

RECORD RETENTION SCHEDULE

FOR RECORDS

COMMON TO ALL DEPARTMENTS



GOVERNMENT OF HARYANA

HARYANA STATE ARCHIVES, CHANDIGARH
2006

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.

TABLE OF CONTENTS

FOREWORD

Page

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.

PART - II Records (List of those relating to establishments, a copy of which will be common to all departments).

TABLE OF CONTENTS

	Page
PART—I Records relating to establishment and house-keeping work	
A—Establishment	1—8
B—Welfare	9—11
C—Vigilance	13—17
D—Common office services	19—26
E—Hindi	27—29
F—Public relations	31—34
G—Finance, budget, cash and accounts	35—40
H—Parliament/Assembly	41—43
PART—II Records (other than those relating to establishment and house-keeping work) common to all departments,	45—46

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 keep 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.

A—ESTABLISHMENT

S. No.	Page
1. Recruitment.	1
2. Retrenchment	2
3. Verification/Re-verification of character and antecedents.	2
4. Medical examination.	2
5. Personal files.	2
6. Service records.	3
7. Posting and transfers.	3
8. Seniority.	4
9. Leave.	4
10. Pay/Special pay.	4
11. Allowances.	4
12. Confidential/Assessment report.	4
13. Increment.	5
14. Probation/Confirmation.	5
15. Promotion/Reversion.	5
16. Training/Scholarship/Fellowships in India and Abroad.	6
17. Departmental examination.	6
18. Deputation and Delegation.	6
19. Honorarium/Awards.	6
20. Pension/Retirement/Gratuity.	6
21. Resignation.	7
22. Extension of service.	7
23. Re-employment.	7
24. Nomination of employees	7
25. Forwarding of applications.	7
26. No. objection certificate (for registration with Employment Exchange Organisation).	7
27. Review for determining suitability of employees for continuance of in Service Records other than files.	7

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**

Description of records Head/ Sub-head	Retention period	Remarks	
1	2	3	4
1. Recruitment			
Rules	Permanent*		
Appointment	10 years**		
Estimate (annual) of vacancies	1 year		
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 Employ- ment 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 recom- mendations 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 re- cruitment of personnel :	3 years		

1	2	3	4
(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	
2. Retrenchment			
Rules		Permanent*	
Individual cases		3 years**	
3. Verification and Re-verification of Character and Antecedents			
Rules		Permanent*	
Individual cases		1 year	Subject to verification report being kept in the service-book/ personal file.
4. Medical examination			
Rules		Permanent*	
Individual cases		1 year	Subject to report itself being placed in the service book/ personal file
5. Personal files			
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	

1	2	3	4
6. Service records			
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 :			
(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.	

1

2

3

4

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.

7. Postings and Transfers

Rules

Permanent*

All classes & cadres

1 year**

8. Seniority

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.

9. Leave

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

10. Pay/Special pay

Rules

Permanent*

Individual cases

1 year** after completion of audit

11. Allowances

Rules

Permanent*

Claims

1 year after completion of audit

Claims for travelling by non-entitled conveyance

1 year after completion of audit

1	2	3	4
---	---	---	---

12. Confidential/Assessment report

Rules	Permanent*	
-------	------------	--

Recording of confidential reports in individual cases	3 years	
---	---------	--

Communication of adverse entries.	3 years	
-----------------------------------	---------	--

Representation for expunction of adverse entries	10 years	
--	----------	--

13. Increment

Rules	Permanent*	
-------	------------	--

Advance increments	1 year** 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.

14 Probation/Confirmation

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.

15 Promotion/Reversion

Rules	Permanent*	
-------	------------	--

1	2	3	4
	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
16.	Training/Scholarships/Fellowships in India and Abroad		
	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	
17.	Departmental examination		
	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.
18.	Deputation and Delegations		
	Rules regarding deputation, including Permanent* deputation on foreign service in India and abroad		
	Delegation in India/abroad	3 years; or 1 year after completion of audit	Subject to particulars being noted in the register prescribed for the purpose. Before weeding out files reports

1	2	3
	and settlement of all audit objections, which ever is later	should be removed and kept in the departmental record room for five year. 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	
19. Honorarium/Awards		
Rules	Permanent*	
Individual cases	3 years; or 1 year** after completion of audit	
20. Pension/Retirement/Gratuity		
Rules and orders	Permanent*	
Individual cases :		
(a) Pre-verification of pension cases	3 years	
(b) Invalid Pension	} 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.	
(c) Family Pension		
(d) Other Pension		
(e) Gratuity	5 years	
(f) Commutation of Pension	15 years	
21. Resignation		
Rules	Permanent*	
Individual cases	1 year** after obtaining no demand certificate	
22 Extension of Service		
Rules	Permanent*	
Individual cases	1 year** after re-tirement	

1	2	3	4
23.	Re-employment		
	Rules	Permanent*	
	Individual cases	1 year **after the Govt. servant ceases to be in Govt. service	
24.	Nomination of employees		
	Rules	Permanent*	
	Census operation	1 year	
	Committees, working Group, etc.	Appropriate retention period to be prescribed by department concerned.	
	Election work	1 year	
	Invigilation	(a) Departments organising examination and appointing invigilators, 3 years or 1 year after completion of audit whichever is later.	
		(b) Other departments 1 year	
25	Forwarding of applications		
	Rules	Permanent	
	For allotment of motor car, motor cycle, scooter etc.	1 year	
	For examination	1 year	
	For Post	1 year	
26.	No Objection Certificate (For Registration with employment Exchange Organisations)		
	Rules	Permanent*	
	Issue	1 year**	
27.	Review for Determining Suitability of Employees for Continuance in Service		
	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	

1

2

3

4

RECORDS OTHER THAN FILES

Establishment/Sanction register

Permanent*

Where, for any reason the register is rewritten, the old volume be kept permanent.

Rosters for Scheduled Castes/

Permanent*

Scheduled Tribes/Backward Classes
and Ex-Servicemen.Register of oath/affirmation of alle-
giance to the Constitution
Service book

3 years**

5 years after
issue of final
pension/gratuity
payment orderAnswer books of departmental
examination/tests1 year from the
date of declaration
of results

Leave account of ;

(a) Officials entitled to retirement/
terminal benefits3 years after issue
of final payment
pension/gratuity
payment order

(b) Other employees

3 years after they
have ceased to be
in service

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/deputation to
International Organisations

Till retirement

Confidential reports/Character rolls

(a) 5 years after
retirement(b) 2 years after
death(c) 5 years after
resignation/dis-
charge from
service.

B—WELFARE

S. No.	Head/Sub-head	Retention period	Remarks	Page
1.	General staff welfare measures.			11
2.	Departmental council/office council.			11
3.	Grants-in-aid	Permanent*		11
4.	Co-operative societies.	Permanent*		11
5.	Suggestion scheme.	Permanent*		11
2.	Departmental council/office council	Permanent*		
	Rules and bye-laws	1 year	Subject to follow up action where necessary being taken on appropriate subject files to which relevant extracts may be taken.	
	Minutes of Meetings			
	Staff welfare measures			
	(a) Recognition	Permanent*		
	(b) Representations	Will be kept according to nature.		
3.	Grants-in-aid			
	Rules	Permanent*		
	Grant for sports and other cultural activities	1 year after completion of work.		
4.	Co-operative societies			
	Rules and bye-laws	Permanent*		
	Minutes of office bearers	1 year after the date of meeting		
	Minutes of Meetings of Committee for sports	1 year		
	Minutes of Meetings of Committee for recreation and leisure	1 year		

B--WELFARE

Description of records	Head/Sub-head	Retention period	Remarks
1	2	3	
1. General staff welfare measures			
Broad aspects		Permanent*	
Recognition of association rules		Permanent*	
Recognition of association (Individual cases)		Permanent*	
2. Departmental council/office council			
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.
3. Grants-in-aid			
Rules		Permanent*	
Grant for sports and other cultural activities		1 year after completion of audit.	
4. Co-operative societies			
Rules and bye-laws		Permanent*	
Election of office bearers		1 year after the next Election	
Proceedings of Meetings of Co-operative societies		1 year	
Recovery of contribution and loans		1 year	

1	2	3
5. Suggestions scheme		
Rules	Permanent*	
Departmental Committees :		
(a) Constitution	1 year after reconstitution	
(b) Proceedings of meetings Suggestions :	Permanent*	
(a) Those accepted	1 year after completion of audit.	
(b) Those not accepted	1 year	

C- VIGILANCE

Sl. No.	of records Head/Sub-head	Retention period	Pages
1.	Civil Services Rules		15
2.	Complaints		15
3.	Petitions		15
4.	Court Cases		15
5.	Civil Services (Conduct) Rules-clarification and interpretation of		16
6.	Employment of dependents in private firms/foreign missions in India		16
7.	Radio broadcasts, contribution of articles, editing or managing of newspapers, publications.		16
8.	Evidence before committee of enquiry		16
9.	Disciplinary proceedings		16
10.	Subscriptions		16
11.	Gifts		16
12.	Private trade or employment		16
13.	Movable/immovable property		16
14.	Appeals		17
15.	Vigilance administration		17
16.	Prosecution of further studies		17
17.	Membership of Territorial Army, Auxiliary Airforce, Naval Reserves, Home Guards		17

C—VIGILANCE

Description of records Head/Sub-head	Retention period	Remarks
1	2	3
1. Civil Services Rules		
General notifications		
Schedule regarding appointing authority, disciplinary authority and appellate authority.		
Regarding charge sheets, documentary evidence, enquiry officer, examination of witnesses and showcause notices.	} Permanent*	
Regarding penalties.		
Regarding consultation with H.P.S.C./ S.S.S.B.		
Regarding appeals and petitions.		
Regarding suspension and subsistence allowance.		
2. Complaints		
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.	

1	2	3
(c) Other complaints on which no action is taken.	3 years.	
3. Petitions		
Individual cases	Permanent*	
4. Court Cases		
Individual cases	The limitation for final appeal is expired.	
5. Civil Services (Conduct) Rules Clarification and Interpretation of		
General notifications	Permanent*	
6. Employment of dependents in private		
firms/foreign missions in India		
Intimation	3 years	
Sanction	3 years	
7. Radio broadcasts, contribution on articles, editing or managing of newspapers, publications		
Permission where required	3 years	
8. Evidence before committee of enquiry		
Sanction for giving evidence	3 years	
9. Disciplinary proceedings		
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. Subscriptions		
Sanctions	3 years	
11. Gifts		
Intimations	Till sanction of pension.	

1	2	3
12. Private trade or employment		
Sanction	Till sanction of pension.	
3. Movable/Immovable property		
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 career 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.
Sanction	Permanent*	
14. Appeals		
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.
15. Vigilance administration		
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.

1

2

3

16. Prosecution of further studies

Rules

Permanent*

Permission

3 years; or 1 year after completion of study, whichever is later.

17. Membership of Territorial Army, Auxillary Airforce, Naval Reserve, Home Guards

Rules

Permanent*

Permission

3 years; or 1 year after the official has ceased to be a member of such organisation, whichever is later.

may be taken.

D—COMMON OFFICE SERVICES

Sr. No.	Head/Sub-Head	Retention period	Page
1.	Accommodation		21
2.	Medical charges		22
3.	Working environment		22
4.	Furniture	1 year after completion of audit	22
5.	Stationery and forms	1 year after completion of audit	22
6.	Typewriters	Permanent	23
7.	Duplicating machines	Permanent	23
8.	Calculating and accounting machine	1 year after house rent of audit	23
9.	Other office machines	1 year after completion of audit	23
10.	Vehicles		24
11.	Office equipment including electrical and mechanical appliances and other miscellaneous stores	Subject to a copy of operative letter placed in the file.	24
12.	Liveries		24
13.	Black listing of firms/contracts	1 year	24
14.	Contracts for supplies		25
15.	Telephones, clocks and call bells	1 year	25
16.	Staff Car		25
17.	Unserviceable obsolete and surplus articles		25
18.	Maintenance of records		25
19.	Printing and binding		25
20.	Library	1 year after house rent of audit	25
21.	Care-taking arrangements	Permanent	25
22.	Security	1 year after completion of audit	26
	Records other than files		26

D— COMMON OFFICE SERVICES

Description of records Head/Sub-Head 1	Retention period 2	Remarks 3
1. Accommodation		
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 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.	

1	2	3
Acquisition/purchase of building Land for official use.	Permanent*	A suitable entry will made in assets register.
Hiring/requisitioning of private property	1 year after comple- tion of audit; or 1 year after termi- nation of lease/ contract, which- ever is later	
Additions, alterations and maintenance. Permanent*		
2. Medical charges		
Rules	Permanent*	
Issue of medical identity cards. }	1 year.	Subject to suitable entry being made in the register of identit cards.
Alterations/additions in identity cards.		
Medical charges- re-imbusement	1 year after com- pletion of audit	
3. Working environment		
Rules	Permanent*	
Provision of items of purchase/ hiring store/stock/stationery	1 year after com- pletion of audit	Subject to (a) suitable entries being made in the appropriate stock register in the case of pur- chase, 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 conditioners, fans, heaters, etc.		
4. Furniture		
Rules	Permanent*	
Condemnation/disposal of unserviceable articles. }		
Hiring/purchase	1 year after com- pletion of audit	Subject to suitable entries being made in the appropriate stock assets register.
Maintenance and repairs.		
Physical verifications.		

1	2	3
5. Stationery and forms		
Rules	Permanent*	
Indent for stationery on controller of Stationery.	1 year	
Local purchase	1 year 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.
6. Typewriters		
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.		
7. Duplicating machines		
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.		

1	2	3	4
---	---	---	---

8. Calculating and accounting machines

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.		

9. Other office machines

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.		

10. Vehicles

Rules	Permanent*	
Rate contracts	Permanent*	
Condemnation and disposal	1 year after completion of audit.	Subject to suitable entries being made in the appropriate register.

1	2	3	4
Purchase			
Repairs and maintenance and bills therefor.	}	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.
Physical verification	}		
	}		
11. Office equipment including electrical and mechanical appliances and other miscellaneous stores			
Rules		Permanent*	
Rate contracts		Permanent*	
Purchase			
Condemnation and disposal	}	1 year after completion of audit.	Subject to suitable entries being made in the appropriate register.
Repairs and maintenance	}		
Physical verification	}		
12. Liveries			
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.	}		
13. Black-listing of firms/contractors			
Circulars		Permanent*	
Individual cases		3 years	Subject to significant events concerning the performance of a contractor being noted in a suitable register or card index.

1	2	3
14. Contractors for supplies		
Approved list	Permanent*	Purchase
Registration	3 years	
Waiver/reduction of penalty of condonation of irregularity	1 year after completion of audit	
15. Telephone, clocks and call bells		
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).		
16. Staff Car		
Rules	Permanent*	Purchase
Non-Official journeyers.	3 years; or 1 year after completion of audit, whichever is later.	
Purchase of P.O.L. accessories.	} 3 years; or 1 year after completion of audit, whichever is later.	
Servicing, repairs and replacement of parts and relevant correspondence.		
17. Unserviceable, obsolete and surplus articles		
Rules	Permanent*	Stitching and tailoring
Approved list of auctioneers	Permanent*	Supply of shoes and clothes.
Engagement of auctioneers and notice of auction.	1 year after completion of audit.	Return, renewal, surrender and withdrawal.
18. Maintenance of records		
Rules	Permanent*	Individual cases
19. Printing and binding		
Rules	Permanent*	

1

2

3

Correspondence relating to Printing and binding. years

Subject to receipt of intimation about debit having been raised.

20. Library

Ordering and receipt of books } 3 years ; or 1 year after

Subject to suitable entries being made in the accession register/magazine register.

Ordering and receipts of periodicals } completion of audit, whichever is later.

Lending, transfer (requisition, reminder etc.) :

(a) Lending

1 year

(b) Transfer

3 years ; or 1 year after completion of audit whichever is later.

Subject to suitable entries being made in the accession register.

Membership applications

1 year after resigning the membership.

21. Care taknig arrangements

Allocation of work among sweepers, farashes and chowkidars
White-washing, arrangements thereof

1 year after the allocation order ceases to be in force.
1 year after completion of audit.

22. Security

Rules

Permanent*

Confidential and secret box

1 year after completion of audit.

Duplicate keys maintenance.

Subject to suitable entries regarding distribution and custody of boxes and keys being made in the appropriate register.

Issue of identity cards correspondence thereof.

1 year

Subject to suitable entries being made in the register of identity cards.

Loss of identity cards

Tempotary passes arrangements

RECORDS OTHER THAN FILES

1	2	3	
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	} Permanent*	If, for any reason, a register has to be re-written, the old register will be retained for 3 years.	
Department security seals register			
Register of identity cards			
Register of spare copies of classified documents.			
Telephone bills.	1 year after completion of audit.		

E-HINDI

Sr. No.	Title of records Head/sub head	Retention period	Page
1.	Progressive use of Hindi in government offices.	2	29
1	Progressive use of Hindi in government offices		
	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 purposes.	1 year	

E—HINDI

Description of records Head/Sub-head	Retention period	Remarks
1	2	3
1 Progressive use of Hindi in government offices		
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

Sr. No.	Page
1. Reception	33
2. Complaints and enquiries.	33
3. Representative committee.	33
4. Press	33
5. Entertainments	33
6. Flags.	33
7. Gifts	34
8. Hospitality grant	34
9. Meetings, conferences, celebrations and functions.	34
10. Delegations.	34

F—PUBLIC RELATIONS

Description of records	Head/Sub-head	Retention period	Remarks
1	2	3	3
1. Reception :			
Enquiry/reception office		3 years	
Regulations regarding entry into office premises.		Permanent*	
2. Complaints and enquiries			
By government representative .		} Appropriate period to } be prescribed by depart- } ments concerned	
By traders			
3. Representative Committee			
Constitution		1 year after reconsti- tution	
Processing of cases against the decision.		1 year	
4. Press			
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*	
5. Entertainments			
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.	
6. Flags			
Purchase		1 year after completion of audit.	

1	T-PUBLIC RELATIONS	2	3
7. Gifts			
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	
8. Hospitality grant			
Rules		Permanent*	
Application for funds from hospitality grant for delegations.	}	1 year after completion of audit.	
9. Meetings conferences, celebrations and functions			
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	
10. Delegations			
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

Sr. No.	Page
1. Creation of posts.	37
2. Delegation of powers.	37
3. Advances.	38
4. Payments and recoveries.	38
5. Administrative approval and technical sanction.	39
6. Foreign exchange budget.	39
Records other than files	40

G—FINANCE, BUDGET AND ACCOUNTS

Description of records Head/Sub-head 1	Retention period 2	Remarks 3
1. Creation of posts		
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.		
Revision of scales of pay		
2. Delegation of powers	Permanent*	
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

1	2	3
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 Local audit	3 years	
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*	
Advances		
Rules	Permanent*	
GPF final withdrawal rules	Per manent*	
Grant of all types of advances.	3 years	<p>Subject to :—</p> <p>(i) Suitable entries being made in pay bills register; and</p> <p>(ii) In case of motor car/motor-cycle/scooter and house building advances :—</p> <p>(a) copies of sanction being placed on personal files, and</p> <p>(b) mortgage deeds and other agreements executed being kept separately in safe custody for the period they are valid.</p>
Grant of final withdrawal from GPF	3 years	

4 Payments and recoveries

Air passage bill } 1 year after completion of audit.
 Cancellation charges. }
 Contingent expenditure }

Electricity charges-recovery } 1 year
 GPF annal 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 } 1 year

Rent demand statements } 1 year after completion of audit **I**
 Service postage stamps }

T A./Transfer T.A. claims } 1 year

Water charges recoveries } 1 year
 Reimbursement of legal expenses } 1 year after completion of audit.

Reimbursement of tuition fee }
 Acceptance of credits/debits } 1 year after finalisation

Adjustment of missing credits/debits } 1 year after completion of audit
 Arrear claims (including sanction for investigation, where necessary) }
 Postal life insurance } 3 years**

Write-off of losses } 1 year after completion of audit
 Expenditure sanction }

5. Administrative approval and technical sanction

Rules } Permanent*

Subject to suitable entries being made in the pay bill register and P.L.I. Index register

1	2	3
Major works	} 10 years; or 3 years after completion of the } work; or 1 year after completion of audit, } whichever is later	
Minor works		
6. Foreign exchange budget		
Rules	Permanent*	
Estimates/Allocation	} 3 years } Periodical reports regarding allocation, release and utilisation }	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 acc- counts 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	} 10 years 3 years 35 years } 1 year after completion of audit	
Petty vouchers not furnished 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 43

1. Parliament/Assembly matters

(a) Parliament/Assembly matters

Attendance and undersittings
3 years

(b) For other indicated department
3 years

(c) For other indicated department
3 years

Attendance, resolution calling
attention, notice—Vidhan Sabha

Questions—Lok Sabha, Rajya Sabha
and Vidhan Sabha

(d) Attendance and undersittings
3 years

(e) Discontinue, Report or withdrawal
1 year

Legislation

GENERAL ORDER TO MEMBERS

Vidhan Sabha proceedings to be
maintained by Vidhan Sabha

Register of Parliament/Vidhan Sabha
members' signatures

Subject to receipt of the report
being furnished, members
The State Accounts may be
submitted before any bill is
approved.

On occasions meeting of the
great importance, order may
not be maintained, the members
may be present either orally
by or at the time of arrival.

subject to follow-up action being
taken by the members concerned
on their own file to which the
most effective may be taken.

H—PARLIAMENT/ASSEMBLY

Description of records Head/Sub-head Retention period Remarks

1

2

3

1 Parliament/Assembly Matters

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

3 years

Cut-motions, resolutions/calling
attention notices—Vidhan Sabha

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 appro-
priate longer period either initia-
lly 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 rele-
vant 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

Description of records	Head/Sub-head	Retention period	Remarks
1	2	3	
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	The States Archives may be consulted before files pertaining to any of these categories are weeded out.
(b) Reports (including their Processing and implementation)		to be determined by administrative departments concerned.	
(c) All other matters concerning the commissions/committees, e.g. evidences tendered before it, its proceedings.		5 years after final decisions on the report	

1	2	3
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 :		
(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

1

2

3

Notices under section 80 of the
Civil Procedure Code.

1 year

(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.

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.