

☎ 0522-2738692  
फैक्स : 0522-2738695

तार-नवसम  
नवोदय विद्यालय समिति  
(मानव संशाधन विकास मंत्रालय, शिक्षा विभाग,  
भारत सरकार का स्वायत्त संगठन)



☎ 0522-2738692  
Fax : 0522-2738695

Gram-NAVSAM  
Navodaya Vidyalaya Samiti  
(An Autonomous Organization of Ministry of  
human Resource Development, Govt. of India)

फ-6(सामान्य)/नविस-2014/(लक्षे)/वि.प्र.

दिनांक : 15.10.14

सेवा में,

प्राचार्य,  
जवाहर नवोदय विद्यालय  
लखनऊ सम्भाग ।

विषय : **Records retention schedule in respect of various records in the Samiti – reg.**

महोदय/महोदया,

उपर्युक्त विषयक संयुक्त आयुक्त (कार्मिक), नवोदय विद्यालय समिति (मु.), नोएडा के पत्र सं. 1-10/2001-नविस/(जी.ए.)/301 दिनांक 17.05.12 का संदर्भ ग्रहण करें जिसके द्वारा पुराने रिकार्डों/पत्रावलियों की छटनी एवं निरस्तीकरण हेतु निर्देश जारी किए गये थे । (त्वरित सन्दर्भ हेतु पत्र की छायाप्रति संलग्न)

उपरोक्त के संदर्भ में आशा है कि विद्यालय स्तर पर आपके द्वारा मुख्यालय के निर्देशानुसार आवश्यक कार्यवाही की जा रही होगी । यदि इस सम्बन्ध में अभी तक आपके स्तर से कार्यवाही प्रारम्भ नहीं की गयी है तो दिनांक 31.10.14 तक पूर्णकर कृत कार्यवाही से इस कार्यालय को अवगत कराये ।

विद्यालय स्तर पर पुराने रिकार्डों/पत्रावलियों के छटनी एवं निरस्तीकरण के सम्बन्ध में किसी तरह की समस्या के निराकरण के लिए इस कार्यालय से पत्राचार किया जा सकता है ।

संलग्नक : यथोपरि ।

भवदीय,  
  
(एस0 के0 मुण्ड)  
उपायुक्त प्रभारी

0522-2738692

फैक्स-0522-2738695

तार -नवसम

नवोदय विद्यालय समिति

(मानव सशोधन विकास मंत्रालय, शिक्षा विभाग,  
भारत सरकार का स्वायत्त संगठन)

पत्रा.सं:1-8(वीडिंगआउट)/नविस/लक्ष(प्रशा0)/2014-15



0522-2738692

Fax: 0522-2738695

Gram - NAVSAM

Navodaya Vidyalaya Samiti

(An Autonomous Organization of Ministry of  
human Resource Development, Govt. of India)

दिनांक : 08.10.2014

### कार्यालय आदेश

नविस मुख्यालय, नोएडा के परिपत्र संख्या 1-2/2014-नविस(सा.प्र0)/391 दिनांक 05.08.2014 के तारतम्य में क्षेत्रीय कार्यालय, लखनऊ में भी पुराने रिकार्डों/ पत्रावलियों की छटनी एवं निरस्तीकरण हेतु विशेष अभियान चलाया जायेगा अतएव उक्त परिपत्र की छायाप्रति संलग्न करते हुए निर्देश दिया जाता है कि सभी अनुभागाध्यक्ष इस परिपत्र का गहन अध्ययन करके अपने-अपने अनुभागों की पुरानी फाइलों/रिकार्ड की सूची परिपत्र के साथ संलग्न प्रोफार्मा/प्रारूप में अधोहस्ताक्षरी को दिनांक 27.10.2014 तक आगामी कार्यवाही हेतु अवश्य प्रस्तुत करेंगे।--

उपरोक्त छटनी अभियान अनुभाग अधिकारी (प्रशा0) एवं अनुभाग अधिकारी (वित्त) की देखरेख में पूरा किया जायेगा एवं सहायक आयुक्त (प्रशा0) इस कार्य हेतु संयोजक/कोऑर्डिनेटरनामित किये जाते हैं।

लेखक :- पत्रा सं. 1-8-5-10-14

(गिरीश चन्द्र) 8-10-14  
उपायुक्त

✓ समस्त अनुभागाध्यक्ष  
नविस क्षेत्रीय कार्यालय,  
लखनऊ।

नवोदय विद्यालय समिति  
मानव संसाधन विकास मंत्रालय  
स्कूल शिक्षा और साक्षरता विभाग

भारत सरकार

ब्लॉक-15, इंदिरा नगर, ईस्ट-62, नोएडा, गाँव बुद्ध नगर, उता प्रदेश-201309  
टेल. 0120-2405969, 70, 71, 72, 73 फैक्स : 0120-2405132



Navodaya Vidyalaya Samiti

Ministry of Human Resource Development

Deptt. of School Education & Literacy

Govt. of India

B-15, Institutional Area, Sector-62, NOIDA, Gautam Budh Nagar, Uttar Pradesh-201309

Tel. 0120-2405969, 70, 71, 72, 73 Fax : 0120-2405132

वेबसाइट/ Website : www.navodaya.nic.in. navodaya.gov.i

फा.नं. 1-2/2014-न.वि.स.(सा.प्र.)/391

दिनांक: 5.08.2014

परिपत्र

विषय: पुराने रिकार्डों की छंटनी हेतु विशेष अभियान

अभिलेख प्रबंधन को कारगर बनाने हेतु यह निर्णय लिया गया है कि पुराने रिकार्डों की छंटनी के लिए समीक्षा किए जाने वाले रिकार्डों की मात्रा के अनुसार अगस्त, 2014 माह में 10 से 15 दिन के लिए एक विशेष अभियान चलाया जाना चाहिए।

न.वि.स. मुख्यालय के सभी विंग प्रमुखों से निवेदन है कि वे अपने अनुभाग/विंग के पुराने रिकार्डों की छंटनी हेतु एक कार्यक्रम तैयार करें। इस अभियान के दौरान तीन वर्ष या अधिक से रखे हुए प्रत्येक फाइल/रजिस्टर/दस्तावेज और अन्य रिकार्डों की जांच की जाए तथा पुनरीक्षण किया जाए और उनके जीवन काल के बारे में निर्णय लिया जाए। वे सभी फाइलें/दस्तावेज/रिकार्ड जो व्यवहार में नहीं हैं, को कार्यालय पद्धति नियम पुस्तिका और नवोदय विद्यालय समिति द्वारा फा. 1-10/2011-न.वि.स. (सा.प्रशा.)/301 दिनांक 17 मई, 2012 के माध्यम से अधिसूचित रिकार्डों को सुरक्षित करने की अनुसूची के अनुसार छंटनी की जानी चाहिए।

रिकार्डों के सृजन और नष्ट करने में एक यथोचित अनुपात बनाए रखने के प्रयास किए जाने चाहिए ताकि जनता और कर्मचारियों द्वारा इस्तेमाल हेतु पर्याप्त जगह उपलब्ध हो सके। संरक्षित किए जाने वाले रिकार्डों का रखरखाव, कार्यालय पद्धति नियम पुस्तिका के प्रावधानों के अनुसार 'रिकॉर्ड्सबद्ध' करने के पश्चात् ही किया जाना चाहिए ताकि इनकी त्वरित पुनः प्राप्ति, किफायती रखरखाव और सुरक्षा में मदद मिल सके।

पुराने रिकार्डों की छंटनी पर निगरानी रखने हेतु प्रत्येक अनुभाग/विंग से एक वरिष्ठ अधिकारी को संपर्क अधिकारी के रूप में नियुक्त किया जाए। उन्हें भविष्य के लिए रखे जाने वाले रिकार्डों की उपयोगिता की भी जांच करनी चाहिए, जिससे सुनिश्चित किया जा सके कि अनावश्यक रिकार्डों को बिना वजह न रखा जाए।

उक्त अभियान का कुशलतापूर्वक अनुसरण करने के लिए आवश्यक कार्यक्रम बनाया जाना चाहिए और आपके अनुभाग/विंग में परिचालित किया जाना चाहिए। बिना सक्षम प्राधिकारी की पूर्व अनुमति के कोई भी रिकार्ड नष्ट नहीं किया जाएगा।

रिकार्डों की छंटनी करते समय निम्नलिखित बिंदुओं को भी ध्यान में रखा जाना चाहिए:-

- (क) न्यायाधिक मामलों से संबंधित वे फाइलें जो निपटान हेतु विलंबित हैं और जहाँ मामले पर अंतिम निर्णय प्रतिक्षित है या आदेश के खिलाफ अपील दाखिल की गई है, जिसका

- (ख) न्यायालय/संबंधित प्राधिकारी द्वारा निपटारा किया जाना है या न्यायायिक निर्णय प्राप्त हुआ है, परन्तु कार्यान्वयन किया जाना है, को तब तक छंटनी नहीं करनी चाहिए जब तक कि मामला यथांचित प्राधिकारी के स्तर पर पूरी तरह से निपट नहीं गया हो।
- (ग) प्रापण/वित्तीय मंजूरी (मंजूरीयों) से संबंधित फाइलों की केवल लेखापरीक्षा और लेखापरीक्षा आपत्तियाँ, यदि कोई है, के अनुपालन और निपटान के पश्चात ही छंटनी की जाए।
- (घ) अग्रिम जारी करने, आंशिक भुगतान करने, आदि से संबंधित फाइलें, जहां अंतिम निपटान होना बाकी है, की छंटनी नहीं की जानी चाहिए।
- (ङ) लंबित/जारी विभागीय जांचों/अन्वेषणों (तफतीशों) के संबंधित में वांछित फाइलों की तब तक छंटनी नहीं की जानी चाहिए जब तक कि सक्षम प्राधिकारी द्वारा ऐसे मामलों का अंतिम निपटारा न कर दिया गया हो।
- (च) यदि कोई रिकार्ड दूसरे रिकार्ड के निपटारे में आवश्यक हो तो पूर्ववर्ती रिकार्ड की तब तक छंटनी नहीं की जाएगी जब तक कि दूसरे संबंधित रिकार्ड में उठाए गए सभी मुद्दों पर निर्णय नहीं लिया जाता है, चाहे इस अवधि में पूर्ववर्ती की प्रतिधारण (संरक्षित रखने की) अवधि भले ही समाप्त हो जाए। वास्तव में ऐसे रिकार्ड हेतु प्रारम्भ में निर्धारित की गई सुरक्षित रखने की अवधि की बड़े ध्यान से समीक्षा की जानी चाहिए और जहां आवश्यक हो, इस अवधि को समुचित रूप से संशोधित किया जाए।

न.वि.स. मुख्यालय के विभिन्न अनुभागों/विंगों द्वारा चलाए गए उक्त विशेष अभियान की प्रगति रिपोर्ट श्री पी. चौधरी, सहायक आयुक्त (प्रशा.) को अभियान पूरा होने पर या 01 सितम्बर, 2014 तक संलग्न प्रारूप के अनुसार अवश्य भेजने का कष्ट करें।

*(Handwritten Signature)*  
(पी.के. शर्मा)

उपायुक्त (प्रशासन)

संलग्नक: यथोपरि

1. महाप्रबन्धक (निर्माण), न.वि.स. (मुख्यालय), नोएडा (उ.प्र.)
2. संयुक्त आयुक्त (प्रशासन)/संयुक्त आयुक्त (कार्मिक), न.वि.स.(मुख्यालय), नोएडा (उ.प्र.)
3. सभी उपायुक्त, न.वि.स. (मुख्यालय), नोएडा (उ.प्र.)
4. सभी सहायक आयुक्त/कार्यकारी अभियंता, न.वि.स. (मुख्यालय), नोएडा (उ.प्र.)
5. सभी अनुभाग अधिकारी एवं समकक्ष अधिकारी, न.वि.स.(मुख्यालय), नोएडा(उ.प्र.)।
6. आयुक्त, न.वि.स. के वैयक्तिक सहायक - सूचनार्थ।

प्रतिलिपि:

1. उपायुक्त, न.वि.स. सभी संभागीय कार्यालय - सूचनार्थ और समान कार्रवाई के इस निवेदन के साथ कि पुराने रिकार्डों की छंटनी करने हेतु आपके अधीनस्थ ज.न.वि. में विशेष अभियान चलाने के लिए उपरोक्त विषय पर उचित दिशानिर्देश जारी करें।
2. निदेशक, सभी नवोदय नेतृत्व संस्थान - सूचनार्थ एवं समान कार्रवाही हेतु।
3. नोटिस बोर्ड
4. वेबमास्टर, न.वि.स. (मुख्यालय) को इसे न.वि.स. की वेबसाइट पर प्रकाशित करने के निवेदन सहित।

पुराने रिकार्डों की छंटनी करने हेतु विशेष अभियान -2014 की प्रगति रिपोर्ट

अनुभाग/विंग का नाम .....

अभियान की अवधि ..... से ..... 2014 तक

क्र.सं.	दस्तावेजों का प्रकार	अभियान के दौरान छंटनी किए गए रिकार्डों की संख्या
1.	फाइलें	
2.	रजिस्टर	
3.	फार्म	
4.	पुस्तकें/पत्रिकाएं/मुद्रित सामग्री	
5.		
6.		
7.		
8.		
9.		
10.		

रिपोर्टिंग अधिकारी के हस्ताक्षर  
मुहर सहित

नाम .....

पदनाम .....

दिनांक: .....

## नवोदय विद्यालय समिति

(मानव संसाधन विकास मंत्रालय)  
स्कूल शिक्षा एवं साक्षरता विभाग,  
(भारत सरकार)

क्षेत्रीय कार्यालय, बोरिंग रोड, पटना - 13

दूरभाष: 0612 - 2266558

फैक्स: 0612 - 2266085



## Navodaya Vidyalaya Samiti

(Ministry of Human Resource Development)  
Deptt. of School Education & Literacy,

(GOVT. OF INDIA)

REGIONAL OFFICE, BORING ROAD, PATNA - 13

Tele: 0612 - 2266558

Fax - 0612 - 2266085

E-mail: [ptnavodaya@rediffmail.com](mailto:ptnavodaya@rediffmail.com) Web Site: <http://nvspatna.bih.nic.in>

F.2-2/SA Main/NVS (PTR)/2012-13/ 996

Dated:- 28.05.2012

To,

All the Principals,  
Jawahar Navodaya Vidyalayas,  
Patna Region.

Sub:- **Records retention schedule in respect of various records in the Samiti - Reg.**

Ref.:- NVS, New Delhi letter No. F. 1-10/2012-NVS(GA)/301 Dated 17.05.2012.

Sir,

Please find enclosed herewith the above mentioned letter under reference on the subject cited above for kind perusal and further necessary action at your end.

Encl: As above.

Yours faithfully,

(Madan Pal)

Assistant Commissioner (Admn.)

Copy to:-

1. All Assistant Commissioners cum Cluster Incharge Patna Region for needful action.
2. All Sections, NVS, RO, Patna for needful action.

TOSA  
To mgmt Completed for



NAVODAYA VIDYALAYA SAMITI  
Ministry of Human Resource Development  
(Department of School Education & Literacy)  
Government of India

A-28, Kailash Colony, New Delhi - 110 048

Tel. 011-29244172, Fax: 29244151

Website: www.navodaya.nic.in.

www.navodaya.gov.in

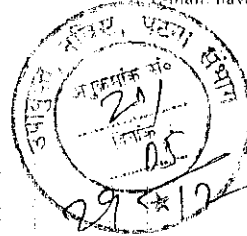
E-mail: navodaya@nic.in, navodaya@nda.vsnl.net.in

No.F.1-10/2011-NVS (GA) / 301

May 17, 2012

To

The Deputy Commissioner,  
Navodaya Vidyalaya Samiti,  
All Regional Offices



Subject: **Records retention schedule in respect of various records in the Samiti - reg.**

Sir / Madam,

In the process of carrying out various functions of the Samiti, a number of varying records of reference value get created which necessitates proper records management for facilitating efficient retrieval of records and ensuring economy of space. The records are to be closed / recorded after issues considered thereon has been completed. In this process, the weeding out of records is one of the most important activities for records management and calls for high sense of responsibility. It has to be taken care that records are neither prematurely destroyed nor kept for periods longer than necessary.

In order to prescribe judicious retention period for different categories of records, a Record Retention Schedule was drawn up by a Committee consisting of Officers from all Regional Offices and NVS (Hqrs.). A copy of the proposed retention schedule was circulated to all Officers at NVS (Hqrs.) and ROs to suggest modification, if any.

Based on the responses received, the Records Retention Schedule of various categories of records of the Samiti has been finalized and a copy thereof is enclosed.

It is requested that management of records available in the concerned Offices may be examined as per guidelines contained in this schedule and records which have outlived their utility may be weeded out after following due procedures.

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*28/5*

Yours faithfully,

*M.S. Khanna*

Joint Commissioner (Pers.)

Copy to: -

1. The Principals of all Jawahar Navodaya Vidyalayas
2. All Officers at NVS (Hqrs.)
3. PA to Commissioner, NVS
4. Web Master
5. Guard file

*Pl Circulate to all NVS*

*Mahato*

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INSTRUCTIONS

1. Categorization of records has been done in accordance with Central Secretariat Manual of Office Procedure (CSMOP), GFRs and Instructions of NVS.
2. Rules, orders and instructions should be retained by the Office/ Section/ Unit issuing them; other Offices/sections/ units of NVS need keep only the standing rules, etc., weeding out the superseded ones as and when they become obsolete.
3. Retention periods for records (other than files) e.g. register, for which no files are to be opened and which, therefore, are not covered by the functional file index, have been shown separately. The prescribed retention period for such records will be counted from the date on which it has ceased to be current.
4. Unless otherwise stated the records described in column 2 of the schedule refer to files. Where necessary, other ancillary records pertaining to such files like mortgage deeds or bonds, nomination form, etc. would have to be retained as specifically indicated in column 4 against the relevant items.
5. ~~The retention period specified in column 3, in the case of a file, is to be reckoned from the year in which the file is closed (i.e. action thereon has been completed) and not necessarily from the year in which it is recorded.~~
6. If a record relates to two or more subjects for which different retention periods have been prescribed, it will be retained for the highest of such periods.
7. If the record has certain special features or warrants to be retained for a period longer than that specified in the schedule, it could be retained for a longer time till necessary, however in no case, will a record be retained for a period shorter than that prescribed in the schedule.
8. If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised on the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and, where necessary, revised suitably.
9. The retention period specified in Column (4), in the case of a file, is to be reckoned from the year in which the file is closed (i.e., action thereon has been completed) and not necessarily from the year in which it is recorded.



10. In the case of records other than files, e.g., registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
11. In exceptional cases, a record may be retained for a period longer than that specified in the schedule, if it has certain special features or such a course is warranted by the peculiar needs of the department. In no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
12. If a record is required in connection with the disposal of another matter, the former will not be weeded out until after all the issues raised in the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and, where necessary, revised suitably.
13. Before any pay bills/pay bill registers are destroyed, the service of the Government servants concerned should be verified in accordance with Rules.
14. The periods of preservation of account records in respect of Public Works are prescribed separately by Government.
15. Where a minimum period after which any record may be destroyed has been prescribed, the Joint Commissioner / Deputy Commissioner, Regional Office concerned or any other authority empowered by him to do so, may order in writing the destruction of such record on the expiry of that period counting from the last day of the latest financial year covered by the record.
16. Joint Commissioner / Deputy Commissioner, Regional Office concerned shall be competent to sanction the destruction of such other records as may be considered useless, but a list of such records as pertain to the accounts audited by the DGACR shall be forwarded to the Audit Wing and or the Accounts Officers, as the case may be, for his concurrence in their destruction before the destruction is ordered.
17. Full details shall be maintained permanently, in each office, of all records destroyed from time to time.

I. ADMINISTRATION

S. No.	Main head	Sub-head	Retention period	Remarks
1		2	3	4
1	Creation / abolition of offices	(a) Opening of Regional Offices (b) Opening of NLIs (c) Opening of JNVs (d) Any other institution under the control of NVS	Permanent	Approval/Order/ Terms & Conditions/ Agreement/ MOU / Lease Deed (if available) taking over of land etc. permanent. Rest of the peripheral correspondence to be weeded out after 7 years from the date of opening of JNV. Note Sheet to be preserved.
2	Creation and classification of posts	(a) Creation of posts (b) Continuance/abolition/ revival of posts (c) Conversion of temporary posts into permanent ones (d) Upgrading of posts (e) Re-designation of Posts	Permanent	
3	Reorganisation and redistribution of functions: (a) inter-departmental (b) intra-departmental		(a)Permanent in the case of Office / Section / Unit issuing orders and the; other units need keep only the standing orders, weeding out the superseded ones as and when they become obsolete. (b)3 years or till they are supersede whichever is later	

4	Nomination of members on Executive Committee / Samiti	(a) Notification (b) Correspondence with MHRD and others	10 years 3 years
5	Amendment in Memorandum of Association and Rules of NVS	(a) Orders on Amendment (b) Other Correspondence	Permanent 3 years
6	Meetings of the Executive Committee / Samiti / Finance Committee / Academic Advisory Committee / construction Co-ordination Committee	(a) Agenda Notes, & Minutes (b) Correspondence	(a) Permanent (b) 1 year after the audit.
7	Matters pertaining to Policy decisions of NVS		Permanent
8	Matters pertaining to Parliamentary Standing Committee.		10 years
9	References received from Lok Sabha Secretariat/ Call Attention Motion/Cut Motion / Special Mention Matters Raised under Rule-377		5 years after completion of action
10	Sub Committee of Parliament on working of NVS		10 years

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11	Revision of scales of pay	Permanent	
12	<p>Rules, regulations, codes, manuals, executive procedural instructions (including amendments and interpretations):</p> <p>(a) statutory</p> <p>(b) non-statutory</p>	<p>(a) Permanent in the case of departments issuing rules, regulations etc.; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.</p> <p>(b) 5 years or till they are superseded (whichever is later) in the case of office / section / unit issuing the rules, regulations etc.; other departments need keep only the standing rules etc. weeding out the superseded ones as and when they become obsolete.</p>	Subject to standing note on the subject maintained.
13	Delegation of powers	Permanent in the case of Office / Section / Unit issuing orders and the departments concerned; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.	

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SA	14 Parliament Question	(a) Admitted and answered /discussed PQ  (b) Disallowed, lapsed or withdrawn	(a) 3 Years  (b) 1 year	Cases containing material of great precedence reference value/ historical importance may be retained permanently
	15 Records relating to transfer of land		Permanent	
	16 Right to Information Act	<u>RTI</u> • Applications • Disposal of appeals • Returns • Fees collection documents	3 years or 1 year after the disposal of appeal/ review petition	Important ruling in any case may be kept permanently
	17 Monthly review meeting		One year after the end of the calendar year after the Action Taken Report is submitted	
SA	18 Reference received from Ministry of MHRD / DOPT / NCERT / CBSE etc.		Three years after disposal of the cases.	
	19 Reply to audit memos objections.		3 years after settlements of audit paras.	

20	House building advance	<p>(a) All the files in which original documents viz. mortgage deed, sale deed / title deed, share certificate have been returned to the applicants after executing Reconveyance deed</p> <p>(b) The files relating to those cases where Mortgage Deed was <b>not</b> executed by the applicant and the case was closed after issue of No Dues Certificate to the applicant.</p> <p>(c) Files relating to those cases where HBA Sanction Order has been issued but no amount thereon have been released due to non-completion of required formalities.</p>	<p>(a) These files can be weeded out after <b>two</b> years retention period after release of original documents</p> <p>(b) These files can be weeded out after <b>two</b> years retention period after issue of No dues certificate.</p> <p>(c) Files can be weeded out after issue of cancellation of Sanction order after a retention period of one year thereafter.</p>
21	Hiring of accommodation for Regional Offices / Hqrs.		5 years after vacation after termination of lease contract or one year after audit objection, if any, are settled whichever is later.
22	Appointment of AMAs		5-years or 1 year after termination of appointment

23	Grant of permission for medical treatment from approved Hospitals		1 year after completion of audit	
24	Permission for installation of telephone at residence of Officers of Regional Offices / NVS		3 years or 1 year after completion of audit whichever is later	A register containing the name of the official given residential connection and important aspects of the Sanction Order is maintained.
25	Security arrangement of Regional Offices	A. Policy matter B. Award of contract	A) Permanent in the case of department issuing the rules, orders and instructions B) 3 years or 1 year after completion of audit whichever is later	
26	Condemnation matters of Regional Offices		3 years or 1 year after audit objections, if any, are settled, whichever is later	Subject to suitable entry made in the asset register
27	Festival Advance for employees of NVS(HQ), ROs and JNVs		1 year after settlement or completion of audit whichever is later	
28	Purchase of recurring/ non-recurring items for NVS(HQ), Regional Offices and JNVs	1. Purchase 2. Maintenance	3 years or 1 year after audit objections, if any, are settled, whichever is later	Subject to suitable entry made in the stock registers
29	Hiring of office vehicle		3 years or 1 year after audit objections, if any, are settled, whichever is later	

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30	Recovery of Rent and Allied Charges/Retention of Staff Quarters in JNVs/ROs/NLIs	a) Rules, policy etc. b) Correspondence file	(a) Permanent  (b) 3 years	
31	Grievances received from MHRD / Cabinet Secretariat / President Secretariat / PMO and other Ministries including Grievances received through National Commission for SC/ST		3 years after final settlement	While weeding out, unsettled grievances to be taken out
32	Rendering of Monthly report to MHRD on redressal of Grievances		3 years	
33	Physical Verification Reports		3 Years	
34	Condemnation of Articles /Stores		3 years or 1 year after audit objections, if any, are settled, whichever is later	A copy of the order being placed in the guard file / Stock Register / Assets Register
35	Maintenance of ACR dossier of NVS (HQ) / RO / JNVs staff.		Permanent	In the matter of retirement / resignation / discharge from duties to be weeded out after 3 years and 2 years after death



36	Confidential/ assessment report	(a) Recording of confidential reports in respect of NVS employees (b) Communication of adverse entries (c) Representation for expunction of adverse entries	(a) 10 years (b) 3 years (c) 3 years after final disposal / orders	
37	Stores and supply	(a) Annual Maintenance Contract (b) Direct Payment (c) Procurement of Goods/Equipment (d) Procurement of services & supply	3 years or 1 year after audit objections, if any, are settled, whichever is later	Suitable entries may be made in the appropriate asset/ stock register
38	Care taking arrangement		3 years or 1 year after audit objections, if any, are settled, whichever is later	
39	Issue of identity card		3 years or 1 year after audit objections, if any, are settled, whichever is later	Subject to suitable entry is made in the register of identity cards. The register is to be kept permanently.
40	Diary / Dispatch Registers		3 Years	

## II. ESTABLISHMENT

41	Recruitment	Recruitment (general aspects) including provisions of the Constitution and Framing of recruitment rules	Permanent in the case of departments issuing the orders and instructions; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
		Copies of panels / recommendations of Selection Committee and DPC for appointment / promotion / confirmation etc.	Permanent	
		Compassionate appointment	10 years	Subject to the application of the candidate and an authenticated copy of the order of appointment being kept in the personal file.
		Vacancy position	5 Years	
		Preparation / maintenance of roster - SC / ST / OBC	(a) 10 years in r/o Scheduled Castes/ Tribes. (b) 5 years in the case of others	

		Notification to and release of vacancies by (i) Local employment exchange (ii) DAVP	3 years	
		Nomination of candidates by local employment exchange and their selection	3 years	
		Recruitment through Employment exchange (general aspects)	10 years	Subject to the application of the successful candidate and an authenticated copy of the order of appointment being kept in the personal file.
		Recruitment by Ministry of HRD		
		Recruitment through open advertisement including advertisement and inviting of applications		
42	Assured Career Progression Scheme (MACPS) / Senior Scale / Selection Grade etc.	(a) Rules/ Policy Decision (b) Grant of ACP to employees of NVS	(a) Permanent (b) 3 years	Subject to the copy of the order of granting ACP being kept in the personal file and suitable entry made in service record.

43	<p>Recruitment of teaching &amp; non-teaching staff</p> <p>(i) Selection Committees for recruitment of personnel:</p> <p>(ii) Grant of Selection Scale to teachers</p>	<p>(a) Constitution</p> <p>(b) Proceedings of Selection Committee</p> <p>(c) Relaxation of age / educational qualifications</p>	<p>(a) 3 years or 1 year after reconstitution, whichever is later</p> <p>(b) Permanent</p> <p>(c) Period of limitation or 3 years, whichever is greater</p> <p>5 Years</p>	<p>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.</p>
44	<p>Seniority list</p>	<p>(a) Rules and Policy</p> <p>(b) Seniority Lists in respect of all categories of staff</p> <p>(c) Correspondence related to seniority/ representation against discrepancies etc.</p>	<p>(a) &amp; (b) Permanent.</p> <p>(c) 3 years subject to orders issued in modification of the list should be kept till incorporation in the new list</p>	<p>Subject to a suitable entry being made in the appropriate service record and an Authenticated copy of the order being kept in Vol. II of service book / personal file.</p>
45	<p>Scheduled Castes and Scheduled Tribes</p>	<p>Representation in posts and services - policy and implementation of safeguards</p> <p>Reservation of vacancies (including grouping of posts, and exclusion of posts from reservation order)</p> <p>De-reservation of vacancies</p>	<p>Permanent</p> <p>5 years</p>	

		Complaints from associations regarding non-observance of reservation in services	3 years	
46	Departmental examinations	Framing of rules	Permanent	
		Holding of examinations	5 YEARS	
		Results declaration of	5 YEARS.	Subject to suitable entry being made in the appropriate service record and an authenticated copy / extract being kept in Vol. II of service book/ personal file.
47	Applications of candidates for recruitment	Applications of the candidates called for interview for selection (from the date of issue of Reserve Lists	a) 3 years after completion of selection process for candidates not selected. b) Permanent for candidates selected and appointed.	i) Subject to the application of the successful Candidate & an authenticated copy of the order of appointment being kept in the personal file. ii) Applications in respect of recruitment cases involving court cases should be retained for 1 year after the court case is finally disposed of
		Applications of candidates who were not called for interview for selection (from the date of publication of result)	2 years	Applications in respect of recruitment cases involving court cases should be retained for 1 year after the court case is finally disposed of

		All applications in cases, where requisition is withdrawn or Advertisement is cancelled by the NVS	One year	Application in such cases should be weeded out on completion of one year either from the date of refund of Application fee or the date of notification of cancellation/ withdrawal of requisition, whichever is later
		Contract appointment	3 years after completion of contract	
48	Personal files	(a) Those eligible for retirement/ terminal benefits (b) Others: (c) Correspondence regarding requisition, transfer of record from one Office to other, return etc.	5 years after issue of final pension/ gratuity payment order 5 years after they have ceased to be in service. 1 Year	
49	Service matters	(a) Change in name of a government servant (b) Alteration in the date of birth . (c) Change in qualification of NVS employee (d) Verification of age and educational qualifications	(a to d) 3 years	(a to c) Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of service book / personal file. (d) Subject to authenticated copies of the relevant certificates being kept in Vol. II of service book/personal file.

<p>(e) Admission of previous service not supported by authenticated service record, e.g. through collateral evidence.</p> <p>(f) Medical examination (f) 1 Year</p> <p>(g) Nomination relating to Gratuity/NPS/GIS (g) 1 Year</p> <p>(h) C.P. Fund nomination (h) 1 Year</p> <p>(i) Condonation of break in service (i) 3 years</p>	<p>Leave (other than study leave and casual leave) 3 YEARS</p>	<p>50</p>	<p>Leave</p>
<p>(e &amp; f) Subject to suitable entries being made in the appropriate service record and an authenticated copy of the order being placed in Vol. II of service book/personal file.</p> <p>(g &amp; h) Subject to the nomination in original or an authenticated copy there of being placed in Vol. II of the service book/personal file.</p>	<p>Subject to suitable entries being made in the appropriate service record and an authenticated copy of the order being placed in Vol. II of service book/personal file.</p>	<p>51</p>	<p>Casual leave (including special leave)</p>
<p>(a) Casual leave: To be destroyed at the end of the year (b) Special casual leave: 1 YEAR</p>	<p>3 YEARS or one year after completion of audit, whichever is later</p> <p>Subject to suitable entries 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.</p>	<p>52</p>	<p>Pay/special pay</p>

53	Increment	<p>(a) Withholding increments</p> <p>(b) Representations and petitions</p> <p>(c) Grant of Increment</p>	<p>of</p> <p>(a) 10 YEARS; or 3 YEARS after the final disposal of appeal or final judgment under the normal course of law, whichever is later</p> <p>(b) 3 YEARS</p> <p>(c) One year</p>	<p>(a) Subject to an authenticated copy of the order being placed in the personal file and a suitable entry being made in the appropriate service record.</p> <p>(b) 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.</p> <p>Subject to suitable entry being made in the service record.</p>
54	Probation /confirmation	<p>(a) Confirmation/extension of probation</p> <p>(b) Confirmation in ex-cadre posts</p> <p>(c) Representations and petitions</p>	<p>5 YEARS</p>	<p>(a &amp; b) Subject to suitable entries being made in the appropriate service record and an authenticated copy of the order being kept in the personal file</p> <p>(c) 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 record</p>



	objection certificate for issue of passport.	Issue of passport	5 years or one year after completion of audit whichever is later.	Subject to suitable entries 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.
56	No objection certificate (for registration with Employment Exchange)	Issue of No Objection Certificate	1 year	Subject to an authenticated copy being kept in the personal file.
57	Review for determining suitability of employees for continuance in service	(a) If it results in premature retirement. (b) It results in continued retention in service	(a) 5 years (b) 3 years	Subject to a copy of the relevant orders/ decision being kept in the personal file
58	Review of cadres/ services	(a) General aspects (b) Combination of cadres/ services (c) Separation of cadres/services	Permanent	

60	Training / scholarships / fellowships in India and abroad	At the Institute of Secretariat Training and Management / IIM / NLI etc.  Training abroad	<p>(a) Cases involving expenditure from public funds and execution of bond/ agreement by the trainees;</p> <p>(b) Cases involving direct expenditure from public funds but not execution of bond/ agreement;</p> <p>(c) Cases not involving direct expenditure (e.g. training in typewriting conducted by Institute of Secretariat Training and Management);</p> <p>(d) Reports submitted by trainees etc. after completion of training/study</p>	<p>a) 1 YEAR after the period of validity bond/agreement or completion of audit, whichever is later.</p> <p>b) 5 YEARS; or one year, after completion of audit, whichever is later.</p> <p>c) 3 years</p> <p>d) 3 years</p>
61	Deputations and delegations	Delegation India/abroad	in 3 years; or one year after completion of audit and settlement of all audit objections, whichever is later.	Subject to reports being kept in the departmental record room for five years

62	Honorarium/ awards		3 YEARS 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 and (b) a register being maintained.
63	Resignation		5 years	A copy of the communication accepting the resignation may be placed in the personal file.
64	Extension of service		5 years after retirement	Subject to a copy of the order being placed in the personal file.
65	Re-employment		5 years after the employee ceases to be in NVS service.	
66	Forwarding of applications	For examinations For posts	1 year 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
67	Study Leave		1 year after the expiry of the bond/ agreement executed by the government servant.	Subject to suitable entries being made in the appropriate service record and leave account and an authenticated copy being kept in the personal file.
68	Staff sanction proposals & orders		5 years	

**ESTABLISHMENT RECORDS OTHER THAN FILES**

69	Establishment / Sanction Register	Permanent	Where, for any reason, the register is rewritten, the old volume will be kept for 3 years.
70	Service book of : (a) officials entitled to retirement/terminal benefits (b) other employees	a) 5 years after issue of final pension/ gratuity payment order. b) 3 YEARS after they have ceased to be in service	
71	Confidential reports / character Rolls (a) after retirement (b) after death (c) after resignation / discharge from service	a) 5 years b) 3 years c) 5 years	
72	Answer books of departmental examinations / tests	2 years from the date of declaration of results	
73	Leave account of : (a) officials entitled to retirement / terminal benefits  (b) other employees	a) 5 years after issue of final pension/ gratuity payment order.  b) 5 years after they have ceased to be in service	

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63	Resignation		5 years	A copy of the communication accepting the resignation may be placed in the personal file.
64	Extension of service		5 years after retirement	Subject to a copy of the order being placed in the personal file.
65	Re-employment		5 years after the employee ceases to be in NVS service.	
66	Forwarding of applications	For examinations For posts	1 year 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
67	Study Leave		1 year after the expiry of the bond/ agreement executed by the government servant.	Subject to suitable entries being made in the appropriate service record and leave account and an authenticated copy being kept in the personal file.
68	Staff sanction proposals & orders		5 years	

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72	Answer books of departmental examinations / tests	2 years from the date of declaration of results	
73	Leave account of : (a) officials entitled to retirement / terminal benefits  (b) other employees	a) 5 years after issue of final pension/ gratuity payment order.  b) 5 years after they have ceased to be in service	

### III. VIGILANCE

S. No.	Main head	Sub-head	Retention period	Remarks
1	2	3	4	5
74	Vigilance Administration	(a) General aspects (b) Acts, rules, manuals (c) Vigilance set-up	Permanent in the case of Vigilance Section or the Section issuing the rules, orders and instructions; other sections/ units need keep only the standing rules, etc., weeding out the superseded ones as and when they become obsolete	
75	Central Civil Services (Classification, Control & Appeal) Rules- Clarification and interpretation of	(a) General notifications (b) Schedule regarding Appointing Authority, Disciplinary Authority and Appellate Authority (c) Regarding charge sheets, documentary evidence, Enquiry (d) Officer, examination of witnesses and (e) show-cause notices (f) Regarding penalties (g) Regarding consultation with CVC. (h) Regarding appeals and petitions (i) Regarding suspension and subsistence allowance	Permanent in the case of Vigilance Section or the Section issuing the rules, orders and instructions; other sections/ units need keep only the standing rules, etc., weeding out the superseded ones as and when they become obsolete	

76	Complaints	<p>(a) Those leading to vigilance/disciplinary enquiries:</p> <p>(b) Anonymous or pseudonymous complaints on which no action is taken:</p> <p>(c) Other complaints:</p>	<p>(a) 3 years after the final disposal of appeal or final judgment under the normal course of law.</p> <p>(b) to be destroyed at the end of the year</p> <p>(c) 3 years</p>	<p>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 personal file.</p>
77	<p>Disciplinary Action</p> <p>(i) under Rule 14 of CCS(CCA) Rules 1965</p> <p>(ii) under Rule 16 of CCS (CCA) Rules 1965</p> <p>(iii) Under Notification No. _____ Dated _____</p>	<p>(a) Resulting in imposition of penalties</p> <p>(b) Resulting in exoneration of the accused officials with or without warning:</p>	<p>(a) 5 years after final disposal of appeal or final judgment under the normal course of law</p> <p>(b) 3 years</p>	<p>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.</p>
78	Prosecutions	<p>(a) Resulting in imposition of penalties:</p> <p>(b) Resulting in exoneration of the accused officials with or without warning:</p>	<p>(a) 3 years after final disposal of appeal or final judgment under the normal course of law</p> <p>(b) 3 years</p>	<p>Subject to a copy of the final judgment being placed in personal file and a suitable entry being made in the appropriate service record.</p>
79	Appeals		3 YEARS After final disposal of Appeal	<p>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.</p>



80	Review/ Revision Petitions		3 Years after final orders.	If, as a result of the petition the original order is modified, a copy of the revised order will be placed in the personal file and a suitable entry made in the appropriate service record.
81	Central Civil Services (Conduct) Rules, 1964- Clarification and Interpretation of General notifications & Rules		Permanent in the case of Vigilance Section or the Section issuing the rules, orders and instructions; other sections/ units need keep only the standing rules, etc., weeding out the superseded ones as and when they become obsolete.	
82	Permission required under CCS (Conduct) Rules, 1964: (i) Employment of dependents in private firms / foreign missions in India. (ii)Participation in politics (iii)Radio broadcasts, contribution of articles, editing or managing of newspapers, publications (iv)Evidence before Committee of Enquiry (v)Subscriptions (vi)Gifts (vii)Private trade employment. (viii)Prosecution of further studies	(a) Intimation  (b) Sanction	3 years	Subject to a copy of the sanction order being placed in personal file and a suitable entry being made in the appropriate service record

83	Moveable / immovable property returns  (i) Intimation (ii) Sanction	(a) In respect of employees entitled to retirement benefits:  (b) In respect of other employees:	(a) 3 years after the issue of final CPF/ gratuity payment order  (b) 3 years after the employee has ceased to be in service	(a) Should preferably be dealt with on a separate file for each official to be kept open throughout the official career of the government servants
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84	<b>MISC MATTERS OF VIGILANCE SECTION</b>	(a) <b>Report &amp; Returns</b> - Returns to Central Vigilance Commission  (b) Issue of Vigilance Clearance/ Attendance Certificates  (c) Appointment of vigilance officers  (d) Appointment of IO / PO for Disciplinary cases and payment of honorarium	(a) 5 Years  (b) 3 years  (c) 3 years  (d) 3 years or after the audit.	
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