



केन्द्रीय विद्यालय संगठन
KENDRIYA VIDYALAYA SANGATHAN

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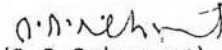
Office Order

To ensure that files are neither prematurely destroyed, nor kept for periods longer than necessary, Govt. of India 'Manual of Office Procedure' has laid down that every department will issue a departmental retention schedule prescribing the periods in respect of records connected with its substantive functions for which files dealing with specified subjects should be preserved.

Also, clause 4 (1) (a) under Chapter II of the Right to Information Act, 2005 stipulates that "every public authority shall maintain all records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated".

Accordingly, complying with these guidelines and provision of the Act the Record Retention Schedule formulated for the Kendriya Vidyalaya Sangathan has been duly approved by the Board of Governors in its 81st meeting held on 18.12.08.

A copy of the approved Record Retention Schedule for the Kendriya Vidyalaya Sangathan is forwarded herewith for reference and implementation with immediate effect.


(S. S. Sehrawat)

Dy. Commissioner (Admn. & Pers.)

Distribution :

1. All Officers of KVS[HQ]
2. All ACs of ROs & Director of ZIETs
3. PS to Commissioner, KVS
4. PA to Joint Commissioner [Admn.]
5. PA to Joint Commissioner [Acad]
6. Office-Order file

INSTRUCTIONS

1. Categorization of records has been done in accordance with Central Secretariat Manual of Office Procedure (CSMOP) and Accounts Code of KVS.
2. Rules, orders and instructions should be retained by the Office/ Section/ Unit issuing them; other Offices/sections/ units of KVS need keep only the standing rules, etc., weeding out the superseded ones as and when they become obsolete.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.

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VIGILANCE

Main head	Sub-head	Retention period	Remarks
1	2	3	4
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	
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 UPSC (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	
Complaints	(a) Those leading to vigilance/disciplinary enquiries; (b) Anonymous or pseudonymous complaints on which no action is taken; (c) Other complaints:	(a) 3 years after the final disposal of appeal or final judgment under the normal course of law. (b) to be destroyed at the end of the year (c) 3 years	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.

Disciplinary Action (i) under Rule 14 of CCS(CCA) Rules 1965 (ii) under Rule 16 of CCS(CCA) Rules 1965 (iii) under Rule 9 of CCS (Pension) Rules 1972 (iv) Under Article 81(b) of Education Code for KVs (v) Under Article 81(d) of Education Code for KVs (vi) Under Rule 3 C of CCS (Conduct) Rules, 1964- regarding sexual harassment of women employees at work places	(a) Resulting in imposition of penalties (b) Resulting in exoneration of the accused officials with or without warning:	(a) 3 years after final disposal of appeal or final judgment under the normal course of law (b) 3 years	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.
Prosecutions	(a) Resulting in imposition of penalties: (b) Resulting in exoneration of the accused officials with or without warning:	(a) 3 years after final disposal of appeal or final judgment under the normal course of law (b) 3 years	Subject to a copy of the final judgment being placed in personal file and a suitable entry being made in the appropriate service record.
Appeals		3 YEARS	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.

Review/ Revision Petitions		3 YEARS	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.
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	
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
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 pension/ 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

MISC MATTERS OF VIG SECTION	(a) Report & Returns – 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) 5YEARS (b) 3 years (c) 3 years (d) 3 years or after the audit.	
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LEGAL MATTERS

COURT CASES		3 YEARS after the final disposal of appeal or final judgment under the normal course of law.	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.
LEGAL MATTERS	(a) CENTRAL ADMINISTRATIVE TRIBUNAL (b) LOWER COURTS (c) HIGH COURT (d) SUPREME COURT OF CONTEMPT OF COURT	3 YEARS after the final disposal of appeal or final judgment under the normal course of law.	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.
ARBITRATION/ RECONCILIATION CASES		3 years	Subject to: (a) the file not being closed until the award/judgment becomes final in all respects by limitation or final decision in appeal/ revision, and (b) cases involving important issues or containing material of a high precedent/reference value being kept in the standing guard file.
Appointment of advocates & Payment to advocates		One year: after dispensing with the service of the Advocate	

ADMINISTRATION

Main head	Sub-head	Retention period	Remarks
1	2	3	4
Creation/ abolition of offices	(a) Opening of Regional Offices (b) Opening of ZIETs (c) Opening of Kendriya Vidyalayas (d) Any other institution under the control of KVS	Permanent	Approval/Order/Terms & Conditions/Agreement/MOU/ Lease Deed (if available) taking over of land etc---Permanent. Rest of the correspondance to be weeded out after 7 years from the date of opening of KV. Note Sheet to be preserved.
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/ OR 3 YEARS Subject to particulars of sanctions being noted in establishment /Sanction Register.	
Plan/non-Plan posts		PERMANENT/ OR 10 YEARS Subject to particulars of sanctions being noted in establishment /Sanction Register.	
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 superseded, whichever is later	

PARLIAMENT QUESTION	(a) Admitted and answered /discussed PQ (b) Disallowed, lapsed or withdrawn	(a) 3 Years (b) 1 years	Cases containing material of great precedence reference value/ historical importance may be retained permanently
RIGHT TO INFORMATION ACT		3 years or 1 year after the disposal of appeal/ review petition	Important ruling in any case may be kept permanently
MONTHLY REVIEW MEETINGS		1 year after the end of the calendar year after the Action Taken Report is submitted	
REFERENCES RECEIVED FROM MHRD/ DOPT/NCERT/ CBSE ETC		1 year after disposal of the cases.	
REPLY TO AUDIT MEMOS/ OBJECTIONS		3 years	
HOUSE BUILDING ADVANCE	(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 (b) The files relating to those cases where Mortgage Deed was not executed by the applicant and the case was closed after issue of NO DUES CERTIFICATE to the applicant. (c) Files relating to those cases where HBA Sanction Order has been issued but no amount thereon has been released due to non-completion of required formalities.	(a) These files can be weeded out after two years retention period after release of original documents. (b) These files can be weeded out after two years retention period after issue of NO DUES CERTIFICATE. (c) Files can be weeded out after issue of cancellation of Sanction order after a retention period of one year thereafter.	
Hiring of accommodation for Regional Offices		3 years or 1 year after completion of audit or 1 year after termination of lease contract, whichever is less.	

Appointment of AMAs		5 years or 1 year after examination of appointment	
Issue of CGHS cards Alterations/additions in identity cards		1 year subject to a suitable entry being made in the register of CGHS Identity cards. Register of CGHS identity cards: Permanent	
Grant of permission for medical treatment from CGHS approved Hospitals		1 year after completion of audit	
Court cases relating to CGHS		5 years after the disposal of the case by the Apex body	
Permission for installation of telephone at residence of Officers of Regional Offices/KVs		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.
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	
Condemnation matters of Regional Offices		3-years or 1 year after completion of audit, whichever is later	Subject to suitable entry made in the asset register
Festival Advance for employees of KVS(HQ)		1 year after completion of audit	

Purchase of recurring/ non-recurring items for Regional Offices		3 years or 1 year after completion of audit, whichever is later	Subject to suitable entry made in the stock register
1.Purchase 2.Maintenance 3.Condemnation		3 years or 1 year after completion of audit, whichever is later	
Hiring of Regional Offices Jeep		10 years	
Conveyance Advance		3 years or 1 year after completion of audit, whichever is later	subject to the copy of the sanction order being kept in the the personal file of the individual loanee till the repayment of the loan including interest amount
Computer Advance		3 years or 1 year after completion of audit, whichever is later.	Copies of sanction order, agreement and/ or Mortgage Bond to be retained in the personal file of the loanee till repayment of advance[including interest thereon]
Nomination of members on Board of Governors/Annual General Body	(a) Notification (b) Correspondence with MHRD and others	10 years 3 years	

Amendment in Memorandum of Association and Rules of KVS	(a) Orders on Amendment (b) Other Correspondence	Permanent 3 years	
MEETINGS OF THE BOARD OF GOVERNORS; AGM and Assistant Commissioners' Conference	(a) Agenda Notes, & Minutes (b) Correspondence section	(a) Permanent. (b) 1 year after the audit.	
Recovery of Rent and Allied Charges/Retention of Staff Quarters in KVs/Ros/ZIETs	(a) Rules, policy etc (b) Correspondence file	(a) Permanent (b) 3 years	
Matters pertaining to Policy decisions of KVS		Permanent	
Matter related to Service Association in KVS	(a) Regulation/Recognition— (b) Demands (c) Circulation of office bearers-	(a) Permanent (b) 1 year (c) 3 years	
Matters pertaining to Parliamentary Standing Committee.		10 years	
Granting of Statutory Status to KVS		Permanent	
References received from Lok Sabha Secretariat/Call Attention Motion/Cut Motion/Special Mention		3 years	
Matters Raised under Rule- 377		3 years	
Sub Committee of Parliament on working of KVS		10 years	
Grievances received from MHRD/Cabinet Secretariat/President Secretariat/PMO and other Ministries		3 years	while weeding out, unsettled grievances to be taken out
Grievances redressal committee in r/o SC/ST matters including Grievances received through National Commission for SC/ST	Orders- Correspondence	Permanent 3 years	(while wedding out unsettled grievances to be taken out)
JCM of KVS and related matters	(a) Rules and orders (b) Other correspondence	(a) Permanent (b) 3 years.	

Staff Association	(a) Recognition (b) Representation	(a) Permanent (b) 3 years.	Important rulings/ decisions/ court, orders may be kept permanently till superceded.
Rendering of Monthly report to MHRD on redressal of Grievances		3 years	
Condemnation of Articles/Stores		3 years or 01 year after completion of audit whichever is later	A copy of the order being placed in the guard file
Maintenance of ACR dossier of KVS (HQ) staff/ RO staff/Principal/Vice Principals of KVs		Permanent.	In the matter of retirement/ resignation/dischargi ng of duties to be weeded out after 5 year and 02 years after death
Revision of scales of pay		Permanent	

4. Rules, regulations, codes, manuals, executive procedural instructions (including amendments and interpretations): (a) statutory (b) non-statutory		(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. (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.	Subject to standing note on the subject maintained.
3. (a) Bills, Acts and Ordinances (b) Comments on State Legislations		(a) Permanent (b) Permanent for Ministry of Home Affairs, 5 years for other departments	
5. 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.	
Confidential/assessment report	(a) Recording of confidential reports in respect of KVS employees (b) Communication of adverse entries (c) Representation for expunction of adverse entries	(a) 10 YEARS (b) 3 YEARS (c) 3 YEARS	

STORES SUPPLY	AND	(a) ANNUAL MAINTENANCE CONTRACT (b) DIRECT PAYMENT (c) PROCUREMENT OF GOODS/ EQUIPMENT (d) PROCUREMENT OF SERVICES & SUPPLY-	3 years or 1 year after completion of audit whichever is later.	Suitable entries may be made in the appropriate asset/ stock register
COOPERATIVE SOCIETIES		(a) Rules and bye- laws (b) Election of office bearers (c) Meetings of cooperative societies (d) Recovery of contribution and loans	(a) Permanent (b) 1 year after election (c) 1 year	
CARE TAKING ARRANGEMENT AND SECURITY			3 years or 1 year after completion of audit whichever is later.	
ISSUE OF IDENTITY CARD			3 years or 1 year after completion of audit whichever is later.	Subject to suitable entry is made in the register of identity cards. The register is to be kept permanently.
LIBRARY		(a) Purchase of Library Books (b) Condemnation of Library Books (c) Write-off of loses (d) Library Accession register	(a & b) 3 years or 1 year after completion of audit whichever is later (c & d) Permanent	Subject to suitable entry is made in the accession register

RECRUITMENT

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.	
	COMPASSIONATE APPOINTMENTS	5 YEARS	Subject to the application of the candidate and an authenticated copy of the order of appointment being kept in the personal file.
	Appointment of honorary workers	10 YEARS	Subject to the bio-data/ application of the candidate and an authenticated copy of the order of appointment being kept in the personal file.
	VACANCY POSITION	3 Years	
	PREPARATION /MAINTENANCE ROSTER - SC/ST/OBC OF	(a) 10 years in respect of Scheduled Castes/ Tribes. (b) 5 years in the case of others	
	Notification to and release of vacancies by (i) Local employment exchange (ii) D.G.E. & T.	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 through Ministry of Personnel, Public Grievances and Pensions		
	Recruitment by Ministries		
	Recruitment through open advertisement including advertisement and inviting of applications		
	Recruitment through UPSC including requisitions for recruitment and recommendations of UPSC (i) Group A (ii) Group B		
	Recruitment otherwise than through UPSC	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.
CONTRACTUAL APPOINTMENTS		5 years	Subject to clearance by audit
ASSURED CAREER PROGRESSION	(a) Rules/ Policy Decision (b) Grant of ACP to employees of KVS	(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	

RECRUITMENT OF TEACHING & NON-TEACHING STAFF Selection Committees for recruitment of personnel: (ii) Grant of Selection Scale to teachers	(a) Constitution (b) Proceedings (c) Relaxation of age/educational qualifications	(a) 3 years or 1 year after reconstitution, whichever is later. (b) Period of limitation or 3 Years, whichever is greater. (c) 3 years	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.
SENIORITY LIST	(a) Rules and Policy (b) Seniority Lists in respect of all categories of staff (c) Correspondence related to seniority/representation against discrepancies etc	(a) and (b) Permanent in the case of RPS Section other offices/ sections/ units of KVS[HQ] need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. (c) 3 years subject to orders issued in modification of the list should be kept till incorporation in the new list	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.
Scheduled Castes and Scheduled Tribes	Representation in posts and services - policy and implementation of safeguards	Permanent in the case of RPS Section other offices/ sections/ units of KVS[HQ] need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
	Reservation of vacancies (including grouping of posts, and exclusion of posts from reservation order)	5 years	
	De-reservation of vacancies		
	Complaints from associations regarding non-observance of reservation in services	3 years	

Departmental examinations	Framing of rules	Permanent in the case of RPS Section other offices/ sections/ units of KVS[HQ] need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
	Holding of examinations	3 YEARS	
	Results-declaration of	3 YEARS for departments conducting such tests; one year for other departments.	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.
Examination related papers/documents	Applications of the candidates called for interview for selection posts (from the date of issue of RLs) (	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
	Disciplinary case files wherein it has been decided not to take any action against a candidate	1 year	To be retained by respective scrutiny sections
	Applications of candidates who were not called for interview for selection posts (from the date of publication of result)	6 months	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 by the Ministry/Department or Advertisement is cancelled by the KVS	3 months	Application in such cases should be weeded out on completion of three months either from the date of refund of Application fee or the date of notification of cancellation/ withdrawal of requisition, which ever is later

ESTABLISHMENT

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	
SERVICE MATTERS	(a) Change in name of a government servant (b) Alteration in the date of birth (c) Change in qualification of KVS employee (d) Verification of age and educational qualifications	(a to c) 3 YEARS (d) (i) For departments preparing and bringing out the compilation: 5 YEARS (ii) For other departments (i.e. those supplying material for inclusion therein): one year after issue of the compilation.	(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.

	(e) Admission of previous service not supported by authenticated service record, e.g. through collateral evidence. (f) Medical examination (g) Nomination relating to family pension and DCR gratuity (h) G. P. Fund nomination (i) Condonation of break in service	(e) 3 YEARS or 1 year after completion of audit, whichever is later (f) 1 YEAR (g & h) 1 YEAR (i) 3 years	(e & 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. (g & h) Subject to the nomination in original or an authenticated copy thereof being placed in Vol. II of the service book/personal file.
	Leave (other than study leave and casual leave) Leave roster	3 YEARS To be destroyed at the end of the year	
Casual leave (including special leave)		(a) Casual leave: To be destroyed at the end of the year (b) Special casual leave: 1 YEAR	
Pay/special pay		3 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.

Allowances	Claims regarding (a) CEA (b) D.A., H.R.A. & C.C.A. (c) Deputation (duty) allowance (d) Overtime allowance (e) Traveling allowance (f) Washing allowance (g) Educational concessions for children of political sufferers (h) Grant of Non-practicing allowance	3 YEARS or one year after completion of audit whichever is later.	
	Air travel by non-entitled personnel	1 YEAR	
Increment	(a) Withholding of increments (b) Representations and petitions	(a) 10 YEARS; or 3 YEARS after the final disposal of appeal or final judgment under the normal course of law, whichever is later. (b) 3 YEARS	(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. (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

Probation/confirmation	(a) Confirmation/extension of probation (b) Confirmation in ex-cadre posts (c) Representations and petitions	5 YEARS	(a & 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 (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
No objection certificate for issue of passport, arms licenses etc. to govt. servants	(a) Issue of passport (b) Issue of arms licenses	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.
No objection certificate (for registration with Employment Exchange Organization)	Issue of N.O.C.	1 YEAR	Subject to an authenticated copy being kept in the personal file.

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) 3 YEARS (b): 1 YEAR	Subject to a copy of the relevant orders/ decision being kept in the personal file
Review of cadres/ services	(a) General aspects (b) Combination of cadres/services (c) Separation of cadres/services	Permanent	
TRANSFER & POSTING	(a) Rules and Policy (b) Transfer application (c) Priority list (d) Representations and petitions	(a) Permanent in the case of Estt Section other offices/ sections/ units of KVS[HQ] need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. (b) 1 year after the issue of transfer order including modification orders. (c) 2 years after the issue of transfer order including modification orders. (d) 3 YEARS	(b) Subject to a suitable entry being made in the appropriate service records and register of postings, and an authenticated copy of the order being placed in the personal file. (d) If the representation results in the original orders being revised, an authenticated copy of the relevant order/decision will be kept in personal file and suitable entries made in the appropriate service record.
Amnesty Scheme		1 year after settlement of case	Subject to order/ decision in individual case be kept in personal file or other service record.

Training/ scholarships/ fellowships in India and abroad	At the Institute of Secretariat Training and Management	(a) Cases involving expenditure from public funds and execution of bond/ agreement by the trainees;	1 YEAR after the period of validity bond/agreement or completion of audit, whichever is later.
	Training in O & M /work.	(b) Cases involving direct expenditure from public funds but not execution of bond/ agreement;	3 YEARS; or one year, after completion of audit whichever is later.
	Training abroad	(c) Cases not involving direct expenditure (e.g. training in typewriting conducted by Institute of Secretariat Training and Management);	1 YEAR
		(d) Reports submitted by trainees etc. a f t e r completion of training/study	3 YEARS
Deputations and delegations	(a) Deputation of A.I.S./ C.S.S / C.S.S.S./ C.S. C.S. officers./ Organised services	(a) 3 YEARS plus the period of deputation	(a) 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.
	(b) Delegation in India/abroad	(b) 3 YEARS; or one year after completion of audit and settlement of all audit objections, whichever is later.	(b) Subject to reports being kept in the departmental record room for five years
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.

Pension/ retirement	11. Rules and orders (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules and orders, weeding out the superseded ones as and when they become obsolete.	
	a) Pre-verification of pension cases b) Invalid pension c) Family pension d) Other pension. e) Gratuity f) Commutation of pension	(a) 3 YEARS. (b,c,d) Till the youngest son /daughter attains majority or 5 years whichever is later. (e) 5 YEARS (f) 15 YEARS	
Resignation		1 YEAR	A copy of the communication accepting the resignation may be placed in the personal file.
Extension of service		1 YEAR after retirement	Subject to a copy of the order being placed in the personal file.
Re-employment		1 YEAR after the employee ceases to be in KVS service.	
Nomination of employees	(a) Census operations (b) Committees, working groups, etc. (c) Election work (d) Invigilation	(a,b,c) 1 YEAR (d) Office/Section/ Unit organising examinations and appointing invigilators: 3 YEARS; or one year after completion of audit whichever is later. Other Units: 1 YEAR	
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
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.

ESTABLISHMENT RECORDS OTHER THAN FILES

Establishment/ Sanction Register		Permanent	Where, for any reason, the register is rewritten, the old volume will be kept for 3 years.
Service book of : (a) officials entitled to retirement/ terminal benefits (b) other employees		3 YEARS after issue of final pension/ gratuity payment order. 3 YEARS after they have ceased to be in service	
Confidential reports/character Rolls (a) after retirement (b) after death (c) after resignation/ discharge from service		5 YEARS 3 YEARS 5 YEARS	
Answer books of departmental examinations/tests		1 YEAR from the date of declaration of results	
Leave account of : (a) officials entitled to retirement/ terminal benefits (b) other employees		3 YEARS after issue of final pension/ gratuity payment order. 3 YEARS after they have ceased to be in service	

Main head	Sub-head	Retention period	Remarks
1	2	3	4
IMPLEMENTATION OF HINDI संगठन (मु0) के अनुभागों को शासकीय प्रयोजनों के लिए हिंदी का प्रयोग बैठकें एवं निरीक्षण	1.Parliamentary Committee on Hindi (क) संसदीय राजभाषा समिति की उपसमिति द्वारा संगठन (मु0) का निरीक्षण (ख) संसदीय राजभाषा समिति के समक्ष मौखिक साक्ष्य (ग) संसदीय राजभाषा समिति के 7 वे खंड में निहित सिफारिशों पर राष्ट्रपति जी के आदेश (घ) संगठन (मु0) का निरीक्षण (राजभाषा विभाग द्वारा) (ङ) हिंदी सलाहकार समिति की बैठक (च) केन्द्रीय विद्यालयों में राजभाषा कार्यान्वयन समिति की बैठकों का आयोजन	3 वर्ष (घ), (ङ) एवं (च) 1 वर्ष	समिति के रिपोर्ट एवं सिफारिशों को स्थयी रूप से रखा जाए।
हिंदी प्रोत्साहन	(क) हिंदी कार्यशालाओं का आयोजन (ख) संगठन (मु0) में हिंदी पखवाड़े का आयोजन (ग) हिंदी प्रोत्साहन / पुरस्कार	3 वर्ष या लेखापरीक्षा के 1 वर्ष बाद	(क) (ख) (ग) (घ) (ङ)(घ), (ङ) 1 वर्ष
हिंदी प्रशिक्षण	(क) हिंदी प्रशिक्षण (ख) केन्द्रीय अनुवाद ब्यूरो द्वारा आयोजित किए जाने वाले उच्च स्तरीय/ पुनश्चर्या अनुवाद प्रशिक्षण (ग) अक्षर नवीन 2.0 का प्रशिक्षण		)(घ)(ङ)
तिमाही/ छमाही एवं वार्षिक रिपोर्ट	संगठन (मु0) के अनुभागों; क्षेत्रीय / आंचलिक कार्यालयों एवं विदेश में स्थित केन्द्रीय विद्यालयों की तिमाही/ छमाही/ वार्षिक रिपोर्ट	3 वर्ष	

	कंप्यूटर प्रणाली में द्विभाषी इंटरनेट अंतः क्षेत्र (वेबसाइट) की स्थापना	05 वर्ष	
विविध	(क) कार्यालयों को अधिसूचित करना (ख) राजभाषा अधिनियम, राजभाषा नियम तथा एतद् संबंधी अन्य आदेशों का संकलन (ग) हिंदी पत्राचार	01 वर्ष	
ज्जतदेसजपवद पदजव मदकप अनुवाद	कोड /मैनुअल /मानक मसौदें इत्यादि का अनुवाद	छपने के 3 वर्ष बाद	
द्विभाषी प्रकाशन	(क) संगठन के सभी प्रकाशनों का द्विभाषी प्रकाशन (ख) पत्र-शीर्ष द्विभाषी रूप में प्रयुक्त करना (ग) फार्म तथा मानक मसौदे द्विभाषी रूप में जारी करना (घ) बैठकों के कार्यवृत्त /कार्यसूची द्विभाषी रूप में जारी करना (ङ) संक्षिप्त टिप्पणियों के हिंदी पर्याय (च) लेखन सामग्री का द्विभाषिक प्रयोग (छ) रबड़ की मोहरे, नाम पट्ट, साइन बोर्ड आदि द्विभाषी बनवाना इत्यादि ।	01 वर्ष	(ज)
पुस्तकालय	पुस्तकालय समिति की बैठक हिंदी पुस्तकों की खरीद वार्षिक कार्यक्रम के अनुसार करना पुस्तकालय में प्राप्त पुस्तकों की संस्तुति	05 वर्ष	

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ACADEMICS

Main head	Sub-head	Retention period	Remarks
1	2	3	4
Matters relating to purchase/ incurring expenditure on Projects etc.	1) Files relating to purchase of computers under BBC and Unix programme	3 years or till Audit is over whichever is later.	
	2) Payment files relating to implementation of project under BBC & Unix programme 3) CLASS Project 4) Model Kendriya Vidyalayas 5) Implementation of project (Probe) 6) Computerization of Kendriya Vidyalayas 7) Eduserve * 8) Edusite* 9) Think .Com*	3 years or till Audit is over whichever is later.	*3 Years or till the Project is continued by NCERT which ever is later.
General Purpose/ Misc Matters	1) Files relating to hostel 2) Files relating to ZIET 3) Fire Fighting 4) Youth Parliament 5) Donations 6) Smart Kendriya Vidyalayas 7) Demonstration CBSE/NIOS General matters 8) Social Science /Science Exhibition 9) Academic Course by IGNOU 10) Maths/Phy/Chem/Bio. Tech/Cyber Olympiads 11) Result Analysis 12) Utilization of KV building for External Examination 13) Condonation of shortage of attendance of KV students 14) National Open Schools 15) Medical Checkup 16) Green Olympiad 17) Report of National Commission 18) Decisions/orders on School Timings** 19) Decisions/orders on Vacation and Breaks **	1 Year	Orders of import should be kept in standing guard file.

AWARDS	1) Computer Excellence Award 2) National Award 3) Incentive Award 4) Meritorious Award	2 Years	
Academic PROGRAMME		1 Year	
Permission to write book		1 Year	Subject to copy of the order kept in personal file of the employee
Training		1 Year	Subject to copy of training certificate kept in personal file of the employee
Regional Advisory Committee		3 Years	Subject to report submitted to Parliamentary Committee.
Bharat Scouts & Guides		03 years or 01 yr. After completion of audit which ever is later.	
NFTW		2 Years	
Academic Advisory Committee	1) Agenda Notes, & Minutes 2) Correspondence section	1) Permanent. 2) 1 year after the audit.	
Staff sanction proposals & orders		5 years	
ADMISSION MATTERS	Admission Guidelines and Policy matters[including that of Special Dispensation]	Permanent in the case of Academic 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	
	Amendment in Admission Guidelines	5 years	
	Admission under Special Dispensation of Hon'ble HRM- Lists orders & recommendations.	5 years	

Matters relating to Sports Control Board	i) Meeting of the Sports Control Board: Agenda and Minutes ii) Policy matters	Permanent	
	Infrastructure Sports & Games: (a) Correspondence (b) Sanction ©Construction	(a) 3 years or 1 year after the audit (b & c) Permanent in case of sanction order	Wherever court cases are pending, the file is to be retained till the disposal of the court case
	i) Cash Book ii) Ledger iii) Voucher Files iv) Receipt File v) Advance File	(I to III) 20 years (iv, v) 3 years or 1 year after the audit	
National Sports Meet		3 years or 1 year after the audit	
Adventure activities in Kendriya Vidyalayas	i) Reimbursement of 40% share of Adventure Activities ii) 2% VVN contribution of SCBF iii) FDR Bank File iv) coaching in games/sports to Kendriya Vidyalaya students.	3 years or 1 year after the audit	
SGFI Meets	1) correspondence 2) expenditure	3 years or 1 year after the audit	
Misc matters		1 year	

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FINANCE

SL NO..	Main head	Sub-head	Retention period	Remarks
1	2	3	4	5
1	ALL RULES & POLICIES ON FINANCIAL MATTERS		Permanent	
		(i) All Records connected with expenditure which is within the period of limitation fixed by law. (ii) All Records connected with expenditure on projects, schemes or works not completed although beyond the period of limitation (iii) All Records connected with claims to service and personal matters affecting persons in the service except as indicated in the Annexure.	Permanent	
2	Payments and recoveries.	(i) Expenditure Sanctions not covered by Paragraph 1 above (including sanctions relating to grants-in-aid) (ii) Cash Books maintained by the Drawing and Disbursing Officers under Central Treasury Rule 77.	(I) 2 years, or one year after completion of audit, whichever is later. (II) 10 years.	
		(iii) Contingent expenditure	3 years, or one year after completion of audit, whichever is later.	
		(iv) Arrear claims (including sanction for investigation, where necessary).	3 years, or 1 year after completion of audit, whichever is later	

	PROVIDENT FUND ACCOUNTS	Papers relating to: (I) GPF Membership.	1 year.	Subject to: Original nomination being placed in the Service Book of the employee Subject to an authenticated copy of the sanction being kept in the personal file.
		(II) GPF Nomination.	1 year.	
		(lii) Adjustment of missing credits in GPF Accounts	1 year.	
		(iv) Financing of Insurance	1 year.	
		(v) Policies from GPF Accounts. (vi) Final withdrawal from GP Fund, e.g., for house building, higher technical education of children, etc. (vii) GPF annual statements.	3 year, or one year after completion of audit, whichever is later.	
	i) T.A./Transfer T.A. claims. ii) Medical claims iii) LTC claim		3 year of settlement of claim, or one year after completion of audit, whichever is later.	
2.	Budget Estimates/ Revised Estimates.		3 years	The retention period here relates to the Budget/Revised Estimates as compiled by the Budget/Accounts Section for the Department as a whole.
	Expenditure statements	To be weeded out after the Appropriation Accounts for the year have been finalized		

	Register of monthly expenditure (Form GFR 9).	To be weeded out after the Appropriation Accounts for the year have been finalized		
	Surety Bonds executed in favour of a temporary or a retiring Government servant.	3 years after the Bond ceases to be enforceable		
	Files, papers and documents relating to contracts, agreements, etc.	5 years after the contract/ agreement is fulfilled or Terminated. In cases where audit objections have been raised, however, the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the audit authorities or have been reviewed by the Public Accounts Committee.		
	PAY BILL OF EMPLOYEES	(a) Pay Bill register (b) Establishment pay bills and related schedules (in respect of period for which pay bill register is not maintained). c) Schedules to the Establishment pay bills for the period for which pay bill register is maintained. (d) Acquittance Roll	(a) & (b) 35 years. (c & d) 3 years, or one year after the completion of audit, whichever is later.	

	Muster Rolls		Such period as may be prescribed in this behalf in the departmental regulations subject to a minimum of three financial years of payment excluding the financial year of payment.	
		Bill Register maintained in Form TR-28-A.	5 years.	
		Paid cheques returned by the Bank to the Audit/Accounts Office.	5 years.	The counterfoils of paid cheques should be preserved for the same period as prescribed for preservation of paid cheques, viz., 5 years. However, in cases where the counterfoils are required to be preserved in connection with settlement of some enquiry, etc., these should not be destroyed unless otherwise advised by the authorities conducting the enquiry. The other instructions contained in this Appendix will continue to be applicable in this case before the counterfoils which are more than five years old are actually destroyed.

ADVANCES		(i) Car Advance Rules (ii) Conveyance Advance Rules (iii) Cycle Advance Rules (iv) Festival Advance Rules (v) GPF Advance Rules (vi) House Building Advance Rules (vii) Motor Cycle/Scooter Advance Rules (viii) Pay Advance Rules (ix) T.A. Advance Rules (x) Travel Concession Rules (xi) Other Advance Rules	Permanent in the case of Departments issuing the rules, orders and instructions; other Departments need keep only the standing rules, etc., weeding out the superseded ones as and when they become obsolete.	
		i) Grant of car Advance ii) Grant of conveyance allowance iii) Grant of cycle advance iv) Grant of festival advance v) Grant of GPF advance vi) Grant of house building advance vii) Grant of motor cycle/ scooter advance viii) Grant of pay advance ix) Grant of T.A. advance x) Grant of LTC advance xi) Grant of other advances	1 year	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) copy of sanction being placed on personal files; and (b) mortgag e deeds and other agreements executed being kept separately in safe custody for the period they are valid.

	PENSION/ & INSURANCE Including Restructured New Defined Pension Scheme 2004	(i) Rules and Orders (general aspects)	Permanent in the case of Departments issuing the rules, orders and instructions; other Departments need keep only the standing rules and orders weeding out the superseded ones as and when they become obsolete.	
		(a) Pre-verification of pension cases. (b) Invalid pension (c) Family pension (d) Other pensions	(a) 3 years. (b) Till one year after the last beneficiary of the family pension ceases to be entitled to receive or 5 years whichever is later	
		(e) Gratuity	5 years	
		(f) Commutation of pension	15 years.	

	ANNUAL MAINTENANCE CONTRACT-	3 years or 1 year after completion of audit whichever is later.	
	HIRING OF VEHICLES-	3 years or 1 year after completion of audit whichever is later.	
	DIRECT PAYMENT-	3 years or 1 year after completion of audit whichever is later.	
	<u>PROCUREMENT OF GOODS/EQUIPMENT</u>	3 years or 1 year after completion of audit whichever is later.	
	PROCUREMENT OF SERVICES & SUPPLY-	3 years or 1 year after completion of audit whichever is later.	
	PUBLICATION MATTERS	3 years or 1 year after completion of audit whichever is later.	
BUDGET	PLAN SCHEMES	PERMANENT	
	BUDGET ESTIMATES FOR FIVE YEAR PLANS	10 YEARS	
	BUDGET ESTIMATES/ REVISED ESTIMATES	3 years	
	EXPENDITURE STATEMENT	To be weeded out after the appropriation accounts for the year have been finalized	
	RECONCILIATION	To be weeded out after the appropriation accounts for the year have been finalized	
	RE-APPROPRIATION	3 YEARS	

	SUPPLEMENTARY GRANTS	3 YEARS	
	SPECIAL FACILITIES TO KVS EMPLOYEES POSTED AT (a) NE REGION, (b) Kashmir Valley (c) other places	Permanent in case of rules and policies	
	Expenditure Reform Commission	Five Year	
VVN Account	VVN Deposit	One Year	
	VVN exemption of girl child	Five Year	
	VVN Exemption (others)	Five Year	
	Permission for traveling by air for non-entitled category between Delhi to Leh	Three year	
	Delegation of financial power	Permanent	
	parliamentary standing committee	Five Year	
	pre budget discussion	Two year	
	grant-in-aid	Two year	
	allocation of fund	Permanent	
	Annual Plan	Five Year	
	Sanction/Payment of HRA/CCA, Hill Area Allowance, Border Area, Remote Locality and other Allowance to KVs employees	Permanent in respect of Rules/ Policy Clarifications/ payments etc Sanction orders: Five Year	
	File of Utilization Certificate of all Regional Offices	Permanent	
	Outstanding dues against Project KVs	Two year	
	Correspondence made from Cabinet Secretary, Vice-Chairman, CMD & Commissioner to concerned Ministry and Head of the Project Authority	Five Year	
	DA Rate, Bonus	Two year or till it is superceded by fresh orders	
	Differential fee structure	Permanent	
	Review of Accounts Code	Permanent	
	Financial Assistance	Permanent	
	Merger of 50% DA in BP	Permanent	
	Pre-Primary in KVS	Permanent	
	Fee Collection by Nationalized Bank	Two Year	
	Payment of contractual Teacher	Five Year	

	6th Pay Commission Report	Permanent	
	Double shift in KVs located in Delhi/ Noida/ Ghaziabad	One year	Permanent in case of Rules and Policies connected with opening of KVs etc.
	Honorarium Small family Norms Cash handling allowance	3 years after the audit in case of payments etc	Permanent in case of Rules and Policies
AUDIT AND ACCOUNTS	AUDIT OBJECTION AND AUDIT PARAS: Conduction of Internal Audit/ Special Audit/ Statutory Audit. Submission of Report by IA team, SA team, CAG, AICCA Reply to audit memos	3 YEARS or 1 year after settlement of all audit paras whichever is later	In case of serious irregularities when Departmental action has been proposed/ initiated, till the completion of the Departmental action.
	Monthly Information System Periodical Returns	1 year after the period to which it pertains	
	Tour programme of the Auditors	1 year after completion of audit subject to submission of audit report.	
	Release of payment of AICAA	3 YEARS or 1 year after audit whichever is later	