GOVERNMENT OF INDIA MINISTRY OF CIVIL AVIATION

FOR RECORD RETENTION SCHEDULE FOR RECORDS RELATING TO SUBSTANTIVE FUNCTIONS OF MINISTRY OF CIVIL AVIATION.

MINISTRY OF CIVIL AVIATION

Administration (O&M)

August 2014

MINISTRY OF CIVIL AVIATION

BROCHURE SHOWING RECORD RETENTION SCHEDULE FOR RECORDS RELATING TO SUBSTANTIVE FUNCTIONS OF MINISTRY OF CIVIL AVIATION.

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GOVERNMENT OF INDIA MINISTRY OF CIVIL AVIATION INTRODUCTION NOTE

- (i) This Record Retention Schedule is for the records pertaining to substantive functions of the Ministry of Civil Aviation.
- (ii) Retention periods in respect of records which fall in the category of Records Common to all Departments, such as, matters pertaining to Establishment, Hindi and Parliament etc. should be reckoned from the Record Schedule in respect of Records Common To All Ministries/Departments prepared by the Department of Administrative Reforms and Public Grievances.
- (iii) The Retention Period for Category "A" and Category "B" files is 25 years from the date of opening of the files. In the case of a Category "C" file, the retention period is to be reckoned from the date of their recording. The classification of each file should be distinctly written with the red ink on the top left corner of the each file cover.
- (iv) 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 numerical stands for number of years of retention of a file. All Category "C" files must be reviewed by the concerned sections on the expiry of the specified retention period. 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.
- (v) Category "A" and "B" files may be appraised by the said Records Creating Agency 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 NAI for their 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.
- (vi) In the case of records other than files, the retention period will be counted from the year in which is has ceased to be current.
- (vii) If records related to two or more subjects for which different retention periods have been prescribed, it will be retained for the highest of such period.
- (viii) In exceptional cases, a record may be retained for a period longer than the specified in the Schedule if it has certain special features or such a course is warranted by the peculiar needs of the section/division. The records may be required to be kept for longer

- period because of court cases, pending audit paras, etc. In no case, however, will a record be retained for a period of shorter than prescribed in the Schedule
- (ix) 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 later have been finally decided, even through 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 , whether necessary, revised suitably.
- (x) All sections of the Ministry may be directed to maintain the File Register as prescribed in Para 97 and Appendix 22 of the CS MOP.
- (xi) A regular Programme of recording/reviewing/weeding of record should be undertaken by each section of the Ministry and progress in this regard should be monitored.
- (xii) Timely transfer of all semi-current records to be Departmental Records room may be also be ensured, as per provisions of Para 112 of the MOP.
- (xiii) All sections are requested to ensure that the provisions contained in the Record Retention Schedule are strictly followed.

Categorization of Records

- (i) Category "A" meaning "keep and microfilm"-
 - (a) Files which qualify for permanent preservation for administrative purposes and which have to be microfilmed because they contain:
 - a document so precious that its original must be preserved intact and access to it in the original from must be restricted to the barest minimum to avoid its damage of loss; or
 - (ii) material likely to be required for frequent reference by different parties simultaneously/frequently.
 - (iii) Files of historical importance.
- (ii) Category "B" meaning "keep but do not microfilm This category will cover files required for permanent preservation for administration purpose. It will, however, excluxde the nature of material falling under the category described in (i) or (ii) of sub-para (1) (a) above and therefore need not be microfilmed.
- (iii) Category "C" meaning "keep for specified period only". This category will include files of secondary importance having reference value for a limited period not exceeding 10 years. In exceptional cases, if the record is required to be retained beyond 10 years it will upgraded to B Category. For C-3, C-5 & C-10 means Category "C" files to be kept for 3 years, 5 years and 10 years respectively.

COMMON RECORDS RELATING TO RTI APPLICATIONS AND PARLIAMENT MATTERS FOR ALL SECTIONS OF THE MINISTRY OF CIVIL AVIATION" AS PRESCRIBED BY THE DEPARTMENT OF ADMINISTRATIVE REFORMS & PUBLIC GRIEVANCES.

PARLIAMENT

S.No.		Description of Records		
	Main head	Sub head	Retention period	Remarks
1.	Parliament matters	11.General aspects	'A' or 'B' category, depending on the content value, in the case of deportments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		12. Assurances and undertaking	C-3	Subject to a copy of the report being retained permanently. The National Archives may be consulted before any file is destroyed.
		13. Committee	(a) For departments reported upon or predominantly concerned: C-10 (b) For other interested departments: C-3	Cases containing material of great precedence/ reference value/ historical importance may be retained permanently.
		14. Cut-motion, resolutions/ Calling Attention notices – Lok Sabha	(a) Admitted and answered/ discussed: C-3(b) Disallowed, lapsed or withdrawn: C-1	pormanomy
		15. Cut- motion, resolutions/ Calling Attention notices – Rajya Sabha		
		16. Questions - Lok Sabha 17. Question - Rajya		The National

Sabha		Archives may be consulted for its up-keep
18. Legislation	'A' or 'B' category, depending on the content value, in the case of deportments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
19. Furnishing of material for speech of President, Prime Minister, Minister etc.	C-3	Since they may attract 1 st Appeal so require a fair retention period.

RIGHT TO INFORMATION (RTI)

SI.No.	Subject/records groups	Proposed Retention Period	Remarks
1.	RTI Cases attracting 2 nd Appeal (without any remarkable decision)	C-3 or till the compliance of CIC order, whichever is later.	Judgment/CIC ruling "B"
2.	RTI Cases attracting 2nd Appeal (involving a remarkable decision)	C-5	As these may attract 2 nd Appeal
3.	1 st Appeal cases files	C-3	
4.	2 nd Appeal cases files	C-3 or till the compliance of CIC order	
5.	Files relating to the administrative aspects of RTI Act, 2005 i. e. implementation, suggestion, guidelines etc.	C-3	
6.	Files Register of RTI Applications i.e. records other than file.	B- Keep	

Note : Only Assurances and Parliament Questions to be digitized and weeded out annually.

RECORD RETENTION SCHEDULE FOR RECORDS RELATING TO SUBSTANTIVE FUNCTIONS OF MINISTRY OF CIVIL AVIATION.

ADMINISTRATION

S. No.	Description	n of record	Retention period	Remarks
	Main Head	Sub-Head		
	(1)	(2)	(3)	(4)
1.	Creation and classification of posts	Continuance/ab olition/revival of posts	Category 'B'	Subject to particulars of sanctions being noted in Establishment s/ Sanction Register. Refer GFR appendix 13, Annex-1
		Conversion of temporary posts into permanent ones	C-10	Subject to particulars of sanctions being noted in Establishment s/ Sanction Register. Refer GFR appendix 13, Annex-1
		3. Creation of post of permanent nature	Category 'B'	Subject to particulars of sanctions being noted in Establishment s/ Sanction Register. Refer GFR appendix 13, Annex-1
		Creation of temporary post in Personal staff of Minister		Subject to particulars of sanctions being noted in Establishment s/ Sanction Register.
		5. Revision of scales of pay	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order,	Subject to particulars of sanctions being noted in Establishment s/ Sanction Register.

				wooding out the government	
				weeding out the superseded	
				ones, as and when they become obsolete	
		6.	Upgradation of		Subject to
		0.	posts	C-10	particulars of
			poolo		sanctions
					being noted in
					Establishment
					s/ Sanction
					Register.
					Refer GFR
					appendix 13,
		7	Do designation	C-10	Annex-1
		7.	Re-designation of posts	C-10	Subject to particulars of
			or posts		sanctions
					being noted in
					Establishment
					s/ Sanction
					Register.
		_	DI / D'	0.5	0.11
		8.	Plan/non-Plan	C-5	Subject to particulars of
			posts		particulars of sanctions
					being noted in
					Establishment
					s/ Sanction
					Register.
2.	Recruitment	1.	Recruitment	Category 'B' in the case of	
			(general aspects)	departments issuing the orders and departments	
			including	concerned;	
			provisions of the	Category 'C' for other	
			Constitution	departments who may keep	
				only the standing order,	
				weeding out the superseded	
				ones, as and when they	
		2	Annaintment of	become obsolete	Subject to the
		2.	Appointment of dependents of		Subject to the application of
			deceased	Addit Willollovol 13 latel.	the candidate
			employees		and an
			. ,		authenticated
					copy of the
					order of
					appointment
1					
					being kept in
					the personal
		3.	Appointment of	C-10	the personal file.
		3.	Appointment of honorary	C-10	the personal
		3.	honorary workers/	C-10	the personal file. Subject to the biodata/applicatio
		3.	honorary	C-10	the personal file. Subject to the biodata/application of the
		3.	honorary workers/	C-10	the personal file. Subject to the biodata/applicatio

4. Appointment of Non- Indians	C-10	authenticated copy of the order of appointment being kept in the personal file. Subject to the application of the candidate and an authenticated copy of the order of appointment being kept in the personal file.
Estimate (annual) of vacancies Employment priorities and maintenance of	C-3 (Three years would be compute after recruitment process is completed.) (a) C-10 in respect of Scheduled Castes/Tribes.	
roster 7. UPSC (Exemption from Consultation) Regulations	(b) C-5 in the case of others	
8. Framing of recruitment rules	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete	
9. Notification to and release of vacancies by i. Local employment exchange ii. D.G.E. & T.	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete	
10. Nomination of candidates by local employment exchange and	C-3	

		their selection		
		11. Recruitment		
		through Employment exchange (general aspects)	C-10	
		12. Recruitment through Ministry of Personnel, Public Grievances and Pensions including Select List 13. Recruitment by Ministries including	C-10	Subject to the application of the successful candidate and an authenticated
		DEOs/Messeng	C-10	copy of the
		ers 14. Recruitment		order of
		from open market, including advertising and inviting of applications	C-10	appointment being kept in the personal file.
		15. Recruitment through UPSC including requisitions for recruitment and recommendations of UPSC i. Group A ii. Group B	C-10	
		16. Recruitment otherwise than through UPSC	C-10	Subject to the application of the candidate and an authenticated copy of the order of appointment being kept in the personal file.
3.	Scheduled castes and Scheduled tribes	Reservation in services: (a) Scheduled castes/ Scheduled Tribes (b) Other	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded	The Department of Personal & Training and Commissioner s for Scheduled Castes and

	-	
	ones, as and when they become obsolete	Scheduled Tribes as authorities responsible for overall policy and coordination in the matter, may keep such records for appropriate longer periods to be prescribed by them in their respective record retention schedule.
2. Return regarding appointment and promotion made without consultation with UPSC	C-1	Subject to (a) files not being closed till after the presentation of the Commission's report to parliament; and (b) corresponden ce regarding difference of opinion between the UPSC and the administrative department being dealt with on the appropriate recruitment file.
Selection Committees for recruitment of personnel: (a) Constitution	C-3; or C-1 after reconstitution, whichever is later	
(b) Proceedings	Period of limitation or C-3 whichever is greater	
4. Relaxation of	C-3	Subject to a
age/educational qualification		suitable entry being made in

				<u></u>	
		5.	Condonation of break in service	C-4	the appropriate service record (i.e.) service book or service card) and an authenticated copy of the order being placed in Vol. II of Service book/personal file. Refer GFR appendix 13, Annex-1 Subject to a suitable entry being made in the appropriate service record (i.e.) service book or service card) and an authenticated copy of the order being placed in Vol. II of Service book/personal file. Refer GFR appendix 13, Annex-1
		6.	Engagement of casual labour	C-3; or C-1 after completion of audit, whichever is later.	
4.	Retrenchment	1.			
		2.	Principles Group A	Category 'B' in the case of	A Copy of the
		3.	Group B	departments issuing the	order will be
		4.	Group B (Non-Gazetted)	orders and departments concerned;	placed in the personal file
		5.	Gazetted) Group C	Category 'C' for other	personal file
			Group D	departments who may keep	
				only the standing order, weeding out the superseded	
				ones, as and when they	
<i>-</i>	Vorification/	4	Dules (Coment	become obsolete	
5.	Verification/re- verification of	1.	Rules (General aspects)	Category 'B' in the case of departments issuing the	
	character and			orders and departments	
	antecedents			concerned;	

			_	<u> </u>
		 Group A Group B Group B (Non-Gazetted) Group C Group D 	Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete C-1 for all.	Subject to a suitable entry being made in the appropriate service record and the verification report itself being kept in Vol. II of the service book/personal file.
6.	Medical Examination	1. Rules (General aspects)	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete	porcorrect mor
		 Group A Group B Group B (Non-Gazetted) Group C Group D 	C-1 for all.	Subject to a suitable entry being made in the appropriate service record and the verification report itself being kept in Vol. II of the service book/personal file.
7.	Personal files (Gazetted)	Secretaries / Special Secretaries / Additional Secretaries Joint Secretaries Director/Deput y Secretaries Under Secretaries Secretaries Secretaries Secretaries	(a) Those eligible for retirement/ terminal benefits: C-5 after issue of final pension / gratuity payment order (b) Others: C-5 after they have ceased to be in service	On the expiry of the specified retention period, personal files of officials who have made significant contribution in any field of activity (e.g. administrative,

		6. Stenographer (selection grade) 7. Stenographer (grade I)		scientific, economic, social) and have won national/ international recognition, should be sent to the National Archives.
		8. Correspondenc e regarding requisition, transfer, return etc.	C-1	
8.	Personal files (Non-Gazetted)	1. Research Assistants/Tec hnical Assistants/ Statistical Assistants 2. Assistants 3. Stenographers (grade II) 4. Investigators 5. UDCs 6. Stenographers (grade III) 7. LDCs 8. Staff car drivers 9. Jamadars daftaries 10. Peons 11. Farashes 12. Sweepers 13. Correspondenc e regarding	(a) Those eligible for retirement/ terminal benefits: C-5 after issue of final pension / gratuity payment order (b) Others: C-5 after they have ceased to be in service	On the expiry of the specified retention period, personal files of officials who have made significant contribution in any field of activity (e.g. administrative, scientific, economic, social) and have won national/international recognition, should be sent to the National Archives.
9.	Service Records	1. History of Services 2. Group A 3. Group B	 (a) For departments preparing and bringing out the compilation :C-5 (b) For other department (i.e. those supplying material for inclusion therein): one year after issue of the compilation 	
		Change in name of a government	C-3	Subject to a suitable entry being made in

		tla a
servant		the appropriate service record and the verification report itself being kept in Vol. II of the service book/personal file.
5. Alteration in the date of birth	C-3	Subject to a suitable entry being made in the appropriate service record and the verification report itself being kept in Vol. II of the service book/personal file. Refer GFR appendix 13, Annex-1
6. Change in qualification of government servant	C-3	Subject to a suitable entry being made in the appropriate service record and the verification report itself being kept in Vol. II of the service book/personal file. Refer GFR appendix 13, Annex-1
 7. Civil list, gradation / seniority list: (a) In the case of departments preparing and bringing out the compilation. (b) In the case of other departments, 	C-3 One year after issue of relevant compilation	Refer GFR appendix 13, Annex-1

(i.e. those supplying	
information for	
such	
compilation)	
	Subject of
	authenticated
	copies of the
qualifications	relevant
	certificates
	being kept in
	Vol. II of
	service book/ personal file.
	Subject to a
	suitable entry
	being made in
	the
	appropriate
, i	service record
	and the
	verification report itself
	report itself being kept in
	Vol. II of the
	service book/
	personal file.
	Refer GFR
	appendix 13,
	Annex-1
	Subject to the nomination in
	original or an
	authenticated
	copy there of
	(where
	original is kept
	with the
	audit), as the
	case may be, being placed
	in Vol. II of the
	service book/
	personal file.
	Refer GFR
	appendix 13,
	Annex-1
	Placed in Vol.
	II of the service book
	of Group D
	government
	servants and
	(b) the
	nomination in

				original or an authenticated copy thereof being placed in Vol. II of the service book/ personal file in the case of other government servants. Refer GFR appendix 13, Annex-`
10.	Posting and transfer	 General aspects Group A Group B Group B (Non-Gazetted) Group C Group D 	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete (a) If involving change of office: C-3 (b) In other cases: C-1	Subject to a suitable entry being made in the appropriate service record and register of postings, and an authenticated copy of the order being placed in the personal file. Subject to a suitable entry being made in the register of
11.	Seniority	General principles CSS Rules CSSS Rules	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete (a) Permanent nature in the case of department	postings.

	4 CCCC Dulca	icquing the sules and an	
	4. CSCS Rules	issuing the rules, orders etc; other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete. (b) Fixation of seniority in individual cases: C-5	
	5.Representations	C-5	If the representation results in the original seniority being revised, an authenticated copy of the relevant order/decision will be kept in Vol. II of service book/personal file.
12. Leave (other than study leave and casual leave)/ LTC	aspects)	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete	
	 Group A Group B Group B (Non-Gazetted) Group C Group D 	C-3 in all cases To be destroyed at the end of	Subject to a suitable entries being made in the appropriate service record and leave account.
		the year	
13. Modified Assured Carrier Progression (MACP):	 Group B Group B (Non Gazetted Group C 	C-10	subject to audit verification
Casual Leave	1. Rules	Category 'B' in the case of	

14.	(including		departments issuing the	
1-4.	special leave)		orders and departments	
	special leave)		concerned;	
			Category 'C' for other	
			departments who may keep	
			only the standing order,	
			weeding out the superseded	
			ones, as and when they	
			become obsolete	
		2. Group A	(a) Casual leave: To be	
		3. Group B	destroyed at the end of	
		4. Group B (Non-	the year	
		Gazetted)	,	
		5. Group C	(b) Special casual leave: C-1	
		6. Group D		
15.	Pay/Special Pay	1. Rule (general	'A' or 'B' category, depending	
		aspects)	on the content value, 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 ones, as	
			and when they become	
		O Croup A	obsolete.	Cubicot to o
		2. Group A	C-3 or one year after completion of audit,	Subject to a suitable entry
		3. Group B 4. Group B (Non-	whichever is later.	being made in
		Gazetted)	Willoffe ver is later.	the
		5. Group C		appropriate
		6. Group D		service record
		0. 0.0ap 2		and pay bill
				register and
				an
				authenticated
				copy of the
				order, where
				issued, being
				placed in the
16	Ingramants	1 Dulos (seesare)	(Cotogony (D) in the sees of	personal file.
16.	Increments	1. Rules (general	'Category 'B' in the case of	
		aspects)	departments issuing the orders and departments	
			orders and departments concerned;	
			Category 'C' for other	
			departments who may keep	
			only the standing order,	
			weeding out the superseded	
			ones, as and when they	
			become obsolete	
		2. Advance	C-3 or one year after	
		increments	completion of audit,	suitable entry
1				
			whichever is later.	being made in the

	3.	Withholding of increments	C-10 or C-3 after the final disposal of appeal or final judgment under the normal course of law, whichever is later.	appropriate service record and pay bill register and an authenticated copy of the order, where issued, being placed in the personal file. Subject to a suitable entry being made in the appropriate service record and pay bill register and an authenticated
	4.	Representation and petitions	C-3	copy of the order, where issued, being placed in the personal file. If the representation
	5.	Grant of	C-5, subject to Audit	results in the original order being revised, an authenticated copy of the relevant order/decision will be kept in the precedent book, personal file and suitable entries make in the appropriate service record.
17 Pologotian of		Increments	verification	Dormonont in
17. Delegation of Powers	1. 2. 3.	Civil Service Regulations Delegation of Financial Powers Rules, 1958 FR & SR	'A' or 'B' category, depending on the content value, in the case of deportments issuing the orders/ instructions etc. and the departments concerned; other departments need keep only	Permanent in the case of department issuing the order and the departments concerned,

		1	GFR	the standing orders wooding	other
		4. 5	GFR Central	the standing orders, weeding out the superseded ones, as	otner departments
		J.	Treasury Rules	and when they become	need keep
		6	Central Public	obsolete.	only the
		0.	Works		standing
			Accounts Code		orders,
		7.	Declaration of		weeding out
		•	officers as		the
			Head of		superseded
			Department		ones as and
					when they
					become
					obsolete.
		8.	Declaration of	C-3 or till they are	
			officers as	superseded (whichever is	
			Controlling	later) for departments issuing	
			officers	the orders and departments	
				concerned; other	
				departments need keep only	
				the standing orders, weeding	
				out the superseded ones as	
				and when they become obsolete.	
18.	Honorarium	1	Rule (general		
10.		'-	aspects)	on the content value, in the	
			p. 0000)	case of deportments issuing	
				the orders/ instructions etc.	
				and the departments	
				concerned; other	
				departments need keep only	
				the standing orders, weeding	
				out the superseded ones, as	
				and when they become	
		2	Croup A	obsolete. C-3 or one year after	
		2. 3.	Group A	C-3 or one year after completion of audit,	
		3. 4.		whichever is later.	
		4 .	Gazetted)	willollovol is latel.	
		5.			
		6.			
		.	- ·		

		Dulaa		1
		Rules 12. Other Advance		
		Rules		
		13. Grant of Car		Subject to:
		Advance		Cubject to:
		14. Grant of		(i) Suitable
		Conveyance		entries
		Allowance		being made
		15. Grant of Cycle		in Pay Bill
		Advance		Register;
		16. Grant of		and
		Festival		(ii) In case of
		Advance		motor car/
		17. Grant of Final		motor
		Withdrawal		cycle/
		from GPF		scooter and
		18. Grant of GPF		house
		Advance	C-1 in all cases	building advances:
		19. Grant of House	U-1 III all Cases	(a) Copies
		Building		of sanction
		Advance 20. Grant of Motor		being
		Cycle/ Scooter		placed in
		Advance		personal
		21. Grant of Pay		files, and
		Advance		(b) Mortga
		22. Grant of TA		ge deeds
		Advance		and other
		23. Grant of LTC		agreements
		Advance		executed
		24. Grant of other		being kept
		Advance		separately in safe
				custody for
				the valid
				period.
				ponou.
				Refer GFR
				appendix 13,
				Annex-1
21.	Confidential/	1. Rules (general	Category 'B' in the case of	
	Assessment	aspects)	departments issuing the	
	report		orders and departments	
			concerned;	
			Category 'C' for other departments who may keep	
			only the standing order,	
			weeding out the superseded	
			ones, as and when they	
			become obsolete	
		2. Recording of		
		confidential		
		reports in		
		respect of		
ĺ		Group 'A'		

		officers		
		3. Recording of confidential	C-3 in all cases	
		reports in	C-3 III all cases	
		•		
		respect of		
		Group 'B'		
		officers		
		4. Recording of		
		confidential		
		reports in		
		respect of Group 'B'		
		(Non-		
		Gazetted)		
		officers		
		5. Recording of		
		confidential		
		reports in		
		respect of		
		Group 'C'		
		officers		
		6. Recording of		
		confidential		
		reports in		
		respect of		
		Group 'D'		
		officers		
		7. Communicatio		
		n of adverse		
		entries		
		8. Representation	C-3	
		for expunction		
		of adverse		
		entries		
		9. Maintenance of	C-5	Five years
		ACR/ APAR		from the date
				of retirement/
				Death subject
				to confirm and
				vigilance
				section about
				its need in any
				vigilance cases.
22.	Probation/	1. General	Category 'B' in the case of	∪a> ८ >.
	confirmation	principles	departments issuing the	
		(probation)	orders and departments	
		2. Rules	concerned;	
		(Confirmation)	Category 'C' for other	
		(= 3)	departments who may keep	
			only the standing order,	
			weeding out the superseded	
			ones, as and when they	
			become obsolete	
		3. Confirmation/		Subject to a
	<u> </u>	1	l	542,550 to a

			Extension of		suitable entry
			probation of		being made in
			Group 'A'		the
		4.	Confirmation/ Extension of	C-5 in all cases	appropriate service record
			probation of	C-5 III all cases	and
			Group 'B' staff		authenticated
		5.	Confirmation/		copy of the
			Extension of		order being
			probation of		kept in the
			Group 'B' (non- gazetted) staff		personal file.
		6.	Confirmation/		
			Extension of		
			probation of		
		_	Group 'C' staff		
		7.	Confirmation/ Extension of		
			probation of		
		L	Group 'D' staff		
		8.	Confirmation in		
			ex-cadre posts.		
		9.	Representation	C-5	If the
			and petitions		representation
					results in the
					original orders being
					revised, an
					authenticated
					copy of the
					relevant order/ decision will
					be kept in the
					precedent
					book,
					personal file
					and suitable entries make
					in the
					appropriate
00	Drometics/	4	Comprel	Cotogony (D) in the second	service book.
23.	Promotion/ reversion	1.	General principle	Category 'B' in the case of departments issuing the	
	. 3 . 3 . 3 . 3 . 3 . 3		kı ıı ı oıbı o	orders and departments	
				concerned;	
				Category 'C' for other	
				departments who may keep only the standing order,	
				weeding out the superseded	
				ones, as and when they	
				become obsolete	
		2.	Departmental	(a) Consultation: C-3 or one	
			Promotion Committee	year after the DPC has been reconstituted	
			Committee	Deen reconstituted	

		whichever is later.	
		(b) Procoodings: C-5	
	 3. Group A 4. Group B 5. Group B (Non-Gazetted) 6. Group C 7. Group D 	(b) Proceedings: C-5 C-5 in all cases	Subject to a suitable entry being made in the appropriate service record and authenticated copy of the order being
	8. Representation s and petitions	C-3	kept in the personal file. If the representation results in the original orders being revised, an authenticated copy of the relevant order/decision will be kept in the precedent book, personal file and suitable entries make in the appropriate service book.
24. Training / scholarships/ fellowships in India and abroad	1. Diploma course in public administration in the Indian Institute of Public Administration 2. Executive training of officers in the states 3. Refresher course at the National Academy of Administration at Mussoorie 4. Training in Accountancy 5. Training of Assistants	(a) Cases involving expenditure from public funds and execution of bond/ agreement by the trainees; (b) Cases involving direct expenditure from public funds but not execution of bond/ C-1 after the period of validity bond /agreeme nt or completio n of audit, whichever is later. C-3; or one year, after completio n of audit, whichever is later.	Department organizing training programmers and responsible for overall policy and coordination thereof in the matter (e.g. Department of Personal and Training and Department of Economic Affairs) may keep such records for appropriate period to be

	(direct recruits) at the Institute of Secretariat Training and Management 6. Training in Hindi/English stenography 7. Training in Hindi/ English typewriting 8. Training of LDCs (direct recruits) at the Institute of Secretariat Training and Management 9. Training of Officers at the Administrative Staff College at Hyderabad 10. Training for stenographers (direct recruits) at the Institute of Secretariat Training and Management 11. Training in O&M / work study	involving direct expenditure (e. g. training in typewriting conducted by Instituted of Secretariat Training and Management) (d) Reports submitted by	prescribed by them in their record retention schedules.
25. Deputation and delegations	12. Training abroad	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete	Subject to particulars being noted in the register prescribed for the purpose. Before weeding out files, reports should be

				removed and kept in the departmental record room for five years. On the expiry of this period, the reports should be reviewed and, if necessary, weeded out in consultation with the National Archives.
		Deputation of AIS officers Deputation of CSS officers Deputation of CSSS officers Deputation of CSCS officers Organized services	C-3 plus the period of deputation	Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being placed in the personal file.
26.	Honorarium/ awards	Rule (general aspects)	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete	
		 Group A Group B Group B (Non-Gazetted) Group C Group D 	C-3 or one year after completion of audit, whichever is later.	Awards subject to:- (a) Entries being made in the Service Book/ CR dossier of the concerne d employee

			1		and
					and (b)A register
					being
					maintained
27.	Pension/	1. Rule (general	Category 'B' in		
	retirement	aspects)	departments is orders and	ssuing the departments	appendix 13, Annex-1
			concerned;	acpartments	Auriox 1
			Category 'C'	for other	
			departments wh		
			only the stan	ding order,	
			ones, as and	•	
			become obsolete	•	
		2. Group A	(a) Pre-	C-3	
		3. Group B	verification	Till the	
		4. Group B (Non-	of pension	youngest	
		Gazetted) 5. Group C	case (b) Invalid	son/daught er attains	
		3. Gloup C	pension	majority or	
			(c) Family	5 years	
			pension	which is	
		6 Croup D	(d) Other pension	later.	Refer GFR
		6. Group D	pension		appendix 13,
			(e) Gratuity	C-5	Annex-1
			(f) Commutatio n of pension	C-15	
28.	Resignation	1. Rules and	Category 'B' in	the case of	
		orders (general		ssuing the	
		aspect)	orders and	departments	
			concerned; Category 'C'	for other	
			departments wh		
				ding order,	
			weeding out the	•	
			ones, as and	•	
		2. Group A	become obsolete)	A copy of the
		3. Group B	-		communicatio
		4. Group B (Non-	C-1		n accepting
		Gazetted)			the
		5. Group C	_		resignation
		6. Group D			may be placed in the
					personal file.
29.	Extension of	1. Rules and	Category 'B' in		-
	service	orders (general	-	ssuing the	
		aspect)	orders and concerned;	departments	
			Category 'C'	for other	
			departments wh		
			1 · · · · · · · · · · · · · · · · · · ·	ding order,	

	<u> </u>		wooding out the supercoded	
			weeding out the superseded ones, as and when they	
			become obsolete	
		2. Group A	become obsolete	Subject to a
		3. Group B		copy of the
		4. Group B (Non-	C-1 after retirement for all.	order being
		Gazetted)	O Taker retirement for all.	placed in the
		5. Group C		personal file.
		6. Group D		poroonarmo.
30.	Re-employment	1. Rules and	Category 'B' in the case of	
30.	ixe-employment	orders (general	departments issuing the	
		aspect)	orders and departments	
		αοροσιή	concerned;	
			Category 'C' for other	
			departments who may keep	
			only the standing order,	
			weeding out the superseded	
			ones, as and when they	
			become obsolete	
		2. Group A		A copy of the
		3. Group B	C-1 for all, after the	order may be
		4. Group B (Non-	government servant cease to	placed in the
		Gazetted)	be in government service	personal file.
		5. Group C		
		6. Group D		
31.	Nomination	1. General aspects	Category 'B' in the case of	
	employees		departments issuing the	
			orders and departments	
			concerned;	
			Category 'C' for other	
			departments who may keep	
			only the standing order,	
			weeding out the superseded	
			ones, as and when they become obsolete	
		2. Census	C-1	
		operations	C-1	
		3. Committees,	Appropriate retention period	
		working groups	to be prescribed by	
		etc.	departments concerned.	
		4. Election work	C-1	
		5. Invigilation	(a) Departments	
		3	organizing	
			examination and	
			appointing invigilators:	
			C-3; or one year after	
			completion of audit	
			whichever is later.	
			(b) Other departments:C-	
			1	
32.	Forwarding	General aspects	Category 'B' in the case of	
	applications		departments issuing the	
			orders and departments	
			concerned; Category 'C' for other	

			departments who may keep	
			only the standing order,	
			weeding out the superseded	
			ones, as and when they	
			become obsolete	
		2. For	C-1 after announcement of	Subject to an
		examinations 3. For posts	result of the examination or selection for particular post.	authenticated copy of
		3. 1 or posts	Selection for particular post.	forwarding
				letter being
				kept in the
				personal file.
33.	Study leave	1. Rules and	Category 'B' in the case of	
		orders (general	departments issuing the orders and departments	
		aspects)	orders and departments concerned;	
			Category 'C' for other	
			departments who may keep	
			only the standing order,	
			weeding out the superseded	
			ones, as and when they become obsolete	
		2. Group A	C-1for all after the expiry of	Subject to a
		3. Group B	the bond/agreement executed	suitable entry
		4. Group B (Non-	by the government servant	being made in
		Gazetted)		the
		5. Group C		appropriate
		6. Group D		service record and leave
				account and
				an
				authenticated
				copy of the
				order being placed in the
				personal file.
34.	No objection	1. General	Permanent in the case of	porcoriai illo:
	certificate (for	aspects	departments issuing the	
	registration with		orders, instructions, etc.;	
	Employment		other departments need keep	
	Exchange Organization		only the standing orders, weeding out the superseded	
	Organization		ones, as and when they	
			become obsolete.	
		2. Issue of	C-1	Subject to an
		NOC		authenticated
				copy being kept in the
				persona file.
35.	Review for	1. General aspects	Category 'B' in the case of	Refer GFR
	determining	·	departments issuing the	appendix 13,
	suitability of		orders and departments	Annex-1
	employees for continuance in		concerned; Category 'C' for other	
	service in		Category 'C' for other departments who may keep	
L	- COI VIOC		asparanona who may keep	

		Т	and the state of	
			only the standing order, weeding out the superseded ones, as and when they become obsolete	
		2. Group A	(a) If it results in pre-mature	Subject to a
		3. Group B	retirement: C-3	copy of the
		4. Group B (Non-	(b) It results in continued	relevant
		Gazetted)	retention in service: C-1	orders/
		5. Group C		decision being
		6. Group D		kept in the
		'		personal file.
36.	No objection certificate for issue of passport, arms licenses etc. to govt. servants.	General aspects	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete	
		2. Issue of	C-5 or one year after	
		passport	completion of audit whichever	
		3. Issue of arms licenses	is later.	
37.	Observance of special days	ilochioco	C-3	
38.	Reports/Periodic al returns		C-3	As per MOP (Manual of office Procedure)
39.	Conduct Rules			As per MOP (Manual of office Procedure)
40.	Court Cases		C-5	After implementatio n of orders
41.	Disciplinary cases			As per MOP (Manual of office Procedure)

RECORDS OTHER THAN FILES

S. No.	Description of record	Retention period	Remarks
1.	Establishment/ Sanction Register	Permanent	Where, for any reason, the register is re-written, the old volume will be kept for 3 years.
2.	Rosters for Scheduled Castes and Scheduled Tribes	C-10	
3.	Register of oath/affirmation of allegiance to the Constitution	C-10	Subject to suitable entries having been made in the appropriate service record of the officials concerned.
4.	Service book: Officials entitled to retirement/ terminal benefits Other employees	A-3 after issue of final Pension/gratuity payment order	Refer GTF appendix 13, Annex-1
5.	Confidential reports/ character Rolls After retirement After death After resignation/ discharge from service	C-5 C-5 C-5	
6.	Answer books of departmental examination/ tests	C-1 from the date declaration of results.	
7.	Leave account of: Officials entitled to retirement/ terminal benefits Other employees	C-1 after issue of final pension/ gratuity payment order. C-3 after they have ceased to be in service	
8.	Casual Leave Account	To be destroyed at the end of the year	
9.	Special casual leave Register	C-1	
10.	Register of delegation to International Organisation	C-10	
11.	Register of CGHS identify Cards	C-3	For any reason, a register have to be re- written, the told register will be retained for 3 years.

CASH SECTION

S.No.	Main Head	Retention period
1.	Pay	Permanent nature
2.	Special pay	Permanent nature
3.	Allowances	Permanent nature
4.	Increments	Permanent nature
	Advance increments	C-3 or one year after completion of audit, whichever is later
	Withholding of increments	C-10 or C-3 after the final disposal of appeal or final judgment under the normal course of law, whichever is later.
5.	Deputations abroad	C-3, plus the period of deputation
6.	Honorarium	C-3 or one year after completion of audit, whichever is later.
7.	Pension/ Gratuity	Permanent nature
8.	Re-appropriation	C-3
9.	Supplementary grants	C-3
10.	Advances:-	
	Car Advances Rules	'A' or 'B' category As per GFR appendix 13, Annex-1
	Conveyance Advance Rules	As per Of It appendix 13, Affilex-1
	Cycle Advance Rules	
	Festival Advance Rules	
	GPF Final Withdrawal Rules	
	GPF Advance Rules House Building Advance	
	Motor Cycle/ Scooter Advance Rules	
	Pay Advance Rules	
	TA Advance Rules	
	Travel Concession Rules	

11.	Other Advances Rules:-	C-1 for all
	Grant of Car Advances	
	Grant of Conveyance	
	Grant of Cycle Advance	
	Grant of Festival Advance	
	Grant of Final Withdrawal from	
	GPF	
	Grant of GPF Advance	
	Grant of House Building Advance Grant of Motor Cycle/ Scooter	
	Advance	
	Grant of Pay Advance	
	Grant of TA Advance	
	Grant of LTC Advance	
	Grant of other Advances	
12.	Payment and recoveries:-	
	Air passage bills	C-3 or one year after completion of audit,
	The paradig time	whichever is later.
	Cancellation charges	
	Contingent expenditure	C-3 or one year after completion of audit, whichever is later
		Refer GFR appendix 13, Annex-1
	Electric charges- recovery	C-1
	GPF annual statements	C-1
	GPF- membership	C-1
	Of 1 – membership	Refer GFR appendix 13, Annex-1
		There of the appendix re, runiox r
	Grants-in-aid-contributions	C-3 or one year after completion of audit,
	and donations	whoever is later.
	Hospitality fund	C-3 or one year after completion of audit,
		whoever is later.
	House rent and other	
	Allowances	
		C-5 after the settlement of case or one year
	Last Pay Certificate	after audit whichever is later.
	Pay claims	Subject to suitable entries being made in Pay
		Bill Register
	Permanent imprest	C-3 or till the relevant orders are superseded
	1 omanon improst	(whichever is later) in the case of departments
		issuing the orders/instructions; other
		departments need keep only the standing
		orders, weeding out the superseded ones as
		and when they become obsolete

	T
Refunds Refreshment bills Rent demand statements	C-3 or one year after completion of audit, whichever is later C-3 or one year after completion of audit, whichever is later C-1
Service postage stamps	C-3 or one year after completion of audit, whichever is later
TA/Transfer TA claims	C-3 or one year after completion of audit, whichever is later
Water charges- recoveries	C-1
Reimbursement of legal Expenses	C-3 or one year after completion of audit, whichever is later
Reimbursement of tuition Fees	C-3 or one year after completion of audit, whichever is later
Acceptance of credits/debits	C-3 or one year after completion of audit, whichever is later
Adjustment of missing credits in GPF account	C-1 Refer GFR appendix 13, Annex-1
Financing of insurance policies from GPF account	C-1 Subject to an authenticated copy of the sanction being placed in the personal file. Refer GFR appendix 13, Annex-1
Arrear claims (including sanction for investigation, where necessary)	C-3 or one year after completion of audit, whichever is later Refer GFR appendix 13, Annex-1
Postal life Insurance	C-3 Subject to suitable entry being made in Pay Bill Register and PLI Index Register
Write-off of losses	C-3 or one year after completion of audit, whichever is later
Expenditure sanction	C-3 or one year after completion of audit, whichever is later
Surety bond executed in favour of temporary or a retiring Govt. staff.	C-3 after the bond ceases to be enforceable.

RECORDS OTHER THAN FILES

SI.No.	Description	Retention period	Remarks
1.	Civil credit notes (Form S. 142) and stock register thereof	C-3 or one year after completion of audit, whichever is later.	
2.	Register of monthly expenditure (Form GFR 9)	To be weeded out after the Appropriation Accounts for the year have been finalised.	
3.	Register for watching progress of expenditure (Form GFR 11)	To be weeded out after the Appropriation Accounts for the year have been finalised.	
4.	Register for watching progress of expenditure on local purchase of stationery.	C-3 or one year after completion of audit, whichever is later.	
5.	Register for reconciliation of accounts	To be weeded out after the Appropriation Accounts for the year have been finalised.	
6.	Cash Book	C-10	Refer GFR appendix 13, Annex-1
7.	Cash receipts (Form TR 5), counterfoils and stock register.	C-3 or one year after completion of audit, whichever is later.	
8.	Petty vouchers not furnished to audit	C-3 or one year after completion of audit, whichever is later.	
9.	Appropriation Accounts	C-3	
10.	Pay Bill Register	C-20	
11.	Office copies of establishment pay bills and related schedules (in respect of period for which Pay Bill Register is not maintained.	C-20	
12.	Schedules to the establishment pay bills for the period for which Pay Bill Register is maintained	C-3 or one year after completion of audit, whichever is later.	
13.	Acquittance roll	C-3 or one year after completion of audit, whichever is later.	
14.	Postal life Insurance register	C-3 after all the policies entered therein have matured for payment.	
15.	Increment register	C-1	
16.	Increment list	C-3 or one year after completion of audit, whichever is later.	

GENERAL SECTION

S. No.	Main Head	Sub Head	Retention period
1.	Accommodation	Shifting arrangements	If involving expenditures: C-3 or one year after completion of audit, whichever is later.
		Residential accommodation (general aspects)	'A' or 'B' category Permanent
		Application for allotment of residential accommodation-Types I-VII	C- 1 or one year after completion of audit, whichever is later.
2.	Furniture	Rules for purchase , hire, condemnation (general aspects)	'A' or 'B' category - permanent
		Condemnation/ disposal of unserviceable articles	C- 3 or one year after completion of audit, whichever is later.
		Hiring/purchase Maintenance and	C- 3 or one year after completion of audit, whichever is later. C- 3 or one year after completion
		repairs	of audit, whichever is later.
3.	Stationery	Local purchase	C- 3 or one year after completion of audit, whichever is later.
		Supply of stationery	C-1 or one year after completion of audit, whichever is later.
		Physical verification	C-3 or one year after completion of audit, whichever is later.
4.	Other office machines including Electronic/ Computer items	Rules for procurement/ disposal(general aspects)	3
		Condemnation and disposal DGS & D rate	C-3 or one year after completion of audit, whichever is later.
		contracts	
5.	Bicycles	Rules (general aspects)	3 7 1
		Condemnation and disposal	of audit, whichever is later.
		Purchase	C-3 or one year after completion of audit, whichever is later.
		Repairs and maintenance	C-3 or one year after completion of audit, whichever is later.
		Physical verification	C-3 or one year after completion of audit, whichever is later.
6.	Office equipment including electrical and mechanical	Condemnation and disposal	C-3 or one year after completion of audit, whichever is later.
	appliances and other miscellaneous stores	Purchase	C-3 or one year after completion of audit, whichever is later.
		Repairs and maintenance	C-3 or one year after completion of audit, whichever is later.
		Physical verification	C-3 or one year after completion of audit, whichever is later.

		Electric clocks and call-bells (procurement and maintenance)	C-3 or one year after completion of audit, whichever is later.
7.	Liveries	Rules (entitled personnel and the scales of items of liveries)	of audit, whichever is later.
		Procurement of material	C-1or one year after completion of audit, whichever is later.
		Stitching and tailoring	C-1or one year after completion of audit, whichever is later.
		Supply of shoes and chapels	C-1or one year after completion of audit, whichever is later.
		Returns, renewal, surrender and withdrawal	C-1 or one year after completion of audit, whichever is later.
8.	Black-listing of firms/ contractors	Individual cases	C-3 or one year after completion of audit, whichever is later.
9.	Contractors for supplies	Registration	C-3 or one year after completion of audit, whichever is later.
		Waiver/reduction of penalty or condemnation of irregularity	C-3 or one year after completion of audit, whichever is later.
10.	Telephones	Office telephones installation and shifting of telephone bills	C-3 or one year after completion of audit, whichever is later.
		Residential telephones-installation of telephone bills	C-3 or one year after completion of audit, whichever is later.
		Repairs and maintenance Internet services	of audit, whichever is later. C-3 or one year after completion
11.	Staff car	Rules (general	of audit, whichever is later. 'A' or 'B' category- permanent
		aspects) Non –official journeys	
		Purchase of P.O.L/ accessories	
		Servicing, repairs and replacement of parts and relevant correspondence	C-3 or one year after completion of audit, whichever is later.
12.	Security	Confidential and secret box Duplicate keys:	C-3 or one year after completion of audit, whichever is later. C- 1 or one year after completion
		maintenance thereof	of audit, whichever is later.
		Issue of identity cards- correspondence thereof	of audit, whichever is later.
		Loss of identity	C-1 or one year after completion

cards	of audit, whichever is later.
	C-1 or one year after completion
arrangements	of audit, whichever is later.

RECORDS OTHER THAN FILES

13.	Staff car log book	C-3 or one year after completion of audit, whichever is later.
14.	Stock register	C-3 or one year after completion of audit, whichever is later.
15.	Departmental security seals register	'A' or 'B' category -permanent
16.	Register of identity cards	'A' or 'B' category -permanent
17.	Telephone bill	C-3 or one year after completion of audit, whichever is later.

HINDI SECTION

S.No.	Main head	Sub-head	Retention period	Remarks
1.	Progressive use of Hindi in government offices.	General aspects and Hindi Committees. Hindi Salahkar samiti of the Ministry Parliamentary Committee's Inspection of the Ministry	'A' or 'B' category depending on the content value, in the case of department issuing the orders/instructions etc. and the department need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		(a)Hindi workshop (b)Conduct of Hindi competition (C) Hindi week / Pakhwara Periodical reports regarding use of Hindi for official purposes. Quarterly Progress report Half Progress report Yearly Progress report Review of quarterly report of the attached office/PSUs Constitution of Hindi Committee. (i) Office Language Implement Committee of the ministry (ii) Parliamentary Committee's Inspection of the attached office/PSUs (iii) Central Official Language Implantation	C-3	
		Committee under Chairmanship of Secretary (OL) (iv) Central Hindi		

		<u> </u>	T	1
		Committee under		
		Chairmanship of PM.		
		Meeting and Follow up	C-3	
		action of Hindi		
		Committee.		
		(i) Office Language		
		Implement Committee of		
		the ministry		
		-		
		(ii) Parliamentary		
		Committee's Inspection		
		of the attached		
		office/PSUs		
		(iii) Central Official		
		Language Implantation		
		Committee under		
		Chairmanship of		
		Secretary (OL)		
		(iv) Central Hindi		
		Committee under		
		Chairmanship of PM.		
2.	Hindi Teaching	Hindi Teaching Scheme	C-5	
۷.	Scheme	Timar reaching deficitie	0-3	
		Training programma	0.4	
		Training programme	C-1	
		Evenination	() () ()	0.11
		Examination	(a) Applications: C-1	Subject to
			(b) Results: C-5 for	the condition
1			departments	that a
			conducting the	
			•	that a register
			conducting the	that a register
			conducting the examination, C-1 for	that a register containing
			conducting the examination, C-1 for	that a register containing names of
			conducting the examination, C-1 for	that a register containing names of officials and their results
			conducting the examination, C-1 for	that a register containing names of officials and their results is maintained
		Grant of advance	conducting the examination, C-1 for other department.	that a register containing names of officials and their results is maintained permanently.
		Grant of advance increments.	conducting the examination, C-1 for other department. C-3 or one year after	that a register containing names of officials and their results is maintained permanently. Subject to a
			conducting the examination, C-1 for other department. C-3 or one year after completion of audit,	that a register containing names of officials and their results is maintained permanently. Subject to a suitable entry
			conducting the examination, C-1 for other department. C-3 or one year after	that a register containing names of officials and their results is maintained permanently. Subject to a suitable entry being made
			conducting the examination, C-1 for other department. C-3 or one year after completion of audit,	that a register containing names of officials and their results is maintained permanently. Subject to a suitable entry being made in the
			conducting the examination, C-1 for other department. C-3 or one year after completion of audit,	that a register containing names of officials and their results is maintained permanently. Subject to a suitable entry being made in the appropriate
			conducting the examination, C-1 for other department. C-3 or one year after completion of audit,	that a register containing names of officials and their results is maintained permanently. Subject to a suitable entry being made in the appropriate service
			conducting the examination, C-1 for other department. C-3 or one year after completion of audit,	that a register containing names of officials and their results is maintained permanently. Subject to a suitable entry being made in the appropriate
			conducting the examination, C-1 for other department. C-3 or one year after completion of audit,	that a register containing names of officials and their results is maintained permanently. Subject to a suitable entry being made in the appropriate service
			conducting the examination, C-1 for other department. C-3 or one year after completion of audit,	that a register containing names of officials and their results is maintained permanently. Subject to a suitable entry being made in the appropriate service record and
			conducting the examination, C-1 for other department. C-3 or one year after completion of audit,	that a register containing names of officials and their results is maintained permanently. Subject to a suitable entry being made in the appropriate service record and an
			conducting the examination, C-1 for other department. C-3 or one year after completion of audit,	that a register containing names of officials and their results is maintained permanently. Subject to a suitable entry being made in the appropriate service record and an authenticated
			conducting the examination, C-1 for other department. C-3 or one year after completion of audit,	that a register containing names of officials and their results is maintained permanently. Subject to a suitable entry being made in the appropriate service record and an authenticated copy being
			conducting the examination, C-1 for other department. C-3 or one year after completion of audit, whichever is later.	that a register containing names of officials and their results is maintained permanently. Subject to a suitable entry being made in the appropriate service record and an authenticated copy being kept in personal file.
		increments.	conducting the examination, C-1 for other department. C-3 or one year after completion of audit,	that a register containing names of officials and their results is maintained permanently. Subject to a suitable entry being made in the appropriate service record and an authenticated copy being kept in

				or one year after	being made
				completion of audit,	in the
				whichever is later.	appropriate
				(b) For departments in	service
				which the recipient is	record and
				employed: C-1	an
					authenticated
					copy being
					kept in
					personal file.
3.	Translation into	Books,	reports,	C-3 after the publication	
	Hindi	periodicals etc.		is printed/ cyclostyled.	

AGREEMENT DIVISION

SI No.	Subject	Category of Record and duration
1.	Air Services Agreements/MoUs	'A' Permanent Nature
2.	Allocation of Traffic Rights:-	
	a) National carriers	В
	b) Private carriers	В
3.	Code share by Airlines: -	
	a) National Carriers	В
	b) Private Carriers	В
4.	Proposals relating to amendment to the Aircraft Rules	В
5.	International cooperation	В
6.	(a) IATA training policy	В
	(b) Nomination for IATA Training	C-5
7.	Exemption from provision of Aircraft Rules:-	
	a) Routine exemption such as those under Rule 5 etc.	C-5
	b) Exemption under Rule 160	C-5
8.	a) Policy matters relating to International Civil Aviation Organization (ICAO)	В
	b) Day to day routine matters	C-5
	(c) Payment of contribution to ICAO	C-5
9.	Nomination of officers for ICAO assignment	C-5
10.	Establishment matters relating to Representative of India on Council of International Civil Aviation Organization (ICAO):	
	a) Policy matters, appointment recall etc.of the ROI	C-10
	b) Day to day routine matters	C-3
11.	International Civil Aviation Organization vacancies- Forwarding of applications	C-3

12.	Matters relating to Double Taxation Avoidance Agreements	C-10
13.	Matters relating to Inter Ministerial Group Meetings	C-10
14.	Grant of Visa to employees of foreign airlines	C-3
15.	Permission to foreign aircraft for staying beyond stipulated time	C-5
16.	Non - scheduled operations:-	
	a) Policy matters	В
	b) Routine Matters	C-3
17.	Relaxation of the conditions Stipulated in Tourist Charter Guidelines	C-10
18.	Coordination of international cooperation proposals including proposals for foreign collaboration/ training matters relating to ESCAP, ICAO, EU etc:-	
	a) Policy matters	C-10
	b) Others	C-3
19.	All foreign deputations relating to Minister of Civil Aviation	C-5
20.	Matters relating to Official Language	C-3
21.	O&M matters	C-3
22.	Court case/Legal matters	C-10
23.	Country wise bilateral dialogue	C-10

DOMESTIC TRANSPORT (DT)SECTION

SI.	Subject		Category of Record and duration
No. 1.	(i)	Scheduled Operators	'B' Permanent Nature
	(ii)	Non Scheduled Operators	'B' Permanent Nature
	(iii)	Import of Aircraft – In principle Approval	'B' Permanent Nature
	(iv)	Verification of Character/ Antecedent by MHA for Director of Airlines.	'B' Permanent Nature
2.	(i)	Court Cases	C-5
3.	Poli	cy File	
	(i)	Civil Aviation Policy	'B' Permanent Nature
	(ii)	ATF matter	'B' Permanent Nature
	(iii)	Foreign Direct Investment in Aviation	'B' Permanent Nature
	(iv)	Regional and Remote Area Air Connectivity Policy.	'B' Permanent Nature

COORDINATION & WELFARE SECTION

S. No.	Subject	Category of Record and duration
1.	Annual Report.	C-3 Copies of the reports (if published) to be retained in Departmental Library as — "B-Keep"
2.	Citizen Charter.	C-3
3.	Result Frame Work Documents.	C-5
4.	Examination of draft bills/ordinances/draft Cabinet Notes/ Acts. received from various State Govts. and various administrative Ministries/Deptt. which do not pertain to any particular Section/ Deptt. and require coordination.	C-5 or Notification in Gazette, which is earlier.
5.	Monthly Summary for the Cabinet.	C-1
6.	References received from other Ministries /Deptts. calling for information of various types.	C-1
7.	Monthly D.O. letter to Cabinet Secy./ Secy. to P.M.	C-1
8.	Dissemination of Administrative Circulars/ Orders/instructions on various Matters received from Nodal Ministries/ Departments /Org.	C-1
9.	Participation in National and International fairs/ Exhibitions and Seminars.	C-1
10.	Distribution of Republic Day and Independence Day Passes, Calendars and Diaries etc.	C-1
11.	Implementation of the decisions of the Cabinet /Cabinet Committee – submission of monthly Report –Reg.	C-1
12.	Submission of returns on Employment of family members of Govt. servants in foreign missions and foreign organisations abroad (while the officer is posted in India) to be sent to External Affairs.	C-1
13.	ACC Appointments Monthly returns about the status of vacancies and proposals in the PSUs/autonomous bodies (online).	C-1
14.	Monthly status of ACC cases with regard to (a) pending proposals, (b) compliance of ACC decisions & directions.	C-1
15.	Request for advertisement received from various sources.	C-1
16.	Welfare of women- submission of Half yearly and Annual data/information.	C-1
17.	Welfare of Senior Citizen.	C-1
18.	Weekly Senior Level Officers Meeting.	C-1

19.	Compilation of information on	C-1
	PMO/VIP/Deliverables /RFD etc. for weekly	
	meetings as follow-up to Senior Level Officers	
	meeting.	
20.	Annual Report reg. Representation of	C-3
	SC/ST/OBC in Central Govt. Service.	
21.	Complaints from Associations for non-	C-1
	observance of reservation orders.	
22.	Representations from SCs/STs employees reg.	C-1
	harassments.	
23.	Monitoring of reservation orders for posts	C-1
	reserved for SCs/STs.	
24.	References from PMO/VIPs. Etc.	C-1
25.	Inspection of rosters maintained by the Deptt.	C-3
	and all the Organisations under its control.	
26.	Annual return for physically handicapped	C-1
	persons.	
27.	Annual/ Half yearly return for Ex- servicemen.	C-1
28.	Monitoring of reservation orders for posts	C-1
	reserved for physically handicapped.	
29.	Monitoring of reservation orders for posts	C-1
	reserved for Ex-servicemen.	0.1
30.	Recruitment of Minorities in Govt. Services-	C-1
	Quarterly report to be sent to Ministry of Home	
0.4	Affairs (Minorities Cell)	0.4
31.	Prime Minister's New 15-Point Programme for	C-1
	the Welfare information relating to total Number	
32.	of employees relating to Minorities. Prime Minister's New 15-Point Programme for	C-3
3∠.	the Welfare of Minorities-Annual Report.	U-3
33.	Special Recruitment Drive launched for filling up	C-3
55.	the backlog reserved vacancies of SCs, STs	
	and OBCs- Half yearly and Annual Report.	
34.	Nomination of the Liaison Officer for the works	C-1
"	relating to the welfare of SCs/STs, Physically	
	Handicapped Persons and Ex-Servicemen in	
	the Ministry.	
35.	Forwarding of Grievances received from various	C-1
	sources to concerned organization/ Admn.	
	Section for redressed.	
36.	Issue of suitable communication to the	C-1
	petitioner/DPG/DARPG etc. reg. Redressal of	
	the Grievance/closure of the case.	
37.	Circulation of the consolidated report on	C-1
	pending PG cases to all Organization .	
38.	Circulation of various instructions/Guidelines	C-3
	received from DPG/DARPG etc. regarding	
	Public Grievances Redress Machinery (PGRM).	
39.	Appointment of Public Grievance Officer in the	C-3
40	Ministry.	0.0
40.	Matters relating to women welfare looking into	C-3
	reports/ of Women complaints of sexual	
41.	Cell/Complaints harassment etc. Constitution of Women Cell, Nomination of	C-3
41.	Constitution of Women Cell, Nomination of	U-3

	Nodal Officer in the Ministry (main) for looking after matters relating to women welfare.	
42.	Constitution of Complaints Committee to look into Complaints of sexual harassment of women at work place, nomination of Chairperson /Nodal Officer etc.	C-3

AVIATION SECURITY (AS) SECTION

SR. No.	SUBJECT	CATEGORY OF RECORD AND DURATION
1.	Union War Book & Ministerial War Book	A
2.	International Agreements for cooperation on civil aviation security issues, including sharing of secret information with other countries	А
3.	Major Policy matters (such as issues like anti-hijacking measures, creation of aviation security force, re-structuring of BCAS, etc.)	А
4.	Enactment of Bills / amendments of rules/acts, etc. relevant to civil aviation security	А
5.	Passenger Service Fee (Security Component) & related issues	В
6.	CISF/APSU for security at all airports: (i) Deployment of CISF/State Police (ii) Norms of deployment, including	C-5 C-5
	vehicle policy (iii) Other matters, including service level agreements of CISF, complaints against CISF personnel/local police, etc.	C-3
7.	Approvals/Permissions in respect of access of vehicles of VVIPs/VIPs up to Tarmac Area at airports	C-5
8.	Pre-embarkation Security Checks and Exemption therefrom (i) Policy matters (ii) Other related issues	A C-5
9.	Airport Entry Pass (AEP) & related issues (i) Policy matters (ii) Other related issues, including issue of AEPs to Government officers and recommendations, if any, for issue of AEPs to others,	B C-3
10.	Matter relating to Counter Terrorism Contingency Plan, Crisis Management Plan, National Crisis Management Committee, etc.	C-10
11.	Matters relating to Committee of Secretaries on Aircraft Hijacking (COSAH) and Central Committee and Aerodrome Committees	C-3
12.	Advisory Committee on Civil Aviation Security (ACCAS)	
	(i) General issues like	

	reconstitution of ACCAS, etc.	
	reconstitution of ACCAS, etc.	C-10
	(ii) Meetings & Minutes	C-3
13.	Meetings of other committees, including	
	Technical Specification Committee &	
	organization of civil aviation	
	conference/seminers:-	0.5
	(i) Day-to-day matters & general	C-5
	issues (ii) Meetings & minutes	C-3
14.	Security functions of Ground handling	U-3
' '	agencies	
	(i) Policy	В
	(ii) Routine matters & other issues	C-3
15.	Various Policy proposals of BCAS	C-10
	approved by Ministry for execution (by	
	BCAS) (such as Biometric Access	
	Systems, installation of security-related	
	devices/equipment like RDEs, Body Scanners, shoe scanners, etc.	
16.	Matters relating to external security	C-3
10.	organizations such as TSA, etc., & studies	0 0
	by ICAO, etc.	
17.	Deployment of Sky Marshals of NSG &	C-3
	related issues	
18.	Deputation of officers of MoCA (Security	C-5
	Division) and BCAS for international	
	tours/visits, including seminars/trainings	
19.	organised by CASP-AP, TSA, ICAO, etc. Issues relating to clearance to hotel	C-5
13.	establishments in Aerocity, Delhi	0-3
20.	Security arrangements, including mock	
	drills, etc. at all airports:	
	•	
	(i) General issues including those	C-5
	related to Cargo Security,	
	BDDS, dog squads, etc.	
	(ii) Matters relating to	C-3
	shortcomings in	
	security(reports from IB, MHA & others) & threats to	
	airports/alert messages	
21.	Examination of proposals received from	C-10
	BCAS involving financial approvals	
22.	Parliament Committees, including COPU	C-5
23.	Audit Paras & settlement thereof	C-10
24.	Court case/Legal matters	C-10
25.	Documents & reports received from BCAS	C-2
	(like report on security clearances issued	
-00	by BCAS)	0.5
26.	Issues relating to AVSEC orders/circulars of BCAS	C-5
<u></u>	UI DUAO	

AIRPORT AUTHORITY OF INDIA (AAI) SECTION

SI. No.	Description of Records	Retention period	Remarks
1	Policy matters relating to development of airport infrastructure in the Civil Aviation sector	'B' Keep	Digitalize
2	Construction, development, modernization, upgradation of AAI airports and Civil Enclaves	'B' Keep	Digitalize
3	Land matters including transfer / alienation of AAI land	'B' Keep	Digitalize
4	Land disputes between AAI and other agencies	'B' Keep	
5	Declaration of airports as Customs / International airports	'B' Keep	Digitalize
6	Renaming of airports	'B' Keep	Digitalize
7	Creation of National Register of Airports	C-10	Digitalize
8	Grant of Miniratna / Navratna status to AAI	'B' Keep	J
9	Matters relating to customs / immigration etc.	C-5	
10	Aerodrome licensing	'B' Keep	Digitalize
11	Corporatization of Air Navigation Services	'B' Keep	Digitalize
12	Misc. matters relating to Air Navigation Services	C-5	<u> </u>
13	Matters relating to Air Traffic Control	C-10	
14	Matters relating to No fly zone	C-5	
15	Misc. matters relating to air navigation	C-1	
16	Matters relating to air space clearance	C-5	
17	Matters relating to air violations	C-10	
18	Matters relating to NOTAM	C-5	
19	Matters relating to aerial survey	C-5	
20	Matters relating to air shows	C-3	
21	Fatigue management of ATC personnel	C-5	
22	Extension of watch-hours and night landing facilities	C-10	
23	Flexible use of air space (FUA)	'B' Keep	Digitalize
24	Creation of National Search and Rescue Board	'B' Keep	Digitalize
25	Policy/Rules/Guidelines relating to Height restrictions (SO-84 / ATMC / VIP 89)	'B' Keep	Digitalize
26	GAGAN project	'B' Keep	Digitalize
27	Aviation metrology services and work relating to MET wing	C-10	
28	NOC for Heights clearance – forwarding of Appeal cases to NoC Cell, AAI	C-3	
29	Policy on Flying Clubs	'B' Keep	Digitalize
30	Matters relating to Visa on arrival facility	C-5	-
31	Policy decision on User Development Fee & Development Fee	'B' Keep	Digitalize
32	Revision / waiver of various airport charges, hanger charges, air space charges etc.	C-10	Digitalize
33	Charges relating to overflying operation of	C-10	Digitalize

	foreign/military aircrafts			
34	Exemption of airport charges to UN Peace	C-5	Digitalize	
01	Keeping Mission, para-military forces etc.		Digitaliza	
35	Air India/airlines dues to AAI	C-5		
36	Budgetary Support (GBS) to AAI	C-3		
37	Release of budgetary support to AAI	C-3		
38	All finance / budget / Planning Commission	C-3		
	matters			
39	Ground Handling Policy	'B' Keep	Digitalize	
40	Slot Management System and Slot Allocation	'B' Keep	Digitalize	
	Policy	'	J	
41	MoU between AAI & MoCA	C-5		
42	Grant of license for CUTE, CUPPS, CUSS,	C-10		
	Cute system			
43	Purchase, installation & commissioning of all	C-5		
	necessary equipment at all airports			
44	Obtaining security clearance for airport	C-5		
	equipment			
45	All customs duty matters, Exemptions from	C-5		
	customs duty			
46	Issue of Essentiality Certificates	C-5		
47	Tender related issues	C-3		
48	ACI-ASQ - Airport Service Quality survey	C-3		
49	All matters relating to thrust area	C-3		
50	All RFD matters pertaining to AAI	C-3		
51	Framing of Rules, Regulations and other	'B' Keep	Digitalize	
	related matters of AAT			
52	Framing / approval / notification of rules and	'B' Keep	Digitalize	
	regulations under AAI Act			
53	Appointment of Chairman of AAT	C-10		
54	Processing of Board level appointments in	C-10		
	AAI through ACC	0.40		
55	Appointment of Chairman and Boards level	C-10		
EG	Members of AAI	C-10		
56	Appointment of Non-Official (Part-time) Members of AAI Board	C-10		
57		C-5		
37	Appointment of Airport Advisory Committee members at all airports	U-5		
58	Approval for foreign travel of Board Members	C-3		
30	of AAI	0-3		
59	Laying of Annual Report of AAI	C-3		
60	Issue of MHA passes; VIP parking labels	C-3		
61	Monthly/Quarterly report on usage of Hindi	C-1		
62	Monthly DOs (ACC/Cabinet etc.)	C-1		
63	Parliamentary standing committee matters	C-5		
64	Establishment / service matters relating to	C-3		
	AAI employees			
65.	All service / administrative / establishment	As per Record	Retention Schedule	
	matters of AAT	published by DA		
66. Forwarding of VIP, PMO, and other Misc. As per Record Retention				
00.	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	•		
00.	references;	published by DA	RPG	
67.	references; Miscellaneous Court Cases		Retention Schedule	

AIRPORT DEVELOPMENT (AD) SECTION

Sr. No.	Subject	Category of Record and duration
1.	File relating to concession Agreements signed between BIAL and GoI for establishment of Greenfield Airport at Devenahalli (pre-Transaction Period)	'B' Permanent Nature + digitize
2.	File relating to concession Agreements signed between HIAL and GoI for establishment of Greenfield Airport at Shamshabad (pre-Transaction Period)	B' Permanent Nature + digitize
3.	File relating to implementation of Concession Agreements signed for HIAL & BIAL (post Transaction period) (i)Major decisions i.e. tariff related issues, levy of UDF, etc.	(i) 'B' Permanent Nature + digitize
	(ii) Project details related (i.e. expansion, revisions of Master Plan, Board issues, etc.) (iii) Misc issues	(ii) C-10 (iii) C-1
4.	File relating to Project Agreements signed for restructuring and modernization of Delhi and Mumbai airports (pre-Transaction Period)	'A' Permanent Nature + digitize
5.	File relating to implementation of project agreements for Delhi and Mumbai (Post-Transaction Period): (i)File relating to land issues, Master Plan, OIOC meetings, Tariff Related issues i.e. approval of DF, UDF, etc. i.e. which are in	(i) 'B' Permanent Nature + digitize
	Policy nature (ii) Misc issues (Which are not Policy issues): (a) i.e. request relating to day to day working, facilitation, etc.	(ii) (a): C-1
	(b) request for car parking, complaints, issues relating to other agencies, etc(c) Issues relating to Connectivity, etc.	(b): C-3 (c): C-5
6.	Greenfield Airport Issues: (i) File relating to approval /formulation of Greenfield Airport Policy	(i) 'B' Permanent Nature + digitize
	(ii) File relating to meeting/minutes of Steering Committee on Greenfield airports	(ii) B' Permanent Nature + digitize
	(iii) File relating to grant of 'in-principle' approval of individual project (where in principle approval granted)	(iii) 'B' Permanent Nature + digitize
	(iv) file relating to monitoring of Greenfield airport Projects	(iv) C-3
	(v) File relating to MHA clearance for Heliports/airstrips projects individuals (vi) Misc file (i.e. projects initiated but approval	(v) 'B' Permanent Nature + digitize (vi) C-5

	was not granted/proper requests not received, etc.)	
7.	PPP Projects (Policy issues)	'B' Permanent Nature + digitize
8.	AERA/AERAAT related: (i) Enactment of AERA Act, 2008, Amendment in the Acts, etc.	(i) 'B' Permanent Nature + digitize
	(ii) Framing of Rules under AERA Act	(ii) 'B' Permanent Nature + digitize
	(iii) Establishment of Authority and Tribunal	(iii) 'B' Permanent Nature + digitize
	(iv) Creation of Posts	(iv) B' Permanent Nature + digitize
	(v) Appointment of Chairperson, Member &	(v) (a):C-1
	Secretary: (a) Applications received (after selection) (b)Personal files	(b) as per instructions contained in the record retention schedule
	(vi)Policy Issues i.e. directions to AERA, instructions to AERA etc. (vii) Misc Issues i.e. grant in aid, issuance of passes, reimbursement of bills, etc.	(vi) 'B' Permanent Nature + digitize (vii) C-3
9.	Information given to other Ministries: (a) i.e. comments on Cabinet Notes (b) comments on ITIR, PCPIR, and other related matters (c) General Information to Planning Commission/DEA/PMO/ Cabinet	(a) C-3 (b) C-3 (c) C-1
	Secretariat/other departments (d) PMO /Cab Sec specific information	(d) C-3
10.	Court Case	As per record retention schedule
11.	VIP references	As per record retention schedule
12.	General Information/facts given to other Sections of this Ministry	C-1

DIRECTORATE GENERAL (DG) SECTION

SI. No	Description of Records	Retention period	Remarks
1.	Establishment Matters		
	Directorate General of Civil Aviation		
	(DGCA)		
	Policy regarding Administrative matters	В	
	Land owned by DGCA	В	
	Building owned by DGCA	В	
	Recruitment to various posts	C-10	
	Farming of RRs	C-10	
	Pension Matters	C-10	
	Court Cases	C-10	
	Appeal filed before the Secretary	C-3	
	Pay fixation	C-10	
	Delegation of powers to DGCA	C-5	
2.	Inquiry into accidents/incidents:		
	Indian Aircraft	В	
	Foreign aircraft	C-10	
	Flying Clubs and Gliding clubs incidents	C-10	
	Incidents (air safety)	C-5	
3.	Aero Club of India:		
	Policy	В	
	Flying Clubs/Gliding Centers	C-5	
	Security Clearance of Flying/Gliding Clubs	C-10	
4.	Audit Paras	C-5	

FINANCE SECTION

SI. No.	Main head	Sub-head	Retention period	Remarks
1.	Budget estimates / revised estimates		C-3	
2.	Re- appropriation		C-3	
3.	Supplementary grants		C-3	
4.	Accounts and audit	Audit objection and audit paras	(a)For departments reported upon or predominantly concerned: C-10 (b)For other interested departments- C-3	Subject to a copy of the report being retained permanently. The National Archives may be consulted before any file is destroyed.
5.	Plan schemes	11.Approved schemes	(i)Permanent for record of major projects costing Rs.20 crores and above. Minor projects are normally completed in shorter time frame. (ii)For others: C-10	
		12.Not approved schemes	C-3	
		13.Review of ongoing schemes	C-3 after closure of the scheme.	
6.	Budget estimates for five year plans		C-10	

GENERAL AVIATION (GA) SECTION

SI No.	Subject	Category of Record and duration			
Indi	Indira Gandhi Rashtriya Uran Akademi (IGRUA)				
1.	Purchase of aircraft for IGRUA	В			
2.	Release of funds to IGRUA	В			
3.	Memorandum of Association	В			
4.	Establishment matters				
	Re-designation of posts	C-10			
	Creation of posts	В			
	Pay Scales and allowances for IGRUA	C-10			
	employees				
	Framing of RRs	В			
	Selection Committee	C-3			
5.	Expenditure Finance Committee proposal	В			
6.	ICAO - UNDP Projects - IGRUA	В			
7.	Policy matters of IGRUA including Management	В			
	Contract of IGRUA with M/s CAE.				
8.	BUDGETARY MATTERS RELATING TO	C-5			
	IGRUA				
	Preparation/Examination of budgetary				
	Estimates/Revised Estimates/				
	Supplementary Grants.				
Paw	an Hans Limited				
1.	Establishment matters				
	Re-designation of posts	C-10			
	Creation of posts	В			
	Pay Scales and allowances for IGRUA	C-10			
	employees				
	Deputations /delegations/training	C-5			
2.	All matters including Constitution of Board of	В			
	Directors				
	555.010				

3.	All administrative matters except appointment to	C-10
	be made with the approval of ACC	
4.	BUDGETARY MATTERS RELATING TO PHL	C-5
	Preparation/Examination of budgetary	
	Estimates/Revised Estimates/	
	Supplementary Grants.	
5.	HELICOPTER OPERATIONS	C-10
	request for posting/ transfers/ promotion/	C-3
	housing; SC/ST matters etc; verification of	
	characters & antecedents of employees.	
6.	SEAPLANES ISSUES.	C-3
7.	Aviation University (Education Training)	C-10

INFORMATION TECHNOLOGY (IT) CELL

SI. No.	Main Head	Sub-head	Retention period	Remarks
1.	Policy Issues	Development of MoCA	C-10	
		AMC to the Blade Services	C-10	
		e-office in MoCA	C-10	
		Video conferencing in MoCA	C-10	
2.	Training	Training of officers in IT	C -5	
		Conference /Seminar related with IT	C-3	
		Workshop organized by Deity	C-3	
		Conference on e- governance	C-3	
		Workshop on cyber security	C-5	
3.	Miscellaneous	Uploading of Materials/ documents on MoCA portal	C-5	
		Demo of MoCa portal	C-3	
		Updating of Website of the MoCA	C-3	

ECONOMIC REGULATORY (ER) DIVISION

SI. No.	Subject	Category of Record and duration
1.	Establishment of Rajiv Gandhi National Aviation University (RGNAU):	
	Matters relating to establishment of RGNAU	'B', Permanent Nature
	Appointment matter of RGNAU	C-10
	Miscellaneous matter of RGNAU	C-5
2.	Guidelines on Air Freight Stations and Air Cargo Logistics operations	'B', Permanent Nature
3.	Air Cargo Logistics Promotion Board:	
	Policy matter of Air Cargo Logistics Promotion Board	'B', Permanent Nature
	Minutes and Agenda etc. of meetings	C-5
4.	Air Cargo operations complaints received from various stakeholders.	C-3
5.	Civil Aviation Economic Advisory Council	C-5
6.	National Transport Development Policy Committee.	C-5
7.	Ombudsman:	
	Files relating to Policy issues of Ombudsman	'B', Permanent Nature
	Miscellaneous matter of Ombudsman	C-5

VIGILANCE SECTION

S.	Description of reco	Retention Peri	od	Remarks	
No	Main - Head	Sub - Head			
1.	Central Civil	1. General	'A' or 'B' o	category.	
	Services	notifications		on the	
	(Classification,	2. Schedule	content value,		
	Control & Appeal)	regarding		artments	
	Rules-	appointing	issuing the	orders/	
	Clarification and	Authority,	instructions etc		
	interpretation	Disciplinary	departments		
		Authority and	concerned;	other	
		Appellate	departments ne		
		Authority	•	standing	
		3. Regarding	orders, weeding	_	
		charge sheets,	superseded o	•	
		documentary	and when they		
		evidence,	obsolete.		
		Enquiry Officer,			
		examination of			
		witnesses and			
		show-cause			
		notices			
		4. Regarding			
		penalties			
		5. Regarding			
		consultation			
		with UPSC			
		6. Regarding			
		appeals and			
		petitions			
		7. Regarding			
		suspension and			
		subsistence			
		allowance			
2.	All India Services	1. General		category,	
	(Discipline &	2. Regarding	depending c	on the	
	Appeal) Rules,	Rules 1 to 7	content value,		
	1955 –	Regarding	case of dep	artments	
	Clarification and	Rules 8 to 11	issuing the	orders/	
	interpretation	4. Regarding	instructions etc	. and the	
		Rules 12 to 18	departments	_	
		Regarding	concerned;	other	
		Rules 19 to 23	departments ne	•	
			•	standing	
			orders, weeding	_	
			superseded o	-	
			and when they	necome	
2	Complaints	1 Croup A	obsolete.	C-3	If on a require
3.	Complaints	1. Group A	(a)Those leading to	after the	If as a result of the
		2. Group B	vigilance /	final	-
		3. Group C	disciplinary	disposal	complaint a warning is
		4. Group D	enquiries	of	warning is issued to
		5. General –	3114500	appeal	the Govt.
				11	uie Govi.

		against two or more classes	(b)Anonymou s or pseudonym ous complaints on which on action is taken: (c) Other complaints	or final judgme nt under the normal course of law. To be destroy ed at the end of the year	servant a copy of the relevant order will be placed in the personal file.
4.	Disciplinary proceedings	1. Group A 2. Group B 3. Group C 4. Group D 5. Joint enquiry	(a) Resulting in imposition of penalties: (b) Resulting in exoneratio n of the accused officials with or without warning:	C-3 C-3 after the final disposal of appeal or final judgme nt under the normal course of law. C-3 after the final disposal of appeal or final judgme nt under the normal course of law.	Subject to an authenticate d copy of the order regarding imposition of penalty or warning being placed in the personal file and a suitable entry being made in the appropriate service record.
5.	Prosecutions	1. Group A 2. Group B 3. Group C 4. Group D 5. Joint enquiry	(a) Resulting in imposition of penalties:	C-3 after the final disposal of appeal or final judgme nt under the	Subject to an authenticate d copy of the order regarding imposition of penalty or warning

			(b)Resulting in exoneratio n of the accused officials with or without warning:	normal course of law. C-3 after the final disposal of appeal or final judgme nt under the normal course of law.	being placed in the personal file and a suitable entry being made in the appropriate service record.
6.	Appeals	1. Group A 2. Group B 3. Group C 4. Group D	C-3 or t prescribed period, which earlier.	ill the retention	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	1. Group A 2. Group B 3. Group C 4. Group D	C-3 or to prescribed period, which earlier.	ill the retention never is	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
	0 1	4.0	0 " "	record.
8.	Court cases/ Arbitrations/ Enquiry/ Audit	1. Group A 2. Group B 3. Group C 4. Group D	3 years after final clearance from Arbitration, Litigation, Enquiry or Audit as the case may be or till the prescribed retention period, whichever is later.	Subject to a copy of the court order being placed in the personal file and, where necessary a suitable entry being made in the appropriate service record.
9.	Central Civil	1. General	'A' or 'B' category,	-
	Services (Conduct) Rules, 1964- Clarification and interpretation of	notifications 2. Regarding Rules 1 to 7 3. Regarding Rules 8 to 11 4. Regarding Rules 12 to 18 5. Regarding Rules 19 to 25	depending on the content value, 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 ones, as and when they become obsolete.	
10.	All India Services	1. General	'A' or 'B' category,	
	(Conduct) Rules, 1954 – Clarification and interpretation of	notifications 2. Regarding Rules 1 to 7 3. Regarding Rules 8 to 14 4. Regarding Rules 15 to 20	depending on the content value, 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 ones, as and when they become obsolete.	
11.	Central Civil	1. General	'A' or 'B' category,	
	Services (Safeguarding of National Security) Rules, 1953- Clarification and interpretation of	notifications 2. Regarding Rules 1 to 7 3. Regarding Rules 8 to 14 4. Regarding Rules 15 to 20	depending on the content value, in the case of departments issuing the orders/instructions etc. and the departments concerned; other departments need keep only the standing	

			orders, weedin	ad out the	
			superseded of	•	
			and when they		
			obsolete.	y become	
12.	Employment of	1. Intimation	C-3		
12.	dependents in	2. Sanction	0-3		
	private	Z. Gariction			
	firms/foreign				
	missions in India				
13.	Participation in	Intimation	C-3		
	politics				
1.1	-	Sanction	C-3		
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	articles editing or				
	managing of				
	newspapers,				
	publications				
15.	Evidence before	Sanction	C-3		
	Committee of				
	Enquiry				
16.	Subscriptions	Sanction	C-3		
17.	Gifts	Intimation			
18.	Private trade	Sanction	C-3		
	employment				
19.	Moveable/	 Property 		category,	
	Immovable	returns		on the	
	property	(general	content value	•	
		aspects)		partments	
			issuing the	orders/	
			instructions etc	c. and the	
			departments	- 11	
			concerned;	other	
			departments n	•	
			only the	standing	
			orders, weeding superseded		
			and when they		
			obsolete.	y DOUDING	
		2. Returns of		C-3 after	Should
		Group A	` '	he issue	preferably
		3. Returns of	of of		be dealt
		Group B	employ po	ension/	with on a
		(Gazetted)	ees g	ratuity	separate file
		4. Returns of		ayment	each official
		Group B		rder	to be kept
		(Non-	retireme		open
		Gazetted)		C-3 after	throughout
		5. Returns of		ne .	the official
		Group C		mployee	career of
			•	as	the
				eased to	government
			employ be		servants.
		6 Intimotion		ervice	Chould
		6. Intimation	C-3		Should

		7.	Sanction			preferably be dealt with on a separate file each official to be kept open throughout the official career of the government servants.
20.	Vigilance Administration	2.	General aspects Acts, rules, manuals Vigilance set- up	'A' or 'B' depending content valuates of designation instructions endepartments concerned; departments only the orders, weed superseded and when the obsolete.	epartments e orders/ tc. and the other need keep standing ing out the ones, as	
		4.	Meetings	(a) For departme nt organizin g such meetings:	Appropria te period to be prescribe d by departme nts concerne d in their record retention schedule - C-3	
		5.	Appointment of vigilance officers in Ministries/ departments List of officers	C-3	C-1	
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		Bodies		
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		clearance in		
		respect of		
		different		
		classes of officers and		
		the staff:		
		10. Annual Report	C-5	
		of CVC		
21.	Prosecution of	1. General	'A' or 'B' category,	
	further studies	aspects	depending on the	
		·	content value, in the	
			case of departments	
			issuing the orders/	
			instructions etc. and the	
			departments	
			concerned; other	
			departments need keep only the standing	
			only the standing orders, weeding out the	
			superseded ones, as	
			and when they become	
			obsolete.	
		2. Permission	C-3 or one year after	Subject to
			completion of study,	_
			whichever is later.	entry being
				make in the
				appropriate
				service
				record and
				authenticate
				d copy of the order
				being
				placed in
				the
				Personal
				file.
22.	Membership of	1. General	'A' or 'B' category,	
	Territorial Army,	aspects	depending on the	
	Auxiliary Air force		content value, in the	
	and Naval		case of departments	
	Reserve		issuing the orders/	
			instructions etc. and the	
			departments	

	concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
2. Permission	C-3 or one year after the official has ceased to be a member of such organization, whichever is later.	

AIR INDIA (AI) SECTION

S.No.	Subject	Category of record and duration			
1.	Purchase of Aircraft	В			
2.	Turnaround Plan and Financial Restructuring Plan of Air India	В			
3.	Merger of Air India & Indian Airlines related files and other IR issues related to Merger including recommendation of various Committees (Justice Dharmadhikari Committee, IARC etc.)	В			
4.	Various Guarantees given by GOI to support Air India	В			
5.	Salary of employees of Air India & its Subsidiaries including revision/restructuring of salary	В			
6.	Appointment of CMD, Jt.MD, Functional Director on the Board of AI, CEO of Subsidiaries and related services matter				
7.	Appointment of Consultants, processing of cases for post-retirement employment	C-3			
8.	Haj Operations(includes tendering of airlines for Haj, Cabinet Note, signing of MoU, sanctioning of payments)	В			
9.	MoU by AI with MoCA and its Subsidiaries	В			
10.	Reports of various Parliamentary Standing Committee	C-3			
11.		C-3			
12.	VIP references and references received from other important dignitaries on issue relating to public importance	C-3			
13.	Court Cases on various issues of Al	C-3			
14.	Grievances, complaints etc. on various issues of AI	C-3			
15.	from other organization on issues relating to request/consideration of individuals or issues of general nature	C-3			
16.	Air India & its subsidiaries matters pending with various Ministries/Organisation/authorities	C-3			

	i.e. MoF, MoUD, MIAL, DIAL, OMCs	
	etc.	
17.	References received from Coordination, fortnightly reports, demand for grants, annual plan, DE/RE etc.	C-3
18.	Budgetary matters relating to Air India and its Subsidiaries	C-3

GOVERNMENT OF INDIA MINISTRY OF CIVIL AVIATION

FOR RECORD RETENTION SCHEDULE FOR RECORDS RELATING TO SUBSTANTIVE FUNCTIONS OF MINISTRY OF CIVIL AVIATION.

MINISTRY OF CIVIL AVIATION

Administration (O&M)

August 2014

MINISTRY OF CIVIL AVIATION

BROCHURE SHOWING RECORD RETENTION SCHEDULE FOR RECORDS RELATING TO SUBSTANTIVE FUNCTIONS OF MINISTRY OF CIVIL AVIATION.

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GOVERNMENT OF INDIA MINISTRY OF CIVIL AVIATION INTRODUCTION NOTE

- (xiv) This Record Retention Schedule is for the records pertaining to substantive functions of the Ministry of Civil Aviation.
- (xv) Retention periods in respect of records which fall in the category of Records Common to all Departments, such as, matters pertaining to Establishment, Hindi and Parliament etc. should be reckoned from the Record Schedule in respect of Records Common To All Ministries/Departments prepared by the Department of Administrative Reforms and Public Grievances.
- (xvi) The Retention Period for Category "A" and Category "B" files is 25 years from the date of opening of the files. In the case of a Category "C" file, the retention period is to be reckoned from the date of their recording. The classification of each file should be distinctly written with the red ink on the top left corner of the each file cover.
- (xvii) 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 numerical stands for number of years of retention of a file. All Category "C" files must be reviewed by the concerned sections on the expiry of the specified retention period. 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.
- (xviii) Category "A" and "B" files may be appraised by the said Records Creating Agency 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 NAI for their 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.
- (xix) In the case of records other than files, the retention period will be counted from the year in which is has ceased to be current.
- (xx) If records related to two or more subjects for which different retention periods have been prescribed, it will be retained for the highest of such period.
- (xxi) In exceptional cases, a record may be retained for a period longer than the specified in the Schedule if it has certain special features or such a course is warranted by the peculiar needs of the section/division. The records may be required to be kept for longer

- period because of court cases, pending audit paras, etc. In no case, however, will a record be retained for a period of shorter than prescribed in the Schedule
- (xxii) 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 later have been finally decided, even through 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 , whether necessary, revised suitably.
- (xxiii) All sections of the Ministry may be directed to maintain the File Register as prescribed in Para 97 and Appendix 22 of the CS MOP.
- (xxiv) A regular Programme of recording/reviewing/weeding of record should be undertaken by each section of the Ministry and progress in this regard should be monitored.
- (xxv) Timely transfer of all semi-current records to be Departmental Records room may be also be ensured, as per provisions of Para 112 of the MOP.
- (xxvi) All sections are requested to ensure that the provisions contained in the Record Retention Schedule are strictly followed.

Categorization of Records

(iv) Category "A" meaning "keep and microfilm"-

- (b) Files which qualify for permanent preservation for administrative purposes and which have to be microfilmed because they contain:
 - (iv) a document so precious that its original must be preserved intact and access to it in the original from must be restricted to the barest minimum to avoid its damage of loss; or
 - (v) material likely to be required for frequent reference by different parties simultaneously/frequently.
 - (vi) Files of historical importance.
- (v) <u>Category "B" meaning "keep but do not microfilm</u> This category will cover files required for permanent preservation for administration purpose. It will, however, excluxde the nature of material falling under the category described in (i) or (ii) of sub-para (1) (a) above and therefore need not be microfilmed.
- (vi) Category "C" meaning "keep for specified period only". This category will include files of secondary importance having reference value for a limited period not exceeding 10 years. In exceptional cases, if the record is required to be retained beyond 10 years it will upgraded to B Category. For C-3, C-5 & C-10 means Category "C" files to be kept for 3 years, 5 years and 10 years respectively.

RECORD RETENTION SCHEDULE IN RESPECT OF RECORDS COMMON TO ALL MINISTRIES/DEPARTMENTS.

ADMINISTRATION

S. No.	Descriptio	n of record	Retention period	Remarks
	Main Head	Sub-Head	-	
	(1)	(2)	(3)	(4)
1.	Creation and classification of posts	9. Continuance/ab olition/revival of posts	Category 'B'	Subject to particulars of sanctions being noted in Establishment s/ Sanction Register. Refer GFR appendix 13, Annex-1
		10. Conversion of temporary posts into permanent ones	C-10	Subject to particulars of sanctions being noted in Establishment s/ Sanction Register. Refer GFR appendix 13, Annex-1
		11. Creation of post of permanent nature	Category 'B'	Subject to particulars of sanctions being noted in Establishment s/ Sanction Register. Refer GFR appendix 13, Annex-1
		12. Creation of temporary post in Personal staff of Minister	C-10	Subject to particulars of sanctions being noted in Establishment s/ Sanction Register.
		13. Revision of scales of pay	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order,	Subject to particulars of sanctions being noted in Establishment s/ Sanction Register.

			wooding out the superceded	
			weeding out the superseded ones, as and when they	
			become obsolete	
		14. Upgradation of	C-10	Subject to
		posts	3 10	particulars of
		P 00.0		sanctions
				being noted in
				Establishment
				s/ Sanction
				Register.
				Refer GFR
				appendix 13,
				Annex-1
		15. Re-designation	C-10	Subject to
		of posts		particulars of
				sanctions
				being noted in
				Establishment
				s/ Sanction
				Register.
		16. Plan/non-Plan	C-5	Subject to
		posts		particulars of
				sanctions
				being noted in Establishment
				s/ Sanction
İ				i ivedistei.
2.	Recruitment	17. Recruitment	Category 'B' in the case of	Register.
2.	Recruitment	(general	departments issuing the	register.
2.	Recruitment	(general aspects)	departments issuing the orders and departments	ivegister.
2.	Recruitment	(general aspects) including	departments issuing the orders and departments concerned;	ivegister.
2.	Recruitment	(general aspects) including provisions of the	departments issuing the orders and departments concerned; Category 'C' for other	ivegister.
2.	Recruitment	(general aspects) including	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep	ivegister.
2.	Recruitment	(general aspects) including provisions of the	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order,	ivegister.
2.	Recruitment	(general aspects) including provisions of the	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded	ivegister.
2.	Recruitment	(general aspects) including provisions of the	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they	ivegister.
2.	Recruitment	(general aspects) including provisions of the	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded	
2.	Recruitment	(general aspects) including provisions of the Constitution	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete	Subject to the application of
2.	Recruitment	(general aspects) including provisions of the Constitution 18. Appointment of dependents of deceased	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete C-5 or after verification of	Subject to the application of the candidate
2.	Recruitment	(general aspects) including provisions of the Constitution 18. Appointment of dependents of	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete C-5 or after verification of	Subject to the application of the candidate and an
2.	Recruitment	(general aspects) including provisions of the Constitution 18. Appointment of dependents of deceased	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete C-5 or after verification of	Subject to the application of the candidate and an authenticated
2.	Recruitment	(general aspects) including provisions of the Constitution 18. Appointment of dependents of deceased	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete C-5 or after verification of	Subject to the application of the candidate and an authenticated copy of the
2.	Recruitment	(general aspects) including provisions of the Constitution 18. Appointment of dependents of deceased	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete C-5 or after verification of	Subject to the application of the candidate and an authenticated copy of the order of
2.	Recruitment	(general aspects) including provisions of the Constitution 18. Appointment of dependents of deceased	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete C-5 or after verification of	Subject to the application of the candidate and an authenticated copy of the order of appointment
2.	Recruitment	(general aspects) including provisions of the Constitution 18. Appointment of dependents of deceased	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete C-5 or after verification of	Subject to the application of the candidate and an authenticated copy of the order of appointment being kept in
2.	Recruitment	(general aspects) including provisions of the Constitution 18. Appointment of dependents of deceased	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete C-5 or after verification of Audit whichever is later.	Subject to the application of the candidate and an authenticated copy of the order of appointment
2.	Recruitment	(general aspects) including provisions of the Constitution 18. Appointment of dependents of deceased employees 19. Appointment of	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete C-5 or after verification of	Subject to the application of the candidate and an authenticated copy of the order of appointment being kept in the personal file. Subject to the
2.	Recruitment	(general aspects) including provisions of the Constitution 18. Appointment of dependents of deceased employees 19. Appointment of honorary	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete C-5 or after verification of Audit whichever is later.	Subject to the application of the candidate and an authenticated copy of the order of appointment being kept in the personal file. Subject to the bio-
2.	Recruitment	(general aspects) including provisions of the Constitution 18. Appointment of dependents of deceased employees 19. Appointment of honorary workers/	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete C-5 or after verification of Audit whichever is later.	Subject to the application of the candidate and an authenticated copy of the order of appointment being kept in the personal file. Subject to the biodata/applicatio
2.	Recruitment	(general aspects) including provisions of the Constitution 18. Appointment of dependents of deceased employees 19. Appointment of honorary	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete C-5 or after verification of Audit whichever is later.	Subject to the application of the candidate and an authenticated copy of the order of appointment being kept in the personal file. Subject to the biodata/application of the
2.	Recruitment	(general aspects) including provisions of the Constitution 18. Appointment of dependents of deceased employees 19. Appointment of honorary workers/	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete C-5 or after verification of Audit whichever is later.	Subject to the application of the candidate and an authenticated copy of the order of appointment being kept in the personal file. Subject to the biodata/applicatio

20. Appointment of Non- Indians 21. Estimate	C-10 C-3 (Three years would be	authenticated copy of the order of appointment being kept in the personal file. Subject to the application of the candidate and an authenticated copy of the order of appointment being kept in the personal file.
(annual) of vacancies 22. Employment		
priorities and maintenance of roster	Castes/Tribes.	
23. UPSC (Exemption from Consultation) Regulations	(d) C-5 in the case of others	
24. Framing of recruitment rules	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete	
25. Notification to and release of vacancies by iii. Local employment exchange iv. D.G.E. & T.	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they	
26. Nomination of candidates by local employment exchange and	C-3	

		their selection		
		27. Recruitment		
		through		
		•		
		Employment	C-10	
		exchange		
		(general		
		aspects)		
		28. Recruitment		
		through Ministry		
		of Personnel,		
		Public		
		Grievances and	C-10	
		Pensions		Subject to the
		including		application of
		Select List		the successful
		29. Recruitment by		candidate and
		Ministries		an
		including	C-10	authenticated
		DEOs/Messeng	G-10	
		ers		copy of the
		30. Recruitment		order of
		from open		appointment
		market,		being kept in
		including	C-10	the personal
		advertising and		file.
		inviting of		
		applications		
		31. Recruitment		
		through UPSC		
		including		
		requisitions for		
		recruitment and	•	
		recommendatio	C-10	
		ns of UPSC		
		iii. Group A		
		iv. Group B		
		32. Recruitment		Subject to the
		otherwise than		application of
		through UPSC		the candidate
		anough of 50		and an
				authenticated
			C-10	copy of the
				order of
				appointment
				being kept in
				• .
				the personal file.
3.	Scheduled castes	7. Reservation in	Category 'R' in the case of	The
٥.	and Scheduled	services:	Category 'B' in the case of	
	tribes		departments issuing the	Department of Personal &
	นามช่อ	(c) Scheduled	orders and departments	
		castes/	concerned;	Training and
		Scheduled	Category 'C' for other	Commissioner
		Tribes	departments who may keep	s for
		(d) Other	only the standing order,	Scheduled
			weeding out the superseded	Castes and

	_	
	ones, as and when they become obsolete	Scheduled Tribes as authorities responsible for overall policy and coordination in the matter, may keep such records for appropriate longer periods to be prescribed by them in their respective record retention schedule
8. Return regarding appointment and promotion made without consultation with UPSC	C-1	schedule. Subject to (a) files not being closed till after the presentation of the Commission's report to parliament; and (b) corresponden ce regarding difference of opinion between the UPSC and the administrative department being dealt with on the appropriate recruitment file.
9. Selection Committees for recruitment of personnel:	C-3; or C-1 after reconstitution, whichever is	
(c) Constitution	later Period of limitation or C-3	
(d) Proceedings 10. Relaxation of	whichever is greater C-3	Subject to a
age/educational qualification	U-3	suitable entry being made in

		11. Condonation of break in service	C-4	the appropriate service record (i.e.) service book or service card) and an authenticated copy of the order being placed in Vol. II of Service book/personal file. Refer GFR appendix 13, Annex-1 Subject to a suitable entry being made in the appropriate service record (i.e.) service book or service card) and an authenticated copy of the order being placed in Vol. II of Service book/personal file. Refer GFR appendix 13, Annex-1
		12. Engagement of casual labour	C-3; or C-1 after completion of audit, whichever is later.	
4.	Retrenchment	7. General Principles		A Comustiti
		8. Group A 9. Group B 10. Group B (Non-Gazetted) 11. Group C 12. Group D	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete	A Copy of the order will be placed in the personal file
5.	Verification/re- verification of character and antecedents	7. Rules (General aspects)	Category 'B' in the case of departments issuing the orders and departments concerned;	

			Category 'C' for other	
			departments who may keep	
			only the standing order,	
			weeding out the superseded	
			ones, as and when they become obsolete	
		8. Group A	C-1 for all.	Subject to a
		9. Group B		suitable entry
		10. Group B (Non-		being made in
		Gazetted) 11. Group C		the appropriate
		12. Group D		service record
				and the
				verification
				report itself being kept in
				Vol. II of the
				service book/
				personal file.
6.	Medical Examination	7. Rules (General	Category 'B' in the case of	
	Examination	aspects)	departments issuing the orders and departments	
			concerned;	
			Category 'C' for other	
			departments who may keep	
			only the standing order, weeding out the superseded	
			ones, as and when they	
			become obsolete	
		8. Group A	C-1 for all.	Subject to a
		9. Group B 10. Group B (Non-		suitable entry being made in
		Gazetted)		the
		11. Group C		appropriate
		12. Group D		service record
				and the verification
				report itself
				being kept in
				Vol. II of the
				service book/ personal file.
7.	Personal files	9. Secretaries /	(c) Those eligible for	On the expiry
	(Gazetted)	Special	retirement/ terminal	of the
		Secretaries /	benefits: C-5 after issue	specified
		Additional	of final pension / gratuity	retention
		Secretaries 10. Joint	payment order (d) Others: C-5 after they	period, personal files
		Secretaries	have ceased to be in	of officials who
		11. Director/Deput	service	have made
		y Secretaries		significant
		12. Under Secretaries		contribution in any field of
1	İ	Octibiants		•
		13. Section		activity (e.g.

		14. Stenographer (selection grade) 15. Stenographer (grade I)		scientific, economic, social) and have won national/ international recognition, should be sent to the National Archives.
		16. Correspondenc e regarding requisition, transfer, return etc.	C-1	
8.	Personal files (Non-Gazetted)	14. Research Assistants/Tec hnical Assistants/ Statistical Assistants 15. Assistants 16. Stenographers (grade II) 17. Investigators 18. UDCs 19. Stenographers (grade III) 20. LDCs 21. Staff car drivers 22. Jamadars / daftaries 23. Peons 24. Farashes 25. Sweepers 26. Correspondenc e regarding	(a) Those eligible for retirement/ terminal benefits: C-5 after issue of final pension / gratuity payment order (b) Others: C-5 after they have ceased to be in service	On the expiry of the specified retention period, personal files of officials who have made significant contribution in any field of activity (e.g. administrative, scientific, economic, social) and have won national/ international recognition, should be sent to the National Archives.
9.	Service Records	12. History of Services 13. Group A 14. Group B	(c) For departments preparing and bringing out the compilation :C-5(d) For other department (i.e. those supplying material for inclusion therein): one year after issue of the compilation	
		15. Change in name of a government	C-3	Subject to a suitable entry being made in

0.07 :		46.0
servant		the appropriate service record and the verification report itself being kept in Vol. II of the service book/personal file.
16. Alteration in the date of birth	C-3	Subject to a suitable entry being made in the appropriate service record and the verification report itself being kept in Vol. II of the service book/personal file. Refer GFR appendix 13, Annex-1
17. Change in qualification of government servant	C-3	Subject to a suitable entry being made in the appropriate service record and the verification report itself being kept in Vol. II of the service book/personal file. Refer GFR appendix 13, Annex-1
18. Civil list, gradation / seniority list: (c) In the case of departments preparing and bringing out the compilation. (d) In the case of other departments,	C-3 One year after issue of relevant compilation	Refer GFR appendix 13, Annex-1

			Т
	(i.e. those		
	supplying information for		
	such		
	compilation)		
	19. Verification of	C-1	Subject of
	age and		authenticated
	educational		copies of the
	qualifications		relevant
			certificates
			being kept in
			Vol. II of
			service book/
	20. Admission of	C-3 or 1 year after completion	personal file.
	20. Admission of previous	of audit whichever is later	Subject to a suitable entry
	service not	or addit willollover is later	being made in
	supported by		the
	authenticated		appropriate
	service record,		service record
	e.g. through		and the
	collateral		verification
	evidence		report itself
			being kept in Vol. II of the
			service book/
			personal file.
			Refer GFR
			appendix 13,
			Annex-1
	21. Nomination	C-1	Subject to the
	relating to family pension		nomination in
	and DCR		original or an authenticated
	gratuity		copy there of
	gratuity		(where
			original is kept
			with the
			audit), as the
			case may be,
			Refer GFR
			appendix 13,
			Annex-1
		C-1	Placed in Vol.
	nomination		
İ			
			(b) the
	22. G.P. Fund nomination	C-1	being place in Vol. II of the service bood personal file. Refer GF appendix 1 Annex-1 Placed in Vol. II of the service bood of Group government servants ar

				original or an authenticated copy thereof being placed in Vol. II of the service book/ personal file in the case of other government servants. Refer GFR appendix 13, Annex-`
10.	Posting and transfer	7. General aspects	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete	
		8. Group A 9. Group B 10. Group B (Non-Gazetted) 11. Group C 12. Group D	(c) If involving change of office: C-3 (d) In other cases: C-1	Subject to a suitable entry being made in the appropriate service record and register of postings, and an authenticated copy of the order being placed in the personal file. Subject to a suitable entry being made in the register of postings.
11.	Seniority	5. General principles6. CSS Rules7. CSSS Rules	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete (c) Permanent nature in the case of department	

		8	CSCS Rules	issuing the rules, orders	
		5.	OGGG TRUICS	etc; other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete. (d) Fixation of seniority in individual cases: C-5	
40			Representation s	C-5	If the representation results in the original seniority being revised, an authenticated copy of the relevant order/ decision will be kept in Vol. II of service book/ personal file.
12.	Leave (other than study leave and casual leave)/ LTC	8.	Rule (General aspects)	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete	
		10. 11. 12. 13.	Group A Group B Group B (Non- Gazetted) Group C Group D	C-3 in all cases	Subject to a suitable entries being made in the appropriate service record and leave account.
		14.	Leave roster	To be destroyed at the end of the year	
13.	Modified Assured Carrier Progression (MACP):	4. 5. 6.	Group B (Non Gazetted	C-10	subject to audit verification
	Casual Leave	7.	Rules	Category 'B' in the case of	

14.	(including special leave)	8. Group A 9. Group B 10. Group B (Non-Gazetted) 11. Group C	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete (c) Casual leave: To be destroyed at the end of the year (d) Special casual leave: C-1	
15.	Pay/Special Pay	12. Group D 7. Rule (general aspects) 8. Group A 9. Group B 10. Group B (Non-Gazetted) 11. Group C 12. Group D	'A' or 'B' category, depending on the content value, 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 ones, as and when they become obsolete. C-3 or one year after completion of audit, whichever is later.	Subject to a suitable entry being made in the appropriate service record
		·		and pay bill register and an authenticated copy of the order, where issued, being placed in the personal file.
16.	Increments	6. Rules (general aspects)	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete	
		7. Advance increments	C-3 or one year after completion of audit, whichever is later.	Subject to a suitable entry being made in the

				appropriate
				service record
				and pay bill
				register and
				an
				authenticated
				copy of the order, where
				issued, being placed in the
				personal file.
		8. Withholding of	C-10 or C-3 after the final	Subject to a
		increments	disposal of appeal or final	suitable entry
		moromorno	judgment under the normal	being made in
			course of law, whichever is	the
			later.	appropriate
				service record
				and pay bill
				register and
				an
				authenticated
				copy of the
				order, where
				issued, being
				placed in the
		9. Representation	C-3	personal file. If the
		and petitions	0-3	representation
		and petitions		results in the
				original order
				being revised,
				an
				authenticated
				copy of the
				relevant
				order/decision
				will be kept in
				the precedent
				book, personal file
				personal file and suitable
				entries make
				in the
				appropriate
				service
				record.
		10. Grant of	C-5, subject to Audit	
		Increments	verification	
17.	Delegation of	9. Civil Service	'A' or 'B' category, depending	Permanent in
	Powers	Regulations	on the content value, in the	the case of
		10. Delegation of	case of deportments issuing the orders/ instructions etc.	department
		Financial Powers Rules,	and the departments	issuing the order and the
		1958	concerned; other	departments
		11. FR & SR	departments need keep only	concerned,
<u> </u>				,

		12. GFR	the standing orders, weeding	other
		13. Central	out the superseded ones, as	departments
		Treasury Rules	and when they become	need keep
		14. Central Public	obsolete.	only the
		Works		standing
		Accounts Code		orders,
		15. Declaration of		weeding out
		officers as		the superseded
		Head of		ones as and
		Department		when they
				become
				obsolete.
		16. Declaration of	C-3 or till they are	
		officers as	superseded (whichever is	
		Controlling	later) for departments issuing	
		officers	the orders and departments	
			concerned; other departments need keep only	
			the standing orders, weeding	
			out the superseded ones as	
			and when they become	
			obsolete.	
18.	Honorarium	7. Rule (general	'A' or 'B' category, depending	
		aspects)	on the content value, in the	
			case of deportments issuing	
			the orders/ instructions etc.	
			and the departments	
			concerned; other departments need keep only	
			the standing orders, weeding	
			out the superseded ones, as	
			and when they become	
			obsolete.	
		8. Group A	C-3 or one year after	
		9. Group B	completion of audit,	
		10. Group B (Non-	whichever is later.	
		Gazetted)		
		11. Group C		
		12. Group D		

20. Advance 20. Advance 21. Group B 22. Car Advance Advance Rules 22. Corpe Final Withdrawal rules 23. Motor Cycle/Scooter Advance Rules 31. House Building Advance Rules 32. Motor Cycle/Scooter Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 31. House Building Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 34. House Building Advance Rules Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 34. House Building Advance Rules Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 34. House Building Advance Rules Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 34. In In In One year after the last beneficiary of the family pension the family pension ceases to be entittled to receive it or 5 years whichever is later. C-5 Refer GF appendix 1 Annex-1 (I) Commutat concentent value, in the case of deportments issuing the departments oncerned; other deficiary of the family pension the family pension ceases to be entittled to receive it or 5 years whichever is later. C-5 Refer GF appendix 1 Annex-1 Annex-1	19. P 6	Pension/ Gratuity	10. Rule (general aspects)	on the contercase of depote the orders/ in and the concerned; departments of the standing of the standing of the supersand when obsolete.	gory, depending nt value, in the rtments issuing nstructions etc. departments other need keep only orders, weeding seded ones, as they become	Refer GFR appendix 13, Annex-1
13. Group B (Non-Gazetted) 14. Group C (j) Other pension ceases to be entitled to receive it or 5 years whichever is later. 15. Group D (k) Gratuity C-5 Refer Grappendix 1 Annex-1 (l) Commutat ion pension 25. Car Advance Advance Rules 27. Cycle Advance Rules 28. Festival Advance Rules 29. GOPF Final Withdrawal rules 30. GPF Advance Rules 31. House Building Advance Rules 32. Motor Cycle/Scooter Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 34. House Building Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 34. House Building Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 34. House Building Advance Rules 33. Pay Advance Rules			11. Gloup A	verification of pension	U-3	appendix 13,
Gazetted) 14. Group C (j) Other pension ceases to be entitled to receive it or 5 years whichever is later. 15. Group D (k) Gratuity C-5 Refer Grappendix 1 Annex-1 (l) Commutat ion pension Annex-1 (l) Commutat ion pension 26. Conveyance Advance Rules 27. Cycle Advance Rules 27. Cycle Advance Rules 29. GOPF Final Withdrawal rules 30. GPF Advance Rules 31. House Building Advance Rules 32. Motor Cycle/Scooter Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules			· 	pension	after the last	
20. Advance 25. Car Advance Advance Rules 27. Cycle Advance Rules 29. GOPF Final Withdrawal rules 30. GPF Advance Rules 31. House Building Advance Rules 32. Motor Cycle/Scooter Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules Rufer GF appendix 1 Annex-1 (I) Commutat C-15 ion pension (k) Gratuity C-5 Refer GF appendix 1 Annex-1 Annex-1 'A' or 'B' category, depending on the content value, in the case of deportments issuing the orders/ instructions etc. and the departments concerned; departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.		-	Gazetted)	pension	the family	
20. Advance 25. Car Advance 26. Conveyance Advance Rules 27. Cycle Advance Rules 28. Festival Advance Rules 29. GOPF Final Withdrawal rules 30. GPF Advance Rules 31. House Building Advance Rules 32. Motor Cycle/Scooter Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 31. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 34. Toribi Commutat Co-15 Refer GF appendix 1 Annex-1 Refer GF appendix 1 Annex-1 Refer GF appendix 1 Annex-1 Refer GF appendix 1 Annex-1 Refer GF appendix 1 Annex-1 Annex-1			, G	W ,	ceases to be entitled to receive it or 5 years whichever is	
20. Advance 25. Car Advance			15. Group D			appendix 13, Annex-1
20. Advance 25. Car Advance 26. Conveyance Advance Rules 27. Cycle Advance Rules 28. Festival Advance Rules 29. GOPF Final Withdrawal rules 30. GPF Advance Rules 31. House Building Advance Rules 32. Motor Cycle/Scooter Advance Rules 33. Pay Advance Rules 33. Pay Advance Rules 34. Or 'B' category, depending on the content value, in the case of deportments issuing the orders/ instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. Refer GFR appendix 13. Annex-1				ion	C-15	appendix 13,
34. TA Advance Rules 35. Travel	20. A	Advance	26. Conveyance Advance Rules 27. Cycle Advance Rules 28. Festival Advance Rules 29. GOPF Final Withdrawal rules 30. GPF Advance Rules 31. House Building Advance Rules 32. Motor Cycle/Scooter Advance Rules 33. Pay Advance Rules 34. TA Advance Rules	on the contercase of depothe orders/in and the concerned; departments in the standing cout the supersand when	nt value, in the rtments issuing enstructions etc. departments other need keep only orders, weeding seded ones, as	appendix 13,

39. Grant of Cycle Advance 40. Grant of Festival Advance 41. Grant of Final Withdrawal from GPF 42. Grant of GPF Advance in Pa Regis and (iv) In ca motor cycle, scoot house buildi	ble es made ay Bill ster; ase of r car/ r / eer and
Rules 37. Grant of Car Advance 38. Grant of Conveyance Allowance 39. Grant of Cycle Advance 40. Grant of Festival Advance 41. Grant of Final Withdrawal from GPF Advance 42. Grant of GPF Advance Subject	ble es made ay Bill ster; ase of r car/ r / eer and
37. Grant of Car Advance 38. Grant of Conveyance Allowance 39. Grant of Cycle Advance 40. Grant of Festival Advance 41. Grant of Final Withdrawal from GPF Advance 42. Grant of GPF Advance Subject (iii) Suital entrie entrie ship and (iv) In ca motor motor motor motor scoot house buildi	ble es made ay Bill ster; ase of r car/ r / eer and
Advance 38. Grant of Conveyance Allowance 39. Grant of Cycle Advance 40. Grant of Festival (iv) In cand Advance 41. Grant of Final Withdrawal from GPF 42. Grant of GPF Advance Advance Advance Advance Advance Advance Advance Advance Advance Advance Advance Advance Advance Advance Advance	ble es made ay Bill ster; ase of r car/ r / eer and
38. Grant of Conveyance Allowance 39. Grant of Cycle Advance 40. Grant of Festival Advance 41. Grant of Final Withdrawal from GPF 42. Grant of GPF Advance (iii) Suital entrie being in Pa and (iv) In ca motor cycle, scoot house buildi	es y made ay Bill ster; ase of r car/ r / eer and
Conveyance Allowance 39. Grant of Cycle Advance 40. Grant of Festival Advance 41. Grant of Final Withdrawal from GPF 42. Grant of GPF Advance Conveyance Allowance Advance entrie being in Pa and (iv) In ca motor motor cycle, from GPF Advance buildi	es y made ay Bill ster; ase of r car/ r / eer and
Allowance 39. Grant of Cycle Advance 40. Grant of Festival Advance 41. Grant of Final Withdrawal from GPF 42. Grant of GPF Advance being in Pa in	made ay Bill ster; ase of r car/ r / eer and e
39. Grant of Cycle Advance 40. Grant of Festival Advance 41. Grant of Final Withdrawal from GPF 42. Grant of GPF Advance 439. Grant of Cycle Regis and (iv) In ca motor motor motor motor from GPF Advance	ay Bill ster; ase of r car/ r / er and e
Advance 40. Grant of Festival (iv) In cand of Advance 41. Grant of Final Withdrawal from GPF 42. Grant of GPF Advance Advance Regis and (iv) In cand of Give In Cand of Give In Cand of GPF (iv) In Cand	ster; ase of r car/ r / cer and
40. Grant of Festival Advance 41. Grant of Final Withdrawal from GPF 42. Grant of GPF Advance 40. Grant of GPF Advance and (iv) In cath of Given and one of Given and Given a	ase of r car/ r / er and
Festival Advance 41. Grant of Final Withdrawal from GPF 42. Grant of GPF Advance (iv) In ca motor cycle, from GPF house buildi	r car/ r / er and
Advance 41. Grant of Final Withdrawal from GPF 42. Grant of GPF Advance motor motor cycle, scoot house buildi	r car/ r / er and
41. Grant of Final Withdrawal from GPF 42. Grant of GPF Advance motor cycle, scoot house buildi	r / er and e
Withdrawal from GPF 42. Grant of GPF Advance Cycle, scoot house buildi	/ er and e
from GPF 42. Grant of GPF Advance scoot house buildi	er and
42. Grant of GPF Advance buildi	е
Advance buildi	
7 tavanee	n g
43. Grant of House C-1 in all cases advar	nces:
Building (c)	Copies
Advance of sa	anction
44. Grant of Motor being	
Cycle/ Scooter place	
Advance person	
45. Grant of Pay files,	
	Mortga
46. Grant of TA	deeds other
Advance and agree	ements
47. Glail of LTC	
Advance	kept
40. Glalit of other	rately
Advance	safe
custo	dy for
	valid
period	d.
Refer	GFR
appendi	
Annex-1	J
21. Confidential/ 3. Rules (general Category 'B' in the case of	
Assessment aspects) departments issuing the	
report orders and departments	
concerned; Category 'C' for other	
departments who may keep	
only the standing order,	
weeding out the superseded	
ones, as and when they	
become obsolete	
4. Recording of	
confidential	
reports in	
respect of	
Group 'A'	

		-#:		
		officers		
		3. Recording of	0.0 % - 11.0	
		confidential	C-3 in all cases	
		reports in		
		respect of		
		Group 'B'		
		officers		
		Recording of		
		confidential		
		reports in		
		respect of		
		Group 'B'		
		(Non-		
		Gazetted)		
		officers		
		5. Recording of		
		confidential		
		reports in		
		respect of		
		Group 'C'		
		officers		
		6. Recording of		
		confidential		
		reports in		
		respect of		
		Group 'D'		
		officers		
		16. Communicatio		
		n of adverse		
		entries		
		17. Representation	C-3	
		for expunction		
		of adverse		
		entries		
		18. Maintenance of	C-5	Five years
		ACR/ APAR		from the date
				of retirement/
				Death
				subject to
				confirm and
				vigilance
				section
				about its
				need in any
				vigilance
				cases.
22.	Probation/confirm	10. General	Category 'B' in the case of	
	ation	principles	departments issuing the	
		(probation)	orders and departments	
		11. Rules	concerned;	
		(Confirmation)	Category 'C' for other	
			departments who may keep	
			only the standing order,	
			weeding out the superseded	
	_		ones, as and when they	
	•	•	•	

			hecome obsolete	
		12. Confirmation/ Extension of probation of Group 'A' 13. Confirmation/ Extension of probation of Group 'B' staff 14. Confirmation/ Extension of probation of Group 'B' (nongazetted) staff 15. Confirmation/ Extension of probation of Group 'C' staff 16. Confirmation/ Extension of Group 'C' staff 17. Confirmation in ex-cadre posts	C-5 in all cases	Subject to a suitable entry being made in the appropriate service record and authenticated copy of the order being kept in the personal file.
		18. Representation and petitions	C-5	If the representation results in the original orders being revised, an authenticated copy of the relevant order/decision will be kept in the precedent book, personal file and suitable entries make in the appropriate service book.
23.	Promotion/reversi on	9. General principle	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete	

		10. Departmental Promotion Committee 11. Group A 12. Group B 13. Group B (Non- Gazetted) 14. Group C 15. Group D	(c) Consultation: C-3 or one year after the DPC has been reconstituted whichever is later. (d) Proceedings: C-5 C-5 in all cases	Subject to a suitable entry being made in the appropriate service record and authenticated copy of the order being kept in the personal file.
		16. Representation s and petitions	C-3	If the representation results in the original orders being revised, an authenticated copy of the relevant order/ decision will be kept in the precedent book, personal file and suitable entries make in the appropriate service book.
24.	Training / scholarships/ fellowships in India and abroad	13. Diploma course in public administration in the Indian Institute of Public Administration 14. Executive training of officers in the states 15. Refresher course at the National	(e) Cases involving expenditure from public funds and execution of bond/ agreement by the trainees; (f) Cases C-1 after the period of validity bond/agreeme nt completio n of audit, whichever is later. C-3; or one year, after	Department organizing training programmers and responsible for overall policy and coordination thereof in the matter (e.g. Department of Personal and Training and

	<u> </u>	A oc domi: -f	involvine:	oomple#!=	Donoutros
		Academy of Administration at Mussoorie 16. Training in Accountancy 17. Training of Assistants (direct recruits) at the Institute of Secretariat Training and Management 18. Training in Hindi/English stenography 19. Training in Hindi/ English typewriting 20. Training of LDCs (direct recruits) at the Institute of Secretariat Training and Management 21. Training of Officers at the Administrative Staff College at Hyderabad 22. Training for stenographers (direct recruits) at the Institute of Secretariat Training and Management 23. Training in O&M / Work study 24. Training abroad	involving direct expenditure from public funds but not execution of bond/ agreement; (g) Cases not involving direct expenditure (e. g. training in typewriting conducted by Instituted of Secretariat Training and Management) (h) Reports submitted by trainees etc. after completion of training/study	completio n of audit, whichever is later. C-1	Department of Economic Affairs) may keep such records for appropriate period to be prescribed by them in their record retention schedules.
25.	Deputation and delegations	8. Rules regarding deputation, including deputation on foreign service in India abroad.	-	suing the departments for other may keep ling order, superseded	

		9. Delegation in India/abroad	completion of audit and settlement of all audit objections, whichever is later.	Subject to particulars being noted in the register prescribed for the purpose. Before weeding out files, reports should be removed and kept in the departmental record room for five years. On the expiry of this period, the reports should be reviewed and, if necessary, weeded out in consultation with the National Archives.
		10. Deputation of AIS officers 11. Deputation of CSS officers 12. Deputation of CSSS officers 13. Deputation of CSCS officers 14. Organized services	C-3 plus the period of	Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being placed in the personal file.
26.	Honorarium/ awards	7. Rule (general aspects)	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete	
		8. Group A 9. Group B 10. Group B (Non-Gazetted)	C-3 or one year after completion of audit, whichever is later.	Awards subject to:- (c) Entries

	T	144.0	1		
		11. Group C	-		being .
		12. Group D			made in
					the
					Service
					Book/ CR
					dossier of
					the
					concerne
					d
					employee
					and
					(d) A register
					being
					maintaine
					d.
27.	Pension/	7. Rule (general	Category 'B' in	the case of	Refer GFR
	retirement	aspects)	departments	issuing the	appendix 13,
			orders and	departments	Annex-1
			concerned;		
			Category 'C'	for other	
			departments wh		
			only the star	nding order,	
			weeding out the	superseded	
			ones, as and	when they	
			become obsolete	9	
		8. Group A	(g) Pre-	C-3	
		9. Group B	verification	Till the	
		10. Group B (Non-	of pension	youngest	
		Gazetted)	case	son/daught	
		11. Group C	(h) Invalid	er attains	
		·	pension	majority or	
			(i) Family	5 years	
			pension	which is	
			(j) Other	later.	
		12. Group D	pension		Refer GFR
		·			appendix 13,
			(k) Gratuity	C-5	Annex-1
			(I) Commutatio	C-15	
			n of pension		
28.	Resignation	7. Rules and	Category 'B' in		
		orders (general	•	issuing the	
		aspect)	orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded		
			ones, as and		
		0 0 1	become obsolete	9	A
		8. Group A	C-1		A copy of the
		9. Group B	ļ [*] .		communicatio
		10. Group B (Non-			n accepting
		Gazetted)	_		the
		11. Group C			resignation

Extension service Serv			12. Group D		may be
Extension service For the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete					placed in the
9. Group B 10. Group B (Non-Gazetted) 11. Group C 12. Group D 7. Rules and orders (general aspect) 2. Group B 10. Group B (Non-Gazetted) 11. Group C 12. Group D 10. Group B (Non-Gazetted) 11. Group C 12. Group B (Non-Gazetted) 11. Group C 12. Group D 12. Group D 13. Nomination employees 6. General aspects 6. General aspects 6. General aspects 6. General aspects 7. Census operations 8. Committees, working groups etc. 9. Election work 9. Group B (Non-Gazetted) 9. Group B (Non-Gazetted) 11. Group C 12. Group D 12. Group D 13. Nomination employees 6. General aspects Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete 7. Census operations 8. Committees, working groups etc. 4. Appropriate retention period to be prescribed by departments concerned. 5. Election work 6. Departments organizing 10. Invigilation 10. Invigilation 10. Invigilation 10. Invigilation 10. Departments organizing 10. Group of the order being placed in the personal file. 10. Group of the orders and departments experies of departments issuing the personal file. 10. Group of the order way be partments organizing 10. Group of the order being placed in the personal file. 10. Group of the orders and departments experies of departments issuing the order may be partments experies of departments issuing the order may be partments organizing 10. Group of the order being placed in the personal file. 10. Group of the order being placed in the personal file. 10. Group of the order being placed in the personal file. 10. Group of the order being placed in the personal file. 10. Group of the order and departments concerned: 10. Group of the order way be partments experies of departments experies of departments issuing the order way be partments experies of departments experie	29.		orders (general	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they	
orders (general aspect) orders (general aspect) orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete 8. Group A 9. Group B 10. Group B (Non-Gazetted) 11. Group C 12. Group D 31. Nomination employees Nomination employees Order may be placed in the personal file. Category 'B' in the case of departments issuing the order and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete 7. Census operations 8. Committees, working groups etc. 9. Election work 10. Invigilation Ci (Departments Order may be placed in the personal file. A copy of the order may be placed in the personal file. Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete 7. Census operations 8. Committees, working groups etc. Order may be placed in the personal file.			9. Group B 10. Group B (Non-Gazetted) 11. Group C	C-1 after retirement for all.	order being placed in the
Solution Solution	30.	Re-employment	orders (general	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they	
departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete 7. Census operations 8. Committees, working groups etc. 9. Election work C-1 10. Invigilation departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete C-1 Operation period to be prescribed by departments concerned. G. Departments organizing			9. Group B 10. Group B (Non-Gazetted) 11. Group C	government servant cease to	order may be placed in the
operations 8. Committees, Appropriate retention period to be prescribed by departments concerned. 9. Election work C-1 10. Invigilation (c) Departments organizing	31.		6. General aspects	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete	
			operations 8. Committees, working groups etc. 9. Election work	C-1 Appropriate retention period to be prescribed by departments concerned. C-1 (c) Departments organizing	

Study leave T. Rules and orders (general aspects) T. Rules and departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete T. Group B (Non-Gazetted) T. Group C T. Group D T. Group D T. Group D T. Group C T. Group D T. G					
applications departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete				completion of audit whichever is later. (d) Other departments:C-	
Study leave T. Rules and orders (general aspects) Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete	32.	_	4. General aspects	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they	
orders (general aspects) orders (general aspects) departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they become obsolete 8. Group A 9. Group B 10. Group B (Non-Gazetted) 11. Group C 12. Group D 34. No objection certificate (for registration with Employment Exchange Orders (general aspects) departments issuing the orders and department executed by the government servant C-1for all after the expiry of the bond/agreement executed by the government servant Subject to suitable end the appropriate service recording and lead account an authenticate copy of order be placed in personal file.			examinations 6. For posts	result of the examination or selection for particular post.	forwarding letter being
8. Group A 9. Group B 10. Group B 11. Group C 12. Group D 34. No objection certificate (for registration with Employment Exchange 8. Group A 9. Group B 10. Group B 10. Group B 11. Group C 12. Group D 9. Group B 10. Group B 10. Group B 11. Group C 12. Group D 11. Group C 12. Group D 12. Group D 13. General aspects 14. Permanent in the case of departments issuing the orders, instructions, etc.; other departments need keep only the standing orders,	33.	Study leave	orders (general	departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing order, weeding out the superseded ones, as and when they	
certificate (for registration with Employment Exchange aspects departments issuing the orders, instructions, etc.; other departments need keep only the standing orders,			9. Group B 10. Group B (Non-Gazetted) 11. Group C	the bond/agreement executed	suitable entry being made in the appropriate service record and leave account and an authenticated copy of the
ones, as and when they become obsolete.	34.	certificate (for registration with Employment Exchange	aspects	departments issuing the orders, instructions, etc.; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	Subject to an

		NOC		authenticated
		1100		copy being
				kept in the
0.5	Davies (a)	7. 0	Octobron (D) in the control	persona file.
35.	Review for determining	7. General aspects	Category 'B' in the case of departments issuing the	Refer GFR appendix 13,
	suitability of		orders and departments	Annex-1
	employees for		concerned;	7 till lox 1
	continuance in		Category 'C' for other	
	service		departments who may keep	
			only the standing order, weeding out the superseded	
			ones, as and when they	
			become obsolete	
		8. Group A	(c) If it results in pre-mature	Subject to a
		9. Group B	retirement: C-3	copy of the
		10. Group B (Non- Gazetted)	(d) It results in continued retention in service: C-1	relevant orders/
		11. Group C	Totolilloir iii colvice. C 1	decision being
		12. Group D		kept in the
00	NI.		(5)	personal file.
36.	No objection certificate for	4. General aspects	Category 'B' in the case of departments issuing the	
	issue of passport,		orders and departments	
	arms licenses etc.		concerned;	
	to govt. servants.		Category 'C' for other	
			departments who may keep	
			only the standing order, weeding out the superseded	
			ones, as and when they	
			become obsolete	
		5. Issue of	C-5 or one year after completion of audit whichever	
		passport 6. Issue of arms	is later.	
		licenses		
37.	Observance of special days		C-3	
	Parliament matters	1. General	A' or 'B' category, depending	
		Aspects	on the content value, in the	
			case of deportments issuing	
			the orders/ instructions etc.	
			and the departments concerned; other	
			departments need keep only	
			the standing orders, weeding	
			out the superseded ones, as	
			and when they become obsolete.	
		2. Assurances and	C-3	Subject to a
		undertaking	_	copy of the
		_		report being
				retained
				permanently. The National
				Archives may
				Archives may

3. Committee (a) For departments reported upon or predominantly concerned: C-10 material great departments: C-3 (b) For other interested departments: C-3 (c) For other interested precedence reference value/	ed. of
3. Committee (a) For departments reported upon or predominantly concerned: C-10 material great departments: C-3 precedence reference value/	of
historical importanc may retained permanen	be
4. Cut-motion, resolutions/ discussed: C-3 Calling Attention notices — Lok Sabha (c) Admitted and answered/ discussed: C-3 (d) Disallowed, lapsed or withdrawn: C-1	<u></u>
5. Cut- motion, resolutions/ Calling Attention notices -Rajya Sabha	
6. Questions - Lok Sabha	
7. Question – The Nat Archives be consifor its up-k	ulted
8. Legislation 'A' or 'B' category, depending on the content value, in the case of deportments issuing the orders/ instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
material for speech of President, Prime Minister, Minister etc. may attract Appeal require a retention period.	so fair
RTI Cases attracting 2 nd CIC order, whichever is later. Appeal (without any remarkable decision)	
RTI Cases C-5 As these attracting 2nd attract	may 2 nd

		Appeal (involving a		Appool
		Appeal (involving a		Appeal
		remarkable		
		decision)		
		1 st Appeal cases	C-3	
		files		
		2 nd Appeal cases	C-3 or till the compliance of	
		files	CIC order	
		Files relating to the	C-3	
		administrative		
		aspects of RTI Act,		
		2005 i. e.		
		implementation,		
		suggestion,		
		guidelines etc.		
		Files Register of	B- Keep	
		RTI Applications	В пеер	
		i.e. records other		
		than file.		
41.	Reports/Periodical	than nie.	C-3	As per MOP
71.	returns		0-3	(Manual of
	Teturns			office
42.	Conduct Rules			Procedure)
42.	Conduct Rules			As per MOP
				(Manual of
				office
10				Procedure)
43.	Court Cases		C-5	After
				implementatio
				n of orders
44.	Disciplinary cases			As per MOP
				(Manual of
				office
				Procedure)

RECORDS OTHER THAN FILES

S. No.	Description of record	Retention period	Remarks
12.	Establishment/ Sanction Register	Permanent	Where, for any reason, the register is re-written, the old volume will be kept for 3 years.
13.	Rosters for Scheduled Castes and Scheduled Tribes	C-10	
14.	Register of oath/affirmation of allegiance to the Constitution	C-10	Subject to suitable entries having been made in the appropriate service record of the officials concerned.
15.	Service book: Officials entitled to retirement/ terminal benefits Other employees	A-3 after issue of final Pension/gratuity payment order	Refer GTF appendix 13, Annex-1
16.	Confidential reports/ character Rolls After retirement After death After resignation/ discharge from service	C-5 C-5 C-5	
17.	Answer books of departmental examination/ tests	C-1 from the date declaration of results.	
18.	Leave account of: Officials entitled to retirement/ terminal benefits Other employees	C-1 after issue of final pension/ gratuity payment order. C-3 after they have ceased to be in service	
19.	Casual Leave Account	To be destroyed at the end of the year	
20.	Special casual leave Register	C-1	
21.	Register of delegation to International Organisation	C-10	
22.	Register of CGHS identify Cards	C-3	For any reason, a register have to be re- written, the told register will be retained for 3 years.

CASH SECTION

S.No.	Main Head	Retention period
1.	Pay	Permanent nature
2.	Special pay	Permanent nature
3.	Allowances	Permanent nature
4.	Increments	Permanent nature
	Advance increments	C-3 or one year after completion of audit, whichever is later
	Withholding of increments	C-10 or C-3 after the final disposal of appeal or final judgment under the normal course of law, whichever is later.
5.	Deputations abroad	C-3, plus the period of deputation
6.	Honorarium	C-3 or one year after completion of audit, whichever is later.
7.	Pension/ Gratuity	Permanent nature
8.	Re-appropriation	C-3
9.	Supplementary grants	C-3
10.	Advances:-	
	Car Advances Rules	'A' or 'B' category As per GFR appendix 13, Annex-1
	Conveyance Advance Rules	As per GFR appendix 13, Affinex-1
	Cycle Advance Rules	
	Festival Advance Rules	
	GPF Final Withdrawal Rules	
	GPF Advance Rules House Building Advance	
	Motor Cycle/ Scooter Advance Rules	
	Pay Advance Rules	
	TA Advance Rules	
	Travel Concession Rules	

11.	Other Advances Rules:-	C-1 for all
	Grant of Car Advances	
	Grant of Conveyance	
	Grant of Cycle Advance	
	Grant of Festival Advance	
	Grant of Final Withdrawal from	
	GPF	
	Grant of Hayas Building Advance	
	Grant of House Building Advance Grant of Motor Cycle/ Scooter	
	Advance	
	Grant of Pay Advance	
	Grant of TA Advance	
	Grant of LTC Advance	
	Grant of other Advances	
40		
12.	Payment and recoveries:-	
	Air passage bills	C-3 or one year after completion of audit,
		whichever is later.
	Cancellation charges	
	Contingent expenditure	C-3 or one year after completion of audit,
	Contingent expenditure	whichever is later
		Refer GFR appendix 13, Annex-1
	Electric charges- recovery	C-1
	GPF annual statements	C-1
	GPF- membership	C-1
		Refer GFR appendix 13, Annex-1
		,
	Grants-in-aid-contributions	C-3 or one year after completion of audit,
	and donations	whoever is later.
	Hospitality fund	C 2 or one year after completion of audit
	Trospitality fullu	C-3 or one year after completion of audit, whoever is later.
		micovor io idior.
	House rent and other	
	Allowances	
		C-5 after the settlement of case or one year
	Last Pay Certificate	after audit whichever is later.
	Pay claims	Subject to suitable entries being made in Pay
		Bill Register
	Permanent imprest	C-3 or till the relevant orders are superseded
		(whichever is later) in the case of departments
		issuing the orders/instructions; other
		departments need keep only the standing
		orders, weeding out the superseded ones as
		and when they become obsolete

Refunds Refreshment bills Rent demand statements	C-3 or one year after completion of audit, whichever is later C-3 or one year after completion of audit, whichever is later C-1
Service postage stamps	C-3 or one year after completion of audit, whichever is later
TA/Transfer TA claims	C-3 or one year after completion of audit, whichever is later
Water charges- recoveries	C-1
Reimbursement of legal Expenses	C-3 or one year after completion of audit, whichever is later
Reimbursement of tuition Fees	C-3 or one year after completion of audit, whichever is later
Acceptance of credits/debits	C-3 or one year after completion of audit, whichever is later
Adjustment of missing credits in GPF account	C-1 Refer GFR appendix 13, Annex-1
Financing of insurance policies from GPF account	C-1 Subject to an authenticated copy of the sanction being placed in the personal file. Refer GFR appendix 13, Annex-1
Arrear claims (including sanction for investigation, where necessary)	C-3 or one year after completion of audit, whichever is later Refer GFR appendix 13, Annex-1
Postal life Insurance	C-3 Subject to suitable entry being made in Pay Bill Register and PLI Index Register
Write-off of losses	C-3 or one year after completion of audit, whichever is later
Expenditure sanction	C-3 or one year after completion of audit, whichever is later
Surety bond executed in favour of temporary or a retiring Govt. staff.	C-3 after the bond ceases to be enforceable.

RECORDS OTHER THAN FILES

SI.No.	Description	Retention period	Remarks
1.	Civil credit notes (Form S. 142) and stock register thereof	C-3 or one year after completion of audit, whichever is later.	
2.	Register of monthly expenditure (Form GFR 9)	To be weeded out after the Appropriation Accounts for the year have been finalised.	
3.	Register for watching progress of expenditure (Form GFR 11)	To be weeded out after the Appropriation Accounts for the year have been finalised.	
4.	Register for watching progress of expenditure on local purchase of stationery.	C-3 or one year after completion of audit, whichever is later.	
5.	Register for reconciliation of accounts	To be weeded out after the Appropriation Accounts for the year have been finalised.	
6.	Cash Book	C-10	Refer GFR appendix 13, Annex-1
7.	Cash receipts (Form TR 5), counterfoils and stock register.	C-3 or one year after completion of audit, whichever is later.	
8.	Petty vouchers not furnished to audit	C-3 or one year after completion of audit, whichever is later.	
9.	Appropriation Accounts	C-3	
10.	Pay Bill Register	C-20	
11.	Office copies of establishment pay bills and related schedules (in respect of period for which Pay Bill Register is not maintained.	C-20	
12.	Schedules to the establishment pay bills for the period for which Pay Bill Register is maintained	C-3 or one year after completion of audit, whichever is later.	
13.	Acquittance roll	C-3 or one year after completion of audit, whichever is later.	
14.	Postal life Insurance register	C-3 after all the policies entered therein have matured for payment.	
15.	Increment register	C-1	
16.	Increment list	C-3 or one year after completion of audit, whichever is later.	

GENERAL SECTION

S. No.	Main Head	Sub Head	Retention period
1.	Accommodation	Shifting arrangements	If involving expenditures: C-3 or one year after completion of audit, whichever is later.
		Residential accommodation (general aspects)	'A' or 'B' category Permanent
		Application for allotment of residential accommodation-Types I-VII	audit, whichever is later.
2.	Furniture	Rules for purchase, hire, condemnation (general aspects)	'A' or 'B' category - permanent
		Condemnation/ disposal of unserviceable articles	C- 3 or one year after completion of audit, whichever is later.
		Hiring/purchase Maintenance and	C- 3 or one year after completion of audit, whichever is later. C- 3 or one year after completion of
3.	Stationery	repairs Local purchase	audit, whichever is later. C- 3 or one year after completion of audit, whichever is later.
		Supply of stationery	
		Physical verification	C-3 or one year after completion of audit, whichever is later.
4.	Other office machines including Electronic/ Computer items	Rules for procurement/ disposal(general aspects)	
		Condemnation and disposal	C-3 or one year after completion of audit, whichever is later.
		DGS & D rate contracts	'A' or 'B' category- permanent
5.	Bicycles	Rules (general aspects)	'A' or 'B' category - permanent
		Condemnation and disposal Purchase	C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of
		Repairs and maintenance	audit, whichever is later. C-3 or one year after completion of audit, whichever is later.
		Physical verification	C-3 or one year after completion of audit, whichever is later.
6.	Office equipment including electrical and	Condemnation and disposal	C-3 or one year after completion of audit, whichever is later.
	mechanical appliances and other miscellaneous	Purchase	C-3 or one year after completion of audit, whichever is later.
	stores	Repairs and maintenance Physical	C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of
		verification	audit, whichever is later.

	T	le	
		Electric clocks and	
		call-bells (audit, whichever is later.
		procurement and maintenance)	
7	Liveries	Rules (entitled	C-3 or one year after completion of
7.	Liveries		
		personnel and the	audit, whichever is later.
		scales of items of	
		liveries)	C day and wast often completion of
		Procurement of	
		material	audit, whichever is later.
		Ctitobing	C for one year ofter completion of
		Stitching and tailoring	C-1or one year after completion of audit, whichever is later.
		talioning	audit, whichever is later.
		Supply of shoes	C-1or one year after completion of
		and chapels	audit, whichever is later.
		and chapeis	addit, Whichever is later.
		Returns, renewal,	C-1 or one year after completion of
		surrender and	audit, whichever is later.
		withdrawal	addit, Willotto to later.
8.	Black-listing of firms/		C-3 or one year after completion of
5.	contractors	a.r.adar odooo	audit, whichever is later.
9.	Contractors for supplies	Registration	C-3 or one year after completion of
			audit, whichever is later.
		Waiver/reduction	C-3 or one year after completion of
		of penalty or	audit, whichever is later.
		condemnation of	
		irregularity	
10.	Telephones	Office telephones	
		installation and	audit, whichever is later.
		shifting of	
		telephone bills	
1		Residential	C-3 or one year after completion of
		telephones-	audit, whichever is later.
		telephones- installation of	audit, whichever is later.
		telephones- installation of telephone bills	audit, whichever is later.
		telephones- installation of telephone bills Repairs and	audit, whichever is later. C-3 or one year after completion of
		telephones- installation of telephone bills Repairs and maintenance	audit, whichever is later. C-3 or one year after completion of audit, whichever is later.
		telephones- installation of telephone bills Repairs and	C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of
11	Staff car	telephones- installation of telephone bills Repairs and maintenance Internet services	audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later.
11.	Staff car	telephones- installation of telephone bills Repairs and maintenance Internet services Rules (general	C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later.
11.	Staff car	telephones- installation of telephone bills Repairs and maintenance Internet services Rules (general aspects)	audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. 'A' or 'B' category- permanent
11.	Staff car	telephones- installation of telephone bills Repairs and maintenance Internet services Rules (general aspects) Non –official	audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. 'A' or 'B' category- permanent C-3 or one year after completion of
11.	Staff car	telephones- installation of telephone bills Repairs and maintenance Internet services Rules (general aspects) Non —official journeys	audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. 'A' or 'B' category- permanent C-3 or one year after completion of audit, whichever is later.
11.	Staff car	telephones- installation of telephone bills Repairs and maintenance Internet services Rules (general aspects) Non –official journeys Purchase of	audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. 'A' or 'B' category- permanent C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of
11.	Staff car	telephones- installation of telephone bills Repairs and maintenance Internet services Rules (general aspects) Non —official journeys	audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. 'A' or 'B' category- permanent C-3 or one year after completion of audit, whichever is later.
11.	Staff car	telephones- installation of telephone bills Repairs and maintenance Internet services Rules (general aspects) Non -official journeys Purchase of P.O.L/ accessories	audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. 'A' or 'B' category- permanent C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later.
11.	Staff car	telephones- installation of telephone bills Repairs and maintenance Internet services Rules (general aspects) Non –official journeys Purchase of P.O.L/ accessories Servicing, repairs	audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. 'A' or 'B' category- permanent C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later.
11.	Staff car	telephones- installation of telephone bills Repairs and maintenance Internet services Rules (general aspects) Non -official journeys Purchase of P.O.L/ accessories Servicing, repairs and replacement	audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. 'A' or 'B' category- permanent C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later.
11.	Staff car	telephones- installation of telephone bills Repairs and maintenance Internet services Rules (general aspects) Non -official journeys Purchase of P.O.L/ accessories Servicing, repairs and replacement of parts and	audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. 'A' or 'B' category- permanent C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later.
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		telephones- installation of telephone bills Repairs and maintenance Internet services Rules (general aspects) Non -official journeys Purchase of P.O.L/ accessories Servicing, repairs and replacement of parts and relevant correspondence	audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. 'A' or 'B' category- permanent C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later.
11.	Staff car Security	telephones- installation of telephone bills Repairs and maintenance Internet services Rules (general aspects) Non -official journeys Purchase of P.O.L/ accessories Servicing, repairs and replacement of parts and relevant correspondence Confidential and	C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. 'A' or 'B' category- permanent C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later.
		telephones- installation of telephone bills Repairs and maintenance Internet services Rules (general aspects) Non -official journeys Purchase of P.O.L/ accessories Servicing, repairs and replacement of parts and relevant correspondence Confidential and secret box	audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. 'A' or 'B' category- permanent C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later.
		telephones- installation of telephone bills Repairs and maintenance Internet services Rules (general aspects) Non —official journeys Purchase of P.O.L/ accessories Servicing, repairs and replacement of parts and relevant correspondence Confidential and secret box Duplicate keys:	audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. 'A' or 'B' category- permanent C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-1 or one year after completion of
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		telephones- installation of telephone bills Repairs and maintenance Internet services Rules (general aspects) Non -official journeys Purchase of P.O.L/ accessories Servicing, repairs and replacement of parts and relevant correspondence Confidential and secret box Duplicate keys: maintenance thereof	audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. 'A' or 'B' category- permanent C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-1 or one year after completion of audit, whichever is later.
		telephones- installation of telephone bills Repairs and maintenance Internet services Rules (general aspects) Non -official journeys Purchase of P.O.L/ accessories Servicing, repairs and replacement of parts and relevant correspondence Confidential and secret box Duplicate keys: maintenance thereof Issue of identity	audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. 'A' or 'B' category- permanent C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-1 or one year after completion of audit, whichever is later. C-1 or one year after completion of audit, whichever is later.
		telephones- installation of telephone bills Repairs and maintenance Internet services Rules (general aspects) Non –official journeys Purchase of P.O.L/ accessories Servicing, repairs and replacement of parts and relevant correspondence Confidential and secret box Duplicate keys: maintenance thereof Issue of identity cards-	audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. 'A' or 'B' category- permanent C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-1 or one year after completion of audit, whichever is later.
		telephones- installation of telephone bills Repairs and maintenance Internet services Rules (general aspects) Non –official journeys Purchase of P.O.L/ accessories Servicing, repairs and replacement of parts and relevant correspondence Confidential and secret box Duplicate keys: maintenance thereof Issue of identity cards- correspondence	audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. 'A' or 'B' category- permanent C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-1 or one year after completion of audit, whichever is later. C-1 or one year after completion of audit, whichever is later.
		telephones- installation of telephone bills Repairs and maintenance Internet services Rules (general aspects) Non –official journeys Purchase of P.O.L/ accessories Servicing, repairs and replacement of parts and relevant correspondence Confidential and secret box Duplicate keys: maintenance thereof Issue of identity cards-	audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. 'A' or 'B' category- permanent C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-3 or one year after completion of audit, whichever is later. C-4 or one year after completion of audit, whichever is later. C-5 or one year after completion of audit, whichever is later. C-6 or one year after completion of audit, whichever is later. C-1 or one year after completion of audit, whichever is later.

cards	audit, whichever is later.
Temporary passes	C-1 or one year after completion of
arrangements	audit, whichever is later.

RECORDS OTHER THAN FILES

13.	Staff car log book	C-3 or one year after completion of audit, whichever is later.
14.	Stock register	C-3 or one year after completion of audit, whichever is later.
15.	Departmental security seals register	'A' or 'B' category -permanent
16.	Register of identity cards	'A' or 'B' category -permanent
17.	Telephone bill	C-3 or one year after completion of audit, whichever is later.

HINDI SECTION

S.No.	Main head	Sub-head	Retention period	Remarks
1.	Progressive use of Hindi in government offices.	General aspects and Hindi Committees. Hindi Salahkar samiti of the Ministry Parliamentary Committee's Inspection of the Ministry	'A' or 'B' category depending on the content value, in the case of department issuing the orders/instructions etc. and the department need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		(c) Hindi workshop (d) Conduct of Hindi competition	C-3	
		C) Hindi week / Pakhwara Periodical reports regarding use of Hindi for official purposes. Quarterly Progress report Half Progress report Yearly Progress report Review of quarterly report of the attached office/PSUs	C-3	
		Constitution of Hindi Committee. (i) Office Language Implement Committee of the ministry (ii) Parliamentary Committee's Inspection of the attached office/PSUs (iii) Central Official Language Implantation Committee under Chairmanship of Secretary (OL) (iv) Central Hindi Committee under	C-3	
		Chairmanship of PM. Meeting and Follow up action of Hindi Committee.	C-3	

		(i) Office Language Implement Committee of the ministry (ii) Parliamentary Committee's Inspection of the attached office/PSUs (iii) Central Official Language Implantation Committee under Chairmanship of		
2.	Hindi Teaching	Secretary (OL) (iv) Central Hindi Committee under Chairmanship of PM. Hindi Teaching Scheme	C-5	
	Scheme	Training programme	C-1	
		Examination Grant of advance increments.	(a) Applications: C-1 (b) Results: C-5 for departments conducting the examination, C-1 for other department. C-3 or one year after completion of audit, whichever is later.	Subject to the condition that a register containing names of officials and their results is maintained permanently. Subject to a suitable entry being made in the appropriate service record and an authenticated copy being kept in personal file.
		Grant of awards	(a) For departments making the award. C-3 or one year after completion of audit, whichever is later.(b) For departments in which the recipient is employed: C-1	Subject to a suitable entry being made in the appropriate service record and an authenticated copy being kept in personal file.
3.	Translation into Hindi	Books, reports, periodicals etc.	C-3 after the publication is printed/ cyclostyled.	

PARLIAMENT UNIT

S. No	SUBJECT	Retention period
1.	Parliament matters	A' or B' category Permanent
	(General Aspects)	
2.	Assurances and undertakings	C-3
3	Committees	(a) For departments reported upon or predominantly concerned: C-10
		(b) For other interested departments: C-3
4	Cut-motions, resolutions/ Calling Attention notices -Lok Sabha	(a) Admitted and answered/ discussed: C-3
		(b) Disallowed, lapsed or withdrawn: C-1
5.	Cut-motions, resolutions /Calling Attention notices- Rajya Sabha	-do-
6.	Questions-Lok Sabha	
7.	Questions- Rajya Sabha	
8	Legislation	'A' or _B' category Permanent
9	Furnishing of material for speech of President, Prime Minister, Minister etc.	C-3
10	Parliamentary proceedings as maintained by Parliament Unit.	C-1 after printing
11.	Opening speech of Minister for Consultative Committee	C-!
12.	Special Mentions and matters under Rule 377 in Lok Sabha	C-3
13.	Statement of Fulfilment of Assurances given in both the Houses	
14.	Files relating to furnishing information to fulfilment Assurances of other Ministries.	C-
15	File relating to transfer of Question's to Ministries/Deptts.	C-1
16.	Study visits of the various Parliamentary Committees	C-3

AGREEMENT DIVISION

SI No.	Subject	Category of Record and duration
24.	Air Services Agreements/MoUs	'A' Permanent Nature
25.	Allocation of Traffic Rights:-	
	a) National carriers	В
	b) Private carriers	В
26.	Code share by Airlines: -	
	a) National Carriers	В
	b) Private Carriers	В
27.	Proposals relating to amendment to the Aircraft Rules	В
28.	International cooperation	В
29.	(a) IATA training policy	В
	(b) Nomination for IATA Training	C-5
30.	Exemption from provision of Aircraft Rules:-	
	a) Routine exemption such as those under Rule 5 etc.	C-5
	b) Exemption under Rule 160	C-5
31.	a) Policy matters relating to International Civil Aviation Organization (ICAO)	В
	b) Day to day routine matters	C-5
	(c) Payment of contribution to ICAO	C-5
32.	Nomination of officers for ICAO assignment	C-5
33.	Establishment matters relating to Representative of India on Council of International Civil Aviation Organization (ICAO):	
	a) Policy matters, appointment recall etc.of the ROI	C-10
	b) Day to day routine matters	C-3
34.	International Civil Aviation Organization vacancies- Forwarding of applications	C-3

35.	Matters relating to Double Taxation Avoidance Agreements	C-10
36.	Matters relating to Inter Ministerial Group Meetings	C-10
37.	Grant of Visa to employees of foreign airlines	C-3
38.	Permission to foreign aircraft for staying beyond stipulated time	C-5
39.	Non - scheduled operations:-	
	a) Policy matters	В
	b) Routine Matters	C-3
40.	Relaxation of the conditions Stipulated in Tourist Charter Guidelines	C-10
41.	Coordination of international cooperation proposals including proposals for foreign collaboration/ training matters relating to ESCAP, ICAO, EU etc:- a) Policy matters	C-10
	b) Others	C-3
	b) Cinois	0 0
42.	All foreign deputations relating to Minister of Civil Aviation	C-5
43.	Matters relating to Official Language	C-3
44.	O&M matters	C-3
45.	Parliament matters	C-5
46.	RTI matters	C-5
47.	Court case/Legal matters	C-10
48.	Country wise bilateral dialogue	C-10

DOMESTIC TRANSPORT (DT)SECTION

SI. No.	Subject	Category of Record and duration
4.	(v) Scheduled Operators	'B' Permanent Nature
	·	
	(vi) Non Scheduled Operators	'B' Permanent Nature
	(vii) Import of Aircraft – In principle Approval	'B' Permanent Nature
	(viii) Verification of Character/ Antecedent by MHA for Director of Airlines.	'B' Permanent Nature
5.	(ii) Court Cases	C-5
6.	Policy File	
	(v) Civil Aviation Policy	'B' Permanent Nature
	(vi) ATF matter	'B' Permanent Nature
	(vii) Foreign Direct Investment in Aviation	'B' Permanent Nature
	(viii) Regional and Remote Area Air Connectivity Policy.	'B' Permanent Nature
7.	Parliament matter	
	(i) Parliament Assurance	C-3
	(ii) Cut-Motions, Resolutions/ Calling Attention notices – Lok Sabha	C-3
	(iii) Cut-Motions, Resolutions/ Calling Attention notices – Rajya Sabha	C-1
8.	RTI Matters	As per instructions contained in Record Retention Scheduled.

COORDINATION & WELFARE SECTION

S. No.	Subject	Category of Record and duration
1.	Annual Report.	C-3 Copies of the reports (if published) to be retained in Departmental Library as — "B-Keep"
2.	Citizen Charter.	C-3
3.	Result Frame Work Documents.	C-5
4.	Examination of draft bills/ordinances/draft Cabinet Notes/ Acts. received from various State Govts. and various administrative Ministries/Deptt. which do not pertain to any particular Section/ Deptt. and require coordination.	C-5 or Notification in Gazette, which is earlier.
5.	Monthly Summary for the Cabinet.	C-1
6.	References received from other Ministries /Deptts. calling for information of various types.	C-1
7.	Monthly D.O. letter to Cabinet Secy./ Secy. to P.M.	C-1
8.	Dissemination of Administrative Circulars/ Orders/instructions on various Matters received from Nodal Ministries/ Departments /Org.	C-1
9.	Participation in National and International fairs/ Exhibitions and Seminars.	C-1
10.	Distribution of Republic Day and Independence Day Passes, Calendars and Diaries etc.	C-1
11.	Implementation of the decisions of the Cabinet /Cabinet Committee – submission of monthly Report –Reg.	C-1
12.	Submission of returns on Employment of family members of Govt. servants in foreign missions and foreign organisations abroad (while the officer is posted in India) to be sent to External Affairs.	C-1
13.	ACC Appointments Monthly returns about the status of vacancies and proposals in the PSUs/autonomous bodies (online).	C-1
14.	Monthly status of ACC cases with regard to (a) pending proposals, (b) compliance of ACC decisions & directions.	C-1
15.	Request for advertisement received from various sources.	C-1
16.	Welfare of women- submission of Half yearly and Annual data/information.	C-1
17.	Welfare of Senior Citizen.	C-1

18.	Weekly Senior Level Officers Meeting.	C-1
19.	Compilation of information on PMO/VIP/Deliverables /RFD etc. for weekly meetings as follow-up to Senior Level Officers meeting.	C-1
20.	Annual Report reg. Representation of SC/ST/OBC in Central Govt. Service.	C-3
21.	Complaints from Associations for non- observance of reservation orders.	C-1
22.	Representations from SCs/STs employees reg. harassments.	C-1
23.	Monitoring of reservation orders for posts reserved for SCs/STs.	C-1
24.	References from PMO/VIPs. Etc.	C-1
25.	Inspection of rosters maintained by the Deptt. and all the Organisations under its control.	C-3
26.	Annual return for physically handicapped persons.	C-1
27.	Annual/ Half yearly return for Ex- servicemen.	C-1
28.	Monitoring of reservation orders for posts reserved for physically handicapped.	C-1 C-1
29.	Monitoring of reservation orders for posts reserved for Ex-servicemen.	C-1
30.	Recruitment of Minorities in Govt. Services- Quarterly report to be sent to Ministry of Home Affairs (Minorities Cell)	C-1
31.	Prime Minister's New 15-Point Programme for the Welfare information relating to total Number of employees relating to Minorities.	C-1
32.	Prime Minister's New 15-Point Programme for the Welfare of Minorities-Annual Report.	C-3
33.	Special Recruitment Drive launched for filling up the backlog reserved vacancies of SCs, STs and OBCs- Half yearly and Annual Report.	C-3
34.	Nomination of the Liaison Officer for the works relating to the welfare of SCs/STs, Physically Handicapped Persons and Ex-Servicemen in the Ministry.	C-1
35.	Forwarding of Grievances received from various sources to concerned organization/ Admn. Section for redressed.	C-1
36.	Issue of suitable communication to the petitioner/DPG/DARPG etc. reg. Redressal of the Grievance/closure of the case.	C-1
37.	Circulation of the consolidated report on pending PG cases to all Organization .	C-1
38.	Circulation of various instructions/Guidelines received from DPG/DARPG etc. regarding Public Grievances Redress Machinery (PGRM).	C-3
39.	Appointment of Public Grievance Officer in the Ministry.	C-3
40.	Matters relating to women welfare looking into reports/ of Women complaints of sexual	C-3

	Cell/Complaints harassment etc.	
41.	Constitution of Women Cell, Nomination of	C-3
	Nodal Officer in the Ministry (main) for looking	
	after matters relating to women welfare.	
42.	Constitution of Complaints Committee to look	C-3
	into Complaints of sexual harassment of	
	women at work place, nomination of	
	Chairperson /Nodal Officer etc.	
43.	Application for information Under RTI Act,	C-3
	2005 Registering, Opening of file and issuing	
	letter to concerned CPIOs.	
44.	1st Appeal under RTI Act, registering of	C-3
	Appeal.	
45.	All other RTI related matters.	C-3
46.	Parliament Matters	C-3

AVIATION SECURITY (AS) SECTION

SR. No.	SUBJECT	CATEGORY OF RECORD AND DURATION
1.	Union War Book & Ministerial War Book	А
2.	International Agreements for cooperation on civil aviation security issues, including sharing of secret information with other countries	А
3.	Major Policy matters (such as issues like anti- hijacking measures, creation of aviation security force, re-structuring of BCAS, etc.)	A
4.	Enactment of Bills / amendments of rules/acts, etc. relevant to civil aviation security	Α
5.	Passenger Service Fee (Security Component) & related issues	В
6.	CISF/APSU for security at all airports: (iv) Deployment of CISF/State Police (v) Norms of deployment, including vehicle policy (vi) Other matters, including service level agreements of CISF, complaints against CISF personnel/local police, etc.	C-5 C-5 C-3
7.	Approvals/Permissions in respect of access of vehicles of VVIPs/VIPs up to Tarmac Area at airports	C-5
8.	Pre-embarkation Security Checks and Exemption therefrom (iii) Policy matters (iv) Other related issues	A C-5
9.	Airport Entry Pass (AEP) & related issues (iii) Policy matters (iv) Other related issues, including issue of AEPs to Government officers and recommendations, if any, for issue of AEPs to others,	B C-3
10.	Matter relating to Counter Terrorism Contingency Plan, Crisis Management Plan, National Crisis Management Committee, etc.	C-10
11.	Matters relating to Committee of Secretaries on Aircraft Hijacking (COSAH) and Central Committee and Aerodrome Committees	C-3
12.	Advisory Committee on Civil Aviation Security (ACCAS) (iii) General issues like reconstitution of ACCAS, etc. (iv) Meetings & Minutes	C-10 C-3
13.	Meetings of other committees, including Technical Specification Committee & organization of civil aviation	

	conference/seminers:-	
	(iii) Day-to-day matters & general	C-5
	issues	O-3
	(iv) Meetings & minutes	C-3
14.	Security functions of Ground handling	
	agencies	
	(iii) Policy	В
	(iv) Routine matters & other issues	C-3
15.	Various Policy proposals of BCAS approved	C-10
	by Ministry for execution (by BCAS) (such as	
	Biometric Access Systems, installation of	
	security-related devices/equipment like RDEs,	
	Body Scanners, shoe scanners, etc.	
16.	Matters relating to external security	C-3
	organizations such as TSA, etc., & studies by	
	ICAO, etc.	
17.	Deployment of Sky Marshals of NSG & related	C-3
40	issues	0.5
18.	Deputation of officers of MoCA (Security	C-5
	Division) and BCAS for international	
	tours/visits, including seminars/trainings	
19.	organised by CASP-AP, TSA, ICAO, etc. Issues relating to clearance to hotel	C-5
19.	Issues relating to clearance to hotel establishments in Aerocity, Delhi	C-5
20.	Security arrangements, including mock drills,	
20.	etc. at all airports:	
	oto. at an anporto.	
	(iii) General issues including those	C-5
	related to Cargo Security, BDDS,	
	dog squads, etc.	
	(iv) Matters relating to shortcomings in	C-3
	security(reports from IB, MHA &	
	others) & threats to airports/alert	
	messages	
21.	Examination of proposals received from BCAS	C-10
	involving financial approvals	
22.	Parliament Committees, including COPU	C-5
23.	Audit Paras & settlement thereof	C-10
24.	Court case/Legal matters	C-10
25.	Documents & reports received from BCAS	C-2
	(like report on security clearances issued by	
•	BCAS)	
26.	Issues relating to AVSEC orders/circulars of	C-5
	BCAS	

Note: The retention of the following records will be in accordance with the "Record Retention Schedule in respect of the Common Records" as prescribed by the Department of Administrative Reforms & Public Grievances and as in the MoP, as the case may be:

- (i) All establishment matters pertaining to officers and officials of BCAS;
- (ii) Parliament matters
- (iii) RTI mattersRegisters & other mandatory records of section

AIRPORT AUTHORITY OF INDIA (AAI) SECTION

SI. No.	Description of Records	Retention period	Remarks
1	Policy matters relating to development of airport infrastructure in the Civil Aviation sector		Digitalize
2	Construction, development, modernization, upgradation of AAI airports and Civil Enclaves	'B' Keep	Digitalize
3	Land matters including transfer / alienation of AAI land	'B' Keep	Digitalize
4	Land disputes between AAI and other agencies	'B' Keep	
5	Declaration of airports as Customs / International airports	'B' Keep	Digitalize
6	Renaming of airports	'B' Keep	Digitalize
7	Creation of National Register of Airports	C-10	Digitalize
8	Grant of Miniratna / Navratna status to AAI	'B' Keep	
9	Matters relating to customs / immigration etc.	C-5	
10	Aerodrome licensing	'B' Keep	Digitalize
11	Corporatization of Air Navigation Services	'B' Keep	Digitalize
12	Misc. matters relating to Air Navigation Services	C-5	
13	Matters relating to Air Traffic Control	C-10	
14	Matters relating to No fly zone	C-5	
15	MiSc. matters relating to air navigation	C-1	
16	Matters relating to air space clearance	C-5	
17	Matters relating to air violations	C-10	
18	Matters relating to NOTAM	C-5	
19	Matters relating to aerial survey	C-5	
20	Matters relating to air shows	C-3	
21	Fatigue management of ATC personnel	C-5	
22	Extension of watch-hours and night landing facilities	C-10	
23	Flexible use of air space (FUA)	'B' Keep	Digitalize
24	Creation of National Search and Rescue Board	'B' Keep	Digitalize
25	Policy/Rules/Guidelines relating to Height restrictions (SO-84 / ATMC / VIP 89)	'B' Keep	Digitalize
26	GAGAN project	'B' Keep	Digitalize
27	Aviation metrology services and work relating to MET wing	C-10	
28	NOC for Heights clearance – forwarding of Appeal cases to NoC Cell, AAI	C-3	
29	Policy on Flying Clubs	'B' Keep	Digitalize
30	Matters relating to Visa on arrival facility	C-5	
31	Policy decision on User Development Fee & Development Fee	'B' Keep	Digitalize
32	Revision / waiver of various airport charges, hanger charges, air space charges etc.	C-10	Digitalize
33	Charges relating to overflying operation of foreign/military aircrafts	C-10	Digitalize
34	Exemption of airport charges to UN Peace Keeping Mission, para-military forces etc.	C-5	Digitalize

35	Air India/airlines dues to AAI	C-5		
36	Budgetary Support (GBS) to AAI	C-3		
37	Release of budgetary support to AAI	C-3		
38	All finance / budget / Planning Commission	C-3		
	matters			
39	Ground Handling Policy	'B' Keep	Digitalize	
40	Slot Management System and Slot Allocation	'B' Keep	Digitalize	
	Policy	p	gc	
41	MoU between AAI & MoCA	C-5		
42	Grant of license for CUTE, CUPPS, CUSS,	C-10		
	Cute system			
43	Purchase, installation & commissioning of all	C-5		
	necessary equipment at all airports			
44	Obtaining security clearance for airport	C-5		
	equipment			
45	All customs duty matters, Exemptions from	C-5		
	customs duty			
46	Issue of Essentiality Certificates	C-5		
47	Tender related issues	C-3		
48	ACI-ASQ - Airport Service Quality survey	C-3		
49	All matters relating to thrust area	C-3		
50	All RFD matters pertaining to AAI	C-3		
51	Framing of Rules, Regulations and other	'B' Keep	Digitalize	
	related matters of AAT			
52	Framing / approval / notification of rules and	'B' Keep	Digitalize	
	regulations under AAI Act			
53	Appointment of Chairman of AAT	C-10		
54	Processing of Board level appointments in	C-10		
	AAI through ACC			
55	Appointment of Chairman and Boards level	C-10		
	Members of AAI			
56	Appointment of Non-Official (Part-time)	C-10		
	Members of AAI Board			
57	Appointment of Airport Advisory Committee	C-5		
	members at all airports			
58	Approval for foreign travel of Board Members	C-3		
	of AAI			
59	Laying of Annual Report of AAI	C-3		
60	Issue of MHA passes; VIP parking labels	C-3		
61	Monthly/Quarterly report on usage of Hindi	C-1		
62	Monthly DOs (ACC/Cabinet etc.)	C-1		
63	Parliamentary standing committee matters	C-5		
64	Establishment / service matters relating to	C-3		
65	AAI employees All service / administrative / establishment	As per Record	Retention Schedu	مار
65	matters of AAT	· •		ле
66	All RTI matters	published by DARI As per Record		مار
00	All KTI matters	·		ле
67	Forwarding of VIP, PMO, and other Misc.	published by DARI As per Record		ılo
67	references;	published by DAR		ле
	1010101063,	Papilotica by DANI	0	
68	Miscellaneous Court Cases	As per Record	Retention Schedu	عار
00	Wildelianeous Ourt Cases	published by DAR		41C
69	Submission of weekly/monthly/quarterly	As per Record		ıle
	statements on RTI applications/ Appeals, VIP	published by DAR		A10
	Julianiania on Kiri applications/ Appeals, VIF	Papilatica by DAIN	<u> </u>	

	References	etc							
70	Parliament	Questions,	Assurances,	Zero	As	per	Record	Retention	Schedule
	hour / Rule-	377 etc.			pub	lished	by DARP	G	

All other matters – not specifically mentioned above – will be governed by the Record Retention Schedule, common to all Departments as published by D/o ARPG from time to time.

AIRPORT DEVELOPMENT (AD) SECTION

Sr. No.	Subject	Category of Record and duration
1.	File relating to concession Agreements signed between BIAL and Gol for establishment of Greenfield Airport at Devenahalli (pre-Transaction Period)	'B' Permanent Nature + digitize
2.	File relating to concession Agreements signed between HIAL and Gol for establishment of Greenfield Airport at Shamshabad (pre-Transaction Period)	B' Permanent Nature + digitize
3.	File relating to implementation of Concession Agreements signed for HIAL & BIAL (post Transaction period) (i)Major decisions i.e. tariff related issues, levy of UDF, etc.	(i) 'B' Permanent Nature + digitize
	(ii) Project details related (i.e. expansion, revisions of Master Plan, Board issues, etc.) (iii) Misc issues	(ii) C-10 (iii) C-1
4.	File relating to Project Agreements signed for restructuring and modernization of Delhi and Mumbai airports (pre-Transaction Period)	'A' Permanent Nature + digitize
5.	File relating to implementation of project agreements for Delhi and Mumbai (Post-Transaction Period): (i)File relating to land issues, Master Plan, OIOC meetings, Tariff Related issues i.e. approval of DF, UDF, etc. i.e. which are in Policy nature	(i) 'B' Permanent Nature + digitize
	(ii) Misc issues (Which are not Policy issues): (a) i.e. request relating to day to day working, facilitation, etc.	(ii) (a): C-1
	(b) request for car parking, complaints, issues relating to other agencies, etc	
	(c) Issues relating to Connectivity, etc.	(c) C-5
6.	Greenfield Airport Issues: (i) File relating to approval /formulation of Greenfield Airport Policy	(i) 'B' Permanent Nature + digitize
	(ii) File relating to meeting/minutes of Steering Committee on Greenfield airports	(ii) B' Permanent Nature + digitize
	(iii) File relating to grant of 'in-principle' approval of individual project (where in principle approval granted)	(iii) 'B' Permanent Nature + digitize
	(iv) file relating to monitoring of Greenfield airport Projects	(iv) C-3
	(v) File relating to MHA clearance for Heliports/airstrips projects individuals (vi) Misc file (i.e. projects initiated but	(v) 'B' Permanent Nature + digitize (vi) C-5
	approval was not granted/proper requests	(VI) U-3

	not received, etc.)	
7.	PPP Projects (Policy issues)	'B' Permanent Nature + digitize
		Ü
8.	AERA/AERAAT related:	
	(i) Enactment of AERA Act, 2008,	(i) 'B' Permanent Nature + digitize
	Amendment in the Acts , etc.	
	(") = . (D	(ii) (DI Danasa and National Alberta
	(ii) Framing of Rules under AERA Act	(ii) 'B' Permanent Nature + digitize
	(iii) Establishment of Authority and Tribunal	(iii) 'B' Permanent Nature + digitize
	(iv) Creation of Posts	(iv) B' Permanent Nature + digitize
	(v) Appointment of Chairperson, Member &	(v) (a):C-1
	Secretary:	(v) (a).C-1
	(a) Applications received (after selection)	(b) as per instructions contained in the
	(b)Personal files	record retention schedule
	() 5 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	(vi)Policy Issues i.e. directions to AERA,	(ci) (D) Damas and National addition
	instructions to AERA etc.	(vi) 'B' Permanent Nature + digitize
	(vii) Misc Issues i.e. grant in aid, issuance of passes, reimbursement of bills, etc.	(vii) C-3
9.	Information given to other Ministries:	(VII) C-3
J.	(a) i.e. comments on Cabinet Notes	(a) C-3
	(b) comments on ITIR, PCPIR, and other	(b) C-3
	related matters	
	(c) General Information to Planning	(c) C-1
	Commission/DEA/PMO/ Cabinet	
	Secretariat/other departments	
	(d) PMO /Cab Sec specific information	(d) C-3
10.	Parliamentary matters	As per record retention schedule
11.	Court Case	As per record retention schedule
12.	VIP references	As per record retention schedule
13.	RTI matters:	
	(a) where reply given /transferred	(a): C-1
	(b)Where appeals filed	(b):C-3 (after disposal of the appeal)
14.	General Information/facts given to other	C-1
	Sections of this Ministry	

DIRECTORATE GENERAL (DG) SECTION

SI. No	Description of Records	Retention period	Remarks
1.	Establishment Matters	periou	
	Directorate General of Civil Aviation		
	(DGCA)		
	Policy regarding Administrative matters	В	
	Land owned by DGCA	В	
	Building owned by DGCA	В	
	Recruitment to various posts	C-10	
	Farming of RRs	C-10	
	Pension Matters	C-10	
	Court Cases	C-10	
	Appeal filed before the Secretary	C-3	
	Pay fixation	C-10	
	Delegation of powers to DGCA	C-5	
2.	Inquiry into accidents/incidents		
	Indian Aircraft	В	
	Foreign aircraft	C-10	
	Flying Clubs and Gliding clubs incidents	C-10	
	Incidents (air safety)	C-5	
3.	Aero Club of India		
	Policy	В	
	Flying Clubs/Gliding Centers	C-5	
	Security Clearance of Flying/Gliding	C-10	
	Clubs		
4.	All Parliament Matters	C-3	
5.	Audit Paras	C-5	

FINANCE SECTION

SI. No.	Main head	Sub-head	Retention period	Remarks
1.	Budget estimates / revised estimates		C-3	
2.	Re-appropriation		C-3	
3.	Supplementary grants		C-3	
4.	Accounts and audit	Audit objection and audit paras	(a)For departments reported upon or predominantly concerned: C-10 (b)For other interested departments- C-3	Subject to a copy of the report being retained permanently. The National Archives may be consulted before any file is destroyed.
5.	Plan schemes	11.Approved schemes	(i)Permanent for record of major projects costing Rs.20 crores and above. Minor projects are normally completed in shorter time frame. (ii)For others: C-10	
		12.Not approved schemes	C-3	
		13.Review of ongoing schemes	C-3 after closure of the scheme.	
6.	Budget estimates for five year plans		C-10	

GENERAL AVIATION (GA) SECTION

SI No.	Subject	Category of Record and duration
	ra Gandhi Rashtriya Uran Akademi (IGRUA)	L
1.	Purchase of aircraft for IGRUA	В
2.	Release of funds to IGRUA	В
3.	Memorandum of Association	В
4.	Establishment matters	
	Re-designation of posts	C-10
	Creation of posts	В
	Pay Scales and allowances for IGRUA	C-10
	employees	
	Framing of RRs	В
	Selection Committee	C-3
5.	Expenditure Finance Committee proposal	В
6.	ICAO - UNDP Projects - IGRUA	В
7.	Policy matters of IGRUA including	В
	Management Contract of IGRUA with M/s	
	CAE.	
8.	BUDGETARY MATTERS RELATING TO	C-5
	IGRUA	
	Preparation/Examination of budgetary	
	Estimates/Revised Estimates/	
	Supplementary Grants.	
Paw	an Hans Limited	
1.	Establishment matters	
	Re-designation of posts	C-10
	Creation of posts	В
	Pay Scales and allowances for IGRUA	C-10
	employees	
	Deputations /delegations/training	C-5
2.	All matters including Constitution of Board of	В
	Directors	

3.	All administrative matters except	C-10
	appointment to be made with the approval	
	of ACC	
4.	BUDGETARY MATTERS RELATING TO	C-5
	PHL	
	Preparation/Examination of budgetary	
	Estimates/Revised Estimates/	
	Supplementary Grants.	
5.	HELICOPTER OPERATIONS	C-10
	request for posting/ transfers/ promotion/	C-3
	housing; SC/ST matters etc; verification of	
	characters & antecedents of employees.	
6.	SEAPLANES ISSUES.	C-3
7.	Aviation University (Education Training)	C-10

INFORMATION TECHNOLOGY (IT) CELL

SI. No.	Main Head	Sub-head	Retention period	Remarks
1.	Policy Issues	Development of MoCA	C-10	
		AMC to the Blade Services	C-10	
		e-office in MoCA	C-10	
		Video conferencing in MoCA	C-10	
2.	Training	Training of officers in IT	C -5	
		Conference /Seminar related with IT	C-3	
		Workshop organized by Deity	C-3	
		Conference on e- governance	C-3	
		Workshop on cyber security	C-5	
3.	Miscellaneous	Uploading of Materials/ documents on MoCA portal	C-5	
		Demo of MoCa portal	C-3	
		Updating of Website of the MoCA	C-3	

ECONOMIC REGULATORY (ER) DIVISION

SI. No.	Subject	Category of Record and duration
8.	Establishment of Rajiv Gandhi National Aviation University (RGNAU)	
	Matters relating to establishment of RGNAU	'B', Permanent Nature
	Appointment matter of RGNAU	C-10
	Miscellaneous matter of RGNAU	C-5
9.	Guidelines on Air Freight Stations and Air Cargo Logistics operations	'B', Permanent Nature
10.	Air Cargo Logistics Promotion Board:	
	Policy matter of Air Cargo Logistics Promotion Board	'B', Permanent Nature
	Minutes and Agenda etc. of meetings	C-5
11.	Air Cargo operations complaints received from various stakeholders.	C-3
12.	Civil Aviation Economic Advisory Council	C-5
13.	National Transport Development Policy Committee.	C-5
14.	Ombudsman:	
	Files relating to Policy issues of Ombudsman	
	Miscellaneous matter of Ombudsman	C-5
15.	Parliament Questions etc.	As per instructions contained in Record Retention Scheduled.
16.	RTI matters	As per instructions contained in Record Retention Scheduled.

VIGILANCE SECTION

S.	Description of rec		Retention Per	iod	Remarks
No.	Main - Head	Sub - Head			
1.	Central Civil	8. General	'A' or 'B' categ	ory, depending	
	Services	notifications		t value, in the	
	(Classification,	9. Schedule	•	tments issuing	
	Control &	regarding	the orders/ in	structions etc.	
	Appeal) Rules-	appointing	and the	departments	
	Clarification and	Authority,	concerned;	other	
	interpretation	Disciplinary		eed keep only	
		Authority and	_	rders, weeding	
		Appellate	-	seded ones, as	
		Authority		they become	
		10. Regarding	obsolete.		
		charge sheets,			
		documentary			
		evidence,			
		Enquiry Officer,			
		examination of			
		witnesses and			
		show-cause			
		notices			
		11. Regarding			
		penalties			
		12. Regarding			
		consultation			
		with UPSC			
		13. Regarding			
		appeals and			
		petitions			
		14. Regarding			
		suspension and			
		subsistence			
		allowance			
2.	All India	6. General		ory, depending	
	Services	7. Regarding		t value, in the	
	(Discipline &	Rules 1 to 7		tments issuing	
	Appeal) Rules,	Regarding		structions etc.	
	1955 –	Rules 8 to 11	and the	departments	
	Clarification and	Regarding	concerned;	other	
	interpretation	Rules 12 to 18	•	eed keep only	
		10. Regarding		rders, weeding	
		Rules 19 to 23	•	seded ones, as	
				they become	
	Compleints	C. Croup A	obsolete.	C 2 often 4h -	If on a manual
3.	Complaints	6. Group A	(d)Those	C-3 after the	If as a result
		7. Group B	leading to vigilance /	final disposal of appeal or	of the
		8. Group C	disciplinary	final judgment	complaint a
		9. Group D	enquiries	under the	warning is
		10. General –	Silquillos	normal course	issued to the
		against two or		of law.	Govt. servant
		more classes		3	a copy of the
					relevant
			(e)Anonymou	To be	order will be
			<u> </u>		placed in the

			s or pseudonym ous complaints on which on action is taken:	destroyed at the end of the year	personal file.
4.	Disciplinary proceedings	6. Group A 7. Group B 8. Group C 9. Group D 10. Joint enquiry	complaints (c) Resulting in imposition of penalties: (d) Resulting in exoneratio n of the accused	C-3 after the final disposal of appeal or final judgment under the normal course of law. C-3 after the final disposal of appeal or final judgment under the normal course of law.	Subject to an authenticated copy of the order regarding imposition of penalty or warning being placed in the personal file and a suitable entry being made in the
5.	Prosecutions	6. Group A 7. Group B 8. Group C 9. Group D 10. Joint enquiry	officials with or without warning: (c) Resulting in imposition of penalties:	C-3 after the final disposal of appeal or final judgment under the normal course of law.	appropriate service record. Subject to an authenticated copy of the order regarding imposition of penalty or warning being placed
			(d)Resulting in exoneratio n 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.	in the personal file and a suitable entry being made in the appropriate service record.
6.	Appeals	5. Group A 6. Group B 7. Group C 8. Group D	C-3 or till t retention perio earlier.	he prescribed d, whichever is	If, as a result of the appeal the original order is modified, a copy of the revised order will be placed in the

7.	Petitions	5. Group A 6. Group B	C-3 or till the prescribed retention period, whichever is	personal file and a suitable entry made in the appropriate service record. If, as a result of the appeal
		7. Group C 8. Group D	earlier.	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.
8.	Court cases/ Arbitrations/ Enquiry/ Audit	5. Group A 6. Group B 7. Group C 8. Group D	3 years after final clearance from Arbitration, Litigation, Enquiry or Audit as the case may be or till the prescribed retention period, whichever is later.	Subject to a copy of the court order being placed in the personal file and, where necessary a suitable entry being made in the appropriate service record.
9.	Central Civil Services (Conduct) Rules, 1964- Clarification and interpretation of	6. General notifications 7. Regarding Rules 1 to 7 8. Regarding Rules 8 to 11 9. Regarding Rules 12 to 18 10. Regarding Rules 19 to 25	'A' or 'B' category, depending on the content value, 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 ones, as and when they become obsolete.	
10.	All India Services (Conduct) Rules, 1954 – Clarification and interpretation of	 5. General notifications 6. Regarding Rules 1 to 7 7. Regarding Rules 8 to 14 8. Regarding Rules 15 to 20 	'A' or 'B' category, depending on the content value, 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 ones, as	
			and when they become	
4.4	On a trade Obail	5 0 1	obsolete.	
11.	Central Civil	5. General	'A' or 'B' category, depending	
	Services	notifications	on the content value, in the	
	(Safeguarding of National	6. Regarding Rules 1 to 7	case of departments issuing the orders/ instructions etc.	
	Security) Rules,		4	
	1953-	7. Regarding Rules 8 to 14	and the departments concerned; other	
	Clarification and	8. Regarding	departments need keep only	
	interpretation of	Rules 15 to 20	the standing orders, weeding	
	into protation of		out the superseded ones, as	
			and when they become	
			obsolete.	
12.	Employment of	3. Intimation	C-3	
	dependents in	4. Sanction		
	private			
	firms/foreign			
	missions in			
	India			
13.	Participation in	Intimation	C-3	
	politics			
14.	Radio	Sanction	C-3	
	broadcasts,			
	contribution of			
	articles editing			
	or managing of			
	newspapers,			
	publications			
15.	Evidence before	Sanction	C-3	
	Committee of			
	Enquiry			
16.	Subscriptions	Sanction	C-3	
17.	Gifts	Intimation		
18.	Private trade	Sanction	C-3	
	employment			
19.	Moveable/	8. Property	'A' or 'B' category, depending	
	Immovable	returns	on the content value, in the	
	property	(general	case of departments issuing	
		aspects)	the orders/ instructions etc.	
			and the departments	
			concerned; other	
			departments need keep only	
			the standing orders, weeding out the superseded ones, as	
			and when they become	
			obsolete.	
		9. Returns of	(c) In respect of C-3 after	Should
		Group A	employees the issue of	preferably be
		10. Returns of	entitled to final	dealt with on
		Group B	retirement pension/	a separate
		(Gazetted)	benefits gratuity	file each
		11. Returns of	(d)In respect of payment	official to be
	1			1

		Group B (Non- Gazetted) 12. Returns of Group C 13. Intimation 14. Sanction	other employees	order C-3 after the employee has ceased to be in service	kept open throughout the official career of the government servants. Should preferably be dealt with on a separate file each official to be kept open throughout the official career of the government servants.
20.	Vigilance Administration	11. General aspects 12. Acts, rules, manuals 13. Vigilance set- up	obsolete. (c) For department	value, in the nents issuing tructions etc. departments other ed keep only ders, weeding ded ones, as they become Appropriate period to	
			organizing such meetings: (d) For other departments	be prescribed by department s concerned in their record retention schedule - C-3	
		15. Appointment of vigilance officers in Ministries/ departments 16. List of officers of doubtful integrity	C-3	O-1	

		17. Cases of difference of opinion with Central Vigilance Commission 18. Cases of difference of opinion with other Constitutional Bodies 19. Granting of vigilance clearance in respect of different classes of officers and the staff: 20. Annual Report	C-3	
21.	Prosecution of further studies	of CVC 3. General aspects 4. Permission	'A' or 'B' category, depending on the content value, 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 ones, as and when they become obsolete. C-3 or one year after	Subject to
			completion of study, whichever is later.	suitable entry being make in the appropriate service record and authenticated copy of the order being placed in the Personal file.
22.	Membership of Territorial Army, Auxiliary Air force and Naval Reserve	3. General aspects	'A' or 'B' category, depending on the content value, 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 ones, as and when they become obsolete.	

4. Permission	C-3 or one year after the	
	official has ceased to be a	
	member of such organization,	
	whichever is later.	

AIR INDIA (AI) SECTION

S.No.	Subject	Category of record and duration
	Purchase of Aircraft	В
	Turnaround Plan and Financial	В
	Restructuring Plan of Air India	_
21.		В
	related files and other IR issues related	
	to Merger including recommendation of	
	various Committees (Justice	
	Dharmadhikari Committee, IARC etc.)	
22.	Various Guarantees given by GOI to	В
	support Air India	
23.	Salary of employees of Air India & its	В
	Subsidiaries including revision/re-	
	structuring of salary	
24.	, , ,	В
	Director on the Board of AI, CEO of	
	Subsidiaries and related services matter	
25.	, , ,	C-3
	of cases for post-retirement employment	
26.		В
	airlines for Haj, Cabinet Note, signing of	
	MoU, sanctioning of payments)	
27.	,	В
	Subsidiaries	2.2
28.	•	C-3
20	Standing Committee	0.0
29.	Audit Paras and other matter relating to	C-3
20	Audit objection	C 2
	Parliament Assurances Starred Parliament Question	C-3 C-3
		C-3
32.	VIP references and references received from other important dignitaries on issue	C-3
	relating to public importance	
33.		C-3
34.		C-3
34.	issues of Al	U-3
35.		C-3
00.	from other organization on issues	0 0
	relating to request/consideration of	
	individuals or issues of general nature	
36.	Unstarred Parliament Questions	C-3
37.		C-3
	pending with various	
	Ministries/Organisation/authorities i.e.	
	MoF, MoUD, MIAL, DIAL, OMCs etc.	
38.		C-3
	fortnightly reports, demand for grants,	
	annual	
	plan, DE/RE etc.	

39.	RTI matters in which applicant have filed	C-3
	further appeal	
40.	RTI matters in which no further appeal	C-3
	was filed by the applicant	
41.	Budgetary matters relating to Air India	C-3
	and its Subsidiaries	