

GOVERNMENT OF INDIA
MINISTRY OF CIVIL AVIATION

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 it 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 though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and , 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:
 - (i) a document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum to avoid its damage or 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 administrative purpose. It will, however, exclude 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 be 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.	Main head	Description of Records Sub head	Retention period	Remarks
1.	Parliament matters	11.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.	
		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	
		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 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.	
		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)

Sl.No.	Subject/records groups	Proposed Period	Retention	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 2 nd 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 of record		Retention period	Remarks
	Main Head	Sub-Head		
	(1)	(2)	(3)	(4)
1.	Creation and classification of posts	1. Continuance/abolition/revival of posts	Category 'B'	Subject to particulars of sanctions being noted in Establishment s/ Sanction Register. Refer GFR appendix 13, Annex-1
		2. 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
		4. Creation of temporary post in Personal staff of Minister	C-10	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.

			weeding out the superseded ones, as and when they become obsolete	
		6. Upgradation of posts	C-10	Subject to particulars of sanctions being noted in Establishment s/ Sanction Register. Refer GFR appendix 13, Annex-1
		7. Re-designation of posts	C-10	Subject to particulars of sanctions being noted in Establishment s/ Sanction Register.
		8. Plan/non-Plan posts	C-5	Subject to particulars of sanctions being noted in Establishment s/ Sanction Register.
2.	Recruitment	1. Recruitment (general aspects) including provisions of the Constitution	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. Appointment of dependents of deceased employees	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.
		3. Appointment of honorary workers/ consultants	C-10	Subject to the bio-data/application of the candidate and an

				authenticated copy of the order of appointment being kept in the personal file.
		4. Appointment of Non- Indians	C-10	Subject to the application of the candidate and an authenticated copy of the order of appointment being kept in the personal file.
		5. Estimate (annual) of vacancies	C-3 (Three years would be compute after recruitment process is completed.)	
		6. Employment priorities and maintenance of roster	(a) C-10 in respect of Scheduled Castes/Tribes.	
		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	Subject to the application of the successful candidate and an authenticated copy of the order of appointment being kept in the personal file.
		12. Recruitment through Ministry of Personnel, Public Grievances and Pensions including Select List	C-10	
		13. Recruitment by Ministries including DEOs/Messengers	C-10	
		14. Recruitment from open market, including advertising and inviting of applications	C-10	
		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	1. 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 Personnel & Training and Commissioners for Scheduled Castes and

			ones, as and when they become obsolete	Scheduled Tribes as authorities responsible for overall policy and co-ordination 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) correspondence regarding difference of opinion between the UPSC and the administrative department being dealt with on the appropriate recruitment file.
		3. Selection Committees for recruitment of personnel: (a) Constitution (b) Proceedings	C-3; or C-1 after reconstitution, whichever is later Period of limitation or C-3 whichever is greater	
		4. Relaxation of age/educational qualification	C-3	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
		5. Condonation of break in service	C-4	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. General Principles		
		2. Group A	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
		3. Group B		
		4. Group B (Non-Gazetted)		
		5. Group C		
		6. Group D		
5.	Verification/re-verification of character and antecedents	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	
		2. Group A	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.
		3. Group B		
		4. Group B (Non-Gazetted)		
		5. Group C		
		6. Group D		
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	
		2. Group A	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.
		3. Group B		
		4. Group B (Non-Gazetted)		
		5. Group C		
		6. Group D		
7.	Personal files (Gazetted)	1. Secretaries / Special Secretaries / Additional 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,
		2. Joint Secretaries		
		3. Director/Deputy Secretaries		
		4. Under Secretaries		
		5. Section Officers		

		6. Stenographer (selection grade)		scientific, economic, social) and have won national/ international recognition, should be sent to the National Archives.
		7. Stenographer (grade I)		
		8. Correspondence regarding requisition, transfer, return etc.	C-1	
8.	Personal files (Non-Gazetted)	1. Research Assistants/Technical Assistants/ Statistical Assistants	(a) Those eligible for retirement/ terminal benefits: C-5 after issue of final pension / gratuity payment order	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.
		2. Assistants	(b) Others: C-5 after they have ceased to be in service	
		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. Correspondence regarding	C-1	
9.	Service Records	1. History of Services	(a) For departments preparing and bringing out the compilation :C-5	
		2. Group A	(b) For other department (i.e. those supplying material for inclusion therein): one year after issue of the compilation	
		3. Group B		
		4. Change in name of a government	C-3	Subject to a suitable entry being made in

		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)		
		8. Verification of age and educational qualifications	C-1	Subject of authenticated copies of the relevant certificates being kept in Vol. II of service book/ personal file.
		9. Admission of previous service not supported by authenticated service record, e.g. through collateral evidence	C-3 or 1 year after completion of audit whichever is later	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
		10. Nomination relating to family pension and DCR gratuity	C-1	Subject to the nomination in original or an authenticated copy thereof (where original is kept with the audit), as the case may be, being placed in Vol. II of the service book/ personal file. Refer GFR appendix 13, Annex-1
		11. G.P. Fund nomination	C-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	1. 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. Group A	(a) If involving change of office: C-3	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.
		3. Group B		
		4. Group B (Non-Gazetted)		
		5. Group C	(b) In other cases: C-1	
		6. Group D		
11.	Seniority	1. General principles	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. CSS Rules	(a) Permanent nature in the	
		3. CSSS Rules	case of department	

		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	1. 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	
		2. Group A	C-3 in all cases	Subject to a suitable entries being made in the appropriate service record and leave account.
		3. Group B		
		4. Group B (Non-Gazetted)		
		5. Group C		
		6. Group D		
		7. Leave roster	To be destroyed at the end of the year	
13.	Modified Assured Career Progression (MACP):	1. Group B 2. Group B (Non-Gazetted) 3. Group C	C-10	subject to audit verification
	Casual Leave	1. Rules	Category 'B' in the case of	

14.	(including special leave)		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. Group A	(a) Casual leave: To be destroyed at the end of the year (b) Special casual leave: C-1	
		3. Group B		
		4. Group B (Non-Gazetted)		
		5. Group C		
		6. Group D		
15.	Pay/Special Pay	1. Rule (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.	
		2. Group A	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.
		3. Group B		
		4. Group B (Non-Gazetted)		
		5. Group C		
		6. Group D		
16.	Increments	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	
		2. 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.
		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.	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.
		4. Representation and petitions	C-3	If the representation 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 made in the appropriate service record.
		5. Grant of Increments	C-5, subject to Audit verification	
17.	Delegation of Powers	1. Civil Service Regulations	'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	Permanent in the case of department issuing the order and the departments concerned,
		2. Delegation of Financial Powers Rules, 1958		
		3. FR & SR		

		4. GFR	the standing orders, weeding out the superseded ones, as and when they become obsolete.	other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.
		5. Central Treasury Rules		
		6. Central Public Works Accounts Code		
		7. Declaration of officers as Head of Department		
		8. Declaration of officers as Controlling officers	C-3 or till they are superseded (whichever is later) for departments issuing 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 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.	
		2. Group A	C-3 or one year after completion of audit, whichever is later.	
		3. Group B		
		4. Group B (Non-Gazetted)		
		5. Group C		
		6. Group D		

19.	Pension/ Gratuity	1. Rule (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.		Refer GFR appendix 13, Annex-1
		2. Group A	(a) Pre-verification of pension cases	C-3	Refer GFR appendix 13, Annex-1
		3. Group B	(b) Invalid pension	Till one year after the last beneficiary of the family pension ceases to be entitled to receive it or 5 years whichever is later.	
		4. Group B (Non-Gazetted)	(c) Family pension		
		5. Group C	(d) Other pension		
		6. Group D	(e) Gratuity	C-5	Refer GFR appendix 13, Annex-1
			(f) Commutation pension	C-15	Refer GFR appendix 13, Annex-1
20.	Advance	1. Car Advance	'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.		Refer GFR appendix 13, Annex-1
		2. Conveyance Advance Rules			
		3. Cycle Advance Rules			
		4. Festival Advance Rules			
		5. GOPF Final Withdrawal rules			
		6. GPF Advance Rules			
		7. House Building Advance Rules			
		8. Motor Cycle/Scooter Advance Rules			
		9. Pay Advance Rules			
		10. TA Advance Rules			
		11. Travel concession			

		Rules	C-1 in all cases	Subject to: (i) Suitable entries being made in Pay Bill Register; and (ii) In case of motor car/ motor cycle/ scooter and house building advances: (a) Copies of sanction being placed in personal files, and (b) Mortgage deeds and other agreements executed being kept separately in safe custody for the valid period. Refer GFR appendix 13, Annex-1
		12. Other Advance Rules		
		13. Grant of Car Advance		
		14. Grant of Conveyance Allowance		
		15. Grant of Cycle Advance		
		16. Grant of Festival Advance		
		17. Grant of Final Withdrawal from GPF		
		18. Grant of GPF Advance		
		19. Grant of House Building Advance		
		20. Grant of Motor Cycle/ Scooter Advance		
		21. Grant of Pay Advance		
		22. Grant of TA Advance		
		23. Grant of LTC Advance		
		24. Grant of other Advance		
21.	Confidential/ Assessment report	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	
		2. Recording of confidential reports in respect of Group 'A'		

		officers	C-3 in all cases	
		3. Recording of confidential reports in 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	C-3	
		7. Communication of adverse entries		
		8. Representation for expunction of adverse entries		
		9. Maintenance of ACR/ APAR	C-5	Five years from the date of retirement/ Death subject to confirm and vigilance section about its need in any vigilance cases.
22.	Probation/ confirmation	1. General principles (probation)	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. Rules (Confirmation)		
		3. Confirmation/		Subject to a

		Extension of probation of Group 'A'	C-5 in all cases	suitable entry being made in the appropriate service record and authenticated copy of the order being kept in the personal file.
		4. Confirmation/ Extension of probation of Group 'B' staff		
		5. Confirmation/ Extension of probation of Group 'B' (non-gazetted) staff		
		6. Confirmation/ Extension of probation of Group 'C' staff		
		7. Confirmation/ Extension of probation of Group 'D' staff		
		8. Confirmation in ex-cadre posts.		
		9. 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/ reversion	1. 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	
		2. Departmental Promotion Committee	(a) Consultation: C-3 or one year after the DPC has been reconstituted	

			whichever is later.		
			(b) Proceedings: C-5		
		3. Group A	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.
		4. Group B			
		5. Group B (Non-Gazetted)			
		6. Group C			
		7. Group D			
		8. Representations 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 made 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	(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--/agreement or completion of audit, whichever is later.	Department organizing training programmers and responsible for overall policy and co-ordination 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
		2. Executive training of officers in the states		C-3; or one year, after completion of audit, whichever is later.	
		3. Refresher course at the National Academy of Administration at Mussoorie		C-1	
		4. Training in Accountancy			
		5. Training of Assistants			

		(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 12. Training abroad	agreement; (c) Cases not involving direct expenditure (e. g. training in typewriting conducted by Instituted of Secretariat Training and Management) (d) Reports submitted by trainees etc. after completion of training/study	C-3	prescribed by them in their record retention schedules.
25.	Deputation and delegations	1. Rules regarding deputation, including deputation on foreign service in India abroad. 2. Delegation in India/abroad	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-3 or one year after 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.
		3. Deputation of AIS officers	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.
		4. Deputation of CSS officers		
		5. Deputation of CSSS officers		
		6. Deputation of CSCS officers		
		7. Organized services		
26.	Honorarium/ awards	1. 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	
		2. Group A	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 concerned employee
		3. Group B		
		4. Group B (Non-Gazetted)		
		5. Group C		
		6. Group D		

				and (b) A register being maintained
27.	Pension/ retirement	1. 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	Refer GFR appendix 13, Annex-1
		2. Group A	(a) Pre-verification of pension case	C-3
		3. Group B		
		4. Group B (Non-Gazetted)		
		5. Group C	(b) Invalid pension (c) Family pension (d) Other pension	Till the youngest son/daughter attains majority or 5 years which is later.
		6. Group D	(e) Gratuity (f) Commutation of pension	C-5 C-15
				Refer GFR appendix 13, Annex-1
28.	Resignation	1. Rules and orders (general aspect)	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. Group A		
		3. Group B		
		4. Group B (Non-Gazetted)	C-1	A copy of the communication accepting the resignation may be placed in the personal file.
		5. Group C		
		6. Group D		
29.	Extension of service	1. Rules and orders (general aspect)	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. Group A	C-1 after retirement for all.	Subject to a copy of the order being placed in the personal file.
		3. Group B		
		4. Group B (Non-Gazetted)		
		5. Group C		
		6. Group D		
30.	Re-employment	1. Rules and orders (general aspect)	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. Group A	C-1 for all, after the government servant cease to be in government service	A copy of the order may be placed in the personal file.
		3. Group B		
		4. Group B (Non-Gazetted)		
		5. Group C		
		6. Group D		
31.	Nomination employees	1. 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. Census operations	C-1	
		3. Committees, working groups etc.	Appropriate retention period to be prescribed by departments concerned.	
		4. Election work	C-1	
		5. Invigilation	(a) Departments organizing examination and appointing invigilators: C-3; or one year after completion of audit whichever is later. (b) Other departments: C-1	
32.	Forwarding applications	1. 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. For examinations	C-1 after announcement of result of the examination or selection for particular post.	Subject to an authenticated copy of forwarding letter being kept in the personal file.
		3. For posts		
33.	Study leave	1. 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	
		2. Group A	C-1 for all after the expiry of the bond/agreement executed by the government servant	Subject to a suitable entry being made in the appropriate service record and leave account and an authenticated copy of the order being placed in the personal file.
		3. Group B		
		4. Group B (Non-Gazetted)		
		5. Group C		
		6. Group D		
34.	No objection certificate (for registration with Employment Exchange Organization)	1. General aspects	Permanent in the case of 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.	
		2. Issue of NOC	C-1	Subject to an authenticated copy being kept in the persona file.
35.	Review for determining suitability of employees for continuance in service	1. General aspects	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep	Refer GFR appendix 13, Annex-1

			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 retirement: C-3 (b) It results in continued retention in service: C-1	Subject to a copy of the relevant orders/ decision being kept in the personal file.
		3. Group B		
		4. Group B (Non-Gazetted)		
		5. Group C		
		6. Group D		
36.	No objection certificate for issue of passport, arms licenses etc. to govt. servants.	1. 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 passport	C-5 or one year after completion of audit whichever is later.	
		3. Issue of arms licenses		
37.	Observance of special days		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 implementation 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.	<u>Advances:-</u> Car Advances Rules Conveyance Advance Rules 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	'A' or 'B' category As per GFR appendix 13, Annex-1

Refunds	C-3 or one year after completion of audit, whichever is later
Refreshment bills	C-3 or one year after completion of audit, whichever is later
Rent demand statements	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

Sl.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	C- 3 or one year after completion of audit, whichever is later.
		Maintenance and repairs	C- 3 or one year after completion 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)	'A' or 'B' category - permanent
		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	C-3 or one year after completion 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 appliances and other miscellaneous stores	Condemnation and disposal	C-3 or one year after completion 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.

		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)	C-3 or one year after completion of audit, whichever is later.
		Procurement of material	C-1 or one year after completion of audit, whichever is later.
		Stitching and tailoring	C-1 or one year after completion of audit, whichever is later.
		Supply of shoes and chapels	C-1 or 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	C-3 or one year after completion of audit, whichever is later.
		Internet services	C-3 or one year after completion of audit, whichever is later.
11.	Staff car	Rules (general aspects)	'A' or 'B' category- permanent
		Non –official journeys	C-3 or one year after completion of audit, whichever is later.
		Purchase of P.O.L/ accessories	C-3 or one year after completion of audit, whichever is later.
		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	C-3 or one year after completion of audit, whichever is later.
		Duplicate keys: maintenance thereof	C- 1 or one year after completion of audit, whichever is later.
		Issue of identity cards- correspondence thereof	C-1 or one year after completion of audit, whichever is later.
		Loss of identity	C-1 or one year after completion

		cards	of audit, whichever is later.
		Temporary passes arrangements	C-1 or one year after completion 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	C-3	
		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	C-3	

		Committee under Chairmanship of PM.		
		Meeting and Follow up 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.	C-3	
2.	Hindi Teaching Scheme	Hindi Teaching Scheme	C-5	
		Training programme	C-1	
		Examination	(a) Applications: C-1 (b) Results: C-5 for departments conducting the examination, C-1 for other department.	Subject to the condition that a register containing names of officials and their results is maintained permanently.
		Grant of 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 an authenticated copy being kept in personal file.
		Grant of awards	(a) For departments making the award. C-3	Subject to a suitable entry

			or one year after completion of audit, whichever is later. (b) For departments in which the recipient is employed: C-1	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.	

AGREEMENT DIVISION

Sl No.	Subject	Category of Record and duration
1.	Air Services Agreements/MoUs	'A' Permanent Nature
2.	Allocation of Traffic Rights:-	
	a) National carriers	B
	b) Private carriers	B
3.	Code share by Airlines: -	
	a) National Carriers	B
	b) Private Carriers	B
4.	Proposals relating to amendment to the Aircraft Rules	B
5.	International cooperation	B
6.	(a) IATA training policy	B
	(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)	B
	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 b) Routine Matters	B 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 b) Others	C-10 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

Sl. No.	Subject	Category of Record and duration
1.	(i) Scheduled Operators (ii) Non Scheduled Operators (iii) Import of Aircraft – In principle Approval (iv) Verification of Character/ Antecedent by MHA for Director of Airlines.	'B' Permanent Nature 'B' Permanent Nature 'B' Permanent Nature 'B' Permanent Nature
2.	(i) Court Cases	C-5
3.	<u>Policy File</u> (i) Civil Aviation Policy (ii) ATF matter (iii) Foreign Direct Investment in Aviation (iv) Regional and Remote Area Air Connectivity Policy.	'B' Permanent Nature 'B' Permanent Nature 'B' Permanent Nature '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 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
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 Cell/Complaints harassment etc.	C-3
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 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	A
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	A
5.	Passenger Service Fee (Security Component) & related issues	B
6.	CISF/APSU for security at all airports: (i) Deployment of CISF/State Police (ii) Norms of deployment, including vehicle policy (iii) 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 (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.	C-10
	(ii) Meetings & Minutes	C-3
13.	Meetings of other committees, including Technical Specification Committee & organization of civil aviation conference/seminars:- (i) Day-to-day matters & general issues (ii) Meetings & minutes	C-5 C-3
14.	Security functions of Ground handling agencies (i) Policy (ii) Routine matters & other issues	B C-3
15.	Various Policy proposals of BCAS 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.	C-10
16.	Matters relating to external security organizations such as TSA, etc., & studies by ICAO, etc.	C-3
17.	Deployment of Sky Marshals of NSG & related issues	C-3
18.	Deputation of officers of MoCA (Security Division) and BCAS for international tours/visits, including seminars/trainings organised by CASP-AP, TSA, ICAO, etc.	C-5
19.	Issues relating to clearance to hotel establishments in Aerocity, Delhi	C-5
20.	Security arrangements, including mock drills, etc. at all airports: (i) General issues including those related to Cargo Security, BDDS, dog squads, etc. (ii) Matters relating to shortcomings in security (reports from IB, MHA & others) & threats to airports/alert messages	C-5 C-3
21.	Examination of proposals received from BCAS involving financial approvals	C-10
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 (like report on security clearances issued by BCAS)	C-2
26.	Issues relating to AVSEC orders/circulars of BCAS	C-5

AIRPORT AUTHORITY OF INDIA (AAI) SECTION

Sl. 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	
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	C-10	Digitalize

	foreign/military aircrafts		
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 matters	C-3	
39	Ground Handling Policy	'B' Keep	Digitalize
40	Slot Management System and Slot Allocation Policy	'B' Keep	Digitalize
41	MoU between AAI & MoCA	C-5	
42	Grant of license for CUTE, CUPPS, CUSS, Cute system	C-10	
43	Purchase, installation & commissioning of all necessary equipment at all airports	C-5	
44	Obtaining security clearance for airport equipment	C-5	
45	All customs duty matters, Exemptions from customs duty	C-5	
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 related matters of AAT	'B' Keep	Digitalize
52	Framing / approval / notification of rules and regulations under AAI Act	'B' Keep	Digitalize
53	Appointment of Chairman of AAT	C-10	
54	Processing of Board level appointments in AAI through ACC	C-10	
55	Appointment of Chairman and Boards level Members of AAI	C-10	
56	Appointment of Non-Official (Part-time) Members of AAI Board	C-10	
57	Appointment of Airport Advisory Committee members at all airports	C-5	
58	Approval for foreign travel of Board Members of AAI	C-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 AAI employees	C-3	
65.	All service / administrative / establishment matters of AAT	As per Record Retention Schedule published by DARPG	
66.	Forwarding of VIP, PMO, and other Misc. references;	As per Record Retention Schedule published by DARPG	
67.	Miscellaneous Court Cases	As per Record Retention Schedule published by DARPG	

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. (ii) Project details related (i.e. expansion, revisions of Master Plan, Board issues, etc.) (iii) Misc issues	(i) 'B' Permanent Nature + digitize (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 (ii) Misc issues (Which are not Policy issues): (a) i.e. request relating to day to day working, facilitation, etc. (b) request for car parking, complaints, issues relating to other agencies , etc (c) Issues relating to Connectivity, etc.	(i) 'B' Permanent Nature + digitize (ii) (a): C-1 (b): C-3 (c): C-5
6.	Greenfield Airport Issues: (i) File relating to approval /formulation of Greenfield Airport Policy (ii) File relating to meeting/minutes of Steering Committee on Greenfield airports (iii) File relating to grant of 'in-principle' approval of individual project (where in principle approval granted) (iv) file relating to monitoring of Greenfield airport Projects (v) File relating to MHA clearance for Heliports/airstrips projects individuals (vi) Misc file (i.e. projects initiated but approval	(i) 'B' Permanent Nature + digitize (ii) B' Permanent Nature + digitize (iii) 'B' Permanent Nature + digitize (iv) C-3 (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. (ii) Framing of Rules under AERA Act (iii) Establishment of Authority and Tribunal (iv) Creation of Posts (v) Appointment of Chairperson, Member & Secretary: (a) Applications received (after selection) (b) Personal files (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.	(i) 'B' Permanent Nature + digitize (ii) 'B' Permanent Nature + digitize (iii) 'B' Permanent Nature + digitize (iv) B' Permanent Nature + digitize (v) (a):C-1 (b) as per instructions contained in the record retention schedule (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 Secretariat/other departments (d) PMO /Cab Sec specific information	(a) C-3 (b) C-3 (c) C-1 (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

Sl. No	Description of Records	Retention period	Remarks
1.	Establishment Matters		
	Directorate General of Civil Aviation (DGCA)		
	Policy regarding Administrative matters	B	
	Land owned by DGCA	B	
	Building owned by DGCA	B	
	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	B	
	Foreign aircraft	C-10	
	Flying Clubs and Gliding clubs incidents	C-10	
	Incidents (air safety)	C-5	
3.	Aero Club of India:		
	Policy	B	
	Flying Clubs/Gliding Centers	C-5	
	Security Clearance of Flying/Gliding Clubs	C-10	
4.	Audit Paras	C-5	

FINANCE SECTION

Sl. 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

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

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

INFORMATION TECHNOLOGY (IT) CELL

Sl. 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

Sl. No.	Subject	Category of Record and duration
1.	Establishment of Rajiv Gandhi National Aviation University (RGNAU): Matters relating to establishment of RGNAU Appointment matter of RGNAU Miscellaneous matter of RGNAU	'B', Permanent Nature C-10 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 Minutes and Agenda etc. of meetings	'B', Permanent Nature 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 Miscellaneous matter of Ombudsman	'B', Permanent Nature C-5

VIGILANCE SECTION

S. No	Description of record		Retention Period		Remarks
	Main - Head	Sub - Head			
1.	Central Civil Services (Classification, Control & Appeal) Rules- Clarification and interpretation	1. General notifications	'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.		
		2. Schedule regarding appointing Authority, Disciplinary Authority and Appellate Authority			
		3. Regarding charge sheets, documentary evidence, 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 (Discipline & Appeal) Rules, 1955 – Clarification and interpretation	1. General	'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.		
		2. Regarding Rules 1 to 7			
		3. Regarding Rules 8 to 11			
		4. Regarding Rules 12 to 18			
		5. Regarding Rules 19 to 23			
3.	Complaints	1. Group A	(a) Those leading to vigilance / disciplinary enquiries	C-3 after the final disposal of appeal	If as a result of the complaint a warning is issued to the Govt.
		2. Group B			
		3. Group C			
		4. Group D			
		5. General –			

		against two or more classes	(b) Anonymous or pseudonymous complaints on which action is taken: (c) Other complaints	or final judgment under the normal course of law. To be destroyed at the end of the year	servant a copy of the relevant order will be placed in the personal file.
				C-3	
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 exoneration of the accused officials with or without warning:	C-3 after the final disposal of appeal or final judgment under the normal course of law. 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 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 judgment under the	Subject to an authenticated copy of the order regarding imposition of penalty or warning

			(b) Resulting in exoneration of the accused officials with or without warning:	normal course of law. C-3 after the final disposal of appeal or final judgment 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 till the prescribed retention period, whichever is earlier.		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 till the prescribed retention period, whichever is earlier.		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.
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 Services (Conduct) Rules, 1964- Clarification and interpretation of	1. General 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	'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	1. General notifications 2. Regarding Rules 1 to 7 3. Regarding Rules 8 to 14 4. 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 obsolete.	
11.	Central Civil Services (Safeguarding of National Security) Rules, 1953- Clarification and interpretation of	1. General notifications 2. Regarding Rules 1 to 7 3. Regarding Rules 8 to 14 4. 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 obsolete.	
12.	Employment of dependents in private firms/foreign missions in India	1. Intimation 2. Sanction	C-3	
13.	Participation in politics	Intimation	C-3	
14.	Radio broadcasts, contribution of articles editing or managing of newspapers, publications	Sanction	C-3	
15.	Evidence before Committee of Enquiry	Sanction	C-3	
16.	Subscriptions	Sanction	C-3	
17.	Gifts	Intimation		
18.	Private trade employment	Sanction	C-3	
19.	Moveable/Immovable property	1. Property returns (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.	
		2. Returns of Group A	(a) In respect of employees entitled to retirement benefits	C-3 after the issue of final pension/gratuity payment order
		3. Returns of Group B (Gazetted)		
		4. Returns of Group B (Non-Gazetted)		
		5. Returns of Group C	(b) In respect of other employees	C-3 after the employee has ceased to be in service
		6. Intimation	C-3	Should preferably be dealt with on a separate file each official to be kept open throughout the official career of the government servants.
				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	1. 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.	
		2. Acts, rules, manuals		
		3. Vigilance set-up		
		4. Meetings	(a) For department organizing such meetings: (b) For other departments	Appropriate period to be prescribed by departments concerned in their record retention schedule - C-3 C-1
		5. Appointment of vigilance officers in Ministries/ departments	C-3	
		6. List of officers of doubtful integrity	C-10	
		7. Cases of difference of opinion with	C-10	

		Central Vigilance Commission		
		8. Cases of difference of opinion with other Constitutional Bodies		
		9. Granting of vigilance clearance in respect of different classes of officers and the staff:	C-3	
		10. Annual Report of CVC	C-5	
21.	Prosecution of further studies	1. 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.	Subject to suitable entry being made in the appropriate service record and authenticated copy of the order being placed in the Personal file.
		2. Permission	C-3 or one year after completion of study, whichever is later.	
22.	Membership of Territorial Army, Auxiliary Air force and Naval Reserve	1. 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.	
		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	B
2.	Turnaround Plan and Financial Restructuring Plan of Air India	B
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.)	B
4.	Various Guarantees given by GOI to support Air India	B
5.	Salary of employees of Air India & its Subsidiaries including revision/re-structuring of salary	B
6.	Appointment of CMD, Jt.MD, Functional Director on the Board of AI, CEO of Subsidiaries and related services matter	B
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)	B
9.	MoU by AI with MoCA and its Subsidiaries	B
10.	Reports of various Parliamentary Standing Committee	C-3
11.	Audit Paras and other matter relating to Audit objection	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 AI	C-3
14.	Grievances, complaints etc. on various issues of AI	C-3
15.	VIP reference & references received 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

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 it 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 though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and , 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 form must be restricted to the barest minimum to avoid its damage or loss ; or
 - (v) material likely to be required for frequent reference by different parties simultaneously/frequently.
 - (vi) Files of historical importance.
- (v) **Category "B" meaning "keep but do not microfilm"** – This category will cover files required for permanent preservation for administrative purpose. It will, however, exclude 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 be 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.	Description of record		Retention period	Remarks
	Main Head	Sub-Head		
	(1)	(2)	(3)	(4)
1.	Creation and classification of posts	9. Continuance/abolition/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.

			weeding out the superseded ones, as and when they become obsolete	
		14. Upgradation of posts	C-10	Subject to particulars of sanctions being noted in Establishment s/ Sanction Register. Refer GFR appendix 13, Annex-1
		15. Re-designation of posts	C-10	Subject to particulars of sanctions being noted in Establishment s/ Sanction Register.
		16. Plan/non-Plan posts	C-5	Subject to particulars of sanctions being noted in Establishment s/ Sanction Register.
2.	Recruitment	17. Recruitment (general aspects) including provisions of the Constitution	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	
		18. Appointment of dependents of deceased employees	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.
		19. Appointment of honorary workers/ consultants	C-10	Subject to the bio-data/application of the candidate and an

				authenticated copy of the order of appointment being kept in the personal file.
		20. Appointment of Non- Indians	C-10	Subject to the application of the candidate and an authenticated copy of the order of appointment being kept in the personal file.
		21. Estimate (annual) of vacancies	C-3 (Three years would be compute after recruitment process is completed.)	
		22. Employment priorities and maintenance of roster	(c) C-10 in respect of Scheduled Castes/Tribes.	
		23. UPSC (Exemption from Consultation) Regulations	(d) C-5 in the case of others	
		24. 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	
		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 become obsolete	
		26. Nomination of candidates by local employment exchange and	C-3	

		their selection		
		27. Recruitment through Employment exchange (general aspects)	C-10	Subject to the application of the successful candidate and an authenticated copy of the order of appointment being kept in the personal file.
		28. Recruitment through Ministry of Personnel, Public Grievances and Pensions including Select List	C-10	
		29. Recruitment by Ministries including DEOs/Messengers	C-10	
		30. Recruitment from open market, including advertising and inviting of applications	C-10	
		31. Recruitment through UPSC including requisitions for recruitment and recommendations of UPSC iii. Group A iv. Group B	C-10	
		32. 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	7. Reservation in services: (c) Scheduled castes/ Scheduled Tribes (d) 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 co-ordination 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	Subject to (a) files not being closed till after the presentation of the Commission's report to parliament; and (b) correspondence 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) Constitution	C-3; or C-1 after reconstitution, whichever is later	
		(d) Proceedings	Period of limitation or C-3 whichever is greater	
		10. Relaxation of age/educational qualification	C-3	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
		11. Condonation of break in service	C-4	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		
		8. Group A	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
		9. Group B		
		10. Group B (Non-Gazetted)		
		11. Group C		
		12. Group D		
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 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.
		9. Group B		
		10. Group B (Non-Gazetted)		
		11. Group C		
		12. Group D		
6.	Medical Examination	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 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.
		9. Group B		
		10. Group B (Non-Gazetted)		
		11. Group C		
		12. Group D		
7.	Personal files (Gazetted)	9. Secretaries / Special Secretaries / Additional Secretaries	(c) Those eligible for retirement/ terminal benefits: C-5 after issue of final pension / gratuity payment order (d) 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,
		10. Joint Secretaries		
		11. Director/Deputy Secretaries		
		12. Under Secretaries		
		13. Section Officers		

		14. Stenographer (selection grade)		scientific, economic, social) and have won national/ international recognition, should be sent to the National Archives.
		15. Stenographer (grade I)		
		16. Correspondence regarding requisition, transfer, return etc.	C-1	
8.	Personal files (Non-Gazetted)	14. Research Assistants/Technical Assistants/ Statistical Assistants	(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.
		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. Correspondence regarding	C-1	
9.	Service Records	12. History of Services	(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	
		13. Group A		
		14. Group B		
		15. Change in name of a government	C-3	Subject to a suitable entry being made in

		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

		(i.e. those supplying information for such compilation)		
		19. Verification of age and educational qualifications	C-1	Subject of authenticated copies of the relevant certificates being kept in Vol. II of service book/ personal file.
		20. Admission of previous service not supported by authenticated service record, e.g. through collateral evidence	C-3 or 1 year after completion of audit whichever is later	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
		21. Nomination relating to family pension and DCR gratuity	C-1	Subject to the nomination in original or an authenticated copy thereof (where original is kept with the audit), as the case may be, being placed in Vol. II of the service book/ personal file. Refer GFR appendix 13, Annex-1
		22. G.P. Fund nomination	C-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	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	(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.
		9. Group B		
		10. Group B (Non-Gazetted)		
		11. Group C		
		12. Group D		
11.	Seniority	5. General principles	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	
		6. CSS Rules	(c) Permanent nature in the case of department	
		7. CSSS Rules		

		8. 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. (d) Fixation of seniority in individual cases : C-5	
		9. 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	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	
		9. Group A	C-3 in all cases	Subject to a suitable entries being made in the appropriate service record and leave account.
		10. Group B		
		11. Group B (Non-Gazetted)		
		12. Group C		
		13. Group D		
		14. Leave roster	To be destroyed at the end of the year	
13.	Modified Assured Carrier Progression (MACP):	4. Group B 5. Group B (Non-Gazetted) 6. Group C	C-10	subject to audit verification
	Casual Leave	7. Rules	Category 'B' in the case of	

14.	(including special leave)		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) Casual leave: To be destroyed at the end of the year	
		9. Group B		
		10. Group B (Non-Gazetted)	(d) Special casual leave: C-1	
		11. Group C		
		12. Group D		
15.	Pay/Special Pay	7. Rule (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.	
		8. Group A	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.
		9. Group B		
		10. Group B (Non-Gazetted)		
		11. Group C		
		12. Group D		
16.	Increments	6. 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	
		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 increments	C-10 or C-3 after the final disposal of appeal or final judgment under the normal course of law, 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.
		9. Representation and petitions	C-3	If the representation 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 made in the appropriate service record.
		10. Grant of Increments	C-5, subject to Audit verification	
17.	Delegation of Powers	9. Civil Service Regulations	'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	Permanent in the case of department issuing the order and the departments concerned,
		10. Delegation of Financial Powers Rules, 1958		
		11. FR & SR		

		12. GFR	the standing orders, weeding out the superseded ones, as and when they become obsolete.	other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.
		13. Central Treasury Rules		
		14. Central Public Works Accounts Code		
		15. Declaration of officers as Head of Department		
		16. Declaration of officers as Controlling officers	C-3 or till they are superseded (whichever is later) for departments issuing 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 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.	
		8. Group A	C-3 or one year after completion of audit, whichever is later.	
		9. Group B		
		10. Group B (Non-Gazetted)		
		11. Group C		
		12. Group D		

19.	Pension/ Gratuity	10. Rule (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.		Refer GFR appendix 13, Annex-1
		11. Group A	(g) Pre-verification of pension cases	C-3	Refer GFR appendix 13, Annex-1
		12. Group B	(h) Invalid pension	Till one year after the last beneficiary of the family pension ceases to be entitled to receive it or 5 years whichever is later.	
		13. Group B (Non-Gazetted)	(i) Family pension		
		14. Group C	(j) Other pension		
		15. Group D	(k) Gratuity	C-5	Refer GFR appendix 13, Annex-1
			(l) Commutation pension	C-15	Refer GFR appendix 13, Annex-1
20.	Advance	25. Car Advance	'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.		Refer GFR appendix 13, Annex-1
		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			
		35. Travel concession			

		Rules	C-1 in all cases	Subject to: (iii) Suitable entries being made in Pay Bill Register; and (iv) In case of motor car/ motor cycle/ scooter and house building advances: (c) Copies of sanction being placed in personal files, and (d) Mortgage deeds and other agreements executed being kept separately in safe custody for the valid period. Refer GFR appendix 13, Annex-1
		36. Other Advance 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		
		42. Grant of GPF Advance		
		43. Grant of House Building Advance		
		44. Grant of Motor Cycle/ Scooter Advance		
		45. Grant of Pay Advance		
		46. Grant of TA Advance		
		47. Grant of LTC Advance		
		48. Grant of other Advance		
21.	Confidential/ Assessment report	3. 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	
		4. Recording of confidential reports in respect of Group 'A'		

		officers	C-3 in all cases	
		3. Recording of confidential reports in respect of Group 'B' officers		
		5. 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. Communication of adverse entries	C-3	
		17. Representation for expunction of adverse entries		
		18. Maintenance of ACR/ APAR	C-5	Five years from the date of retirement/ Death subject to confirm and vigilance section about its need in any vigilance cases.
22.	Probation/confirmation	10. General principles (probation)	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	
		11. Rules (Confirmation)		

			become obsolete	
		12. Confirmation/ Extension of probation of Group 'A'	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.
		13. Confirmation/ Extension of probation of Group 'B' staff		
		14. Confirmation/ Extension of probation of Group 'B' (non-gazetted) staff		
		15. Confirmation/ Extension of probation of Group 'C' staff		
		16. Confirmation/ Extension of probation of Group 'D' staff		
		17. Confirmation in ex-cadre posts		
		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 made in the appropriate service book.
23.	Promotion/reversion	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	(c) Consultation: C-3 or one year after the DPC has been reconstituted whichever is later.			
			(d) Proceedings: C-5			
		11. Group A	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.
		12. Group B				
		13. Group B (Non-Gazetted)				
		14. Group C				
		15. Group D				
16. Representations 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 made 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	(e) Cases involving expenditure from public funds and execution of bond/ agreement by the trainees;	C-1 after the period of validity of bond--/agreement or completion of audit, whichever is later.	Department organizing training programmers and responsible for overall policy and co-ordination thereof in the matter (e.g. Department of Personal and Training and	
	14. Executive training of officers in the states					
	15. Refresher course at the National	(f) Cases				C-3; or one year, after

		Academy of Administration at Mussoorie	involving direct expenditure from public funds but not execution of bond/ agreement;	completion of audit, whichever is later.	Department of Economic Affairs) may keep such records for appropriate period to be prescribed by them in their record retention schedules.
		16. Training in Accountancy		C-1	
		17. Training of Assistants (direct recruits) at the Institute of Secretariat Training and Management	(g) Cases not involving direct expenditure (e. g. training in typewriting conducted by Instituted of Secretariat Training and Management)		
		18. Training in Hindi/English stenography		C-3	
		19. Training in Hindi/ English typewriting			
		20. Training of LDCs (direct recruits) at the Institute of Secretariat Training and Management	(h) Reports submitted by trainees etc. after completion of training/study		
		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			
25.	Deputation and delegations	8. Rules regarding deputation, including deputation on foreign service in India abroad.	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. Delegation in India/abroad	C-3 or one year after 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	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.
		11. Deputation of CSS officers		
		12. Deputation of CSSS officers		
		13. Deputation of CSCS officers		
		14. Organized services		
26.	Honorarium/awards	7. 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	
		8. Group A	C-3 or one year after completion of audit, whichever is later.	Awards subject to:- (c) Entries
		9. Group B		
		10. Group B (Non-Gazetted)		

		11. Group C 12. Group D		being made in the Service Book/ CR dossier of the concerned employee and (d) A register being maintained.
27.	Pension/retirement	7. 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	Refer GFR appendix 13, Annex-1
		8. Group A 9. Group B 10. Group B (Non-Gazetted) 11. Group C 12. Group D	(g) Pre-verification of pension case (h) Invalid pension (i) Family pension (j) Other pension (k) Gratuity (l) Commutation of pension	C-3 Till the youngest son/daughter attains majority or 5 years which is later. C-5 C-15
28.	Resignation	7. Rules and orders (general aspect) 8. Group A 9. Group B 10. Group B (Non-Gazetted) 11. Group C	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-1	Refer GFR appendix 13, Annex-1 A copy of the communication accepting the resignation

		12. Group D		may be placed in the personal file.
29.	Extension of service	7. Rules and orders (general aspect)	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 after retirement for all.	Subject to a copy of the order being placed in the personal file.
		9. Group B		
		10. Group B (Non-Gazetted)		
		11. Group C		
		12. Group D		
30.	Re-employment	7. Rules and orders (general aspect)	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, after the government servant cease to be in government service	A copy of the order may be placed in the personal file.
		9. Group B		
		10. Group B (Non-Gazetted)		
		11. Group C		
		12. Group D		
31.	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	C-1	
		8. Committees, working groups etc.	Appropriate retention period to be prescribed by departments concerned.	
		9. Election work	C-1	
		10. Invigilation	(c) Departments organizing examination and appointing invigilators:	

			C-3; or one year after completion of audit whichever is later. (d) Other departments: C-1	
32.	Forwarding applications	4. 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	
		5. For examinations	C-1 after announcement of result of the examination or selection for particular post.	Subject to an authenticated copy of forwarding letter being kept in the personal file.
		6. For posts		
33.	Study leave	7. 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	
		8. Group A	C-1 for all after the expiry of the bond/agreement executed by the government servant	Subject to a suitable entry being made in the appropriate service record and leave account and an authenticated copy of the order being placed in the personal file.
		9. Group B		
		10. Group B (Non-Gazetted)		
		11. Group C		
		12. Group D		
34.	No objection certificate (for registration with Employment Exchange Organization)	3. General aspects	Permanent in the case of 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.	
		4. Issue of	C-1	Subject to an

		NOC		authenticated copy being kept in the persona file.
35.	Review for determining suitability of employees for continuance in service	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	Refer GFR appendix 13, Annex-1
		8. Group A	(c) If it results in pre-mature retirement: C-3	Subject to a copy of the relevant orders/ decision being kept in the personal file.
		9. Group B	(d) It results in continued retention in service: C-1	
		10. Group B (Non-Gazetted)		
		11. Group C		
		12. Group D		
36.	No objection certificate for issue of passport, arms licenses etc. to govt. servants.	4. 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	
		5. Issue of passport	C-5 or one year after completion of audit whichever is later.	
		6. Issue of arms licenses		
37.	Observance of special days		C-3	
	Parliament matters	1. 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.	
		2. 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.
		3. 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.
		4. Cut-motion, resolutions/ Calling Attention notices – Lok Sabha	(c) Admitted and answered/ discussed: C-3 (d) Disallowed, lapsed or withdrawn: C-1	
		5. Cut- motion, resolutions/ Calling Attention notices –Rajya Sabha		
		6. Questions - Lok Sabha		
		7. Question – Rajya Sabha		The National Archives may be consulted for its up-keep
		8. Legislation	'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.	
		9. 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.
		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"
		RTI Cases attracting 2 nd	C-5	As these may attract 2 nd

		Appeal (involving a remarkable decision)		Appeal
		1 st Appeal cases files	C-3	
		2 nd Appeal cases files	C-3 or till the compliance of CIC order	
		Files relating to the administrative aspects of RTI Act, 2005 i. e. implementation, suggestion, guidelines etc.	C-3	
		Files Register of RTI Applications i.e. records other than file.	B- Keep	
41.	Reports/Periodical returns		C-3	As per MOP (Manual of office Procedure)
42.	Conduct Rules			As per MOP (Manual of office Procedure)
43.	Court Cases		C-5	After implementation 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.	<u>Advances:-</u> Car Advances Rules Conveyance Advance Rules 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	'A' or 'B' category As per GFR appendix 13, Annex-1

Refunds	C-3 or one year after completion of audit, whichever is later
Refreshment bills	C-3 or one year after completion of audit, whichever is later
Rent demand statements	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

Sl.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	C- 3 or one year after completion of audit, whichever is later.
		Maintenance and repairs	C- 3 or one year after completion 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)	'A' or 'B' category - permanent
		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	C-3 or one year after completion 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 appliances and other miscellaneous stores	Condemnation and disposal	C-3 or one year after completion 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.

		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)	C-3 or one year after completion of audit, whichever is later.
		Procurement of material	C-1 or one year after completion of audit, whichever is later.
		Stitching and tailoring	C-1 or one year after completion of audit, whichever is later.
		Supply of shoes and chapels	C-1 or 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	C-3 or one year after completion of audit, whichever is later.
		Internet services	C-3 or one year after completion of audit, whichever is later.
11.	Staff car	Rules (general aspects)	'A' or 'B' category- permanent
		Non –official journeys	C-3 or one year after completion of audit, whichever is later.
		Purchase of P.O.L/ accessories	C-3 or one year after completion of audit, whichever is later.
		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	C-3 or one year after completion of audit, whichever is later.
		Duplicate keys: maintenance thereof	C- 1 or one year after completion of audit, whichever is later.
		Issue of identity cards- correspondence thereof	C-1 or one year after completion of audit, whichever is later.
		Loss of identity	C-1 or one year after completion of

		cards	audit, whichever is later.
		Temporary passes arrangements	C-1 or one year after completion 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.	
		(c) Hindi workshop (d) Conduct of Hindi competition (C) Hindi week / Pakhwara	C-3	
		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 Chairmanship of PM.	C-3	
		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 Secretary (OL) (iv) Central Hindi Committee under Chairmanship of PM.		
2.	Hindi Teaching Scheme	Hindi Teaching Scheme	C-5	
		Training programme	C-1	
		Examination	(a) Applications: C-1 (b) Results: C-5 for departments conducting the examination, C-1 for other department.	Subject to the condition that a register containing names of officials and their results is maintained permanently.
		Grant of 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 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 (General Aspects)	A' or _B' category Permanent
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-1
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

Sl No.	Subject	Category of Record and duration
24.	Air Services Agreements/MoUs	'A' Permanent Nature
25.	Allocation of Traffic Rights:-	
	a) National carriers	B
	b) Private carriers	B
26.	Code share by Airlines: -	
	a) National Carriers	B
	b) Private Carriers	B
27.	Proposals relating to amendment to the Aircraft Rules	B
28.	International cooperation	B
29.	(a) IATA training policy	B
	(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)	B
	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 b) Routine Matters	B 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 b) Others	C-10 C-3
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

Sl. No.	Subject	Category of Record and duration
4.	(v) Scheduled Operators (vi) Non Scheduled Operators (vii) Import of Aircraft – In principle Approval (viii) Verification of Character/ Antecedent by MHA for Director of Airlines.	'B' Permanent Nature 'B' Permanent Nature 'B' Permanent Nature 'B' Permanent Nature
5.	(ii) Court Cases	C-5
6.	<u>Policy File</u> (v) Civil Aviation Policy (vi) ATF matter (vii) Foreign Direct Investment in Aviation (viii) Regional and Remote Area Air Connectivity Policy.	'B' Permanent Nature 'B' Permanent Nature 'B' Permanent Nature 'B' Permanent Nature
7.	<u>Parliament matter</u> (i) Parliament Assurance (ii) Cut-Motions, Resolutions/ Calling Attention notices – Lok Sabha (iii) Cut-Motions, Resolutions/ Calling Attention notices – Rajya Sabha	C-3 C-3 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 /Depts. 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 Dep'tt. 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
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 Nodal Officer in the Ministry (main) for looking after matters relating to women welfare.	C-3
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
43.	Application for information Under RTI Act, 2005 Registering, Opening of file and issuing letter to concerned CPIOs.	C-3
44.	1st Appeal under RTI Act, registering of Appeal.	C-3
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	A
2.	International Agreements for cooperation on civil aviation security issues, including sharing of secret information with other countries	A
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	A
5.	Passenger Service Fee (Security Component) & related issues	B
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/seminars:- (iii) Day-to-day matters & general issues (iv) Meetings & minutes	C-5 C-3
14.	Security functions of Ground handling agencies (iii) Policy (iv) Routine matters & other issues	B C-3
15.	Various Policy proposals of BCAS 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.	C-10
16.	Matters relating to external security organizations such as TSA, etc., & studies by ICAO, etc.	C-3
17.	Deployment of Sky Marshals of NSG & related issues	C-3
18.	Deputation of officers of MoCA (Security Division) and BCAS for international tours/visits, including seminars/trainings organised by CASP-AP, TSA, ICAO, etc.	C-5
19.	Issues relating to clearance to hotel establishments in Aerocity, Delhi	C-5
20.	Security arrangements, including mock drills, etc. at all airports: (iii) General issues including those related to Cargo Security, BDDS, dog squads, etc. (iv) Matters relating to shortcomings in security(reports from IB, MHA & others) & threats to airports/alert messages	C-5 C-3
21.	Examination of proposals received from BCAS involving financial approvals	C-10
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 (like report on security clearances issued by BCAS)	C-2
26.	Issues relating to AVSEC orders/circulars of BCAS	C-5

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 matters Registers & other mandatory records of section

AIRPORT AUTHORITY OF INDIA (AAI) SECTION

Sl. 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	
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 matters	C-3	
39	Ground Handling Policy	'B' Keep	Digitalize
40	Slot Management System and Slot Allocation Policy	'B' Keep	Digitalize
41	MoU between AAI & MoCA	C-5	
42	Grant of license for CUTE, CUPPS, CUSS, Cute system	C-10	
43	Purchase, installation & commissioning of all necessary equipment at all airports	C-5	
44	Obtaining security clearance for airport equipment	C-5	
45	All customs duty matters, Exemptions from customs duty	C-5	
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 related matters of AAT	'B' Keep	Digitalize
52	Framing / approval / notification of rules and regulations under AAI Act	'B' Keep	Digitalize
53	Appointment of Chairman of AAT	C-10	
54	Processing of Board level appointments in AAI through ACC	C-10	
55	Appointment of Chairman and Boards level Members of AAI	C-10	
56	Appointment of Non-Official (Part-time) Members of AAI Board	C-10	
57	Appointment of Airport Advisory Committee members at all airports	C-5	
58	Approval for foreign travel of Board Members of AAI	C-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 AAI employees	C-3	
65	All service / administrative / establishment matters of AAT	As per Record Retention Schedule published by DARPG	
66	All RTI matters	As per Record Retention Schedule published by DARPG	
67	Forwarding of VIP, PMO, and other Misc. references;	As per Record Retention Schedule published by DARPG	
68	Miscellaneous Court Cases	As per Record Retention Schedule published by DARPG	
69	Submission of weekly/monthly/quarterly statements on RTI applications/ Appeals, VIP	As per Record Retention Schedule published by DARPG	

	References etc	
70	Parliament Questions, Assurances, Zero hour / Rule-377 etc.	As per Record Retention Schedule published by DARPG

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. (ii) Project details related (i.e. expansion, revisions of Master Plan, Board issues, etc.) (iii) Misc issues	(i) 'B' Permanent Nature + digitize (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 (ii) Misc issues (Which are not Policy issues): (a) i.e. request relating to day to day working, facilitation, etc. (b) request for car parking, complaints, issues relating to other agencies, etc (c) Issues relating to Connectivity, etc.	(i) 'B' Permanent Nature + digitize (ii) (a): C-1 (b): C-3 (c) C-5
6.	Greenfield Airport Issues: (i) File relating to approval /formulation of Greenfield Airport Policy (ii) File relating to meeting/minutes of Steering Committee on Greenfield airports (iii) File relating to grant of 'in-principle' approval of individual project (where in principle approval granted) (iv) file relating to monitoring of Greenfield airport Projects (v) File relating to MHA clearance for Heliports/airstrips projects individuals (vi) Misc file (i.e. projects initiated but approval was not granted/proper requests	(i) 'B' Permanent Nature + digitize (ii) B' Permanent Nature + digitize (iii) 'B' Permanent Nature + digitize (iv) C-3 (v) 'B' Permanent Nature + digitize (vi) C-5

	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. (ii) Framing of Rules under AERA Act (iii) Establishment of Authority and Tribunal (iv) Creation of Posts (v) Appointment of Chairperson, Member & Secretary: (a) Applications received (after selection) (b) Personal files (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.	(i) 'B' Permanent Nature + digitize (ii) 'B' Permanent Nature + digitize (iii) 'B' Permanent Nature + digitize (iv) B' Permanent Nature + digitize (v) (a):C-1 (b) as per instructions contained in the record retention schedule (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 Secretariat/other departments (d) PMO /Cab Sec specific information	(a) C-3 (b) C-3 (c) C-1 (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 (b) Where appeals filed	(a): C-1 (b):C-3 (after disposal of the appeal)
14.	General Information/facts given to other Sections of this Ministry	C-1

DIRECTORATE GENERAL (DG) SECTION

Sl. No	Description of Records	Retention period	Remarks
1.	Establishment Matters		
	Directorate General of Civil Aviation (DGCA)		
	Policy regarding Administrative matters	B	
	Land owned by DGCA	B	
	Building owned by DGCA	B	
	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	B	
	Foreign aircraft	C-10	
	Flying Clubs and Gliding clubs incidents	C-10	
	Incidents (air safety)	C-5	
3.	Aero Club of India		
	Policy	B	
	Flying Clubs/Gliding Centers	C-5	
	Security Clearance of Flying/Gliding Clubs	C-10	
4.	All Parliament Matters	C-3	
5.	Audit Paras	C-5	

FINANCE SECTION

Sl. 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

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

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

INFORMATION TECHNOLOGY (IT) CELL

Sl. 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

Sl. No.	Subject	Category of Record and duration
8.	Establishment of Rajiv Gandhi National Aviation University (RGNAU) Matters relating to establishment of RGNAU Appointment matter of RGNAU Miscellaneous matter of RGNAU	'B', Permanent Nature C-10 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 Minutes and Agenda etc. of meetings	'B', Permanent Nature 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	'B', Permanent Nature 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. No.	Description of record		Retention Period		Remarks
	Main - Head	Sub - Head			
1.	Central Civil Services (Classification, Control & Appeal) Rules-Clarification and interpretation	8. General notifications	'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.		
		9. Schedule regarding appointing Authority, Disciplinary Authority and Appellate Authority			
		10. Regarding 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 Services (Discipline & Appeal) Rules, 1955 – Clarification and interpretation	6. General	'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.		
		7. Regarding Rules 1 to 7			
		8. Regarding Rules 8 to 11			
		9. Regarding Rules 12 to 18			
		10. Regarding Rules 19 to 23			
3.	Complaints	6. Group A	(d) Those leading to vigilance / disciplinary enquiries	C-3 after the final disposal of appeal or final judgment under the normal course of law.	If as a result of the complaint a warning is issued to the Govt. servant a copy of the relevant order will be placed in the
		7. Group B			
		8. Group C			
		9. Group D			
		10. General – against two or more classes			
			(e) Anonymou	To be	

			s or pseudonymous complaints on which action is taken:	destroyed at the end of the year	personal file.
			(f) Other complaints	C-3	
4.	Disciplinary proceedings	6. Group A 7. Group B 8. Group C 9. Group D 10. Joint enquiry	(c) Resulting in imposition of penalties: (d) Resulting in exoneration of the accused officials with or without warning:	C-3 after the final disposal of appeal or final judgment under the normal course of law. 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 appropriate service record.
5.	Prosecutions	6. Group A 7. Group B 8. Group C 9. Group D 10. Joint enquiry	(c) Resulting in imposition of penalties: (d) Resulting in exoneration of the accused officials with or without warning:	C-3 after the final disposal of appeal or final judgment under the normal course of law. 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 appropriate service record.
6.	Appeals	5. Group A 6. Group B 7. Group C 8. Group D	C-3 or till the prescribed retention period, whichever is earlier.		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	5. Group A 6. Group B 7. Group C 8. Group D	C-3 or till the prescribed retention period, whichever is earlier.	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.
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 obsolete.	
11.	Central Civil Services (Safeguarding of National Security) Rules, 1953- 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 obsolete.	
12.	Employment of dependents in private firms/foreign missions in India	3. Intimation 4. Sanction	C-3	
13.	Participation in politics	Intimation	C-3	
14.	Radio broadcasts, contribution of articles editing or managing of newspapers, publications	Sanction	C-3	
15.	Evidence before Committee of Enquiry	Sanction	C-3	
16.	Subscriptions	Sanction	C-3	
17.	Gifts	Intimation		
18.	Private trade employment	Sanction	C-3	
19.	Moveable/ Immovable property	8. Property returns (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.	
		9. Returns of Group A 10. Returns of Group B (Gazetted) 11. Returns of	(c) In respect of employees entitled to retirement benefits (d) In respect of	C-3 after the issue of final pension/ gratuity payment Should preferably be dealt with on a separate file each official to be

		Group B (Non-Gazetted)	other employees	order	C-3 after the employee has ceased to be in service	kept open throughout the official career of the government servants.
		12. Returns of Group C				
		13. Intimation	C-3			Should preferably be dealt with on a separate file each official to be kept open throughout the official career of the government servants.
		14. Sanction				
20.	Vigilance Administration	11. 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.			
12. Acts, rules, manuals						
13. Vigilance set-up						
		14. Meetings	(c) For department organizing such meetings:	Appropriate period to be prescribed by departments concerned in their record retention schedule - C-3		
			(d) For other departments	C-1		
		15. Appointment of vigilance officers in Ministries/ departments	C-3			
		16. List of officers of doubtful integrity	C-10			

		17. Cases of difference of opinion with Central Vigilance Commission	C-10	
		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:	C-3	
		20. Annual Report of CVC	C-5	
21.	Prosecution of further studies	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.	Subject to suitable entry being made in the appropriate service record and authenticated copy of the order being placed in the Personal file.
		4. Permission	C-3 or one year after completion of study, whichever is later.	
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.	
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AIR INDIA (AI) SECTION

S.No.	Subject	Category of record and duration
19.	Purchase of Aircraft	B
20.	Turnaround Plan and Financial Restructuring Plan of Air India	B
21.	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.)	B
22.	Various Guarantees given by GOI to support Air India	B
23.	Salary of employees of Air India & its Subsidiaries including revision/re-structuring of salary	B
24.	Appointment of CMD, Jt.MD, Functional Director on the Board of AI, CEO of Subsidiaries and related services matter	B
25.	Appointment of Consultants, processing of cases for post-retirement employment	C-3
26.	Haj Operations (includes tendering of airlines for Haj, Cabinet Note, signing of MoU, sanctioning of payments)	B
27.	MoU by AI with MoCA and its Subsidiaries	B
28.	Reports of various Parliamentary Standing Committee	C-3
29.	Audit Paras and other matter relating to Audit objection	C-3
30.	Parliament Assurances	C-3
31.	Starred Parliament Question	C-3
32.	VIP references and references received from other important dignitaries on issue relating to public importance	C-3
33.	Court Cases on various issues of AI	C-3
34.	Grievances, complaints etc. on various issues of AI	C-3
35.	VIP reference & references received from other organization on issues relating to request/consideration of individuals or issues of general nature	C-3
36.	Unstarred Parliament Questions	C-3
37.	Air India & its subsidiaries matters pending with various Ministries/Organisation/authorities i.e. MoF, MoUD, MIAL, DIAL, OMCs etc.	C-3
38.	References received from Coordination, fortnightly reports, demand for grants, annual plan, DE/RE etc.	C-3

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