

Indian Institute of Petroleum and Energy

Visakhapatnam



Record Retention Schedules

c/34

Preface

Record management has always been a critical activity for government institutions, as it is viewed as key to efficient administration. With a view to bring economy of space, efficiency in retrieval of documents and coming into being of the Right to Information Act-2005 & the need for storage of electronic data/ information, a need was felt to introduce the Record Retention Schedule for the Institute. The Record Retention Schedule (RRS) has been compiled for each section of the Institute depending upon the variety of records they maintain. The approved record retention schedule notified by the Department of Administrative Reforms and Public Grievances (DAR&PG) & GFR-2017 has been taken as base documents and references have also been taken from other IITs & other Departments of GoI to prepare the RRS of the Institute. On the formulation of RRS, utmost care is taken to ensure that files are neither prematurely destroyed nor kept for a period longer than necessary.

Index

Ser	Contents	Description	Page No.
1	Categorization of Records	Applicable to all Departments/ Sections/ Centres/ Units of the Institute	
2	Important / General Instructions & Procedure for weeding out time expired records		
3	Format of Record Destruction Register		
4	Format of certificates for Record destruction and retention		
5	Schedule-I	Applicable to all Departments/ Sections/ Centres/ Units of the Institute	
6	Schedule-II	RRS for Office of the Dean (Faculty Affairs) & Establishment Section	
7	Schedule-III	RRS for F&A, Project Accounts and IA Sections	
8	Schedule-IV	RRS for Purchase & Stores Section	
9	Schedule-V	RRS for Academics	
10	Schedule-VI	RRS for Office of Dean (Students' Affairs)/ Hostels/ Sports Sections	
11	Schedule-VII	RRS for Library	
12	Schedule-VIII	RRS for Health Centre	
13	Schedule-IX	RRS for Campus Maintenance Unit	

A. R. S.

✓

CATEGORISATION OF RECORDS

Physical Records: - File may be recorded under any of the following category:

(1) **Category 'A'** meaning '**keep and digitize**' – Files/ documents & Registers which qualify for permanent preservation for administrative purposes and which have to be digitized because of their importance and requirement;

(2) **Category 'B'** meaning '**keep but do not digitize**' - This category will cover files required for permanent preservation for administrative purpose;

(3) **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. C-3, C-5 & C-10 means Category C files to be kept for 3 years, 5 years and 10 years respectively.

Electronic Records - e-Files/records may be digitized any one of the category:

(1) **Category-I** (e-Files/records to preserved permanently)-It will be kept in the Institute's server & will be maintained by Computer centre

(2) **Category -II** (e-Files/records of secondary importance and have a reference value for a limited period) – 10 years on the Department'. In exceptional cases, if the record is required to be retained beyond 10 years it will be upgraded to Category-I.

A.H.2

✓

IMPORTANT INSTRUCTIONS

The following shall on no account be destroyed: -

- (a) Records connected with expenditure, which is within the period of limitation fixed by law.
- (b) Records connected with expenditure on projects, schemes or works not completed, although beyond the period of limitation.
- (c) Records connected with claims to service and personal matters affecting persons in the service except as indicated in Schedules.
- (d) Orders and sanctions of a permanent character, until revised.
- (e) Records in respect of which an audit objection/ litigation is outstanding.
- (f) Some important documents/records can also be stored in Digi locker, if required.

GENERAL INSTRUCTIONS

1. Each Department/Section/Centre/Unit will follow the above retention period and in case retention period of register and files are not mentioned under their column, the period will be decided on retention period of similar documents under other columns.
2. 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.
3. In the case of records other than files, for example, registers, the prescribed retention period will be counted from the date on which it has ceased to be current.
4. 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.
5. 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.
6. 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 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.

A.R.B.

A. ✓

c/31

Notes:

1. Before any pay bill/pay registers are destroyed, the service of the Government servants concerned should be verified under Rule 257 of GFR.
2. Where a minimum period after which any record may be destroyed has been prescribed, the Head of a Department or any other authority empowered by him to do so, may order in writing the destruction of such record in their own and subordinate offices on the expiry of that period counting from the last day of the latest financial year covered by the record.
3. Full details shall be maintained permanently, in each office, of all records destroyed from time to time.
4. Director (Ex-officio) will be the competent authority to approve the recommendation for the destruction of the obsolete records.
5. The principle to be adopted in respect of files having financial implications and hence liable to be called by audit for inspection is that such files should be retained for a period of five years after they have been recorded. If at any time during the period of five years, an audit objection having reference to the transaction dealt with in that file arises, is received, the file will not be destroyed until after the audit objection has been settled to the satisfaction of the audit. While records may be reviewed and weeded out at periodical intervals in the light of the retention periods prescribed to avoid their build-up, the attempt should be to make a continuous and conscious effort throughout the year to weed out unnecessary records. In other words, the working rules should be "weed as you go".

PROCEDURE FOR WEEDING OUT THE TIME EXPIRED RECORDS

The procedure for disposal of time expired records will be as follows:

The periods of retention of various records in IIPE Visakhapatnam is laid down in Retention manual. The position of such records will be reviewed by the Department/Sections annually in the Month of December of each year and a list of time expired records will be prepared with the necessary certificates for disposal orders. Documents will be destroyed by thermal destruction/ shredding only after obtaining the sanction of the competent authority. They should not be disposed of in any other manner. Before taking up the destruction of non-effective File/Document/ register etc., a list of documents due for destruction will be furnished to the other concerned sections(if involved) , containing all relevant details for their remarks, if any, in respect of any File/Document/ register etc. is required to be retained. The committee constituted for this purpose will certify in the prescribed format that they have thoroughly checked the list of time expired record and found that the listed files/registers/records can be destroyed. After destruction of the records they will again certify that in their personal presence the destruction of records have been done & suitable entry has been made in the register of destruction.

A. Ph. S.

✓

Format of Record Destruction Register

Sl. No.	Reference No. or record name	Description of record	Date of closure	Destroyed on	Mode of destruction	Remarks	Signature Deans/ HoD

A. Ph B

A. Ph B

Format of certificates for Record destruction and retention

Constitution of Committee

As per the approval of competent authority, a committee as following, is constituted in Department/ Section/ Centre/ Unit to verify and recommend the destruction/ retention of obsolete records for the year ending 31st December

- (a) HoD – Chairman Prof.....
- (b) One member from sister Deptt.-
- (c) One member from concerned Dept.- (Member Secretary)

Director
IIPE Visakhapatnam

Copy to: Establishment Section

Certificate for obtaining approval for Destruction of Record(s)

We the committee members certify that we have thoroughly checked the list of time expired records and found that the listed files/registers/records can be destroyed in consonance with the Institute's Record Retention Schedule.

Signature member-1

Signature member-2

Signature member-3

Date.....

Approved/Not Approved

Director
IIPE Visakhapatnam

Copy to: Establishment Section

Obsolete Record Destruction Completion Certificate

We the committee members certify that as per approval of competent authority, obsolete records due for destruction have been destroyed in our presence and suitable entry has been done in the Register of Destruction.

Signature member-1

Signature member-2

Signature member-3

Date.....

Copy to: Establishment Section

A.H.S

✓

Schedule-I (Common for all)				
Sl. No.	Main-Head	Sub-Head	Retention Period	Remarks
1	2	3	4	5
1.	Bill Register		5 years.	
2.	Files, papers and documents relating to contract agreements/ physical verification 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 reviewed by the Public Accounts Committee.	
3.	Cash receipts and stock register (consumable)		5 years or 1 year after completion of audit, whichever is later	
4.	Asset Register / Stock Register (Capital/ Non consumable item)		Permanent	
5.	Correspondence files, Tender Registers and all other Registers		5 years or 1 year after completion of audit, whichever is later	
6.	Material issued slip/Registers		3 years or 1 year after completion of audit, whichever is later	
7.	Policy bonds /Insurance related files		03 Years after maturity or 01 Year after audit whichever is later	
8.	File/Document/Bill etc. Movement Register Internal		5 Years	
9.	Despatch Register/Inward Register & Files		5 years or 1 year after completion of audit, whichever is later	
10.	Peon Book		Three year from the date of closure of registrar	we have proposed three year instead of one year as contained in DARPG
11.	Audit & Accounts File	Audit objection and Paras	For departments reported upon or predominantly concerned - 10 Years For other interested departments : 3 Years	Subject to a copy of the report being retained permanently.

A.H.R.

D. J.

c/27

12.	Attendance Register		01 Year from the date of closure	
13.	No dues Record		03 Years from the date of closure of file	
14.	Miscellaneous Files/documents/ certificates not listed above		05 Years	
15.	Policy matters/ Manual		Permanent	
16.	Files related to Correspondence with Central Govt. and state Govt. & Ministries		10 Years after date of last closure	
17.	File & registers pertaining to destruction of records		Permanent	
18.	Legal Court Cases/Arbitration & litigation cases		3 Years	Subject to: The file not being closed until the award/ judgment become final in all respects by limitation or final decision in appeal/ revision; and Cases involving important issues or containing material of a high precedent/ reference value being retained for an appropriately longer period either initially or at the time of review
19.	RTI	Replies/Appeals /Quarterly Reports/Index Register	5 years after closure of the RTI	

A-8h.2



20.	RTI retention schedule	RTI Cases disposed without attracting any 1st Appeal	3 years	
		RTI Cases attracting 1st Appeal	3 years	Since they may attract 1st Appeal so require a fair retention period.
		RTI Cases attracting 2nd Appeal (without any remarkable decision)	3 years or till the compliance of CIC orders, whichever is later.	
		RTI Cases attracting 2nd Appeal (involving a remarkable decision)	5 years	Judgement/CIC ruling —B
		1st Appeal cases files	3 years	As these may attract 2nd Appeal
		2nd Appeal cases files	3 years or till the compliance of CIC orders	
		Files relating to the administrative aspects of RTI Act, 2005 i.e. implementation, suggestions, guidelines, etc.	3 years	
		File Register of RTI Applications i.e. records other than file.	Permanent	
21.	Scrap sale Register		Permanent	

A.P.L.S

A.L.

cl25

SCHEDULE II : Office of The Dean (Faculty) & Establishment Section				
Sl. No.	Main-Head	Description of records		
		Sub-Head	Retention Period	Remarks
(1)	(2)	(3)	(4)	(5)
01.	Service Matter	Personal File & Service Book (containing Application, Selection Minutes, Appointment order, Joining Report, CVR, Medical Report, NOC for Passport/VISA/ outside post/ Higher education, Transfer/Posting, Confirmation/Probation, /Leave Records/Lien/ Deputation/ Foreign Service/Family Detail, Increment dates, Promotion, up gradation in the post, LTC record, Transfer TA claims, etc.)	Physical file and Service Book to be destroyed after 05 years of retirement/ resignation / death / voluntary retirement. If File is digitized, 02 years after completion of digitization. Others-05 years after they have ceased to be in service	
		Minutes of the selection committee	Permanent	
		Service Book (Containing Leave records, Increment dates, Promotion, up gradation in the post etc.	Service Book to be destroyed after 05 years of resignation / death / retirement/ voluntary retirement. If Service Book is digitized, 02 years after completion of digitization. Others-05 years after they have ceased to be in service	
		(a) Nomination relating to family pension in and DCR gratuity.	1 year - after settlement of benefits	Subject to the nomination in original or an authenticated copy thereof (where original kept with the audit) as the may be being placed in Vol. II of the Service Book/ Personal File.
		(b) Civil List Gradation/ Seniority list	3 years	
		Increment (Annual increment of the employees)	Increment file to be destroyed after 02 years, or 01 years	

A. Sh. S.

			after completion of digitization.	
		Financial Up gradation (MACP Pay Anomaly/Departmental Promotion)	Permanent	
02.	Retirement Benefits	Pension/family pension/CPF Gratuity	The concerned file to be destroyed after 05 years of death of employee and their dependents. If File is digitized, 02 years after completion of digitization.	
		Leave Encashment		
		Commutation of Pension		
	Retirement Benefits	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 orders, weeding out the superseded ones, as And when they become obsolete.	Refer GFR appendix 13, Annex-1
		Group A	a) Pre verification of pension case	3 years
			b) Invalid pension c) Family Pension	Till the youngest son/daughter attains majority or 5 years which is later.
			d) Other pension	5 years
			e) Gratuity	15 years
			f) Commutation of pension	15 years
03.	Property Declaration and other Confidential/ Vigilance matters		To be destroyed after 02 years upon digitization.	
04.	Recruitment (Faculty)	Shortlisted applications (Online & Offline)	To be destroyed after 10 years of clearance of File and 02 years after completion of digitization.	

A.H.R

J. L

cl23

		Not Shortlisted applications (Online & Offline)	To be destroyed after 02 years upon digitization.	
		Recruitment Correspondence	To be destroyed after six months of the completion of process of selection.	
		Reference Letters	To be destroyed within three months after completion of process	
		Personal files of staff on Contract/ Consolidated salary	To be destroyed after 06 years of the completion of process of selection.	
		Faculty Interviews file	To be destroyed after Interview	
		Condone of break in service	To be destroyed after 5 years of date of relieving	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
	Recruitment (Non-Faculty)	Digital/ hard copy of applications/ dossiers of candidates whose candidature/ applications were rejected summarily due to reasons like unsigned application, without photograph, fee, etc.	3 months from the date of publication of the final result.	
		Digital/ hard copy of applications/ dossiers of candidates figuring in the select list which are sent to establishment section	To be merged with the personal file of the employee, if he/she joins. Otherwise till one year after the offer of appointment has been cancelled	
		Digital/ hard copy of applications/ dossiers of candidates who do not figure in the list of shortlisted candidates	3 months from the date of publication of the result on the website of the institute	
		Digital/ hard copy of applications/ dossiers of candidates not included in	3 months from the date of publication of the result on the	

Agha

✓

		the shortlisted for selection process	website of the institute	
		Digital/ hard copy dossiers of candidates included in the waiting list /reserve list and not Offered appointment	1 year from the date of Publication of result on the website of the institute	
		Minutes of meetings of the selection committee including statements of marks of various stages of the recruitment process	Permanent retention	
		Digital/ hard copy dossiers of shortlisted candidates who do not figure in the select list/ reserve list/ waiting list	03 months after the publication of the results on the website of the institute	
		Digital/ hard copy dossiers of candidates involved in court cases	01 year after the matter is finally disposed of	
		Unused question booklets and answer sheets	01 month from the date of the examination	
		used answer sheets of candidates who do not figure in the select list/reserve list/ waiting list	6 months from the date of announcement of the final results of the recruitment	
		Used answer sheets of candidates who figure in the select list/ reserve list /waiting list	In case of candidates appointed- 2 years or till confirmation whichever is later, otherwise one year from the date of publication of result	
		Representation/Complaints about written/final results	01 year from the date of declaration of written/ final result or till the final disposal of the representation / complaints whichever is earlier	
		Typescript of candidates who appeared in typewriting tests	3 months from the date of publication of the final results	
05.	Resignation/ VRS		1 year after resignation/VRS	A copy of the communication accepting the resignation may be placed in the personal file

A.R.S.

N. J.

cl21.

06	Extension of Service		1 year after retirement	Subject to a copy of the order being placed in the personal file.
07.	Re-employment		1 year after the government servant ceases to be in government service	A copy of the order may be placed in the personal file/
08.	Appraisal Report / CR Files	CR Folder / Files of Group B & C Employees	CR Files of Group B & C Employees to be retain up to 5 years of Retirement, Death, Resignation, or 02 year after digitisation.	

A.gh

N

SCHEDULE III : F & A, Project Accounts and IA section				
Sl. No.	Main-Head	Description of records		
		Sub-Head	Retention Period	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Payments and recoveries.	i) Expenditure Sanctions not covered under important instructions (including sanctions relating to grants-in-aid	2years, or one year after completion of audit, whichever is later.	
		ii) Cash Books maintained by the Drawing and Disbursing Officers under Central Government Account (Receipts and Payments) Rules, 1983.	10 years.	Subject to: (a) Original nomination being placed in Vol. II of the Service Book of Group 'D' Government servants; and (b) Nomination in original or an authenticated copy thereof being placed in Vol. II of the Service Book/Personal File in case of other Government servants. Subject to an authenticated copy of the sanction being placed on the personal file.
		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	
		Papers relating to :		
		v) GPF Membership.	1 year.	
		vi) GPF Nomination.	1year – after final settlement of GPF Account.	
		vii) Adjustment of missing credits in GPF Accounts	1 year.	
		viii) Final withdrawal from GPF, e.g., for	1 year.	

Agh. R

N. J

		house building, higher technical education of children, etc.		
		ix) GPF annual statements.	1 year.	
		x) T.A./Transfer T.A. claims.	3 years, or one year after completion of audit, whichever is later.	
2.	Budget Estimates/ Revised Estimates.		3 years.	The retention period here related to the Budget / Revised Estimates as compiled by the Budget / Accounts Section for the Department as a whole.
3.	Expenditure statements.	a) In respect of lower formations.	To be weeded out at the end of financial year.	
		b) In respect of Department itself	To be weeded out after the Appropriation Accounts for the year have been finalized.	
		c) Register of monthly expenditure (Form GFR 9)		
4.	Surety Bonds executed in be favour of a temporary or a retiring Government servant.		3 years after the Bond ceases to enforceable.	
		(a) Pay Bill register.	35 years	
		(b) Office copies of Establishment pay bills and related schedules (in respect of period for which pay bill register is not maintained).	35 years	
		c) Schedules to the Establishment pay bills for the period for which pay bill register is maintained	3 years, or one year after the completion of audit, whichever is later.	
		d) Acquaintance Roll.	3 years, or one year after the completion of audit, whichever is later.	

Ash. R



5.	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.	
6.	Paid cheques returned by the Bank to the Audit/ Accounts Office.		5 years.	The counter foils 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 counter foils 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
7.	Sub-Vouchers relating to the Secret Service Expenditure.		3 years after the expiry of the financial year in which the expenditure was incurred, subject to completion of administrative audit and issue of audit	

Ash. K

N. J

c/17

			certificate by the nominated Controlling Officer.	
8.	Notice under Section 80 of Civil Procedure Code		1 year	If such a notice followed up by a civil suit, it would become arbitration/ litigation case and would, therefore, need to be retained for 3 years.
9.	Advance house building.	i. Car 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.	
		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	1 year	
		xi. Other Advance Rules		
		xii. Grant of car Advance		
		xiii. Grant of conveyance allowance		
		xiv. Grant of cycle advance	1 year	
		xv. Grant of festival advance		
		xvi. Grant of GPF advance		
		xvii. Grant of house building advance		
		xviii. Grant of motor cycle/ scooter advance		
		xix. Grant of pay advance		
		xx. Grant of T.A. advance		
		xxi. Grant of LTC advance		
		xxii. Grant of other advance		
10.	Pension & Retirement	(i) Rules and Orders (general aspects.)	Permanent in the case of Departments issuing the rules, orders and instructions; other Departments need keep only the	
		(ii) In respect of Groups 'A', 'B' and 'C' Government servants.		

Agh. S

P. S.

			standing rules and orders weeding out the superseded ones as and when they become obsolete.	
		(a) Pre-verification of pension cases.	3 years	
		(b) Invalid pension	Till one year after the last beneficiary of the family pension ceases to be entitled to receive or 5 years whichever is later.	
		(c) Family pension		
		(d) Other pensions		
		(e) Gratuity	5 years	
		(f) Commutation of pension after the Bond ceases to be enforceable	15 years	
11.	Pay	Group A to Group D	3 years or 1 year after completion of audit, whichever is later	Subject to suitable entries made in the appropriate service records and pay bill register and an authenticated copy of the order where issued being placed in the personal file.
12.	Special Pay	Group A to Group D	3 years or 1 year after completion of audit, whichever is later	Subject to suitable entries made in the appropriate service records and pay bill register and an authenticated copy of the order where issued being placed in the personal file.
13.	Allowances	i. CEA ii. CCA iii. Daily Allowances iv. Dearness allowances v. HRA vi. OT allowances vii. Travelling allowances viii. Washing allowances	3 years or 1 year after completion of audit, whichever is later	
14.	Increments	i) Advance Increments	3 years or 1 year after completion of	Subject to suitable entries made in the appropriate

Apl. 2

J. J

cls

			audit, whichever is later	service records and pay bill register and an authenticated copy of the order where issued being placed in the personal file.
		ii) Withholding of increments	10 Years or 03 years after the final disposal of judgement under the normal course of law, whichever is later	Subject to suitable entries made in the appropriate service records and pay bill register and an authenticated copy of the order where issued being placed in the personal file.
15.	Honorarium	Group A to Group D	3 years or 1 year after completion of audit, whichever is later	
16.	Admin & Tech sanction	i) Major Works	10 Years or 3 years after completion of the work	
		ii) Minor Works	5 Years or 3 years after completion of the work	
17.	Plan Schemes	Approved Schemes	Permanent for record of major projects costing Rs. 20 Crore and above , for other 10 Years	
		Not approved schemes	3 years	
		Review of ongoing schemes	3 years after closure of the scheme	
18.	Payment & Recoveries	1. Air passage bills	3 years or 1 year after completion of audit, whichever is later	
		2. Cancellation charges	3 years or 1 year after completion of audit, whichever is later	
		3. Electric charges-recovery	01 Year	
		4. Grants in aid contributions and donations	3 years or 1 year after completion of audit, whichever is later	

Adhik

✓

		5. Hospitality fund	3 years or 1 year after completion of audit, whichever is later	
		6. House Rent and other allowances	5 years after the settlement of case or 01 year after audit whichever is later	
		7. Last Pay certificate	5 years after the settlement of case or 01 year after audit whichever is later	
		8. Pay claims	5 years after the settlement of case or 01 year after audit whichever is later	
		9. Permanent Imprest	03 Years or till the relevant orders are superseded (whichever is later) in the case of departments issuing the orders/instructions : other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete	
		10. Refunds	03 Years or 01 Year after completion of audit whichever is later	
		11. Refreshment bills	03 Years or 01 Year after completion of audit whichever is later	
		12. Rent demand statements	01 Year	
		13. Service postage stamp	03 Years or 01 Year after completion of audit whichever is later	
		14. Water charges-recovery	01 Year	
		15. Reimbursement of legal expenses	03 Years or 01 Year after completion of	

A.P.R.

A. A

			audit whichever is later	
		16. Reimbursement of tuition fees	03 Years or 01 Year after completion of audit whichever is later	
		17. Acceptance of credits/debits	03 Years or 01 Year after completion of audit whichever is later	
		18. Financing of insurance policies from GPF Account	01 Year	
		19. Postal life Insurance	03 Years	
		20. Write-off losses	03 Years or 01 Year after completion of audit whichever is later	
		21. Expenditure sanction	03 Years or 01 Year after completion of audit whichever is later	
19.	Increment list		3 years or 1 year after completion of audit, whichever is later	
20.	Project / Seminar /Conference/ Meeting/Short term courses Files		3 years or 1 year after completion of audit, whichever is later	
21.	Project Registers/DDF& PDF Registers		10 years or 1 year after completion of audit, whichever is later	
22.	FC Registers		10 years or 1 year after completion of audit, whichever is later	
23.	Fellowship/scholarship/ Inspire faculty related files		5 years or 1 year after completion of audit, whichever is later	
24.	Chair files		Will be retained for 3 years after dissolution of Chair as per MoU or 1 year after completion of audit, whichever is later	
25.	NGO DARPAN/NITI		Permanent	

A.gh. S

M

	AAYOG/PFMS /PMRF/GMF etc. related correspondence			
26.	Hostel related documents and registers		3 years or 1 year after completion of audit, whichever is later	
27.	Income tax related files /GST /ST / Bharatkosh related files & registers		Permanent	
28.	NIRF data		3 years or 1 year after completion of audit, whichever is later	
29.	Bank reconciliation statement		5years or 1 year after completion of audit, whichever is later	
30.	RVs related to GST/ Tax invoices files		10 years or 1 year after completion of audit, whichever is later	
31.	Accounts vouchers		10 years 1 year after completion of audit, whichever is later	
32.	Receipts Books		10 years or 1 year after completion of audit, whichever is later	
33.	Bank Statements		5 years or 1 year after completion of audit, whichever is later	
34.	Insurance related files		03 Years after maturity or 01 Year after audit whichever is later	
35.	Payment intimation to CPWD/Tax challans/ Electricity bills Copy/ Municipal taxes/water charges		10years or 1 year after audit, whichever is later	
36.	Copy of NEFT/RTGS		3 years or 1 year after completion of audit, whichever is later	

A.H.D

A.H.D

37.	Change of signatories file		Permanent	
38.	Loan under Vidya Lakshmi (documents)		3 years or 1 year after completion of audit, whichever is later	
39.	Research contingency register (Year wise)		3 years or 1 year after completion of audit, whichever is later	
40.	CSGL Accounts related file		03 Years after maturity or 01 Year after audit whichever is later	
41.	Other investment related files and register		03 Years after maturity or 01 Year after audit whichever is later	
42.	HEFA loan		03 Years after completion of loan or 01 Year after audit whichever is later	
43.	Grants in Aid & UC		10 Years or 01 year after audit whichever is later.	
44.	Misc. accounts data file		03 Years after maturity or 01 Year after audit whichever is later	
45.	Audit report File		Permanent	

SCHEDULE IV : Purchase & Store Section				
Sl. No.	Main-Head	Sub-Head	Retention Period	Remarks
1	2	3	4	
1	Rules and Regulations	Purchase manual, rules and regulation related to Purchase and Store	Permanent	If, for any reason, a rules / regulations / manual has to be rewritten, the old files will be retained for 5 years
2	Purchase File and other related documents/files	Individual Purchase file including contracts and other related necessary documents	Five years after fulfilment of all contractual obligation in every aspect i.e. competition of warranty / return of performance security or one year after the completion of audit, whichever is later.	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
		Performance Bank Guarantee record	Five years after fulfilment of all contractual obligation	
		Letter of Credit (LC) Record	Five years after fulfilment of all contractual obligation	
		Custom Clearance Record	Five years after fulfilment of all contractual obligation	
		Custom Duty Exemption & Concessional GST Certificate record	Five year or one years from the renewal of certificate	
		Indent record	Five year	
		Letter of Credit (LC) Record	Five years after fulfilment of all contractual obligation	From the date of closure of register
		GeM account details	Permanent	

A.P.R.

D. 1

49

SCHEDULE V : Academics

Sl. No.	Main-Head	Description of records Sub-Head	Retention Period	Remarks
(1)	(2)	(3)	(4)	(5)
1	Academic	Personal file/History Sheet of the students/scholars	Soft copy - Permanent Hard Copy - 5 years after Graduation / leaving the Institute	
2	Academic	Grade Sheets	Soft copy – Permanent. Hard Copy - 5 years after Graduation / leaving the Institute	
3	Academic	Tabulation Records / Result Sheets	Soft copy – Permanent Hard Copy - 10 years after Graduation / leaving the Institute	
4	Academic	Semester Grade Reports received from the Instructors	Soft copy – Permanent Hard Copy - 2 years after Graduation / leaving the Institute	
5	Academic	Ph.D Thesis Evaluation / Viva Reports	Soft copy – Permanently Hard Copy - 5 years after Graduation / leaving the Institute	
6	Academic	Minutes of the Meetings of the Senate and Agenda Papers	Soft copy – Permanently Hard Copy - 5 years	
7	Academic	Minutes of the Meetings of the Examination Board and Agenda Papers	Soft copy – Permanently Hard Copy - 5 years	
8	Academic	Admission related data of UG/PG/Ph.D. (Only List of selected candidates with details)	Soft copy – Permanently Hard Copy - 2 years after Graduation / leaving the Institute	
9	Academic	Fellowship and Stipend processing record	5 years or 1 year after completion of Audit whichever is later	
10	Academic	Refunds processing record	3 years or 1 year after completion of Audit whichever is later	

11	Academic	Honorarium processing record	3 years or 1 year after completion of Audit whichever is later	
12	Academic	Convocation Register / Result Register	Permanently	
13	Academic	Medals and Awards File	Permanently	
15	Academic	Files related to Information / replies given to Ministry, RTIs, PM Portal etc.	5 years	
16	Academic	Notifications – a. Policy matters b. Other Notifications	Soft copy – Permanently Hard Copy – 5 years (for both a & b)	
17	Academic	Evaluated Answer Books available with/ returned by the Instructors after each semester-end/ Term end exam	Till the end of the following semester (1 Semester)	

A.P.H.S

N.S

SCHEDULE VI : Dean Students Welfare/Hostel/Sport Section				
Sl. No.	Main-Head	Description of records		
		Sub-Head	Retention Period	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Dean Students Welfare/Hostel/Sport Section	Mess Bill Files (Hostel Wise)	3 Years	File with hostel
		Voucher Files all hostels	1 Years	File with hostel
		Gymkhana File (papers related to gymkhana members and event reports) and All Types of Student's Clubs	5 Years	File with Dean (Student Welfare) Secretariat
		Mess file (contract and letters issued and received from vendor)	1 Year after completion of contract	File which is Dean (Student Welfare) Secretariat
		Disciplinary File (details about SWDC meetings and letters issued to students)/Fine records	3 Years after graduation	File with Dean (Student Welfare) Secretariat
		Insurance File (contract and letters issued and received from vendor)	1 Year after completion of policy	File with Dean (Student Welfare) Secretariat
		Scholarship (Internal and External) And student related records	10 Years	File with Dean (Student Welfare) Secretariat
		Fee related records	1 year after completion of course.	File with Dean (Student Welfare) Secretariat
		Hostel file (hostel occupancy data, wardens' details, request received from students)	5 Year	File with hostel
		Anti-Ragging related matter	3 years after completion of course.	File with Dean (Student Welfare) Secretariat
		Purchase related files of DSW, Sports and Hostel including AMC	10 Years	File with respective section
		Parliamentary replies	05 years	1 years after the date of statutory Audit, if there is no pending audit observations, if any.

A.H.L.

A.H.L.

SCHEDULE VII : Central Library				
Sl. No.	Main-Head	Sub-Head	Retention Period	Remarks
1	2	3	4	
1	Science Direct & other e-resources	E-Books	05 years for procurement related documents.	
	(E-resources Section)	E-Journals Other E-resources		
2	Print Books & Scientific Journals	Institute Fund Books	05 years for procurement related documents and "Accession register" permanently.	
	(Book section)	Project Fund Books		
		Print Scientific Journals	05 years for procurement related documents and "Back volume Accession register" permanently.	
3.	Book Vendor empanelment files	Books Acquisition	01 Year after completion of Tenure	
4	LAC Minutes	Library office	Permanently	
5.	Thesis Record Register	Documentation section	Permanently	
6.	Indent Register(other than Books)	Library office	Permanently	
7.	Circulation Reports	Circulation section	01 Year	

A.H.B

A.H.B

SCHEDULE VIII : Health Centre				
Sl. No.	Main-Head	Sub-Head	Retention Period	Remarks
1	2	3	4	5
1.	Rules and Regulations: Health Centre Manual	Health Centre Manual	Permanent	If, for any reason, the manual has to be rewritten, the old files will be retained for 5 years
2.	Policy and Strategy: Health Centre Committee (HCC)	Health Centre Committee (HCC). Proceedings of HCC Meetings (Files, Documents, Minutes of the Meetings, Correspondences, Office Orders, Notifications etc.)	Permanent	If, for any reason, the manual has to be rewritten, the old files will be retained for 5 years
3.	Procurement : A. Health Centre Purchase Committee (HCPC)	Health Centre Purchase Committee (HCPC). Proceedings of HCPC Meetings (Files, Documents, Minutes of the Meetings, Correspondence, Office Orders, Notifications etc.)	5 Years after completion of all contractual obligations in every aspect or 1 year after completion of audit whichever is later	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
4.	Procurement: B. Indent Processing	All documents related to Indent processing from its Initiation till its approval as per the current practice.	5 Years after completion of all contractual obligations in every aspect or 1 year after completion of audit whichever is later	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

5.	Procurement: C. Purchase Order / Work order	All documents / records pertaining to placement of P.O. /W.O after the approval of the Indent as per the current practice.	5 Years after completion of all contractual obligations in every aspect or 1 year after completion of audit whichever is later	
6.	Procurement: D. Delivery and Bills Processing	All documents / records pertaining to delivery of items / materials and bills processing till its submission to Finance & Accounts section for payments as per current practice.	5 Years after completion of all contractual obligations in every aspect or 1 year after completion of audit whichever is later	
7.	Registers/Files/ Documents	Invoice / Bill Register	5 Years or 1 Year after completion of annual physical verification / Audit whichever is later	
		Medicines and Medical Consumables stock records	5 Years or 1 Year after completion of annual physical verification / Audit whichever is later	
		OPD Prescription copy	1 Year from the date of Completion of relevant Financial year	
		Pathological Tests copy	1 Year from the date of Completion of relevant Financial year	
		Radiological Tests copy	1 Year from the date of Completion of relevant Financial year	
		Physiotherapy Register	1 Year from the date of Completion of relevant Financial year	
8.	Physical Fitness documents	Files / documents /register related to Physical fitness certificates pertaining to Joining of employees at IIPE	Permanent	
		Files / documents /register related to Physical fitness certificates pertaining to recovery from Illness.	1 Year from the date of Completion of relevant Financial year	

A.R.P.



9.	Authorization Letter / Referral Order	Files / documents related to Authorization / referral for treatment at higher centres with all Office orders, Notification, Correspondences therein	1 Year from the date of Completion of relevant Financial year	
10.	Payment & Recoveries	Contingent / Imprest Cash Account details	3 Years or 1 Year after completion of Audit, whichever is later.	
11.	Contract & Agreements	Files / Documents related to Empanelment of Hospitals, Health Care Centres, Diagnostic labs, Imaging centres, Doctors / Specialists with IIPE. This will include all Contracts and Agreements, Office orders, Notifications, Letters and correspondence of all forms.	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 reviewed by the Public Accounts Committee / Competent committee.	

A.P.S.

✓

Schedule IX : Campus Maintenance Unit				
Sl. No.	Main-Head	Description of records Sub-Head	Retention Period	Remarks
(1)	(2)	(3)	(4)	(5)
01.	Civil repair & maintenance	1.1 Building and drains 1.2 Water proofing 1.3 Road repairs 1.4 Aluminium partition	05 Years 10 Years 03 Years 10 Years	All files including indent, estimate, minutes of meetings, NITs, work orders, completion certificates and copy of payment certificates, all registers etc.
02.	Electrical	Internal electrical works High side electrical works Low side electrical works	05 Years 05 Years 05 Years	
03.	Mechanical	3.1 District cooling system 3.2 AC (Window, Split, Cassette, VRVS) 3.3 Lift 3.4 Pump	05 Years 05 Years 05 Years 05 Years	
				All files including indent, estimate, minutes of meetings, NITs, work orders, completion certificates and copy of payment certificates, all registers etc.
04.	ICT	4.1 BMS 4.2 SCADA	05 Years 05 Years	All files, drawings, correspondences, inventories etc.
05.	Institute Construction	5.1 New Work 5.2 Renovation works 5.3 Revamping works	10 Years 10 Years 10 Years	All files, drawings, DPRs, copy of MoU, correspondences, inventories, and completion certificates.
06.	Purchase	6.1 Furniture 6.2 Others	05 Years 05 Years	All files including indent, estimate, minutes of meetings, NITs, work orders, completion certificates and copy of payment certificates, all registers etc.
07.	Management	7.1 Sanitation 7.2 Pest control	05 Years 03 Years	Files including NITs, copy of agreements, work orders, copy of bills and payment certificates and registers

A. S. S.

J. J.

