of penalties.	3 years after the final disposal of appeal or final judgement under the normal course of law.	Subject to an authenticated copy of the order regarding imposition of penalty or warning being placed on the personal file and a suitable entry being made in the appropriate service record.
	(b) Resulting in exoneration of the accused officials with or without warning.	3 years	
10.	<b>Subscriptions</b>		
	Sanctions	3 years	
11.	<b>Gifts</b>		
	Intimations	Till sanction of pension.	
12.	<b>Private trade or employment</b>		
	Sanction	Till sanction of pension.	
13.	<b>Movable/Immovable property</b>		
	Rules	Permanent*	
	Return :		
	(a) In respect of employees entitled to retirement benefits.	3 years after the issue of final pension/gratuity payment order.	Should preferably be dealt with on a separate file for each official to be kept open throughout the official carrier of the Government servant.
	(b) In respect of other employees	1 year after the employee has ceased to be in service.	
	Intimation	Permanent*	Should preferable be dealt with on a separate file for each official to be opened under the appropriate subject/functional heading.
	Saction	Permanent*	
14.	<b>Appeals</b>		
	Individual	10 years	If, as a result of the appeal the original order is modified, a copy of the revised order will be placed on the personal file and a suitable entry made in the appropriate service record.

1	2	3	4
<b>15. Vigilance administration</b>			
	Rules	Permanent*	
	Acts, rules, manuals	Permanent*	
	Vigilance set-up	Permanent*	
	Meetings :		
	(a) for departments organising such meetings	Appropriate period to be prescribed by departments concerned in their record retention schedule.	
	(b) for other departments	1 year	Subject to follow up action where necessary, being taken on appropriate subject files to which relevant extracts may be taken.
<b>16. Prosecution of further studies</b>			
	Rules	Permanent*	
	Permission	3 years; or 1 year after completion of study, whichever is later.	
<b>17. Membership of Territorial Army, Auxillary Airforce, Naval Reserve, Home Guards</b>			
	Rules	Permanent*	
	Permission	3 years; or 1 year after the official has ceased to be a member of such organisation, whichever is later.	

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## D-COMMON OFFICE SERVICES

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
1	2	3	4
<b>1. Accommodation</b>			
	Office accommodation Rules.	Permanent*	
	Requirements of office accommodation.	1 year after completion of audit.	
	Shifting arrangements.	1 year after completion of audit.	
	Residential accommodation Rules.	Permanent*	
	Application for allotments of residential accommodation.	1 year after house is allotted	
	Application for free/reduced rent accommodation.	1 year after completion of audit.	
	Application for providing water and electric connections issue of letter of guarantee	1 year	Subject to a copy of the guarantee letter being placed in the personal file.
	Application for surrender of accommodation.	1 year	
	Unauthorised sub-letting of Government accommodation.	1 year	If, as a result of the inquiry the the Government servant is disqualified for Government accommodation or any other penalty is imposed on him, a copy of the relevant order will be placed on the personal file.
	Waiting lists of various types of accommodation from general pool.	1 year after house is allotted.	
	House rent allowance Rules.	Permanent*	
	Approval of the scale of accommodation for grant of house rent allowance on percentage basis.	1 year after completion of audit.	
	Acquisition/purchase of building Land for official use.	Permanent*	A suitable entry will be made in assets register.
	Hiring/requisitioning of private property	1 year after completion of audit; or 1 year after termination of lease/contract, whichever is later	
	Additions, alterations and maintenance.	Permanent*	

1	2	3	4
<b>2. Medical charges</b>			
	Rules	Permanent*	
	Issue of medical identity cards.	1 year	Subject to suitable entry being made in the register of identity cards.
	Alteration/additions in identity cards.		
	Medical charges-re-imburement	1 year after completion of audit.	
<b>3. Working environment</b>			
	Rules	Permanent*	
	Provision of items of purchase/hiring store/stock/stationery	1 year after completion of of audit	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.
	Waterman-engagement of during summer season/Daily wages labourer	1 year after completion of audit	Subject to proper account being maintained in the appropriate register.
	Maintenance of air conditionrs, fans, heaters, etc.		
<b>4. Furniture</b>			
	Rules	Permanent*	
	Condemnation/disposal of unserviceable articles.	1 year after completion of audit	Subject to suitable entries being made in the appropriate stock assets register.
	Hiring/purchase		
	Maintenance and repairs.		
	Physical verifications.		
<b>5. Stationery and forms</b>			
	Rules	Permanent*	
	Indent for stationery on controller of Stationery.	1 year	
	Local purchase	1 years after completion of audit.	Subject to suitable entries being made in the appropriate register.
	Supply of stationery	1 year	Subject to suitable entries being made in the appropriate register.
	Physical verification	1 year after completion of audit.	Subject to suitable entries being made in the appropriate register.

1	2	3	4
<b>6. Typewriters</b>			
	Rules	Permanent*	
	Condemnation and disposal	1 year after completion of audit	Subject to suitable entries being made in the appropriate register.
	Rate contracts	Permanent*	
	Hiring	1 year after completion of audit	Subject to suitable entries being made in the appropriate register.
	Purchase		
	Repairs and maintenance and bills therefor		
	Physical verification.		
<b>7. Duplicating machines</b>			
	Rules	Permanent*	
	Condemnation and disposal	1 year after completion of audit.	Subject to suitable entries being made in the appropriate register.
	Rate contracts	Permanent*	
	Hiring	1 year after completion of audit	Subject to suitable entries being made in the appropriate register.
	Purchase		
	Repairs and maintenance and bills therefor		
	Physical verification.		
<b>8. Calculating and accounting machines</b>			
	Rules	Permanent*	
	Condemnation and disposal	1 year after completion of audit.	Subject to suitable entries being made in the appropriate register.
	Rate contracts	Permanent*	
	Hiring	1 year after completion of audit	Subject to suitable entries being made in the appropriate register.
	Purchase		
	Repairs and maintenance and bills therefor		
	Physical verification.		
<b>9. Other office machines</b>			
	Rules	Permanent*	
	Condemnation and disposal	1 year after completion of audit.	Subject to suitable entries being made in the appropriate register.



1	2	3	4
	Rate contracts	Permanent*	
	Hiring	1 year after completion of audit	Subject to suitable entries being made in the appropriate register.
	Purchase		
	Repairs and maintenance and bills therefor		
	Physical verification.		
	<b>10. Vehicles</b>		
	Rules	Permanent*	
	Rate contracts	Permanent*	
	Condemnation and disposal	1 year after completion of audit.	Subject to suitable entries being made in the appropriate register.
	Purchase	1 year after completion of audit	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.
	Repairs and maintenance and bills therefor		
	Physical verification.		
	<b>11. Office equipment including electrical and mechanical appliances and other miscellaneous stores</b>		
	Rules	Permanent*	
	Rate contracts	Permanent*	
	Purchase	1 year after completion of audit.	Subject to suitable entries being made in the appropriate register.
	Condemnation and disposal		
	Repairs and maintenance		
	Physical verification.		
	<b>12. Liveries</b>		
	Rules	Permanent*	
	Procurement of material	1 year after completion of audit.	Subject to proper account of the articles received being maintained in the appropriate register.
	Stitching and tailoring		
	Supply of shoes and chapples.		
	Return, renewal, surrender and withdrawal.		

1	2	3	4
<b>13. Black-listing of firms/contractors</b>			
	Circulars	Permanent*	Subject to significant events concerning the performance of a contractor being noted in a suitable register or card index.
	Individual cases	3 years	
<b>14. Contractors for supplies</b>			
	Approved list	Permanent*	
	Registration	3 years	
	Waiver/reduction of penalty of	1 year after	
	condonation of irregularity	completion of audit.	
<b>15. Telephone, clocks and call bells</b>			
	Telephones installation and shifting of telephone.	3 years; or 1 year after completion of audit whichever is later.	
	Repairs and maintenance		
	Clock and call bells (procurement and maintenance).		
<b>16. Staff Car</b>			
	Rules	Permanent*	
	Non-official journeys.	3 years; or 1 year after completion of audit, whichever is later.	
	Purchase of P.O.L. accessories Servicing, repairs and replacement of parts and relevant correspondence.	3 years; or 1 year after completion of audit, whichever is later.	
<b>17. Unserviceable, obsolete and surplus articles</b>			
	Rules	Permanent*	
	Approved list of auctioneers	Permanent*	
	Engagement of auctioneers and notice of auction.	1 year after completion of audit.	
<b>18. Maintenance of records</b>			
	Rules	Permanent*	
<b>19. Printing and binding</b>			
	Rules	Permanent*	
	Correspondence relating to Printing and binding.	2 years	Subject to receipt of intimation about debit having been raised.

1	2	3	4
<b>20. Library</b>			
	Ordering and receipt of books	3 years; or 1 year after completion of audit, whichever is later.	Subject to suitable entries being made in the accession register/magazine register.
	Ordering and receipts of periodicals		
	Lending, transfer (requisition, reminder etc.) :		
	(a) Lending	1 year	
	(b) Transfer	3 years; or 1 year completion of audit whichever is later.	Subject to suitable entries being made in the accession register.
	Membership applications	1 year after resigning the membership.	
<b>21. Care taking arrangements</b>			
	Allocation of work among sweepers, farashes and chowkidars While-washing, arrangements thereof	1 year after the allocation order ceases to be in force. 1 year after completion of audit.	
<b>22. Security</b>			
	Rules	Permanent*	
	Confidential and secret box	1 year after completion of audit.	Subject to suitable entries regarding distribution and custody of boxes and keys being made in the appropriate register.
	Duplicate Keys maintenance		
	Issue of identity cards correspondence thereof.	1 year	Subject to suitable entries being made in the register of identity cards.
	Loss of identity cards		
	Temporary passes arrangements		

RECORDS OTHER THAN FILES

1	2	3	4
Staff car log book		3 years; or 1 year after completion of audit, whichever is later.	
Stock register		1 year after stock are entered in the latest register.	
Railway receipt register		1 year after completion of audit.	
Short hand note book		1 year	
Library accession register Department security seals register Register of identity cards Register of spare copies of classified documents.		Permanent*	If, for any reason, a register has to be re-written, the old register will be retained for 3 years.
Telephone bills.		1 year after completion of audit.	

## E-HINDI

Sr. No.			Page
1	2	3	4

1. Progressive use of Hindi in government offices.

24

## E-HINDI

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
1	2	3	4
<b>1. Progressive use of Hindi in Government offices</b>			
	Rules	Permanent*	
	Policy/Instructions	Permanent*	
	Circulation of orders	To be destroyed at the end of the year	
	Registration of telegraphic address in Hindi	1 year	
	Periodical reports regarding use of Hindi for official purpose.	1 year	

F-PUBLIC RELATIONS

S. No.	Page
1. Reception	26
2. Complaints and enquiries.	26
3. Representative committee.	26
4. Press	26
5. Entertainments	26
6. Flags.	26
7. Gifts	26
8. Hospitality grant	27
9. Meetings, conferences, celebrations and functions.	27
10. Delegations.	27

## F-PUBLIC RELATIONS

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
1	2	3	4
<b>1. Reception</b>			
	Enquiry/reception office	3 years	
	Regulations regarding entry into office premises.	Permanent*	
<b>2. Complaints and enquiries</b>			
	By Government representative.	Appropriate period to be prescribed by departments concerned	
	By traders		
<b>3. Representative Committee</b>			
	Constitution	1 year after reconstitution	
	Processing of cases against the decision.	1 year	
<b>4. Press</b>			
	Rules	Permanent*	
	Arrangements for Press conference :		
	(a) Cases involving expenditure	1 year after completion of audit.	
	(b) Other cases	1 year	
	Record of Press conference	Permanent*	
<b>5. Entertainments</b>			
	Rules	Permanent*	
	Arrangements :		
	(a) Within the scale prescribed by the Finance Department.	1 year	
	(b) In excess of that scale	1 year after completion of audit.	
<b>6. Flags</b>			
	Purchase	1 year after completion of audit.	
<b>7. Gifts</b>			
	Rules	Permanent*	
	Purchase of gifts for visiting delegations	1 year after completion of audit.	
	Purchase of gifts for delegations going abroad.		
	Acceptance/transfer of gifts received by officials of the department.	3 years	



1	2	3	4
	<b>8. Hospitality grant</b>		
	Rules	Permanent*	
	Application for funds from hospitality grant for delegations.	1 year after completion of audit.	
	<b>9. Meetings conferences, celebrations and functions</b>		
	Reservation of accommodations.	}	
	Seating acoustical arrangements.		
	Reporting and translation of arrangements :		
	(a) Involving government expenditure.	1 year after completion of audit.	
	(b) Not involving such expenditure.	1 year	
	<b>10. Delegations</b>		
	Tour Programme.	}	
	Arrangements for reception and seeing off for		1 year
	Arrangements for hotel accommodation		
	Arrangements for visits to historical places.		
	Arrangements for signing ceremony of agreement.		
	(a) Involving government expenditure.	1 year after completion of audit.	
	(b) Not involving such expenditure.	1 year	

G—FINANCE, BUDGET AND ACCOUNTS

S. No.	Page
1. Creation of posts.	30
2. Delegation of powers.	30-31
3. Advances.	32
4. Payments and recoveries.	32
5. Administrative approval and technical sanction.	33
6. Foreign exchange budget.	39
Records other than files.	40

## G-FINANCE, BUDGET AND ACCOUNTS

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
1	2	3	4
<b>1. Creation of posts</b>			
	Continuance of posts.	10 years	Subject to particulars of sanctions being, noted in Establishment/ Sanction register.
	Creation of posts.		
	Upgrading of posts.		
	Conversion of temporary posts into permanent ones.	Permanent*	
	Revision of scales of pay		
<b>2. Delegation of powers</b>			
	Rules	Permanent*	
	Declaration of officers as Head of Department	Permanent*	
	Declaration of officers as Controlling and Drawing & Disbursing Officers.		
	Budget estimates/revision estimates	3 years	
	Expenditure statements :		
	(a) In respect of subordinate offices	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.	
	Reconciliation :		
	(a) In respect of subordinate offices	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.	
	Re-appropriation.	3 years	
	Supplementary grants		
	Accounts and audit.		

1	2	3	4
	Audit objections and audit paras.	3 years after settlement of audit objections.	
	Estimate Committee :		
	(a) For departments reported upon or predominatly concerned.	10 years	
	(b) For other interested departments	3 years	
	Local audit		
	Public Accounts Committee :		
	(a) For departments reported upon or predominantly concerned.	10 years	Subject to a copy of the report being retained permanently. The State Archives may be consulted before any file is destroyed.
	(b) For other interested departments	3 years	
	Other departmental committees	Appropriate retention periods to be determined by administrative departments concerned.	
	Appropriation accounts	3 years	
	Accounts classification-opening of new heads.	Permanent*	
	<b>3. Advances</b>		
	Rules	Permanent*	
	GPF final withdrawal rules	Permanent*	
	Grant of all types of advances.	3 years	Subject to :— (i) Suitable entries being made in pay bills 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.
	Grant of final withdrawal from GPF	3 years	

1	2	3	4
<b>4. Payments and recoveries</b>			
	Air passage bill	1 year after completion of audit.	
	Cancellation charges.		
	Contingent expenditure		
	Electricity charges-recovery	1 year	
	GPF annual statements	1 year	
	Grants-in-aid contributions and donations	1 year after completion of audit.	
	Hospitality fund		
	House rent and other allowances		
	Last pay certificate		
	Pay claims	10 years	
	Refunds	1 year after completion of audit.	
	Refreshment bills		
	Rent demand statements	1 year	
	Service postage stamps	1 year after completion of audit.	
	T.A./Transfer T.A. claims		
	Water charges recoveries	1 year	
	Reimbursement of legal expenses	1 year after completion of audit.	
	Reimbursement of tuition fee		
	Acceptance of credits/debits		
	Adjustment of missing credits/debits	1 year after finalisation	
	Arrear claims (including sanction for investigation, where necessary)	1 year after completion of audit.	
	Postal life insurance	3 years**	Subject to suitable entries being made in the pay bill register and P.L.I. Index register.
	Write-off of losses	1 year after completion of audit.	
	Expenditure sanction		

1	2	3	4
<b>5. Administrative approval and technical sanction</b>			
	Rules	Permanent*	
	Major works	10 years; or 3 years after completion of the work; or 1 year after completion of audit, whichever is later.	
	Minor works		
<b>6. Foreign exchange budget</b>			
	Rules	Permanent*	
	Estimates/Allocation	3 years	The Finance Department of the department responsible for over all policy and co-ordination in the matter, may retain these records for appropriate longer periods prescribed by it.
	Periodical reports regarding allocation, release and utilisation.		

## RECORDS OTHER THAN FILES

1	2	3
	Civil credit notes and stocks register thereof.	1 year after completion of audit
	Register of monthly expenditure	To be weeded out after the appropriation accounts for the year have been finalised
	Register for watching progress of expenditure	
	Register for reconciliation of accounts	
	Register for watching progress of expenditure on local purchase of stationery	1 year after completion of audit
	Cash receipts, counterfoils and stocks register.	
	Petty vouchers not finished to audit	
	Cash book	10 years
	Appropriation register	3 years
	Pay bill register	35 years
	Acquittance roll	1 year after completion of audit.
	Postal life insurance register	3 years after all the policies entered therein have matured for payment
	Increment register	1 year
	Increment list	1 year after completion of audit.

## H-PARLIAMENT/ASSEMBLY

Sr. No.	Page
1. Parliament/Assembly matters	36

## H-PARLIAMENT/ASSEMBLY

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
1	2	3	4
<b>1. Parliament/Assembly Matters</b>			
	Rules	Permanent*	
	Assurances and undertakings Committees	3 years	
(a)	For departments reported upon or predominantly concerned	10 years	Subject to a copy of the report being retained permanently. The State Archives may be consulted before any file is destroyed.
(b)	For other interested departments Cut-motions, resolutions/calling attention notices-Vidhan Sabha	3 years	
	Questions-Lok Sabha, Rajya Sabha and Vidhan Sabha		
(a)	Admitted and answered/discussed.	3 years	Cases containing material of a great precedent /reference value may be maintained for appropriate longer period either initially or at the time of review.
(b)	Disallowed, lapsed or withdrawn	1 year	
	Legislation	Permanent*	

## RECORD OTHER THAN FILES

1	2	3
Vidhan Sabha proceedings as maintained by Vidhan Sabha unit.	1 year	Subject to follow-up action being taken by the sections concerned on their own files to which relevant extracts may be taken.
Register of Parliament/Vidhan Sabha questions/ assurances.	1 year	



PART-II RECORDS (OTHER THAN THOSE RELATING TO ESTABLISHMENT AND HOUSE  
KEEPING WORK) COMMON TO ALL DEPARTMENTS

Sr. No.	Description of records Head/Sub-head	Retention period	Remarks
1	2	3	4
	Creation/abolition of offices	Permanent*	
	Re-organisation and re-distribution of functions :		
	(a) Inter-departmental	Permanent*	
	(b) Intra-departmental	Till they are superseded	One copy to be deposited with the State Archives.
	Bills, acts and ordinances	Permanent*	One original copy to be deposited with the State Archives
	Rules, regulations, codes, manuals, executive procedural instructions (including amendments and interpretations) :		
	(a) Statutory	Permanent*	
	(b) Non-statutory	5 years or till they are superseded	Subject to standing orders on the subject being maintained
	(c) Delegation of powers	Permanent*	
	Committee/commission of enquiry :		
	(a) Appointment (including composition, terms of reference status of members)	Permanent* if set up under a Govt. resolution: otherwise appropriate retention periods to be determined by administrative departments concerned .	The States Archives 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. evidences tendered before it, its proceedings.		
	Other committees, study teams, working groups, seminars, etc.	Appropriate retention periods to be determined by administrative departments concerned.	
	International agreements, conventions, etc.	Permanent*	
	Annual reports-	3 years	
	Monthly summary for the Cabinet	1 year	
	Monthly note for Indian Missions abroad.	1 year	
	Notices, agenda and proceedings of inter departmental meetings :		

1	2	3	4
	(a) For departments organising such meetings	Appropriate period to be prescribed by departments concerned in their record retention schedule.	
	(b) For other departments	1 year	Subject to follow-up action, where necessary being taken on appropriate subject files to which relevant extracts may be taken.
	Notices, agenda and proceedings of inter departmental meetings:		
	(a) For units organising such meetings.	3 years	Subject to follow-up action, where necessary being taken on appropriate subject files to which relevant extracts may be taken.
	(b) For others	1 year	
	Work study/ Case study reports	3 years	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.
	Arbitration and litigation cases	3 years	Subject to :— (a) the file not being closed until the award/judgement become final in all respects by limitation or final decision in appeal/revision, and (b) cases involving important issues, or containing material of high precedent/reference value being retained for an appropriately longer period either initially or at the time of review.
	Notices under section 80 of the Civil Procedure Code.	1 year	If such a notice is followed up by a civil suit, it would become arbitration/litigation case and would therefore, need to be retained for 3 years.
	Money order receipts and acknowledgements	1 year after completion of audit, and settlement of audit objections, which ever is later.	
	Circulars regarding holidays and closure of office	To be weeded out at the end of the year.	
	Attendance register.	1 year.	