

**UTTARAKHAND STATE LEGAL SERVICES AUTHORITY'S GUIDELINES FOR
RECORD RETENTION, 2021**

- (1) These guidelines shall be called the **"UTTARAKHAND STATE LEGAL SERVICES AUTHORITY'S GUIDELINES FOR RECORD RETENTION, 2021."**
- (2) These guidelines shall be applicable to the establishment of Uttarakhand State Legal Services Authority (Uttarakhand SLSA), High Court Legal Services Committee (HCLSC), District Legal Services Authority (DLSA), Tehsil Legal Services Committee (TLSC), Permanent Lok Adalat (PLA), Alternative Disputes Resolution Centre (ADR) and all other its subordinate bodies established in the State of Uttarakhand.
- (3) These guidelines shall come into force **w.e.f. 01st October, 2021.**
- (4) The categorization and retention of records have been described in the **Annexure -"A"**.
- (5) **The following "Weeding out Committee" shall be constituted:-**
 - (A) At the level of Uttarakhand State Legal Services Authority:-
 - (i) Officer on Special Duty, Uttarakhand SLSA;
 - (ii) Administrative Officer, Uttarakhand SLSA; and
 - (iii) Senior most Head Assistant, Uttarakhand SLSA.
 - (B) At the level of High Court Legal Services Committee:-
 - (i) Secretary, HCLSC;
 - (ii) One Class-III employee posted in the Hon'ble High Court nominated by the Chairperson, HCLSC; and
 - (iii) Senior most Official of the HCLSC.
 - (C) At the level of District Legal Services Authority:-
 - (i) Secretary, DLSA;
 - (ii) One Judicial Officer of Civil Judge (Jr. Div.) Cadre posted at the Judgeship nominated by the Chairperson, DLSA; and
 - (iii) Senior most Official of the DLSA.
 - (D) At the level of Tehsil Legal Services Committee:-
 - (i) Secretary, DLSA;
 - (ii) One Judicial Office of Civil Judge (Jr. Div.) Cadre posted at the Judgeship nominated by the Chairperson, DLSA; and
 - (iii) Senior most Official of the TLSC.
 - (E) At the level of Permanent Lok Adalat:-
 - (i) Senior Member of the PLA;
 - (ii) Junior Member of the PLA; and
 - (iii) Senior most Official of the PLA.
 - (F) At the level of Alternative Disputes Resolution Centre established at the Hon'ble High Court Campus, Nainital and in the Districts, the Weeding out Committee constituted for the Uttarakhand SLSA and the concerned DLSA respectively shall also look into the matter.

(6) **Review of records:-**

- (i) The records having retention period 'Permanent' as mentioned in the **Annexure-"A"** may be reviewed by the Weeding out Committee on attaining the 25th year of their life.
- (ii) The records having retention period as mentioned in the **Annexure-"A"** (except 'Permanent') may be extended by the State Authority, if there is sufficient grounds warranting its further retention.

(7) **Destruction/Weed out of Records:-**

- (i) Uttarakhand SLISA, HCLSC, DLISA, TLSC, PLA and ADR under the guidance of their establishment Head shall identify the records to be weeded out as per the policy and as per the **Annexure-"A"** and prepare a list of the same.
- (ii) Concerned establishment Head shall forward the matter to the "Weeding out Committee" which shall thoroughly examine the list of records prepared and grant approval for destruction of records as per the procedure.


(8) **Procedure for destruction of Records/documents through "Weeding out Committee":-**

- (i) To collect the list of Records/documents to be weeded out as recommended by the establishment Head.
- (ii) To verify the list of records with the Record Retention at **Annexure-"A"** with reference to their retention periods.
- (iii) After the above activities, the Records/documents may be approved for weeding out by taking the prior approval of the establishment Head.
- (iv) The weeding out of Records/documents may be done after making proper entry in the Weeding out Register of the office.
- (v) Records/documents approved to be weeded out will be completely destroyed through shredding in the presence of the Weeding out Committee and the report will be placed before the establishment Head.

(9) **Format of Weeding Out Register:-**

S. No.	Brief Description of Record/File with period	Total no. of pages	Date of Weeding	Signature of the Weeding out Committee	Signature of the establishment Head

- (10) As and when deemed fit and necessary by the State Authority, the policy under this guidelines can be revised/amended.


(R.K. Khajbey)
Member Secretary,
Uttarakhand SLISA, Nainital

CATEGORIZATION AND RETENTION OF RECORDS**(A) ESTABLISHMENT**

S.N.	Main Head	Sub-Head/Files/Documents	Retention Period
1.	Constitution of establishment and creation of posts	Rules, Regulations and Notifications relating to constitution of establishment.	Permanent.
		Files, documents and other correspondences made and received relating to constitution of establishment.	Permanent.
		Rules, Regulations and Notifications relating to creation of posts.	Permanent.
		Files, documents and other correspondences made and received relating to creation of posts.	Permanent.
2.	Recruitment	Rules, Regulations and Notifications, relating to recruitment of Officers and employees.	Permanent.
		Files, documents and other correspondences made and received relating to recruitment process of Officers including personal files.	2 Years from the date of retirement of the concerned Officer.
		Files, documents and other correspondences made and received relating to recruitment process of employees.	2 Years from the date of retirement of the concerned employee.
		Personal files and Service Books of employees.	Permanent.
		Files and Documents relating to Recruitment Rules and its Amendments.	Permanent.
		Files and Documents relating to continuance, abolition, revival of posts.	Permanent.
		Files and Documents relating to appointments of dependent of deceased employees.	Permanent.
3.	Verification of character & antecedents	Rules, Regulation, Notification and Office Orders.	Permanent.
		Files, documents and correspondences made and received relating to verification of	Permanent.

		character and antecedents of employees.	
4.	Probation & Confirmation	Rules, Regulation, Notification and Office Orders.	Permanent.
		Files, documents and correspondence made and received relating to probation & confirmation.	Permanent.
5.	Seniority, Promotion, ACP & Reversion	Rules, Regulation, Notification and Office Order.	Permanent.
		Files, documents and correspondence made and received relating to gradation/seniority list.	Permanent.
		Files, Documents and correspondence made and received relating to promotion/reversion of Staff.	Permanent.
		Files, documents and correspondence made and received relating to Annual Career Progression (ACP) of Staff.	Permanent.
		Reports of Departmental Promotion Committee and reports of Fixation Committee in the matter of ACP.	Permanent.
6.	Transfer and Deputations	Rules, Regulation, Notification and Office Order.	Permanent.
		Files, documents and correspondence made and received relating to Transfer and deputations of Staff.	Permanent.
7.	Ceasing & resignation	Rules, Regulation, Notification and Office Order.	Permanent.
		Files, documents and correspondence made and received relating to ceasing & resignation.	Permanent
8.	Staffing Pattern, Revision and Upgradation of Posts & Scales	Rules, Regulation, Notification and Office Order.	Permanent.
		Files, documents and correspondence made and received relating to Staffing Pattern, revision and upgradation of posts and scales.	Permanent.
		Reports of Fixation Committee.	Permanent.
9.	Leave	Rules, Regulation, Notification and Office Order.	Permanent.
		Files, documents and Register relating to casual leaves and special casual leaves of	2 years from the closure of calendar year.

		Staff and Officers.	
		Files, documents and correspondence made and received relating to earned leaves/Medical Leaves/Paternity Leaves/Maternity Leaves/Child Care Leave/Study Leaves of Officers.	2 Years from the date of retirement of the concerned Officer.
		Files, documents and correspondence made and received relating to earned leaves/Medical Leaves/Paternity Leaves/Maternity Leaves/Child Care Leave/Study Leaves of employees.	Permanent.
10.	Annual Confidential Reports (ACRs)	Rules, Regulation, Notification and Office Order.	Permanent.
		Files/Documents relating to Annual Confidential Report of Officers.	2 Years from the date of retirement of the concerned Officer.
		Files/Documents relating to Annual Confidential Report of Staff.	Permanent.
11.	Complaints & Enquiries.	Rules, Regulation, Notification and Office Orders.	Permanent.
		Files and documents relating to Anonymous or pseudonymous complaints on which no action is taken.	02 Years
		Files, documents and correspondence relating to Complaints with or without warning issued to the officers & official from Department.	Permanent.
		Files, documents and correspondence relating to Preliminary enquiry with or without warning issued to the officers & official from Department.	Permanent.
		Files, documents and correspondence relating to Complaint leading to disciplinary enquiries & their registers.	Permanent.
		Files, documents and correspondence relating to Departmental Enquiry resulting in imposition of penalties (including complete enquiry proceedings, evidence, representations and Appeals).	Permanent.
		Files, documents and correspondence relating to Prosecution by Police/State Vigilance Department.	Permanent.

12.	Trainings, Workshops & Seminars	Rules, Regulation, Notification and Office Orders.	Permanent.
		Files, documents and correspondence made and received relating to induction trainings of the employees.	Permanent.
		Files, documents and correspondence made and received relating to participation in trainings, workshops and seminars by the officers, staff and Members of SLSA, DLSA, HCLSC, TLSC and PLA.	5 years from the date of trainings, workshop and seminars.
13.	Departmental Examinations/ Interviews	Rules, Regulation, Notification and Office Orders.	Permanent.
		Files, Documents and correspondence made and received relating complete procedure of holding of examinations/interviews and results-declaration.	Permanent.
14.	No Objection Certificates	Rules, Regulation, Notification and Office Orders.	Permanent.
		Files, Documents and correspondence made and received relating to No Objection Certificate for the purpose of passport & arms licenses to the officers & Staff.	15 years or upto retirement of the officers and staff, whichever is earlier.
		Files, Documents and correspondence made and received relating to No Objection Certificate for the purpose of other cases.	3 years from the date of retirement.
15.	Medical Examination	Rules, Regulation, Notification and Office Orders.	Permanent.
		Files, Documents and correspondence made and received relating to medical examination of Officers.	3 years.
		Files, Documents and correspondence made and received relating to medical examination of employees.	Permanent.
16.	Inspection of the Establishment	Rules, Regulation, Notification and Office Orders.	Permanent.
		Files, documents and correspondence made and received relating to inspection of the establishment and its compliance.	3 years from the date of final compliance report.
17.	Movable and Immovable properties.	Rules, Regulation, Notification and Office Orders.	Permanent.
		Files, documents, statement and correspondence made and received relating	2 Years from the date of retirement of the

		to Movable and Immovable properties of Officers.	concerned officer.
		Files, documents, statement and correspondence made and received relating to Movable and Immovable properties of Staff.	Permanent.
18.	Court Cases	Rules, Regulation, Notification and Office Orders relating to Court Cases for the purpose of establishment affairs.	Permanent.
		Files, Documents and correspondence made and received relating to court orders, judgments and different cases for the purpose of establishment.	Permanent.
19.	Correspondence under Right to Information Act	Rules, Regulation, Notification and Office Orders.	Permanent.
		Files, documents, applications and Cases settled without attracting 1 st Appeal.	5 years or till the compliance of reports, whichever is later.
		Files, documents, applications and Cases settled with attracting 1 st Appeal.	3 years or till the compliance of reports, whichever is later.
		Cases attracting 2 nd appeal (with decision)	5 years or till the compliance of reports, whichever is later.
		Cases attracting 2 nd appeal (without decision)	5 years or till the compliance of reports, whichever is later.
		Registers of Right to Information Act.	Permanent.
20.	Engagement of outsourcing staff.	Rules, Regulation, Notification and Office Orders.	Permanent.
		Files, Documents and correspondence made and received relating to engagement and removal of outsourcing employees.	03 years from the date of removal.
21.	Engagement & Nomination of Members.	Rules, Regulation, Notification and Office Orders.	Permanent.
		Files, Documents and correspondence made and received relating to engagement, enquiry and removal of Board Members of SLSA.	4 years from the date of completion/removal of tenure.
		Files, Documents and correspondence made and received relating to engagement, enquiry and removal of Board Members of	4 years from the date of completion/removal of

		DLSA.	tenure.
		Files, Documents and correspondence made and received relating to engagement, enquiry and removal of Board Members of TLSC.	4 years from the date of completion/removal of tenure.
		Files, Documents and correspondence made and received relating to engagement, enquiry and removal of Board Members of HCLSC.	4 years from the date of completion/removal of tenure.
		Files, Documents and correspondence made and received relating to engagement, enquiry and removal of Members in Permanent Lok Adalat.	4 years from the date of completion/removal of tenure.

(B) LEGAL AID AND SERVICES

S.N.	Main Head	Sub-Head/Files/Documents	Retention Period
1.	Permanent Lok Adalat, National Lok Adalats, Mega Lok Adalats, Regular Lok Adalats, Special Lok Adalats, Jail Lok Adalats, Mobile Lok Adalats, E-Lok Adalats.	Rules, Regulations, Notification, Schemes and Standard Operating Procedure relating to this.	Permanent.
		Files, documents, meetings, applications, notices, publicity material and other correspondence made and received relating to this.	05 years.
		Files, Documents and sittings of cases relating to Permanent Lok Adalats.	06 years from the date of disposal of cases.
		Statistical data and information relating to this.	05 years. (The data before 05 years shall be kept in digital form)
2.	Legal Aid and Advice	Rules, Regulations, Notification, Schemes and Standard Operating Procedure relating to Legal Aid and Advice.	Permanent.
		Files, Documents relating to the following correspondences made and received with regard to Legal Aid and Advice:- <ul style="list-style-type: none">• Legal aid applications.• Correspondence made and received with Other Departments.• Court's Judgments/Orders.	3 years from the date of disposal of applications.
		Statistical data and information with regard to Legal Aid and Advice.	05 years. (The data before 05 years shall be kept in digital form)
		Register relating to Legal Aid and Advice.	05 years.
		Register relating to legal aid/advice through Helpline/Toll-Free Number.	05 years.
3.	Legal Literacy & Awareness Camps, Webinars, Workshops, Seminars, Mobile Legal Literacy Camps, Micro Legal Literacy camps and Multi-Purpose Camps	Rules, Regulations, Notification, Schemes and Standard Operating Procedure relating to this.	Permanent.
		Files, Documents and other correspondence made and received in this regard. (Applications, request letters, invitations, publicity material and meetings, etc.).	03 years from the date of holding the camps.
		Statistical data and information with regard to these Camps.	05 years. (The data before 05 years shall be kept in

			digital form)
		Registers, if any, relating to these camps.	05 years.
4.	Panel Lawyers, Retainer Lawyers & Remand Advocates	Rules, Regulations, Notification, Schemes and Standard Operating Procedure relating to this.	Permanent.
		Files and Documents relating to their engagement and tenure.	03 years from the date of completion of tenure.
		Files, Documents, Register of Duty Chart/cases assigned and correspondence made and received for the purpose of providing legal aid and advice.	03 years from the date of disposal of applications and cases.
		Files and Documents relating to training.	03 years from the date of completion of the training.
		Files and Documents relating to meetings.	03 years from the date of completion of the meetings.
		Files and Documents relating to Monitoring and Mentoring Committee.	05 years.
		Complaints, Enquiry and Removal.	03 years from the date of completion of Complaint, Enquiry and Removal.
		Statistical data and information relating to legal aid and advice provided by them.	05 years. (The data before 05 years shall be kept in digital form)
5.	Para Legal Volunteers (PLVs)	Rules, Regulations, Notification, Schemes and Standard Operating Procedure relating to this.	Permanent.
		Files and Documents relating to engagement and tenure.	03 years from the date of completion of tenure.
		Files and Documents relating to training.	03 years from the date of completion of the training.
		Files and Documents relating to meetings.	03 years from the date of completion of the meetings.
		Files, Documents & Register of Duty Chart/works assigned and monitoring.	03 years.
		Complaints, Enquiry and Removal.	03 years from the date

			of completion of Complaint, Enquiry and Removal.
		Statistical data and information relating to legal aid and advice provided by them.	05 years. (The data before 05 years shall be kept in digital form)
6.	Mediation and ADR Centres	Rules, Regulations, Notification, Schemes and Standard Operating Procedure relating to constitution of Mediation and ADR Centres.	Permanent.
		Files, Documents and correspondence made and received relating to setting-up and removal of ADR Centres and mediation centres.	Permanent.
		Files, Documents and correspondence made and received relating to sanctioning the post for ADR Centres.	Permanent.
		Files, Documents and correspondence made and received relating to engagement and removal of outsourcing employee at ADR Centres.	03 years from the date of removal.
		Files, Documents and correspondence made and received relating to MCPC.	05 years.
		Files and Documents relating to Mediation proceedings maintained at Mediation Centres.	05 years from the date of disposal of cases.
		Files, Documents and correspondence made and received relating to engagement and tenure of Mediators.	03 years from the date of completion of tenure.
		Files and Documents relating to training of Mediators.	03 years from the date of completion of the training.
		Complaints, Enquiry and Removal relating to Mediators.	03 years from the date of completion of Complaint, Enquiry and Removal.
		Files and Documents relating to meetings with Mediators.	03 years from the date of completion of the meetings.
		Files, Documents and Register relating to Duty Chart and monitoring the work of Mediators.	03 years.

		Statistical data and information relating to Mediation cases.	05 years. (The data before 05 years shall be kept in digital form)
7.	Front Office	Rules, Regulations, Notification, Schemes and Standard Operating Procedure relating to constitution of Front Office.	Permanent.
		Files, Documents and correspondence made and received relating to setting-up and removal of Front Office.	Permanent.
		Files, Documents and correspondence made and received relating to engagement, tenure and removal of Retainer Lawyers and other outsourcing employees at Front Office.	03 years from the date of completion of tenure.
		Files, Documents, Register and correspondence made and received relating to free legal aid and advice provided at Front Office.	3 years from the date of disposal of applications.
		Complaints and Enquiry relating to Retainer Lawyers and other employees at Front Office.	03 years from the date of completion of Complaint and Enquiry.
		Files and Documents of meetings relating to Front Office.	03 years from the date of completion of the meetings.
		Files and Documents relating to visit, inspection and monitoring the work of Front Office.	03 years from the date of compliance of the directions.
		Statistical data and information relating to legal aid and advice provided to the visitors at Front Office.	05 years. (The data before 05 years shall be kept in digital form)
8.	Legal Aid Clinics (At Village, Jail, University, College, Legal Services Institutions, Juvenile Justice Boards, Hospitals, Police Stations, Nari Niketans, etc.)	Rules, Regulations, Notification, Schemes and Standard Operating Procedure relating to constitution of these Clinics.	Permanent.
		Files, Documents and correspondence made and received relating to setting-up and removal of these Clinics.	Permanent.
		Files, Documents and correspondence made and received relating to engagement, tenure and removal of office bearers at these Clinics.	03 years from the date of completion of tenure/removal.
		Files, Documents, Register and correspondence made and received relating	3 years from the date of disposal of applications.

		to free legal aid and advice provided at these Clinics.	
		Complaints and Enquiry relating to office bearers of these Clinics.	03 years from the date of completion of Complaint and Enquiry.
		Files and Documents relating to visit, inspection and monitoring the work of these Clinics.	03 years from the date of compliance of the directions.
		Files, Documents & Register of Duty Chart/works assigned to the office bearers of these Clinics.	03 years.
		Statistical data and information relating to legal aid and advice provided to the visitors at these Clinics.	05 years. (The data before 05 years shall be kept in digital form)
9.	Monthly plan of Action and various Legal Aid Schemes of NALSA and SLSA.	Rules, Regulations, Notification, Schemes and Standard Operating Procedure relating to Monthly Plan of Action and various Legal Aid Schemes of NALSA and SLSA.	Permanent.
		Files, Documents and correspondence made and received for implementation of Monthly Plan of Action and various Legal Aid Schemes of NALSA and SLSA.	03 years from the date of implementation.
		Statistical data and information of Monthly Plan of Action and implementation of various Legal Aid Schemes of NALSA and SLSA.	05 years. (The data before 05 years shall be kept in digital form)
10.	Victim Compensation Scheme	Rules, Regulations, Notification, Schemes and Standard Operating Procedure relating to Victim Compensation Scheme.	Permanent.
		Judgments and court orders relating to the said scheme.	Permanent.
		Files, Documents, Register, Applications and correspondence made and received for providing compensation.	05 years from the date of receiving the compensation.
		Statistical data and information of the beneficiaries under the said scheme.	05 years. (The data before 05 years shall be kept in digital form)
11.	Under Trial Review Committee	Rules, Regulations, Notification, Schemes and Standard Operating Procedure relating to Under Trial Review Committee.	Permanent.

		Files, Documents and correspondence made and received relating to meeting of UTRC, its recommendations, minutes and compliance of the meeting of UTRC.	05 years from the date of compliance.
		Statistical data and information of the beneficiaries under the said scheme.	05 years. (The data before 05 years shall be kept in digital form)
12.	Legal Aid Defence Counsel System	Rules, Regulations, Notification, Schemes and Standard Operating Procedure relating to constitution of Legal Aid Defence Counsel System.	Permanent.
		Files, Documents and correspondence made and received relating to setting-up and removal of this Legal Aid Defence Counsel System.	Permanent.
		Files, Documents and correspondence made and received relating to engagement and removal of Counsel and staff at Legal Aid Defence Counsel System.	03 years from the date of completion of tenure/removal.
		Complaints and Enquiry relating to Legal Aid Defence Counsel and its staff.	03 years from the date of completion of Complaint and Enquiry.
		Files and Documents relating to trainings.	03 years from the date of completion of the training.
		Files and Documents relating to meetings.	03 years from the date of completion of the meetings.
		Files, Documents and Register relating to Duty Chart, inspection and monitoring the work.	03 years from the date of compliance of the directions.
		Files relating to statistical data.	05 years. (The data before 05 years shall be kept in digital form)

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(C) BUDGET AND ACCOUNTS

S.N.	Main Head	Sub-Head/ Files/Documents	Retention Period
1.	State Budget	Rules, Regulation, Notification, Circulars and Office Orders.	Permanent.
		File and correspondence made and received relating to State Government for budget purpose.	After first Audit of the file and till the completion of second Audit.
		File and correspondence made and received relating to DLSAs for budget purpose.	After first Audit of the file and till the completion of second Audit.
		File and correspondence made and received relating to HCLSC for budget purpose.	After first Audit of the file and till the completion of second Audit.
		File and correspondence made and received relating to Permanent Lok Adalats for budget purpose.	After first Audit of the file and till the completion of second Audit.
		File and correspondence made and received relating to ADR Centres for budget purpose.	After first Audit of the file and till the completion of second Audit.
		File and correspondence made and received relating to 13 th Finance Commission.	Permanent.
2.	NALSA Budget	Rules, Regulation, Notification, Circulars and Office Orders.	Permanent.
		File and correspondence made and received relating to NALSA for budget purpose.	After first Audit of the file and till the completion of second Audit.
		File and correspondence made and received relating to DLSAs for budget purpose.	After first Audit of the file and till the completion of second Audit.
		File and correspondence made and received relating to HCLSC for budget purpose.	After first Audit of the file and till the completion of second Audit.
		Files and correspondence made and received relating to NALSA regarding expenditure reports.	After first Audit of the file and till the completion of second Audit.
3.	Cost	Rules, Regulation, Notification, Circulars and Office Orders.	Permanent.

		File, Documents and Judgments relating to cost.	Permanent.
4.	Legal Aid Fund	Rules, Regulation, Notification, Circulars and Office Orders.	Permanent.
		File, Documents and correspondence made and received relating to Legal Aid Fund with State Government and DLSAs.	After first Audit of the file and till the completion of second Audit.
5.	Government Orders	File, Documents and Government Orders	Permanent.
6.	Documents under B.M.-8	Rules, Regulation, Notification, Circulars and Office Orders.	Permanent.
		File and correspondence made and received relating to State Government.	After first Audit of the file and till the completion of second Audit.
		File and correspondence made and received relating to DLSAs, HCLSC, PLA, ADR.	After first Audit of the file and till the completion of second Audit.
7.	Income Tax and other taxes	Rules, Regulation, Notification, Circulars and Office Orders.	Permanent.
		Correspondence made and received relating to the Income Tax Department for the purpose of TAN, GSTIN, etc.	After first Audit of the file and till the completion of second Audit.
		Correspondence made and received relating to officers and employees.	After first Audit of the file and till the completion of second Audit.
		Correspondence made and received relating to firms.	After first Audit of the file and till the completion of second Audit.
		Records of submission of various taxes to the government.	After first Audit of the file and till the completion of second Audit.
		Form 16, TDS, etc. of officers and employees.	After first Audit of the file and till the completion of second Audit.
8.	Audits & Pre-Audit	Rules, Regulation, Notification, Circulars and Office Orders.	Permanent.
		Correspondence made and received relating to regard to conduct the audit.	After first Audit of the file and till the completion of

			second Audit.
		Audit Reports and compliance of audit reports.	After first Audit of the file and till the completion of second Audit.
		Files, Documents and correspondence made and received relating to Pre-Audit.	After first Audit of the file and till the completion of second Audit.
9.	GPF & NPS	Rules, Regulation, Notification, Circulars and Office Orders.	Permanent.
		Correspondence made and received relating to GPF & NPS nomination of officers and staff.	Permanent.
		Correspondence made and received relating to GPF and NPS advance/final withdrawal and other advances of officers and staff.	Permanent.
		Correspondence made and received relating to deduction of GPF of officers and staff.	Permanent.
10	Payments, Bills, Recovery & Vouchers	Rules, Regulation, Notification, Circulars and Office Orders.	Permanent.
		Correspondence made and received relating to payments of Salary, monthly pay generation, Allowances, Arrears, Recovery, and their bills, vouchers and receipt, etc.	After first Audit of the file and till the completion of second Audit.
		Correspondence made and received relating to different payments of D.A., T.A., TTA, Bonus and their bills, vouchers and receipt, etc.	After first Audit of the file and till the completion of second Audit.
		Correspondence made and received relating to different payments of major works to different contractors, firms, suppliers, etc.	After first Audit of the file and till the completion of second Audit.
		Correspondence made and received relating to different payments of minor works to different contractors, firms, suppliers, etc.	After first Audit of the file and till the completion of second Audit.
		File, Documents, payment, Bills, Vouchers and Correspondence made and received under different Accounting Heads of State Government.	After first Audit of the file and till the completion of second Audit.
		File, Documents, Bills and Vouchers relating to various Heads of NALSA's Budget.	After first Audit of the file and till the completion of

			second Audit.
		Files, Document and fixation reports of pay and other allowances.	Permanent.
11	Drawing and Disbursing Officer (DDO)	Rules, Regulation, Notification, Circulars and Office Orders.	Permanent.
		Files, Documents and correspondence made and received relating to nomination of DDO.	Permanent.
		Files, Documents and correspondence made and received relating to signature specimen of DDO.	After first Audit of the file and till the completion of second Audit.
12	Imprest Money	Rules, Regulation, Notification, Circulars and Office Orders.	Permanent.
		Files, Documents and Correspondence made and received relating to imprest money.	Permanent.
13	Pay Commission	Rules, Regulation, Notification, Circulars and Office Orders.	Permanent.
		Correspondence made and received relating to Pay Commission and its fixation reports.	Permanent.
14	Medical reimbursement	Rules, Regulation, Notification, Circulars and Office Orders.	Permanent.
		Correspondence made and received relating to medical treatments/reimbursement.	After first Audit of the file and till the completion of second Audit.
		Payment of medical reimbursement and their bills, vouchers, receipt, etc.	After first Audit of the file and till the completion of second Audit.
15	Bank Accounts Statement	Files, Documents, correspondence and statement relating to bank accounts.	After first Audit of the file and till the completion of second Audit.
16	Pension, Family Pension, Retirement and Gratuity of Funds	Rules, Regulation, Notification, Circulars and Office Orders.	Permanent.
		Files, Documents, correspondence made and received relating to Pension, Family Pension, retirement and gratuity of funds.	Permanent.
17	Finance controller	Rules, Regulation, Notification, Circulars and Office Orders.	Permanent.

		Files, Documents and correspondence made and received relating to engagement and removal of Finance Controller.	After first Audit of the file and till the completion of second Audit.
18	Chartered Accountant	Rules, Regulation, Notification, Circulars and Office Orders.	Permanent.
		Files, Documents and correspondence made and received relating to engagement and removal of Chartered Accountant and payment of fee.	After first Audit of the file and till the completion of second Audit.
19	Payment of Fees/Honorarium/ Remuneration	Rules, Regulation, Notification, Circulars and Office Orders.	Permanent.
		Files, Documents, correspondence made and received relating to payment of fee to the Members of Permanent Lok Adalat.	After first Audit of the file and till the completion of second Audit.
		Files, Documents and correspondence made and received relating to payment of fee to the Panel Lawyers, Retainer Lawyers and Members of Lok Adalat Benches.	After first Audit of the file and till the completion of second Audit.
		Files, Documents, correspondence made and received relating to payment of honorarium to the Officers and Staff.	After first Audit of the file and till the completion of second Audit.
		Files, Documents, correspondence made and received relating to payment of honorarium to the Para Legal Volunteers.	After first Audit of the file and till the completion of second Audit.
		Files, Documents, correspondence made and received relating to payment of honorarium to the Legal Aid Defense Counsel and its Staff.	After first Audit of the file and till the completion of second Audit.
20	Leave encashment	Rules, Regulation, Notification, Circulars and Office Orders.	Permanent.
		Files, Documents, Bills, Vouchers and correspondence made and received relating to leave encashment of Officers.	After first Audit of the file and till the completion of second Audit.
21	Various Registers/Ledgers / Rolls/Books, etc. relating to accounts	GPF and NPS Ledger.	Permanent.
		GPF & NPS Pass Book.	Permanent.
		Broadsheet.	Permanent.
		GPF and other Advance Register	Permanent.


	Contingency Register	After first Audit of the file and till the completion of second Audit.
	Budget Register	After first Audit of the file and till the completion of second Audit.
	Treasury Register	After first Audit of the file and till the completion of second Audit.
	11-C Register	After first Audit of the file and till the completion of second Audit.
	Pay Roll Register	After first Audit of the file and till the completion of second Audit.
	Day Book	After first Audit of the file and till the completion of second Audit.
	Cash Book	After first Audit of the file and till the completion of second Audit.
	T.A. Register	After first Audit of the file and till the completion of second Audit.
	Cost Register	After first Audit of the file and till the completion of second Audit.
	Honorarium/remuneration, etc. payment register.	After first Audit of the file and till the completion of second Audit.

(D) MISCELLANEOUS RECORDS

S.N.	Main Head	Sub-Head/Files/Documents	Retention Period
1.	Implementation and compliance of Hon'ble Court's general Orders/Judgments	Writs, Judgments and Orders passed by the Hon'ble Supreme Court, Hon'ble High Courts, Tribunals, etc.	05 years after the compliance.
		Files, Documents and correspondence made and received with regard to implementation and compliance of the Judgments and Orders passed by the Hon'ble Supreme Court, Hon'ble High Courts, Tribunals, etc.	05 years after the compliance.
		Files relating to statistical data.	05 years. (The data before 05 years shall be kept in digital form)
2.	Meetings	Files, documents, correspondence, minutes and compliance relating to board meetings of TLSC.	10 years. (Minutes shall be kept in digital form)
		Files, documents, correspondence, minutes and compliance relating to board meetings of DLSA.	10 years. (Minutes shall be kept in digital form)
		Files, documents, correspondence, minutes and compliance relating to board meetings of SLSA.	10 years. (Minutes shall be kept in digital form)
		Files, documents, correspondence, minutes and compliance relating to All India Meet of SLSAs.	10 years. (Minutes shall be kept in digital form)
		Files, documents, correspondence, minutes and compliance relating to Regional Meet/Round Table Meet of SLSAs.	10 years. (Minutes shall be kept in digital form)
		Files, documents, correspondence, minutes and compliance relating to Central Meeting of NALSA.	10 years. (Minutes shall be kept in digital form)
3.	Regular Visits and Inspections of various Institutions	Files, documents and correspondence relating to visits and inspection of various Institutions like; Jails, Educational Institutions Juvenile Justice Boards, Hospitals, Police Stations, Nari Niketans, etc.	03 years after the compliance.
4.	Monthly statistical reports	All the monthly statistical reports.	05 years. (The data before 05 years shall be kept in digital form)

5.	Family Welfare Committee	Files and Correspondence made and received relating to Family Welfare Committee.	05 years.
6.	Hiring the vehicles	Rules, Circulars and Office orders.	Permanent.
		Files, Documents and correspondence made and received relating to hiring the vehicles.	After first Audit of the file and till the completion of second Audit.
7.	Miscellaneous Registers (which are not mentioned above)	Dak Receive Register	3 years from the closure of calendar year.
		Dak Dispatch Register	3 years from the closure of calendar year.
		Local Dak dispatch Register	3 years from the closure of calendar year.
		Dak Tickets Register	After first Audit of the file and till the completion of second Audit.
		Stock Register	After first Audit of the file and till the completion of second Audit.
		Meeting Register	3 years from the closure of calendar year.
		Books Register	3 years from the closure of calendar year.
		Master File Register	Permanent.
		Stationery Register	3 years from the closure of calendar year.
8.	Guard File	All the Guard Files.	Permanent.
9.	Different Newsletters/Editorials Books	Different Newsletters and books received from NALSA, High Courts, other SLSAs, Government Departments, NGOs, etc.	07 Years. (Except important materials deems fit by the Committee)
10.	Log Books of Government Vehicle	Log books of the government vehicles.	After first Audit of the file and till the completion of second Audit.
11.	Purchase and Maintenance of Government Vehicle	Rules, Circulars and Office orders.	Permanent.
		Files, documents and correspondence made and received relating to purchase of government vehicles.	Till the final condemnation process and till the completion of second Audit.
		Files, documents and correspondence made and received relating to	After first Audit of the file and till the completion of second

		maintenance of government vehicles.	Audit.
12.	Printing and publication	Files and documents made and received relating to printing and publication of various items.	After first Audit of the file and till the completion of second Audit.
		Files and documents made and received relating distribution of these items.	After first Audit of the file and till the completion of second Audit.
13.	General Correspondence and Files. (Which are not mentioned above)	General files and correspondence made and received from Hon'ble High Court.	05 years from the date of compliance.
		General files and correspondence made and received from NALSA.	05 years from the date of compliance.
		General files and correspondence made and received from State Government.	05 years from the date of compliance.
		General files and correspondence made and received from SLSAs.	05 years from the date of compliance.
		General files and correspondence made and received from DLSAs.	05 years from the date of compliance.
		General files and correspondence made and received from High Court Legal Services Committee.	05 years from the date of compliance.
		General files and correspondence made and received from Permanent Lok Adalat.	05 years from the date of compliance.
		General files and correspondence made and received from other Government Departments and Institutions.	05 years from the date of compliance.
		General files and correspondence made and received from individual, private institutions, etc.	05 years from the date of compliance.


(R.K. Khulbey)
Member Secretary,
Uttarakhand SLA, Nainital

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