

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION
TECHNOLOGY (NIELIT), CHANDIGARH CENTRE**

NIELIT/CH/ADMN-142/2019/148⁹

9th January, 2019

OFFICE ORDER

**Subject: Shifting of NIELIT Chandigarh Centre from Mohali to Ropar Campus
 and destruction of old records which is not required as per rules.**

IIT Ropar vide their letter dated 01.10.2018 had intimated to vacate the premises of NIELIT Campus at Ropar on 31.12.2018.

The Governing Council (GC) in its 36th meeting held on 15.12.2018 has approved shifting of NIELIT Chandigarh at Mohali to Ropar Campus. In compliance of directions of GC, the Competent Authority has directed Director, NIELIT Chandigarh to work on the decisions.

A meeting was convened by Director, NIELIT Chandigarh on 03.01.2019 in which Director Incharge, NIELIT Ropar and all Additional Directors were present. In this regard, all Project Incharges are required to submit the details of infrastructure to be shifted to NIELIT Ropar as per format enclosed to Material Management Group latest by 11.01.2019 **(Annexure-I)**

All Project Incharges are also requested to ensure that the record, which are not required for any future reference may be got destroyed after preparing complete details of record being destroyed and taking approval of Director.

Provisions contained in the Record Retention Schedule in respect of records common to all Ministries/Departments published by Department of Administrative Reforms & Public Grievances Sardar Patel Bhawan, Sansad Marg, New Delhi may be adhered to. Copy of the aforesaid schedule is enclosed **(Annexure-II)**. The Training Section will also be required to keep the provisions of ISO Certification in view.

The complete record of files/documents being destroyed will be handed over to Administration.

Contd.. P/2

Details of infrastructure required, record and infrastructure to be shifted to NIELIT Ropar must provided to MMG by 15th January, 2019 and activities relating to destruction of record as per retention schedule must be completed by all concerned Project Incharges in coordination with MMG latest by 31st January, 2019.

Material Management Group will consolidate the above information and submit proposal regarding shifting of remaining infrastructure from Mohali to Ropar Campus and IETE, Sector 30, Chandigarh latest by 25th January, 2019.

This issues with the approval of Director, NIELIT Chandigarh.



(Susheel Kumar Gabgotra)
Additional Director (P&A)

Copy to:

1. Director's Office
2. Director Incharges, NIELIT Ropar and Kurukshetra
3. Additional Directors (Technical/Systems)
4. Joint Directors (Admn./Technical/Systems)
5. Financial Controller
6. Vigilance Officer
7. Sh. Gurpreet Singh, Joint Director (Systems)-
8. Notice Boards

→ **Please bring it in the notice
of staff working under you**

With request to display the Office
Order on the Website of the Centre.

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY CHANDIGARH

Annexure - I

Details of infrastructure required, record and infrastructure to be shifted from NIELIT Chandigarh at Mohali to NIELIT Ropar Campus

Project Name:

1. Details of Record/infrastructure available to be shifted :

[illegible]

II. Details of additional requirements for shifting to Ropar Campus

S.No.	Particulars	Quantity
1.	Power Points	
2.	Networking Points	
3.	Intercom Connections	
4.	Telephone Connections	
5.	Any other requirement	

Date:

Signatures :

Name :

Designation of Project Incharge :

- (f) Keep each set of a paper index slips in separate spring clip folders for each year; and

- (g) Indicate the date of indexing on the file cover and initial it in the space provided for the purpose.

(4) Index slips will normally be typed on good quality paper. In the case of important files requiring frequent and urgent reference, however, card indexes could also be prepared. Even here, the duplicate set meant for incorporation in the departmental index will be typed on good quality paper. Card indexes, where maintained, will be kept according to an alphabetical order of their respective catch-words, in a single series for all the years. Each department will issue departmental instructions specifying the categories of files in respect of which card indexes will be maintained.

(5) To ensure consistency and facilitate consolidation of departmental index files relating to parliamentary business will be indexed not only under the appropriate standard heads and sub-heads but also, under the nature of such business, e.g., parliament questions, cur-motion, resolutions, etc.

108. Custody of index slips.—(1) Index slips will remain in the custody of the record clerk.

(2) After all the files relating to a year have been recorded, the set of index slips in respect of that year meant for use within the section (viz., that arranged in alphabetical order) will be neatly stitched and the stitched compilation kept at a convenient place for reference by all concerned.

109. Compilation of departmental index.—(1) The index slips pertaining to files relating to a year will be sent to the compiler of the departmental index one year after the close of the year to which they relate. If some files of that year still remain current even at the time of sending the index slips as envisaged above, the dealing hand with the approval of the section officer will prepare index slips in respect of such files as are likely to be retained for 10 years or more from the date of recording. These will also be added to the set of slips being sent to the compiler of the departmental index.

(2) The compiler of the departmental index will:

(i) send the index slips by:

- (i) allowing the full title to appear only on the main index slips, i.e., those indexed under the index heads; and

- (ii) scoring out the title on the subsidiary index slips, i.e., those indexed under the index sub-heads and giving a cross reference to the relevant index head, as per specimen in Appendix-26;

- (b) arrange the index slips received from different sections, in alphabetical order in a single series for the department as a whole; and
- (c) arrange for the printing or cyclostyling of the consolidated departmental index for each year.

NOTE.—In a computerized environment, indexing will facilitate easy retrieval.

110. Precedent Book.—Every section will maintain a precedent book in the prescribed form (Appendix-27) for keeping note of important rulings and decisions having a precedent value for ready reference. Entries in this record will be made at the earliest opportunity and, in any case, at the stage of recording the file.

111. Record Retention Schedule.—(1) To ensure that files are neither prematurely destroyed, nor kept for periods longer than necessary, every department will:

- (a) in respect of records connected with accounts, observe the instructions contained in Appendix-13 to the General Financial Rules;
- (b) in respect of records, relating to establishment, personnel and house-keeping matters common to all departments, follow the 'schedule of periods of retention for records common to all departments' issued by the Department of Administrative Reforms and Public Grievances;
- (c) in respect of records prescribed in this Manual, observe the retention periods specified in Appendix-28; and
- (d) in respect of records connected with its substantive functions, issue a departmental retention schedule prescribing the periods for which files dealing with specified subjects should be preserved in consultation with the National Archives of India.

(2) The above schedules should be reviewed at least once in 5 years.

112. Custody of records.—(1) Recorded files will be kept serially arranged in the sections / desks concerned for not more than one year, after which they will be transferred to the departmental record room. For files due for such transfer the register at Appendix-24 will be consulted.

(2) In the event of transfer of work from one section to another, the relevant files also will be transferred, after being listed in duplicate in the form at Appendix-29. One copy of this list will be retained by the section taking over the files for its record and the other acknowledged and returned to the section transferring them.

(3) Files transferred by a section to the departmental record room will be accompanied by a list of files (Appendix-29) in duplicate. The departmental record room will verify that all the files mentioned in the list have been received, retain one copy of the list and return the other, duly signed, to the section concerned. In the record room, these lists will be kept section-wise in separate file covers.

(4) The departmental record room will maintain a record review register (Appendix-30) in which a few pages will be allotted for each future year. Class 'C' files marked for review in a particular year will be entered in the pages earmarked for that year in the register.

(5) Files surviving the review undertaken on their attaining the 25th year of life [vide Para. 113 (3)] will be stamped prominently as 'transferred to NAI' and retired to the National Archives. Files transferred to the National Archives will be accompanied by a list (in triplicate), one copy of which will be returned by the National Archives, duly signed, to the departmental record room.

(6) Record rooms will be properly ventilated, with adequate lighting and fire-safety equipment and avoid exposure to moisture. The records will be arranged serially section-wise and will be regularly dusted. For proper preservation the records will be periodically fumigated and moth-balls will be used.

(7) In a computerized environment, it would be useful to maintain list of records in electronic form, in the Departmental Record Room.

113. Review and weeding of records.—(1) A category 'C' file will be reviewed on the expiry of the specified retention period and weeded out unless there are sufficient grounds warranting its further retention. Justification for retaining a file after review will be recorded on the file with the approval of branch officer / divisional head concerned. Retention after a review will be for a period not exceeding ten years, including the period already retained. If a file was originally retained for a period of 10 years, any further retention will require up-gradation of the category.

(2) Category 'A' and Category 'B' files will be reviewed on attaining the 25th year of their life in consultation with the National Archives of India. In these reviews, the need for revising the original categorization of Category 'B' files may also be considered.

(3) The year of review of category 'C' files be reckoned with reference to the year of their closing and that for category 'A' and category 'B' files with reference to the year of their opening.

(4) Beginning in January each year, the departmental record room will send to the sections / desks concerned the files due for review in that year, together with a list of files in the form at Appendix-31, in four lots — in January, April, July and September.

(5) (i) Files received for review will be examined by, or under the direction of, the Section Officer or the desk functionary concerned and those files which are no longer required will be marked for destruction. Other files may be marked for further retention *vide* sub-para. (2) & (3). It may, however, be ensured that in case an inquiry has been initiated departmentally or by a Commission of Inquiry or as a result of Court proceedings having a bearing on the subject matter contained in the files / documents concerned or the files / documents which are required in connection with the implementation of order / judgment of any court of law, such files / documents will not be destroyed, even if, such files / documents have completed their prescribed life as per the Record Retention Schedule.

(ii) Files / documents referred to above may be, destroyed only after submission of the Report by the Commission or completion of inquiry or implementation of the judgment / order of the court(s), with the approval of the concerned Joint Secretary / Head of the Department. In case the implementation of the court order has been challenged / appealed against either by the Government or by the applicant in a higher court, the concerned files / documents will not be weeded until such time the appeal / challenge is considered and finally decided. In such cases the limitation period prescribed for appeals should also be kept in mind.

(6) After review, the record clerk / desk assistant will make entries of revised categorization / retention period in the file registers and return them to the departmental record room along with the list (Appendix-31) after completing Column (3) thereof.

(7) The departmental record room, under the supervision of Departmental Record Officer (DRO), will:

(a) transfer category 'A' and category 'B' files surviving the review undertaken at the 25th year of their life *vide* sub-para. (3) above, to the National Archives;

(b) in the case of other files:

(i) destroy those marked for destruction, after completing Column (4) of the list of files (Appendix-29); and

(ii) restore the rest, i.e., those marked for further retention, to the departmental record stacks after making the required entries in the record review register in the case of category 'C' files;

(8) Records not falling within the definition of file, e.g., publications, spare copies of circulars, orders, etc., will also be subjected to periodic reviews at suitable intervals and those no longer needed should be weeded out. To facilitate such reviews each section will maintain a register in the form at Appendix-32.

(3) Considering the urgency to reduce the volume of records now being retained without any significant need for their retention, the following measures may be taken in the Ministries / Departments:—

- (a) A special drive may be launched every 6 months to record / review all old files and to weed out those no longer needed. The results of such special drives will be sent to DAR&PG in the pro forma shown in Appendix-33;
- (b) Each Joint Secretary may review every quarter the state of indexing / recording / review / weeding out of files in his wing and allot time bound tasks towards this and to the members of the staff;
- (c) Inspecting Officers may be asked to pay special attention to the stage of Records Management in the sections as well as the Departmental Record Rooms during their inspections.

(10) The following manner of Weeding / Destruction of records will be adopted:—

- (a) Routine files / records will be manually torn into small pieces and disposed.
- (b) Classified files / records will be destroyed by use of shredder, and
- (c) Secret files / records will also be incinerated after being shredded as per provision under 'Departmental Security Instructions' issued by the Ministry of Home Affairs.

114. Records maintained by officers and their personal staff.— Each department may issue departmental instructions to regulate the review and weeding out of records maintained by officers and their personal staff.

115. Requisitioning of records.— (1) No recorded file will be issued from the sectional, departmental or Archival records except against a signed requisition in form prescribed under Public Records Act, 1993 in the case of Archival records and in the form at Appendix-34 in the case of other records.

(2) Requisitions for files belonging to other departments and in the custody of the National Archives will be got endorsed by the department concerned before they are sent to the Archives. If the requisitioned file happens to be a confidential one, the Archives will not supply the file direct to the requisitioning department but route it through the department to which it belongs.

(3) The requisition will be kept in the place of the file issued.

(4) If the requisitioned file is one that has been microfilmed or printed, normally a microfilmed or printed copy and not the original will be issued to the requisitioning department.

(5) If a requisitioned file initially obtained for being put up in one case is subsequently put up on another, a fresh requisition should be given to the

section datry or sent to the departmental record room or the National Archives, as the case may be, for replacing the original requisition which will be returned to the office concerned. In the case of records obtained from the National Archives, the fresh requisition slip will be prominently marked 'change slip'.

(6) On return, the requisitioned file will be restored to its place and the requisition returned to the section / official concerned.

(7) Files obtained by a section from the departmental record room will normally be returned within 3 months. If they are not received back within this period, the departmental record room will remind the section concerned. For this purpose, the record room will maintain a simple register for keeping a record of the files issued to the various sections each month. A similar register will be maintained by each section as a record of files borrowed from it by other sections.

(8) Files obtained by a department from the National Archives will not normally be retained for more than 6 months except with the latter's specific knowledge and consent.

EXTRACTS FROM "NOTES ON OFFICE PROCEDURE"

RECORDS

Records are tools of management, memory of an organization and source of information. The effectiveness of decisions which ultimately reflects the image of the organization and efficiency of its operations is dependent on the quality of its resources and information which is provided by the records.

(1) What constitutes Records.— All papers, books, maps, photographs or other documentary material regardless of their physical form or characteristics created within or received by an organization form records. In brief, records constitute means of preserving information for future use.

(2) How records are created.— The creation of records in any organization takes place during the process of its activities / operations. The records in Government Offices are created because of the following factors:—

(a) *External Activities*.— These take the shape of all communications received from outside.

(b) *Internal Activities*.— These take the shape of written communications conveying information / decision from all levels of authorities and analysis of various reports / returns, etc.

(c) *Mini Records*.— They show the essential of original documents and take the shape of running summary of facts, standing notes and standing guard files, etc. These save officers' time and help in taking quick decisions.

APPENDIX 27

PRECEDENT BOOK [Vide Para. 110]

Heading	Decision or ruling in brief	File No.	Page No.	Date

INSTRUCTIONS

1. Entries in this book will be made under the appropriate standard-heads and sub-heads arranged in an alphabetical order. Where functional filing system is followed, entries will be made under the appropriate basic, primary, secondary and tertiary heads.

2. The pages of the book will be numbered serially and a few pages allotted to each standardized heading under which entries are to be made *vide* 1 above. At the beginning, the book will be pasted or written a list of such headings and pages allotted to each.

APPENDIX 28

RETENTION SCHEDULE FOR RECORDS PRESCRIBED IN THE MANUAL OF OFFICE PROCEDURE [Vide Para. 111 (1) (c)]

Sl. No.	Description of record	Reference to relevant para. of the Manual	Retention period (years)
(1)	(2)	(3)	(4)
1.	Dak register	9 (6)	1
	Invoice	10 (1)	1
2.	Section diary	12 (1)	3
	Movement slip of receipts	15 (3)	To be destroyed after the relevant receipts have been received in the section concerned.
3.	Assistant's diary	18 (2)	1
4.	Standing guard files	30 (1) (c)	Permanent. The earlier version of these records will normally be weeded out as soon as the revised version becomes available.
	Standing note	30 (1) (b)	
	Distribution chart	75 (1)	1
	Typist's diary	75 (2)	1
5.	Issue diary	76 (1)	1
	Despatch Register	80 (2)	5
6.	Section Despatch Register	85 (1) (a)	5
	Postal registration books	80 (4)	5
7.	Receipts of telegrams	80 (7)	1
	A Register of daily abstract of stamps used	80 (8)	5
8.	Messenger book	81 (1)	1
	Stamps account register	84 (1)	5
9.	Weekly statement of cases disposed of without reference to Minister	85 (2) (b) (i)	1
10.			
11.			
11 (a)			
12.			
13.			
14.			

Sl. No.	Description of record	Reference to relevant para. of the Manual	Retention period (years)
(1)	(2)	(3)	(4)
15.			
16.			
17.			
18.	File Register	91	Permanent
19.	File movement register	94 (1)	1
20.	Register for watching the progress of recording	98 (2) (b) and (3)	3
21.	Index slips	101	5 years or till printed departmental index becomes available, whichever is later.
	Consolidated departmental index	101	Permanent
	Precedent book	104	Permanent
22.	List of files transferred to—		
	(a) Departmental record room	106 (3)	25
	(b) National Archives	106 (5)	Permanent
	Record review register	106 (4)	1
23.	List of files received for review	107 (5)	1
	Register of spare copies of publications, circulars, orders, etc.	107 (9)	1
	Record requisition slip	109	To be destroyed after the requisitioned file has been returned to the National Archives.
24.	Record requisition card	109	To be destroyed after all the space for entries has been used and the last file requisitioned has been returned to the sectional departmental records.
25.	Weekly arrears statement	117 (1) (a)	1
26.	Case sheets of cases pending disposal over a month.	118 (2) (a)	1
27.	Numerical abstract of cases pending disposal for over a month	118 (4) (a)	1
28.			
29.			

Sl. No.	Description of record	Reference to relevant para. of the Manual	Retention period (years)
(1)	(2)	(3)	(4)
30.			
31.			
32.			
33.	Consolidated numerical abstract of cases pending disposal for over a month in the various sections of the department	118 (8) (a)	3
	Call book	119 (1)	3
	Monthly Progress report on recording of files	120 (1)	1
34.	Reminder diary	121	1
	Register for keeping a watch on communications received from M.Ps.	122	1
35.	Register of Parliamentary assurances	123 (1)	1
	Check-lists for periodical reports	124	1
36.	Inspection reports	133	1 year after the date of next inspection.
37.			
38.			
39.			
40.			

NOTE.—The retention period will be reckoned with reference to the date from which the record ceases to be current/active. Where, however, it is proposed to weed out a register wherein certain entries are still current, e.g., file movement register where certain files entered therein have not been recorded or the register of assurances, where certain assurances have not been implemented, the current entries will first be transferred to the new register and the old register weeded out thereafter.

the estimated amount of charges to be incurred or cost of services to be rendered, by Government on account of the fund.—

- (i) payments made by Government are debited to the balances of the deposits of the local fund with Government; or
- (ii) payments are made as advances from public funds in the first instance pending recovery from the local funds.

Rule 281. (2) Notwithstanding the provision contained in Rule 281 (1) in case of emergency such as epidemics, pre-payment will not be insisted upon from local bodies for supply of medicines from Medical Stores Depots of the Ministry of Health.

Rule 282. Any amount or loan not paid on due date to Government by a local body, may be adjusted from any non-statutory grant sanctioned for payment to it.

Rule 283. Taxes etc., collected by Government on behalf of Local Bodies.—Proceeds of taxes, fines or other revenues levied or collected by Government for or on behalf of local bodies shall not be appropriated direct to a local fund without passing them through the Consolidated Fund unless expressly authorized by law.

Rule 284. Payments to Local Bodies.—Subject to provision of relevant act and rules, payments to local bodies in respect of revenue and other moneys raised or received by Government on their behalf will be made in such manner and on such date, as may be authorized by general or special orders of Government.

Rule 285. Audit of Account of Local Bodies.—Subject to the provisions of any law made under Article 149 of the Constitution, the accounts of local bodies, other non-Government bodies, or institutions will be audited by the Indian Audit and Accounts Department under such terms and conditions as may be agreed upon between the Government and the Comptroller and Auditor-General of India.

Rule 286. Audit Fees.—Audit fees on the basis of daily rates prescribed by Government from time to time shall be charged by the Indian Audit and Accounts Department for the audit of local and other non-Government funds, excluding funds for the audit of which the rates of fees recoverable are prescribed by law or by rules having the force of law:

Provided that nothing contained in this rule shall be held to override any special instructions of Government exempting any particular local body or institution wholly or partially from the payment of audit fees.

Rule 287. In the case of Government Companies, the recovery of the cost of Supplementary audit conducted under Section 619 (3) (b) of Companies Act, 1956 as amended from time to time, should be waived in those cases where the audit is done by the Comptroller and Auditor-General through his own departmental staff but should be enforced in cases where the Comptroller and Auditor-General employs professional auditors for the Supplementary audit.

Rule 288. Financial transactions between Government and local bodies shall be rounded off to the nearest Rupee.

VIII. DESTRUCTION OF RECORDS CONNECTED WITH ACCOUNTS

Rule 289. Subject to any general or special rules or orders applicable to particular departments as prescribed in their departmental manuals, no Government record connected with accounts shall be destroyed except in accordance with the provisions of Appendix-13.

IX. CONTINGENT AND MISCELLANEOUS EXPENDITURE

Rule 290. Rules relating to contingent expenditure are available at Rule 13 of the Delegation of the Financial Powers Rules, 1978 and Rules 96 to 98 of the Government of India (Receipts and Payments) Rules, 1983.

Rule 291. Permanent Advance or Imprest.—Permanent advance or Imprest for meeting day to day contingent and emergent expenditure may be granted to a Government servant by the Head of the Department in consultation with Internal Finance Wing, keeping the amount of advance to the minimum required for smooth functioning. Procedures for maintenance of permanent advance or imprest are available in Para. 10.12 of the Civil Accounts Manual, Volume - I.

Rule 292. (1) Advances for Contingent and Miscellaneous purpose.—The Head of the Office may sanction advances to a Government servant for purchase of goods or services or any other special purpose needed for the management of the office, subject to the following conditions:—

- (i) The amount of expenditure being higher than the Permanent Advance available, cannot be met out of it.
- (ii) The purchase or other purpose can not be managed under the normal procedures, envisaging post-procurement payment system.
- (iii) The amount of advance should not be more than the power delegated to the Head of the Office for the purpose.
- (iv) The Head of the Office shall be responsible for timely recovery or adjustment of the advance.

Rule 292. (2) The adjustment bill, along with balance if any, shall be submitted by the Government servant within fifteen days of the drawal of advance, failing which the advance or balance shall be recovered from his next salary(ies).

Rule 293. The Ministry or Department may sanction the grant of an advance to a Government Pleader in connection with law suits, to which Government is a party, up to the maximum limit of Rupees five thousand at a time. The amount so advanced should be adjusted at the time of settlement of Counsel's fee bills.

FORM 7

Treasurer's Stock Register of

No. of case in Form No.	Serial No.	Date of entry	To what fund or trust the investment belongs	To whom interest is to be remitted	Amount of investment	Amount of half-yearly interest	(Pair of columns for noting interest payment order)	Remarks
1	2	3	4	5	6	7	8	9
					₹ P.	₹ P.	₹ P.	

per cent loan of

FORM 8

Register of Clean Government Promissory Notes and Stock Certificates held by the Treasurer of Charitable Endowments for India

Sl. No.	Date of entry	In conversion of	Particulars				A pair of columns for noting interest for half-year ending	Remarks
			Receipts		Disposals			
			No.	Amounts	No.	Amounts		
1	2	3	4	5	6	7	8	9
				₹ P.		₹ P.		

APPENDIX-13

[See Rule 289]

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:—

- Records connected with expenditure which is within the period of limitation fixed by law.
- Records connected with expenditure on projects, schemes or works not completed, although beyond the period of limitation.
- Records connected with claims to service and personal matters affecting persons in the service except as indicated in the Annexure to this Appendix.
- Orders and sanctions of a permanent character, until revised.
- 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.	Description of records		Retention period	Remarks
	Main Head	Sub-Head		
(1)	(2)	(3)	(4)	(5)
1.	Payments and recoveries.	(i) Expenditure Sanctions not covered by Paragraph 1 above (including sanctions relating to grants-in-aid) (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). <i>Papers relating to:</i> (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

		(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.	(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.
2.	Budget Estimates / Revised Estimates.		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.	

Sl. No.	Description of records		Retention period	Remarks
	Main Head (1)	Sub-Head (2)		
5.	Service records.	(a) Nomination relating to family pension and DCR gratuity. (b) Civil List Gradation/ Seniority list— (i) in the case of Departments preparing and bringing out the compilation. (ii) in the case of other Departments (i.e., those supplying information for such compilation). (c) Alteration in the date of birth. (d) Admission of previous service not supported by authenticated service record, e.g., through collateral evidence.	1 year - after settlement of benefits. 3 years. 1 year after issue of relevant compilation. 3 years. 3 years; or 1 year after completion of audit, whichever is later.	Subject to the nomination in original or an authenticated copy thereof (where original is kept with the audit) as the case may be being placed in Vol. II of the Service Book / Personal File. 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-

6.	Expenditure statements.	(e) Verification of service. (a) In respect of lower formations. (b) In respect of Department itself. (c) Register of monthly expenditure (Form GFR 9)	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 after the Appropriation Accounts for the year have been finalized.	Subject to a suitable record being kept somewhere, e.g., in the Service Book or History Sheet.
7.	Surety Bonds executed in favour of a temporary or a retiring Government servant.		3 years after the Bond ceases to be enforceable.	
8.	(a) Pay Bill register.		35 years.	
	(b) Office copies of Establishment pay bills and related schedules (in respect of period for which pay bill register is not maintained).		35 years.	
	(c) Schedules to the Establishment pay bills for the period for which pay bill register is maintained.		3 years, or one year after the completion of audit, whichever is later.	
	(d) Acquittance Roll		3 years, or one year after the completion of audit, whichever is later.	

Sl. No.	Description of records		Retention period	Remarks
	Main Head (2)	Sub-Head (3)		
(1)			(4)	(5)
9.	Muster Rolls.			
10.	Bill Register maintained in Form TR-28-A.		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. 5 years.	
11.	Paid cheques returned by the Bank to the Audit/Accounts Office.		5 years.	The counterfoils of paid cheques should be preserved for the same period as prescribed for preservation of paid cheques, viz., 5 years. However, in cases where the counterfoils are required to be preserved in connection with settlement of some enquiry, etc., 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 bill registers are destroyed, the service of the Government servants concerned should be verified in accordance with Rule 257 (1).

(2) The periods of preservation of account records in Public Works Offices are prescribed separately by Government.

(3) Where a minimum period after which any record may be destroyed has been prescribed, the Head of a Department or any other authority empowered by him to do so, may order in writing the destruction of such record in their own and subordinate offices on the expiry of that period counting from the last day of the latest financial year covered by the record.

(4) Heads of Departments shall be competent to sanction the destruction of such other records in their own and subordinate offices as may be considered useless, but a list of such records as properly appertain to the accounts audited by the Indian Audit and Accounts Departments shall be forwarded to the Audit Officer and or the Accounts Officers, as the case may be, for his concurrence in their destruction before the destruction is ordered by the Head of Department.

(5) Full details shall be maintained permanently, in each office, of all records destroyed from time to time.

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ANNEXURE TO APPENDIX-13

Destruction of records referred to in Para. 1 (iii) of this Appendix

Sl. No. (1)	Description of records		Retention period (4)	Remarks (5)
	Main Head (2)	Sub-Head (3)		
1.	Creation and Classification of posts.	(i) Continuance / revival of posts. (ii) Conversion of temporary posts. (iii) Creation of posts. (iv) Revision of scales of pay. (v) Upgrading of posts.	1 year. 10 years. 10 years Permanent in the case of Departments issuing orders and Departments concerned; other Departments need keep only the standing orders, weeding out superseded ones as and when they become obsolete. 10 years.	Subject to particulars of sanctions being noted in Establishment / Sanction Register. -do- -do- -do- -do-
2.	Review for determining suitability of employees for continuance in service.	Establishment / Sanction Register.	Permanent.	Where, for any reason the register is re-written, the old volume will be kept for 3 years.

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DESTRUCTION OF OFFICE RECORDS

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6.	Advance	(i) Car Advance Rules	
		(ii) Conveyance Advance Rules	
6.	Advance	(iii) Cycle Advance Rules	
		(iv) Festival Advance Rules	
		(v) GPF Advance Rules	
		(vi) House Building Advance Rules	
		(vii) Motor Cycle / Scooter Advance Rules	
		(viii) Pay Advance Rules	
		(ix) T.A. Advance Rules	
		(x) Travel Concession Rules	
		(xi) Other Advance Rules	
		(xii) Grant of car Advance allowance	
		(xiii) Grant of conveyance allowance	
		(xiv) Grant of cycle advance	
		(xv) Grant of festival advance	
		Permanent in the case of Departments issuing the rules, orders and instructions; other Departments need keep only the standing rules, etc., weeding out the superseded ones as and when they become obsolete.	
		1 year.	
6.	Advance	Subject to:	
		(i) suitable entries being made in pay bill register; and	
		(ii) in case of motor car/motor cycle/scooter and house building advances.	

SWAMY'S - GENERAL FINANCIAL RULES

Sl. No.	Description of records		Retention period	Remarks
	Main Head	Sub-Head		
(1)	(2)	(3)	(4)	(5)
3.	Arbitration and litigation cases.		3 years.	Subject to:
4.	Notices under Section 80 of Civil Procedure Code.		1 year.	If such a notice is followed up by a civil suit, it would become arbitration/litigation case and would, therefore, need to be retained for 3 years.
5.	Recruitment.		5 years.	Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of Service Book / Personal File.

Sl. No. (1)	Description of records		Retention period (4)	Remarks (5)
	Main Head (2)	Sub-Head (3)		
		(xvi) Grant of GPF advance (xvii) Grant of house building advance (xviii) Grant of motor cycle/scooter advance (xix) Grant of pay advance (xx) Grant of T.A. advance (xxi) Grant of LTC advance (xxii) Grant of other advances	1 year.	(a) copies of sanction being placed on personal files; and (b) mortgage deeds and other agreements executed being kept separately in safe custody for the period they are valid.
7.	Surety Bonds executed in favour of a temporary or a retiring Government servant.		3 years after the Bond ceases to be enforceable.	
8.	Pension / retirement.	(i) Rules and Orders (general aspects.)	Permanent in the case of Departments issuing the rules, orders and instructions; other Departments need keep only the standing rules and orders weeding out the superseded ones as and when they become obsolete.	

	(ii) In respect of Groups 'A', 'B', 'C' and 'D' Government servants. (a) Pre-verification of pension cases. (b) Invalid pension (c) Family pension (d) Other pensions (e) Gratuity (f) Commutation of pension	3 years. Till one year after the last beneficiary of the family pension ceases to be entitled to receive or 5 years, whichever is later. 5 years. 15 years.
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NOTE.—The principle to be adopted in respect of files having financial implications and hence liable to be called by audit for inspection is that, such files should be retained for a period of five years after they have been recorded. If, at any time during the period of five years, an audit objection having reference to the transaction dealt with in that file arises, is received, the file will not be destroyed until after the audit objection has been settled to the satisfaction of the audit. Also, if local audit does not take place within the period of five years, the Head of the Office should ascertain from the audit authorities whether they have any objection to the files relating to the earlier years, due for weeding out by the application of the five year formula, being destroyed or retained for a further period for scrutiny by the audit party and, if so, for what period.

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

INSTRUCTIONS:

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