

IMMEDIATE ACTION REQUIRED

No. 4-4(1)/2023-ATD

Government of India

Ministry of Social Justice & Empowerment

Department of Empowerment of Persons with Disabilities (Divyangjan)

5th Floor, Pt. Deen Dayal Antyodaya Bhawan,
CGO Complex, New Delhi -110 003

Dated: 20th April, 2023

To

All Implementing Agencies
(ALIMCO, National Institutes, CRCs, DDRCs and NGOs)

Subject: Maintaining record of beneficiaries against utilization of grant-in-aid to the Implementing Agencies (IAs) under the ADIP Scheme

Sir/Madam,

I am directed to refer to the above cited subject and say that as per para 14(xxv) of ADIP Scheme guideline, implementing agencies are required to maintain all original records of beneficiaries for 5 years from the date of distribution. However, as per General Finance Rules, 2017, the following record retention schedule in respect of ADIP Scheme may be followed:

A. **Destruction of office records connected with Accounts**:- As per APPENDIX-9 of General Finance Rules, 2017 (copy enclosed).

B. **ADIP Beneficiaries Records (from date of distribution)**:

Retention Period: (i) 2 years in physical form;
(ii) Beyond 2 years upto 5 years in digital form; and
(iii) Records older than 5 years may be weeded out.

2. In view of the above, compliance report may be furnished to the Department latest by 10.05.2023.

Yours faithfully

Encl: as above


(Suresh Chandra Tamta)

Deputy Secretary to the Government of India

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Copy to:

- i. Sr. PPS to Secretary (DEPwD)
- ii. PPS to JS(RY)



APPENDIX - 9

[See Rule320]

DESTRUCTION OF OFFICE RECORDS CONNECTED WITH ACCOUNTS

The destruction of records (including correspondence) connected with accounts shall be governed by the following Rules and such other subsidiary rules consistent therewith as may be prescribed by Government in this behalf with the concurrence of the Comptroller and Auditor-General.

1. The following shall on no account be destroyed :-

- (i) Records connected with expenditure, which is within the period of limitation fixed by law.
- (ii) Records connected with expenditure on projects, schemes or works not completed, although beyond the period of limitation.
- (iii) Records connected with claims to service and personal matters affecting persons in the service except as indicated in the Annexure to this Appendix.
- (iv) Orders and sanctions of a permanent character, until revised.
- (v) Records in respect of which an audit objection is outstanding.

2. The following shall be preserved for not less than the period specified against them :-

Sl. No.	Main-Head	Description of records		Retention Period	Remarks
		(1)	(2)		
(1)	(2)	(3)	(4)	(5)	(5)
1.	Payments and recoveries.	(i) Expenditure Sanctions not covered by Paragraph 1 above (including sanctions relating to grants-in-aid) (ii) Cash Books maintained by the Drawing and Disbursing Officers under Central Government Account (Receipts and Payments) Rules, 1983. (iii) Contingent expenditure. (iv) Arrear claims (including sanction for investigation, where necessary). Papers relating to : (v) GPF Membership. (vi) GPF Nomination. (vii) Adjustment of missing credits in GPF Accounts.	2 years, or one year after completion of audit, whichever is later. 10 years. 3 years, or one year after completion of audit, whichever is later. 3 years, or 1 year after completion of audit, whichever is later. 1 year. 1 year - after final settlement of GPF Account. 1 year.	Subject to: (a) Original nomination being placed in Vol. II of the Service Book of Group 'D' Government servants; and (b) Nomination in original or an authenticated copy thereof being placed in Vol. II of the Service Book/Personal File in case of other Government servants. Subject to an authenticated copy of the sanction being placed on the personal file.	



		Description of records		
Sl. No.	Main-Head	Sub-Head	Retention Period	Remarks
(1)	(2)	(3)	(4)	(5)
2.	Budget Estimates / Revised Estimates.	(viii) Final withdrawal from GPF, e.g., for house building, higher technical education of children, etc. (ix) GPF annual statements. (x) T.A./Transfer T.A. claims	1 year. 1 year. 3 years, or one year after completion of audit, whichever is later. 3 years.	The retention period here related to the Budget / Revised Estimates as compiled by the Budget / Accounts Section for the Department as a whole.
3.	Service Books of:			
	(a) Officials entitled to retirement / terminal benefits.		3 years after issue of final pension/ gratuity payment order.	
	(b) Other employees.		3 years after they have ceased to be in service.	
4.	Leave Account of:			
	(a) Officials entitled to retirement / terminal benefits.		3 years after issue of final pension/ gratuity payment order.	
	(b) Other employees.		3 years after they have ceased to be in service.	
5.	Service records.	(a) Nomination relating to family pension in and DCR gratuity. (b) Civil List Gradation/ Seniority list- (i) in the case of Departments preparing bringing out the compilation. (ii) In the case of other Departments (i.e., those supplying information for such compilation)	1 year - after settlement of benefits. 3 years. 1 year after issue of relevant compilation.	Subject to the nomination in original or an authenticated copy thereof (where original kept with the audit) as the may be being placed in Vol. II of the Service Book/ Personal File.



		Description of records		
Sl. No.	Main-Head	Sub-Head	Retention Period	Remarks
(1)	(2)	(3)	(4)	(5)
6.	Expenditure statements.	(c) Alteration in the date of birth. (d) Admission of previous service not supported by authenticated service record, e.g., through collateral evidence. (e) Verification of service. (a) In respect of lower formations. (b) In respect of Department itself. (c) Register of monthly expenditure (Form GFR 9)	3 years. 3 years; or 1 year after completion of audit, whichever is later 5 years. To be weeded out at the end of financial year. To be weeded out after the Appropriation Accounts for the year have been finalized To be weeded out the Appropriation Accounts for the year have been finalized.	Subject to suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of Service Book/Personal file - do - Subject to a suitable record being kept somewhere, e.g., in the Service Book or History Sheet.
7.	Surety Bonds executed in be favour of a temporary or a retiring Government servant.		3 years after the Bond ceases to enforceable.	
8.	(a) Pay Bill register. (b) Office copies of Establishment pay bills and related schedules (in respect of period for which pay bill register is not maintained). (c) Schedules to the Establishment pay bills for the period for which pay bill register is maintained. (d) Acquaintance Roll.		35 years 35 years 3 years, or one year after the completion of audit, whichever is later 3 years, or one year after the completion of audit, whichever is later.	



Sl. No.	Main-Head	Description of records		Retention Period	Remarks
		Sub-Head			
(1)	(2)	(3)		(4)	(5)
9.	Muster Rolls.			Such period as may be prescribed in this behalf in the departmental regulations subject to a minimum of three financial years of payment excluding the financial year of payment	
10.	Bill Register maintained in Form TR-28-A			5 years.	
11.	Paid cheques returned by the Bank to the Audit/Accounts Office.			5 years	The counter foils of paid cheques should be preserved for the same period as prescribed for preservation of paid cheques, viz., 5 years. However, in cases where the counter foils are required to be preserved in connection with settlement of some enquiry, etc., these should not be destroyed unless otherwise advised by the authorities conducting the enquiry. The other instructions contained in this Appendix will continue to be applicable in this case before the counterfoils which are more than five years old are actually destroyed.
12.	Files, papers and documents relating to contracts, agreements, etc.			5 years after the contract/ agreement is fulfilled or terminated. In cases where audit objections have been raised, however, the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the audit authorities or have been reviewed by the Public Accounts Committee.	
13.	Sub-vouchers relating to the Secret Service Expenditure.			3 years after the expiry of the financial year in which the expenditure was incurred, subject to completion of administrative audit and issue of audit certificate by the nominated Controlling Officer.	

**INSTRUCTIONS**

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

NOTES.-

- (1) Before any pay bills/pay registers are destroyed, the service of the Government servants concerned should be verified under Rule 257 in accordance (1) with .
- (2) The periods of preservation of account records in Public Works Offices are prescribed separately by Government.
- (3) Where a minimum period after which any record may be destroyed has been prescribed, the Head of a Department or any other authority empowered by him to do so, may order in writing the destruction of such record in their own and subordinate offices on the expiry of that period counting from the last day of the latest financial year covered by the record.
- (4) Heads of Departments shall be competent to sanction the destruction of such other records in their own and subordinate offices as may be considered useless, but a list of such records as property appertain to the accounts audited by the Indian Audit and Accounts Departments shall be forwarded to the Audit Officer and or the Accounts Officers, as the case may be, for his concurrence in their destruction before the destruction is ordered by the Head of Department.
- (5) Full details shall be maintained permanently, in each office, of all records destroyed from time to time.