
RECORD RETENTION POLICY

Comprising

**RECORD RETENTION SCHEDULE
FOR RECORDS PERTAINING
TO
SUBSTANTIVE & FACILITATIVE FUNCTIONS
OF
NSFDC**

2016



National Scheduled Castes Finance & Development Corporation (NSFDC), Delhi

(A CPSE of Ministry of Social Justice & Empowerment, Government of India)

(An ISO 9001:2008 Certified Company)

CIN: U93000DL1989NPL034967

VISION STATEMENT

To be the leading catalyst in systematic reduction of poverty through socio-economic development of Scheduled Castes living below double the poverty line, working in an efficient, responsive and collaborative manner with channelizing agencies and other development partners

MISSION STATEMENT

Promote prosperity among Scheduled Castes by improving flow of financial assistance and through skill development & other innovative initiatives

Approved at the 143rd Meeting of the Board of Directors held on 13 July, 2016

National Scheduled Castes Finance & Development Corporation

14th Floor, SCOPE Minar, Laxmi Nagar District Centre, Laxmi Nagar, Delhi-110 092

Phone: 011-22054392, 22054394, 22054396 Fax: 011-22054395, 22054349

e-mail: support-nsfdc@nic.in website: www.nsfdc.nic.in

(For office use only)

RECORD RETENTION POLICY

The Record Retention Policy
of
National Scheduled Castes Finance and Development Corporation
2016



National Scheduled Castes Finance & Development Corporation
(A CPSE of Ministry of Social Justice & Empowerment, Government of India)

(An ISO 9001:2008 Certified Company)

CIN: U93000DL1989NPL034967

TABLE OF CONTENTS

	Record Retention Policy of NSFDC		Page(s)
1.	Preamble		7
2.	Objective		7
3.	Scope		7
4.	Definition of Documents		7
5.	Preservation Schedule of Documents		8
6.	Record Maintenance and Storage		9
7.	Disposal of Documents		9
8.	Amendments to Policy		10
9.	Records Retention Schedule for Records pertaining to Substantive Functions		11-23
	9.1	<i>Finance Department</i>	13
	9.2	<i>Projects Department</i>	16
	9.3	<i>Corporate Services Department</i>	17
	9.4	<i>Cordination Cell</i>	18
	9.5	<i>Skill Training Department</i>	21
	9.6	<i>Information Technology(IT) Cell</i>	22
	9.7	<i>Court and Arbitration Cases</i>	23
10.	Records Retention Schedule for Records pertaining to Facilitative Functions		25-46
	10.1	<i>Human Resource Department</i>	27
	10.2	<i>Administration Department</i>	38
	10.3	<i>Vigilance Department</i>	41
	10.4	<i>Hindi Department</i>	45
	10.5	<i>RTI Cell</i>	46

RECORD RETENTION POLICY OF NSFDC

1. Preamble

The policy will be known as “Record Retention Policy of National Scheduled Castes Finance & Development Corporation” (hereinafter referred as “Policy”). The Policy shall be applicable to all documents of NSFDC maintained at the Registered Office and Zonal Offices.

2. Objective

- 2.1 The objective of the Policy is to ensure that all important documents, generated or received by the Corporation, are maintained and preserved in compliance with the applicable statutory provisions and to facilitate destruction of documents that are no longer required, at an appropriate time in specified manner.
- 2.2 The policy establishes the guidelines for management, retention, preservation and destruction of documents, both in physical form and electronic form by the Corporation.
- 2.3 On formulation of policy utmost care has been taken to ensure that files are neither prematurely destroyed nor kept for period longer than necessary.

3. Scope

- 3.1 This policy shall apply to all documents that include records maintained in the form of files/registers/books or in the electronic form like stored in a computer or external hard disc at NSFDC or Data Centre of NIC.
- 3.2 The preservation of documents, as mandated under the policy, shall apply to all documents regardless of its location, including Zonal Offices.

4. Definition of Documents

- 4.1 “Documents” refer to all records that include papers, files, registers, agreements, circulars, judgments, orders, approvals, registration certificates etc. generated or received or maintained by the Corporation in the course of its business either in physical form or in electronic form.
- 4.2 Broadly, there are three kinds of records in the Corporation:
 - (i) **Permanent Records** include all documents that are intended to be kept permanently;
 - (ii) **Records to be kept for Specified Period;** and
 - (iii) **Temporary Records** include all documents that are intended to be superseded by final or permanent records, or which are intended to be used only for a limited period of time.

Temporary records can be destroyed or permanently deleted if it is available in electronic form when a project or matter closes. Upon closing of such temporary files, the respective departments shall gather and review all such temporary records.

5. Preservation Schedule of Documents

5.1 Each Head of the Department/Desk-in-charge shall identify and at all times maintain a schedule of documents as per policy.

5.2 The Record Retention Schedules of various departments of NSFDC are divided into two parts i.e (i) Records Retention Schedule for Records pertaining to Substantive Functions of NSFDC and (ii) Records Retention Schedule for Records pertaining to Facilitative Functions of NSFDC.

Record Retention Schedule for Substantive Functions has been vetted by National Archives of India as required under clause (e) of sub-section (1) of Section 6 of the Public Records Act, 1993.

Record Retention Schedule for Facilitative Functions has been framed according to “Record Retention Schedule in Respect of Records Common to All Ministries/Departments, 2012” issued by Department of Administrative Reforms & Public Grievances, Ministry of Personnel, Public Grievances and Pensions, Government of India.

5.3 The Documents shall be preserved under following categories: (a) Documents whose preservation shall be for 25 years from the date of opening of files i.e. Category ‘B’ files; and (b) Documents with preservation period of specified years after completion of the relevant transactions i.e. Category ‘C’ files.

5.4 While prescribing the retention period for the category 'C' files in the enclosed Retention Schedule slabs of C-1, C-3, C-5 and C-10 may be followed, where the numeral stands for number of years of retention of a file. The concerned sections on the expiry of the specified retention period must review all Class ‘C’ files. While doing so, these files, if so required, may be granted a further lease of life not exceeding a period of ten years, or upgraded as ‘B’, depending upon the importance of the subject matter dealt with therein.

5.5 'B' category files will be appraised by NSFDC in consultation with the National Archives of India after 25 years of their life. The files selected for permanent retention after appraisal, may be transferred to the National Archives of India for permanent custody and scientific preservation as per provision of section 6(1)(c) of the Public Record Act, 1993 and the rule 5(2)(3)(4) of Public Records Rules, 1997 and para 112 (5) of Central Secretariat Manual for Office Procedures.

5.6 The Corporation may keep documents specified in policy in the electronic form.

- 5.7 The minimum retention periods for documents identified for various departments have been specified in policy. However, retention of those documents that are not included in the identified categories should be determined by the Record Retention Committee constituted by the CMD primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors.
- 5.8 Where documents are maintained permanently in physical form, electronic version(s) of records also need to be maintained additionally.
- 5.9 Retention period has been fixed considering the usage value of each record. The usage value has been determined considering the compliance to statutory requirements and utility of the document based on the experience of the department.

6. Record Maintenance and Storage

- 6.1 All Documents must be properly classified and labeled mentioning the retention period of the document, indexed and stored by the respective departments/desks.
- 6.2 The Head of Department/Desk-in-Charge of each concerned department/desk shall ensure compliance of this Policy.

7. Disposal of Documents

- 7.1 The disposal/destruction of documents/records shall be an annual exercise. For this purpose, a multi disciplinary Record Retention Committee shall be constituted by CMD. The committee will be headed by DGM/GM and may include Departmental Heads/ Desk Incharges of Finance, Projects, Administration, Corporate Services Department and Record Management Office. After the expiration of the indicated preservation period as per schedule to this policy, the documents will be disposed of / destroyed by the respective department on recommendation of Record Retention Committee and approval of the competent authority i.e. CMD.
- 7.2 The Record Retention Committee will also review the safety of the records and issue instructions to departments from time to time for proper storage and safety of records from various hazards like termite, seepage etc. The committee will also review and prepare an indicative list of important documents like Government Guarantees, MOAs, Bank Guarantees, Post Dated Cheques, Fixed Deposit Receipts etc. which are to be kept in Fire Proof Safe/Almirah for safe custody.
- 7.3 The Desk-in-Charges/Respective Departmental heads shall maintain a register containing the details of documents destroyed along with the date of destruction with the approval of the competent authority.
- 7.4 The retention periods specified under the policy are guideposts against which requirements of concerned department need to be compared. In exceptional cases, i.e. if the record has certain special features or such a course is warranted by the peculiar needs of the department, the record may be retained for a period longer than

that specified in the schedule with the approval of the competent authority mentioning the reasons thereof.

- 7.5 In no case, a record will be destroyed without the approval of the competent authority. Any such violations shall be reported to the Record Retention Committee immediately by the Desk Incharge or any employee of the concerned department/desk. If any such violation is done, disciplinary action as per the CDA rules will be taken against the delinquent employee/official.
- 7.6 Physical records to be disposed off pursuant to the retention period specified in the retention schedule shall be disposed off using a shredder. The Record Retention Committee shall adopt appropriate procedure to permanently dispose off any non-paper physical records such as Audio/Video Tapes, Certificates etc. "Permanent Delete" function will be used to permanently dispose off electronic records.
- 7.7 Exception/Exclusions:- The policy does not cover social media like twitter, facebook etc.

8. Amendments to the Policy

- 8.1 In case of any modification / amendment / re-enactment of any existing acts, rules, regulations, guidelines, etc. or an enactment of any new act, rules, regulations, guidelines, etc., which are inconsistent with this policy, then such modified / amended / re-enacted provision or new provisions shall prevail over the policy.
- 8.2 The Chairman cum Managing Director is authorized to amend this Policy to be consistent with the prevailing provisions of Acts, rules, guidelines, regulations and in accordance with administrative / business requirements of the Corporation with the consent of National Archives of India.
- 8.3 The present retention schedule will be reviewed after a period of five years.

9. Records Retention Schedule
for Records pertaining to
Substantive Functions

9.1 Records relating to Finance Department

Sl.No.	Description Of Record	RETENTION PERIOD RECOMMENDED BY NAI	Remarks
1.	Financial Statements/ Books of Accounts All Books of Accounts including those relating to cost accounts. These will include Financial Statements, Supporting Vouchers, other documents	C-10	
2.	Salary and Employee related records including CMDs' Personal Files Salary Register PRP, LTA & LTC, Employee related advances like HBA, GPA, etc. Gratuity, Medical, PF Pension and Other Post Retirement facilities.	'B'	
	Bill having approval of competent authority Relevant Original Invoice and Supporting Documents.	C-10	
3.	Cash & Bank Original Payment Vouchers with supporting documents Bank Reconciliation, Bank Statement, Cash / Bank Receipt and Payment Book, Petty Cash, Zonal Office Imprest Record	C-10	
4.	Journal Book	C-10	
5.	General Ledger & Employee Advance Ledger	'B'	
6.	Loan Account Ledger	'B'	
7.	Vouchers All vouchers relating to Loans Expenses etc.,	C-10	

Sl.No.	Description Of Record	RETENTION PERIOD RECOMMENDED BY NAI	Remarks
8.	Registers Fixed Asset Register Cheque Issue / RTGS / Transfer Register Demand Register Safe Custody Register	B	
9.	FDRs, PDCs, Bank Guarantees, Indemnity Bond	3 years or 1 year after Audit, whichever is later	
10.	Taxation Records relating to Direct Indirect Taxation & Challan of Tax and Statutory payments like TDS, Service tax, PF, PT, etc. This also includes PF & ESI challan copy of contract labour.	C-10	
11.	Other Misc. Files Important Correspondence files with vendors, outside agencies, statutory authorities.	C-10	
	Important Correspondence files with ministry, government. Instructions, Decisions, Circulars from Management.	'B'	
12.	Demand Notices	C-10	
13.	Higher Rate of Interest and Penal Rate of Interest Files	C-10	
14.	Records relating to recovery of overdues	3 years or 1 year after Audit, whichever is later	
15.	Records pertaining to bifurcation of the corporation Ledger of ST, Files (Xerox copies) of ST	'B'	
16.	Budget and MOU Working Files	C-10	

Sl.No.	Description Of Record	RETENTION PERIOD RECOMMENDED BY NAI	Remarks
17.	Grant in Aid, CSR Funding	C-10.	
18.	Zonal Office Records	C-10	
19.	Rules Files	'B'	
20.	Annual Accounts Certified Financial Statements	'B'	
21.	Investment Files	C-10	
22.	Disbursement Register	'B'	
23.	Day Book	C-10	

9.2 Records relating to Projects Department

S.No	Description of Record	RETENTION PERIOD RECOMMENDED BY NAI	Remarks
1.	General Loan Agreements (GLA)/Memorandum of Agreement (MOA)	'B'	
2.	Block Government Guarantee/Government Orders/Bank Guarantee/Assurance/Any other Instruments provided to secure loan	'B'	
3.	Control room register	C-10	
4.	General/Miscellaneous Correspondence	C-5	
5.	Policy Matters	'B'	
6.	Scheme File:		
	(i) Schemes not sanctioned for want of information from SCAs/CAs	C-3	
	(ii) Schemes not sanctioned due to unviable cost parameters	C-3	
	(iii) Schemes sanctioned but funds not disbursed due to non-fulfillment of prudential norms or non-availment of funds by SCAs/CAs	C-3	
	(iv) Schemes sanctioned, funds disbursed and closed after receipt of full repayment or refund from SCAs/CAs.	C-10	
7.	Monitoring & Tour Reports of NSFDC officials	C-3	3 years or 1 year after Audit, whichever is later
8.	Correspondence with Zonal Offices	C-5	
9.	Re-schedulement of overdues	'B'	
10.	Executive Development Programme for officials of SCAs/CAs	C-3	3 years or 1 year after Audit, whichever is later

9.3 Records relating to Corporate Services Department

S.No.	Description Of Record	RETENTION PERIOD RECOMMENDED BY NAI	Remarks
1.	Approved agenda items which have been put Members up before Board.	'B'	
2.	all meeting fo Minutes	'B'	
3.	All files of the past and present Directors of the Corporation containing their appointment letters and other material and important correspondences	'B'	
4.	All original Agreements, MOUs, Contracts, Guarantees, Share/Security Certificates/ documents given for custody to Corporation Secreteriat	'B'	
5.	Annual Reports of the Corporation.	'B'	4 copies to be kept in Library
6.	Companies Act, Statutory Registers as per 2013	'B'	
	Instrument creating a charge from the date of satisfaction of charge.	'B'	
	Register of Charge	'B'	
	Register of Members	'B'	
	Register of renewed and duplicate certificates	'B'	
	Register of contracts in which directors are interested	'B'	
	Register of Directors/MD/Manager/Secretary	'B'	
	Register of Directors Shareholding	'B'	
	Register of Inter corporate Loans & Investments	'B'	
	Register of Allotment	'B'	
Register of Directors' Attendance	C-10		

	Register of Proxies	C-10	
	Register of Transfer of shares	'B'	
7.	All other documents and correspondences pertaining to Corporation Secretariat	C-10	
8.	Internal Audit Reports	C-10	
9.	Statutory Audit Reports	'B'	
10.	Share Capital	'B'	
11.	Cabinet Notes	'B'	
12.	Incorporation Files, Memorandum & Articles of Association	'B'	
13.	Annual Returns	C-10	

9.4 Records relating to Coordination Cell

S.No.	Description Of Record	RETENTION PERIOD RECOMMENDED BY NAI	
1.	MOU with Administrative Ministry MoU Negotiation Meeting, Signing of MoU, Monitoring of targets, Self-evaluation based on audit and final rating by Department of Public Enterprises (DPE)	'B'	
2.	ISO ISO Procedures, Quality Policy, QP Reviews	C-10	
3.	Communications with various Ministries of Govt. of India including periodic reports.	C-3	
4.	Lending Policy Lending Policy for SCAs Lending Policy for Banks/RRBs Lending Policy for NBFC/MFIs Lending Policy for Skill Training Programmes	'B' 'B' 'B' 'B' 'B'	
5.	Share Capital Correspondence for release of share capital and submission of Utilization certificates	'B'	
6.	Correspondence with DPE & PE Survey	C-3	
7.	Board Matters, Audit matters, Demand for Disbursement, Notional Allocation, Publicity materials	C-5	
8.	Consultative Committee for MoSJ&E	C-5	

9.	Correspondence with SC Commission, Election Commission & SCOPE, PCC, etc.	C-5	
10.	SCAs/CAs Conferences & Workshops	C-3	
11.	SCAs/CAs Award Scheme	C-3	
12.	All Other Miscellaneous files.	C-3	
13.	Evaluation Studies	'B'	
14.	Cabinet Note	'B'	
15.	MOU/MOA with other Development Partners	C-5	

9.5 Records relating to Skill Training Department

S.No.	Description Of Record	RETENTION PERIOD RECOMMENDED BY NAI	
1.	Training Policy Skill Development	'B'	
2.	Training Files(Course wise, State wise and Training Institution wise)	'B'	
3.	Projects Clearance Committee(PCC)	C-5	
4.	General Correspondence Files	C-3	
5.	Ministry Correspondence(MPR, QPR, General Correspondence etc)	C-3	
6.	Officer Tour Files	C-3	3 years or 1 year after Audit, whichever is later
7.	MoU with Training Partners	'B'	
8.	Evaluation studies & reports	'B'	
9.	CSR/ Grant in Aid from Ministry	C-5	

9.6 Records relating to Information Technology (IT) Cell

S.No.	Description of Records	RETENTION PERIOD RECOMMENDED BY NAI	Remarks
1.	Policy Issues and Policy related Circulars	'B'	
2.	Software Development/ Software Implementation (e-Office, D-Space etc)	'B'	
3.	Miscellaneous Correspondence	C-3	
4.	MIS to various Deptt. -MPR to Cord. Deptt. -QPR to Cord. Deptt. -MIS Reports to Desks - MIS Reports to Zonal Offices	C-1	
	MIS/ Information to Corporate Services for Board Meeting	C-3	
5.	Complaints Complaints to Internet Service Provider Hardware/Software Complaints etc.	C-1	

9.7 Records relating to Court and Arbitration Cases

S.No.	Description of Records	RETENTION PERIOD RECOMMENDED BY NAI	Remarks
1.	Court cases Pertaining to the NSFDC employees	C-3 or 1 year after final settlement of the case under normal course of law, Copy of judgment keep as “B”	
2.	Court cases relating to SCA/ Channel Partners Pertaining to SCA/ Channel Partners in which NSFDC is also one of the respondents.	C-3 or 1 year after final settlement of the case under normal course of law, Copy of judgment keep as “B”	
3.	Court cases (Civil / Criminal Proceedings) filed by NSFDC	C-3 or 1 year after final settlement of the case under normal course of law, Copy of judgment keep as “B”	
4.	Court cases (Civil / Criminal Proceedings) filed by Other Individual/ Agency against NSFDC	C-3 or 1 year after final settlement of the case under normal course of law, Copy of judgment keep as “B”	
5.	Misc. Documents/ Files Pertaining to periodic reports (e.g. Monthly/ Quarterly etc.) to Ministry Miscellaneous Correspondence File	C-3 or 1 year after final settlement of the case under normal course of law, Copy of judgment keep as “B”	
6.	Court cases pertaining to employees in case of death / superannuation/ cessation from the Corporation	C-3 or 1 year after final settlement of the case under normal course of law, Copy of judgment keep as “B”	
7.	Arbitration cases	C-3 or 1 year after final settlement of the case under normal course of law, Copy of judgment keep as “B”	

10. Records Retention Schedule
for Records pertaining to
Facilitative Functions

10.1 RECORDS RELATING TO HUMAN RESOURCE DEPARTMENT

S.No.	Description of record		Retention period	Remarks
	Main Head	Sub Head		
1.	Creation and classification of posts	Continuance/abolition/revival of posts	'B'	Particulars of Sanction also to be noted in Establishment/ Sanction Register
		Conversion of temporary posts into permanent ones	C-10	Particulars of Sanction to be noted in Establishment/ Sanction Register
		Creation of posts	C-10	Particulars of Sanction to be noted in Establishment/ Sanction Register
		Revision of scales of pay	'B'	Particulars of Sanction to be noted in Establishment/ Sanction Register
		Upgrading of posts	C-10	Particulars of Sanction to be noted in Establishment/ Sanction Register
		Re-designation of Posts	C-10	Particulars of Sanction to be noted in Establishment/ Sanction Register
		Plan/non-Plan posts	C-3	Particulars of Sanction to be noted in Establishment/ Sanction Register
2.	Recruitment	Recruitment (general aspects) including provisions of the Constitution	'B'	
		Appointment of dependents of deceased employees	C-5	Application of the candidate and an authenticated copy of the order of appointment to be kept in the personal file.

S.No.	Description of record		Retention period	Remarks
	Main Head	Sub Head		
		Estimate (annual) of vacancies	C-3	
		Employment priorities and maintenance of roster	C-10	
		Framing of recruitment rules	'B'	
		Notification to and release of vacancies by (i) Local employment exchange (ii) D.G.E. & T.	'B'	
		Nomination of candidates by local employment exchange and their selection	C-3	
		Recruitment through Employment exchange	C-10	Application of the successful candidate and an authenticated copy of the order of appointment to be kept in the personal file.
		Recruitment from open market, including advertisement and inviting of applications		
3.	Scheduled Castes/ Scheduled Tribes/ OBC/PH and other notified reserved categories	Reservation in services	'B'	
		Selection Committees for recruitment of personnel: (a) Constitution (b) Proceedings	'B' C-3 or C-1 after reconstitution whichever is later Period of Limitation or C-3 whichever is later.	

S.No.	Description of record		Retention period	Remarks
	Main Head	Sub Head		
		Relaxation of age/educational qualifications/experience/qualifying criteria	C-3	Suitable entry to be made in the appropriate service record (i.e. service book or service card) and an authenticated copy of the order to be placed in Service book/personal file.
		Condonation of break in service	C-5	Suitable entry to be made in the appropriate service record (i.e. service book or service card) and an authenticated copy of the order to be placed in Service book/personal file
		Contractual Engagement/Engagement of casual labour	C-3 or 1 Year after completion of Audit whichever is later.	
4.	Retrenchment	General Principles	‘B’	Copy of order also to be placed in the Personal File
		Orders		
5.	Verification/re-verification of character and antecedents	General Principles	‘B’	
		Records	C-1	Suitable entry to be made in the appropriate service record and the verification report itself to be kept in the service book/personal file.
6.	Medical Examination	Rules	‘B’	
		Records	C-1	Suitable entry to be made in the appropriate service record and the verification report itself to be kept in the

S.No.	Description of record		Retention period	Remarks
	Main Head	Sub Head		
				service book/personal file.
7.	Personal files	All Staff Members	C-5 after issue of final pension/gratuity payment order or C-5 after ceasing being an employee of corporation	
8.	Service records	All Staff Members	C-5 after issue of final pension/gratuity payment order or C-5 after ceasing being an employee of corporation	
9.	Postings and transfers	General aspects	'B'	
		Orders, If involving Change of Office	C-3	Suitable entry to be made in the appropriate service records and register of postings, and an authenticated copy of the order to be placed in the personal file.
		Orders, If not involving Change of Office	C-1	Suitable entry to be made in the appropriate service records and register of postings, and an authenticated copy of the order to be placed in the personal file
10.	Seniority	General Principles & Rules	'B'	
		Representations	C-5	If the representation results in the original seniority to be revised, an authenticated copy of the relevant

S.No.	Description of record		Retention period	Remarks
	Main Head	Sub Head		
				order/decision will be kept in service book/personal file.
11.	Leave	Rules	‘B’	
		Casual Leave	C-1	Suitable entries to be made in the appropriate service record and leave account.
		Other Leaves	C-3	Suitable entries to be made in the appropriate service record and leave account.
12.	Pay/special pay	Rules	‘B’	
		Records	C-3 or 1 Year after completion of Audit whichever is later.	Suitable entries to be made in the appropriate service record and pay bill register and an authenticated copy of the order, where issued, to be placed in the personal file
13.	Allowances/ Deductions	Rules	‘B’	
		Claims	C-3 or 1 Year after completion of Audit whichever is later	
14.	Annual Performance Appraisal Report	Rules	Permanent	
		Recording of Appraisal Reports	C-5 after issue of final pension/gratuity payment order or C-5 after cessation of service of the employee in the corporation.	
		Communication of adverse entries		
		Representation for expunction of adverse entries		

S.No.	Description of record		Retention period	Remarks
	Main Head	Sub Head		
15.	Increment	Rules (general aspects)	‘B’	
		Withholding of increments	C-10 or 3 years after the final disposal of appeal or final judgment under the normal course of law, whichever is later	
		Representations and Petitions	C-3	If the representation results in the original order to be revised, an authenticated copy of the relevant order/decision will be kept in the precedent book, personal file and suitable entries made in the appropriate service record.
16.	Probation/Confirmation	General principles (Probation)	‘B’	
		Rules (Confirmation)		
		Confirmation/extension of probation	C-5	Suitable entries to be made in the appropriate service record and an authenticated copy of the order to be kept in the personal file.
		Representations and Petitions	C-5	If the representation results in the original order to be revised, an authenticated copy of the relevant order/decision will be kept in the precedent book, personal file and suitable entries made in the appropriate service

S.No.	Description of record		Retention period	Remarks
	Main Head	Sub Head		
				record.
17.	Promotion/ Reversion	General principles	‘B’	
		Departmental Promotion Committee	Constitution: C-3 or 1 year after the D.P.C. has been reconstituted, whichever is later Proceedings : C-5	
		Orders	C-5	Suitable entry to be made in the appropriate service record and an authenticated copy of the order to be placed in the personal file
		Representations and Petitions	C-3	If the representation results in the original order to be revised, an authenticated copy of the relevant order/decision will be kept in the precedent book, personal file and suitable entries made in the appropriate service record
18.	Training/scholarships/ fellowships in India and abroad	Training of staff members involving expenditure	C-3 or 1 Year after completion of Audit Whichever is later.	
19.	Departmental Examinations	Framing of rules	‘B’	
		Holding of examinations	C-3	
		Results-declaration	C-3	Suitable entry to be made in the appropriate service record and an authenticated

S.No.	Description of record		Retention period	Remarks
	Main Head	Sub Head		
				copy/extract to be kept in service book/personal file.
		Representations and Petition	C-3	If the representation results in the original orders to be revised, an authenticated copy of the relevant order/decision will be kept in precedent book, the service book/personal file and suitable entries made in the appropriate service record
20.	Deputations and Delegations	Rules regarding deputation, including deputation on foreign service in India and abroad.	‘B’	
		Delegation in India/abroad	C-3 or 1 year after completion of audit and settlement of all audit objections, whichever is later.	
		Deputation of officers	C-3 plus the period of deputation.	Suitable entry to be made in the appropriate service record and an authenticated copy of the order to be placed in the personal file.
21.	Delegation of powers	Rules (general aspects)	‘B’	
		F. R. & S. R.		
		Office Orders		
22.	Honorarium/Awards	Rules (general aspects)	‘B’	
		Honorarium/awards given	C-3 or 1 Year after completion of audit	Entries to be made in the Service Book of the concerned

S.No.	Description of record		Retention period	Remarks
	Main Head	Sub Head		
			whichever is later.	employee and a register to be maintained.
23.	Pension/ Retirement	Rules and orders (general aspects)	'B'	
		Pre-verification of pension case	C-3	
		Family Pension	Till the youngest son/daughter attains majority or C-5 which is later.	
		Commutation of pension	C-15	
		Gratuity		
24.	Resignation	Rules and orders (general aspects)	Permanent	
		Resignation of staff	C-1	A copy of the communication accepting the resignation be placed in the personal file.
25.	Extension of service	Rules and orders (general aspects)	'B'	
		Extension of service of staff	C-1 after retirement.	A copy of the order to be placed in the personal file
26.	Nomination of employees	General aspects	'B'	
		Census operations	C-1	
		Committees, working groups, etc.	C-3	
		Election work	C-1	
		Invigilation	C-3 or 1 year after completion of audit whichever is later.	

S.No.	Description of record		Retention period	Remarks
	Main Head	Sub Head		
27.	Forwarding of applications	General aspects	‘B’	
		For examinations	C-1 after announcement of result of the examination or selection for particular post.	An authenticated copy of forwarding letter to be kept in the personal file
		For Posts		
28.	No objection certificate (for registration with Employment Exchange Organization)	General aspects	‘B’	
		Issue of NOC	C-1	An authenticated copy to be kept in the personal file
29.	Review for determining suitability of employees for continuance in service	General aspects	‘B’	
		If it results in pre-mature retirement	C-3	A copy of the relevant orders/decision to be kept in the personal file
		If it results in continued retention in service	C-1	A copy of the relevant orders/decision to be kept in the personal file.
30.	Review of cadres/ services	General aspects	‘B’	
		Combination of cadres/ services		
		Separation of cadres/ services		
31.	No objection certificate for issue of passport, arms licenses etc. to corporation’s employees	General aspects	‘B’	
		Issue of passport	C-5 or one year after completion of audit whichever is later.	
		Issue of arms licenses		
		LTC/Medical/Children Education Allowance to spouse’s organisation		

S.No.	Description of record		Retention period	Remarks
	Main Head	Sub Head		
32.	Moveable/Immovable property	Property Returns (general aspects)	'B' category, in the case of Departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded once, as and one they become obsolete.	-
		Returns	i) In respect of employees entitled to retirement benefits : C-3 ii) In respect of other employees: C-3 after the employee has ceased to be in service.	Should preferably be dealt with on a separate file for each official to be kept open throughout the official career of the employee

10.2 Records relation to Administration Department

S.No.	Description Of Record		Retention Period	Remarks
	Main Head	Sub Head		
1.	Working environment	Rules (general aspects)	'B'	
2.	Land & Building	Ownership	'B'	
		Taxes	C-10	
		Maintainence & Repairs	C-3	
		Hiring/Purchase/Sublease	C-3 after termination of agreement or 1 Year after compleion of Audit whichever is later.	
3.	Furniture, Stationary & Forms, Duplicating Machines, Calculating & Accounting Machines, Other Office Machines & Equipments	Rules for purchase/procurement, hire, condemnation& Disposal (general aspects) and amendmets thereof.	'B'	
		Condemnation/ disposal of unserviceable articles	C-3 or 1 Year after completion of audit whichever is later.	
		Hiring/purchase		
		Maintenance and repairs		
		Physical verification		
4.	Black-listing of firms /contractors	Circulars (general aspects)	'B'	
		Individual Cases	C-3	
5.	Contractors for supplies	Approved list	'B'	
		Registration	C-3	
		Waiver/reduction of penalty or condonation of irregularity	C-3 or 1 Year after completion of audit whichever is later.	

6.	Telephones	Office telephones installation and shifting of telephone bills	C-3 or 1 Year after completion of audit whichever is later.	
		Residential telephones- installation of telephone bills		
		Repairs and maintenance		
		Internet Services		
		Telephone bill register		
7.	Staff car	Rules (general aspects)	'B'	
		Ownership/Condemnation papers/documents		
		Non-official journeys	C-3 or 1 Year after completion of audit whichever is later	
		Purchase of P.O.L./ accessories		
		Servicing, repairs and replacement of parts and relevant correspondence		
		Insurance		
		Log Book		
8.	Unserviceable, obsolete and surplus articles	Rules (general aspects)	'B'	
		Approved list of auctioneers		
		Engagement of auctioneers and notice of auction	C-3 or 1 Year after completion of audit whichever is later	
9.	Printing and binding	Rules for printing and binding (general aspects)	'B'	
		Correspondence relating to printing and binding	C-3	
10.	Library	Ordering and receipt of books	C-3 or 1 Year after completion of audit whichever is later	
		Ordering and receipt of periodicals		
		Binding of books	C-3	
		Write off of books	'B'	
		Auction Newspapers/	C-3 or 1 Year after	

		Journals	completion of audit	
		Membership of Library association		
		Library accession register		'B'
		Library Bulletin		C-1
11.	Office Management Services	Award of work for various services	C-1 after the work order ceases to be in force	
		Running Maintenance Work	C-3 or 1 Year after completion of audit whichever is later	
		Statutory Records like EPF/ESI/Insurance etc.	'B'	
12.	Security	Rules (general aspects)	'B'	
		Departmental security seals register		
		Register of identity cards		
		Confidential and secret box	C-3 or 1 Year after completion of audit whichever is later.	Suitable entries regarding distribution and custody of boxes and keys to be made in the appropriate register
		Duplicate keys : maintenance thereof		
		Issue of identity cards - correspondence thereof	C-1	Suitable entries to be made in the register of identity cards.
		Loss of identity cards		
Temporary passes arrangements				

10.3 Records Relating to Vigilance Department

S. No.	Description Of Record		Retention Period	Remarks
	Main Head	Sub Head		
1.	Working environment	Rules (general aspects) and Policies	'B'	
2.	NSFDC Conduct, Disciplinary and Appeal Rules 1990	a. General notifications b. Schedule regarding appointing Authority, Disciplinary Authority and Appellate Authority c. Regarding charge sheets, documentary evidence, Enquiry Officer, examination of witnesses and show-cause notices d. Regarding penalties e. Regarding consultation with UPSC f. Regarding appeals and petitions g. Regarding suspension and subsistence allowance	'B'	
3.	Complaints	(a) Those leading to vigilance / Disciplinary enquiries	C-3 after the final disposal of appeal or final judgment under the normal course of law ‘ ’	If as a result of the complaint a warning is issued to the employee, a copy of the relevant order will be placed in the personal file.
		(b) Anonymous or pseudonymous Complaints on which no action is taken.	C-1 to be destroyed at the end of the year	
		(c) Other Complaints not resulting to Disciplinary enquiries.	C-3	
4	Disciplinary Proceedings	(a) Resulting in imposition of penalties,	C-3 after the final disposal of appeal or final judgment under the normal course of law or till the prescribed retention period	Subject to an authenticated copy of the order regarding imposition of the penalty or warning being placed in the personal file and

S. No.	Description Of Record		Retention Period	Remarks
	Main Head	Sub Head		
		(b) Resulting in exoneration of the accused officials with or without warning,	C-3 after the final disposal of appeal or final judgment under the normal course of law or till the prescribed retention period	suitable entry being made in the appropriate service record.
5	Prosecutions,	a) Resulting in imposition of penalties, b) Resulting in exoneration of the accused officials with or without warning,	C-3 after the final disposal of appeal or final judgment under the normal course of law or till the prescribed retention period - do -	Subject to a copy of the final judgment being placed in the personal file and suitable entry being made in the appropriate service record.
6.	Appeal	a) Resulting in imposition of penalties, b) Resulting in exoneration of the accused officials with or without warning,	C-3 after the final disposal of appeal or final judgment under the normal course of law or till the prescribed retention period -do -	If, as a result of the appeal the original order is modified, a copy of the revised order will be placed in the personal file and a suitable entry made in the appropriate service record.
7.	Petitions	-	C-3 or till the prescribed retention period, whichever is earlier.	If, as a result of the petition the original order is modified, a copy of the revised order will be placed in the personal file and a suitable entry made in the appropriate service record.

S. No.	Description Of Record		Retention Period	Remarks
	Main Head	Sub Head		
8.	Radio Broadcast, contribution of articles, editing or managing of newspapers, publications	Sanction	C-3	-
9.	Evidence before committee of enquiry	Sanction	C-3	-
10.	Vigilance Administration	a) General Aspects b) Acts, rules, manuals, c) Vigilance setup,	'B' category, in the case of Departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded once, as and one they become obsolete.	-
		d) Meetings	i. For departments organizing such meetings : appropriate period to be prescribed by the department concerned ii. for other departments : C-1	Subject to follow-up action where necessary being taken on appropriate subject files to which relevant extracts may be taken
		e) Appointment of Vigilance Officer	C-3	-
		f) List of officers of doubtful Integrity g) Cases of difference of opinion with Central Vigilance Commission h) Cases of difference of opinion with other	C-10	-

S. No.	Description Of Record		Retention Period	Remarks
	Main Head	Sub Head		
		Constitutional Bodies.		
		i) Granting of Vigilance clearance in respect of different classes of officers and staff,	C-3	-
		j) Annual Report of CVC	C-5	-

10.4 Records Relating to Hindi Department

S.No.	Description Of Record		Retention Period
	Main Head	Sub Head	
1.	Progressive use of Hindi in government offices	General aspects and Hindi Committees	'B'
		Hindi workshop	C-3
		Hindi week/month	
		Circulation of orders by Hindi Department	C-5
		Registration of telegraphic address in Hindi	C-1
		Periodical reports regarding use of Hindi for official purposes	C-3
		Constitution of Hindi Committee	C-5
Meeting and Follow up action of Hindi Committee	C-3		
2.	Hindi Teaching Scheme	General aspects and Hindi Committees	'B'
		Training Programme	C-3
		Examinations	Applications: C-1 Results: C-5
		Grant of advance increments	C-3 or 1 Year after completion of Audit, Whichever is later.
		Grant of awards	C-3 or 1 Year after completion of Audit, Whichever is later.
		Conduct of Hindi Competition	C-5
3.	Translation into Hindi	Books, reports, periodicals etc.	C-3 after the publication is printed/ cyclostyled
4.	Hindi Inspection	At Department Level	C-5
		By Administrative Ministry	
		By Home Ministry	
		By Parliamentary Committee	

10.5 Records Relating to RTI Cell

S.No.	Description Of Record	Retention Period	Remarks
1.	RTI Cases disposed without attracting any 1st Appeal	C-3	
2.	RTI Cases attracting 1st Appeal	C-3	
3.	RTI Cases attracting 2nd Appeal (without any remarkable decision)	C-3 or till the compliance of CIC orders, whichever is later	
4.	RTI Cases attracting 2nd Appeal (involving a remarkable decision)	C-5	Judgement/CIC ruling to be 'B' category
5.	1st Appeal cases files	C-3	
6.	2nd Appeal cases files	C-3 or till the compliance of CIC orders, whichever is later	
7.	Files relating to the administrative aspects of RTI Act, 2005 i.e. implementation, suggestions, guidelines, etc.	C-3	
8.	File Register of RTI Applications i.e. records other than file.	'B'	
9.	Inspection Register	C-3	