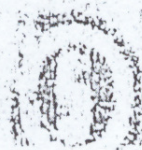


RECORD RETENTION
SCHEDULE
FOR RECORDS
OF
NATIONAL INSTITUTE OF
OPEN SCHOOLING
NOIDA
2011



INSTRUCTIONS

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Section/ Unit issuing them; other Offices/sections/ units need keep only the standing rules, etc., weeding out the superseded ones as and when they become obsolete.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

VIGILANCE

- 2 -

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 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 proceedings/action :- (i) Under CCS (CCA), Rules 1965 (ii) Under Rule 9 of CCS (Pension) Rules 1972 (iii) Under CCS (Conduct) Rules, 1964 - regarding sexual harassment of women employees at work places (iv) Any other code applicable to employee of NIOS.	(a) Resulting in imposition of penalties: (b) Resulting in exoneration of the accused officials with or without warning.	(a) 3 years after the final disposal of appeal or final judgment under the normal course of law. (b) 3 years	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.
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, Revision & Review Petitions		3 YEARS	A copy of the revised order will be placed in the personal file and a suitable entry made in the appropriate service record.
Permission Intimation required under CCS (Conduct) Rules, 1964.	(a) Intimation (b) Sanction	3 YEARS	Subject to copy of the sanction order being placed in personal file and a suitable entry being made in the appropriate service record

Movable/immovable property row	(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 of Disciplinary cases and payment of honorarium	(a) 5 Years (b) 3 Years (c) 3 Years (d) 3 Years or after the audit	

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 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 Litigation, 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) Case 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 years : after dispensing with the service of the Advocate	
Legal Notices		3 Years	

ADMINISTRATION

Main head 1	Sub-head 2	Retention period 3	Remarks 4
Creation/abolition of offices	(a) Opening of Regional Offices Centers or their change Opening/abolition of Associated Inst. And Accredited Vocational Inst.	Permanent	Approved/Partially Approved Conditional/Approved/Not Approved (if available) using view of Inst. or Permanent Inst. of the University or in which it is 7 years from the date of opening. This shall be in general.
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 (f) Establishment/ Sanction Register	(a) to (e) Permanent/OR 3 Years Subject of particulars of sanction being noted in establishment/ Sanction Register Permanent. (f) Permanent	
Reorganisation and redistribution of functions (a) Inter-departmental (b) Intra-departmental		(a) Permanent in the case of Office/ Section/ Unit leaving orders and Unit other units need keep only the standing orders, working out the superseded ones as and when they become obsolete. (b) 3 Years or till they are superseded, whichever is later	
PARLIAMENT QUESTION		3 Years	Cases containing material of great precedential 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		3 Years after the end of the calendar year after the Action Taken Report is submitted	
REFERENCES RECEIVED FROM		1 Year after disposal of the cases.	

Room BUILDING ADVANCE		(a) Two years retention period after release of original documents, or No dues certificate as the case may be.	
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 later.	
Appointment of AMAS		5 Years or 1 Year after examination of appointment	
Grant of permission for medical treatment from approved Hospitals/ Reimbursement of medicines/bills		1 Year after completion of audit	
Permission for installation of telephone at residences		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	
Consolidation 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, Conveyance Advance, Computer advance etc.		1 Year after completion of audit	
Purchase/ Maintenance/ Consolidation of Stores of recurring non-recurring items for Regional Offices		2 Years or 1 Year after completion of audit, whichever is later	Subject to suitable entry made in the stock register
Nomination of members on Board of Governors/Annual General Body	(a) Notification (b) Correspondence with MHRD and others	(a) Permanent (b) 3 Years	
Establishment and Constitution of the NIOS Board as Regd. Society and its various Committee Viz. GB, EB, FC etc.		Permanent	
Files regarding guidelines received, laying down norms of affiliation and changes thereof		Permanent	
Minutes of the General Body along with Agenda papers and Minutes and Agendas papers of the Committees of the General Body, Viz. GB, EB, FC		Permanent	
Matter related to Service Association in NIOS	(a) Regulation/Recognition (b) Demands (c) Circulation of office bearers.	(a) Permanent (b) 1 Year (c) 3 Years	
Matters pertaining to Parliamentary Standing Committees		10 Years	

Grievance redressal committee in t/o SC/ST matters (including Grievances received through National Commission for SC/ST JCM of and related matters)	(a) Orders (b) Correspondence	(a) Permanent (b) 3 Years	
Forwarding of Monthly report to MHRD on redressal of Grievances	(a) Rules and orders (b) Other correspondence	(a) Permanent (b) 3 Years	
Maintenance of ACR dossiers		Permanent	In the matter of retirement/ resignation/ discharging of duties to be weeded out after 3 Years and 02 Years after death
Revision of Scales of pay		Permanent	
4 Rules, regulation, codes, manuals, executive procedural instructions (including amendments and interpretations): (a) Statutory (b) Non-Statutory	(c) Statutory (d) Non-Statutory	(a) Permanent (b) 5 Years or till they are superseded (whichever is later) in the case of office/section/unit issuing the rules, regulation 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
Parliamentary matters		10 Years	
Appendment in Memorandum of Association and Rules of NIOS		Permanent	
Matters pertaining to Policy decision NIOS		Permanent	
2 (a) Bills, Acts and Ordinances (b) Comments on State Legislations		(a) Permanent (b) 5 Years	
Delegation of powers		Permanent in the case of Office/Section/Unit issuing orders and the departments concerned; other sections 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 (b) Representation for expunction of adverse entries	(a) 10 Years (b) 3 Years	
CARE ARRANGEMENT TAKING 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 losses (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
Disposal of Unserviceable Stores		2 Years after Audit	
Purchase of Motor Vehicle, 3 Wheelers, water coolers, Type Writers, Computers, Photocopies machines or any other article having a long span of life		One Year after completion of audit	
Amendment to the Rules and Regulation and Memorandum of Association NIOS		Permanent	
Annual Returns filed with the Registrar of Societies		Permanent	

RECRUITMENT

RECRUITMENT	Recruitment (general aspects) including provisions of the Constitution and Funding of recruitment rules		
	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	(a) 10 Years in respect of Scheduled Castes/ Tribes. (b) 5 Years in the case of others	
	Notification to and release of vacancies	3 Years	
	Recruitment	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/ PER-diem Appointments		5 Years	Subject to clearance by audit
ASSURED CAREER	(a) Rules/Policy Decision	(a) Permanent	

PROGRESSION	(b) Grant of ACP to employees of NIOS	(b) 3 Years subject to 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	(a) Constitution (b) Proceedings	(a) 3 Years or 1 Year after reconstitution, whichever is later (b) Period of Limitation or 3 Years, whichever ever is greater	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 List in respect of All categories of staff (c) Correspondence related to seniority/representation against discrepancies etc.	(a) and (b) Permanent (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	
	Reservation of vacancies (including grouping of posts from reservation order)	5 Years	
	De-reservation of vacancies	5 Years	
	Complaints from associations regarding non-observance of reservation in services	3 Years	

ESTABLISHMENT

PERSONAL FILES	(a) Those eligible for retirement/terminal benefits (b) Others;	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 (d) Medical Examination (e) Nomination relating to family pension and DCR gratuity (f) G.P. Fund nomination (g) Condonation of break in service	(a) to (c) 3 Years (d) 1 Year (e) 1 Year (f) 1 Year (g) 3 Years	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. (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.

Deputation and delegations	(a) Deputation (b) Delegation in India/abroad	(a) 3 Years plus the period of deputation (b) 3 Years or one year after completion of audit and settlement of all audit objections, whichever is later.	(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) Subject to reports being kept for five years.
Honourarium/awards		3 Years or one year after completion of audit, whichever is later.	Entries to be made in service record.
Pension/Retirement	11 Rules and orders (general aspects) (a) Pre-verification of pension cases (b) Invalid pension (c) Family pension (d) Other pension (e) Gratuity (f) Commutation of pension	Permanent (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/ Re-employment/ Re-employment		3 Year after retirement or date of relieving	Subject to a copy of the order being placed in the personal file
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 organizing examinations and appointing invigilators 3 Years, or one year after completion of audit whichever is later other units 1 Year	
Forwarding of applications	For examination 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
Sick Leave		1 Year after the expiry of the bond/agreement executed by the government servant.	Subject to entry to be made in service record.

-11- **ESTABLISHMENT RECORDS OTHER THAN FILES**

Establishment/Section 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	

ACADEMICS

Main head	Sub-head	Retention period	Remarks
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	
		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) Fire Fighting 3) Youth Parliament 4) Donations 5) Social Science/Science Exhibition 6) Maths/Phy/Chem/Bio/Tech/Cyber Olympiads 7) Result Analysis 8) Utilization of NIOS building for External Examination 9) Condonation of shortage of attendance	1 Year	Orders of import should be kept in standing record file

	10) National Open Schools 11) Medical Checkup 12) Oresda Olymposol 13) Report of National Commission 14) Decisions/orders on School Trials 15) Decisions/orders on Vocational and Breaks		
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
Academic Advisory Committee	1) Agenda Notes, & Minutes 2) Correspondence section	1) Permanent 2) 1 Year after the audit	
Staff sanction proposal & orders		5 Years	
Admission Matters	Admission Guidelines and Policy matters (including that of Special Dispensation)	Permanent	

FINANCE

Main head 2	Sub-head 3	Retention period 4	Remarks 5
AW Rules & Policies on Financial Matters	(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	Permanent Permanent	
Payments and recoveries	(i) Expenditure Sanctions (ii) Cash Books maintained by the Drawing and Disbursing Officers under Central Treasury Rule 77 (iii) Contingent expenditure (iv) Arrear claims (including sanction for investigation where necessary)	(i) 2 Years or one year after completion of audit whichever is later. (ii) 10 Years 3 Years or one year after completion of audit whichever is later. 3 Years or 1 year after completion of audit, whichever is later	

Provident Fund Accounts	Papers relating to (i) GPF Membership (ii) GPF Nomination	1 Year 1 Year	Subject to: Original nomination being placed in the service Book of the employee,
	(iii) Financing of Insurance	1 Year	Subject to an authenticated copy of the sanction being kept in the personal file
	(v) Policies from GPF Accounts. (vi) Final withdrawal from GPF Fund, e.g., for house building, higher technical education of children, etc. (vii) GPF annual statements	3 Years or one year after completion of audit, whichever is later	
i) T.A./Transfer T.A. Claims ii) Medical claims iii) LTC claim		3 Years of settlement of claim or one year after completion of audit whichever is later	
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 recorded not after the Appropriation Accounts for the year have been finalized	
Register of monthly expenditure (Form GFR 9)		To be recorded not 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.		3 Years after the contract/agreement is fulfilled or terminated and subject to audit and completed audit objection settled.	
Pay bill of Employees	(a) Pay bill register office copies of (b) Establishment pay bills and related schedule (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		3 financial excluding the of payment, Years	
Advances	Various advance Rules Grant of Various advances to employees viz conveyance advance LTC, TA etc.	Permanent 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) Mortgage deeds and other agreements executed being kept separately in safe custody for the period they are valid
Pension & Insurance	Rules and orders (general aspects)	Permanent	
Including Restructured New Defined Pension Scheme 2004	(a) Pre-retirement pension etc. (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	
	Procurement Goods/Equipment	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/Revision 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	
	Delegation of Financial powers	Permanent	
	Grant-in-aid	2 Years	
	Allocation of funds	Permanent	
	Annual Plan	3 Years	

	Differential fee structure	Permanent	
	Review of Accounts Code	Permanent	
	Financial Assistance	Permanent	
	Fee Collection by Nationalized Bank	2 Years	
	Payment of contractual Staff	5 Years	
	6 th Pay Commission Report	Permanent	
Audit and Accounts	Audit Objection and Audit Pass	3 Years or 1 Year after settlement of all audit paras whichever is later	In case of serious irregularities when Department action has been proposed/ Initiated till the completion of the Departmental action
	Conduction of Internal Audit/Special Audit/Statutory Audit and		
	Reply to audit memos		
Accounts	Estimates committee	10 Years	
	Annual Accounts of Regional Officers	3 Years or till AUI/Inspection is over/whichever is later	
	Consolidated Ledger	6 Years	
	Preparation of Annual Account	3 Years after the completion of audit	
	Laying of Annual Accounts	3 Years	
	Audit fees	3 Years	
	Cash Book	20 Years	
	Debit Vouchers	10 Years	
	Credit Vouchers	10 Years	
	Release Register	10 Years	
	Debit Register	10 Years	
	Opening of Bank Accounts	Permanent or till the closure of the accounts	
	Correspondence of banks matters Forwarding files (General)	3 Years	
	Acquaintance Roll	3 Years or 1 Year after audit	
	Pay bill register	25 Years	
	HBA Ledger	Permanent	

-16-

Hindi Rajbhasha

Main head	Sub-Head	Retention Period	Remarks
1	2	3	4
Implementation of Hindi एनआईओएस के अनुभागों को भारतीय प्रयोजनों के लिए हिंदी का प्रयोग बैठकों एवं निरीक्षण	Parliamentary Committee on Hindi (क) संसदीय राजभाषा समिति की उपसमिति, द्वारा एनआईओएस का निरीक्षण (ख) संसदीय राजभाषा समिति के समक्ष मौखिक सार्वजनिक (ग) संसदीय राजभाषा समिति को 7 वे रज में निहित रिपोर्टों पर राष्ट्रपति जी के आदेश (घ) एनआईओएस का निरीक्षण (राजभाषा विभाग द्वारा) (ङ) हिंदी सलाहकार समिति की बैठक (च) क्षेत्रीय केन्द्रों में राजभाषा कार्यान्वयन समिति की बैठकों का आयोजन	(क), (ख), (ग) 3 वर्ष (घ), (ङ), (च) 1 वर्ष	समिति के रिपोर्ट एवं रिपोर्टों को रणनीति रूप में रखा जाए।
हिंदी प्रोत्साहन	(क) हिंदी कार्यशालाओं का आयोजन (ख) एनआईओएस हिंदी पत्रिकाओं का आयोजन (घ) हिंदी प्रोत्साहन/ पुरस्कार	3 वर्ष या लेखा परीक्षा के 1 वर्ष बाद	(क) (ख) (घ) (ङ) (च) 1 वर्ष
हिंदी प्रशिक्षण	(क) हिंदी प्रशिक्षण (ख) केन्द्रीय अनुवाद मार्ग द्वारा आयोजित किए जाने वाले उच्च स्तरीय/पुनर्रचना अनुवाद प्रशिक्षण	3 वर्ष	(क) (ख)

तिमाही/छमाही एवं वार्षिक रिपोर्ट	(ग) अक्षर नवीन 2.0 का प्रशिक्षण		
	(गु) के अनुभागों, क्षेत्रीय/अंचलिक कार्यालयों एवं विदेश में स्थित विद्यालयों की तिमाही/छमाही/ वार्षिक रिपोर्ट	3 वर्ष	
विवेच	कम्प्यूटर प्रणाली में टिमाही इंटरनेट भेंट शोध (वेबसाइट) की स्थापना	05 वर्ष	
	(क) कार्यस्थलों को अधिसूचित करना (ख) राजभाषा अधिनियम, राजभाषा नियम तथा एतद् संबंधी अन्य आदेशों का संकलन (ग) हिंदी पत्राचार	01 वर्ष	
अनुवाद	कोड/मैनुअल/मानक मस्तीट इत्यादि का अनुवाद	छप्पन के 3 वर्ष बाद	
टिमाही प्रकारान		01 वर्ष	
पुस्तकालय	पुस्तकालय समिति की बैठक हिंदी पुस्तकों की खरीद वार्षिक कार्यक्रम के अनुसार करना पुस्तकालय में प्राप्त पुस्तकों की संस्तुति	05 वर्ष	

CONSTRUCTION AND WORKS

Construction & Works	1. Annual Repair & maintenance	Administrative approval & Technical Sanction : Permanent MAJOR WORKS: 10 years or 3 years after completion of the work or one year after completion of audit whichever is the latest MAJOR WORKS: 5 Years or 3 Years after completion of the work or one year after completion of audit whichever is the latest	
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Examinations :-

S.N	Name of Record	Period of Retention
1	Files and minutes of Exam Committee Guard file.	Permanent
2	Court cases and their decision	Till the final disposal of the case by Hon'ble Court
3	Statistics (records) for all examination sections	3 years
4	Parliament question correspondence with the Ministry of HRD	3 years
5	Admission Cases files	5 years to be maintained at RC.
6	Proforma for showing internal subjects results	2 years or audit whichever is later/ Till declaration of result or final decision
7	Change of subjects/code	Till the successfully qualifying the Subject
8	Change of Centre file	Till the final decision or declaration or result
9	Correspondence regarding appointment of Centre Supdt.	2 years
10	Correspondence regarding fixation of centers	Till the exam session is over or declaration of result whichever is later.
11	Correspondence regarding late declaration of results/ Result Lite cases	Till finalization & declaration of result or 2 years whichever is after
12	Correspondence regarding corrections in candidates name/date of birth, father's name in Marks-Statement/Certificates	Till successfully qualifying the Examination
13	Proforma for probable No. of candidates	1 year for a particular session
14	Appointment of Inspectors	1 Year
15	Computerised List of candidates and proforma	1 Year
16	Misc correspondence by each group.	1 Year for the particular exam or declaration of result
17	Attendance sheet/ Centre Memo.	1 year
18	List of candidates	10 years
19	Forms for Improvement candidates	10 years
20	Fee statement	2 years after audit

21	Attendance Register	5 years
22	Correspondence with payment to candidates	2 year after the audit
23	Correspondence with affiliated School	1 year after the audit

Coordination unit/Confidential Branch/Secret Unit/ Computer Unit

S.No	Nature of Record	Period of preservation
1.	Important Notes & Orders file.	10 years
2.	Bills or paper selling/moderation	2 years
3.	File of notes & orders regarding marking scheme & books	2 years
4.	Books	To be retained in the Secret Unit till those are prescribed thereafter may be given to the Library
5.	Press release of result	2 years or after exam session is over
6.	File for setting of question papers for class X/XII examination	3 years provided there is no litigation
7.	Files regarding appointment of Chief Secrecy Officer/ Officers/ Secrecy officers	2 years after audit
8.	File containing important circulars received from the Academic Branch with regard to changes in the syllabus	3 years provided there is no litigation
9.	File for moderation of question papers	2 years provided there is no litigation
10.	Statistics of results file	5 years to be maintained by Computer Unit
11.	File of complaints of question papers	Relevant examination period
12.	File containing bills of secrecy teams and TV staff thereto	5 Years or audit whichever is later
13.	Misc. Inter departmental	Till relevant exam period
14.	Correspondence file	5 years
15.	(i) Cases for unfair means	90 days from the date of declaration of UFM result
	(ii) Order of the Committee	Permanent
16.	Form of receipt of the delivery of answer books bags which are received from the exam	2 years
17.	Form of Certificate from Head/Additional Examiner.	2 years to be maintained at RC'D
18.	Form of attendance sheets of examiners	2 years
18.	Relation appearing/refusal & general correspondence with the examiners.	2 years
19.	Form of script mark-sheet proforma from Head examiner/Additional Head-Examiner.	2 years
20.	Proforma of the relation appearing of the official	2 years
21.	Letter received in the office undelivered Means cases	2 years
22.	Stationery receipts which are received from the secrecy officer.	2 years
23.	Empty question papers envelopes.	After exams are over
24.	The extra question papers which are unused after preparing sets for office	After completion of concurrent exam
25.	Forms for the use of Head Examiners	2 years

Forms of record
Examination
Manuscript of used

on students' performance Head-
al Head-Examiner Sub-Examiner
question papers

2 Years

One year after completion of the
exam

Answer Book Cell

S.No	Nature of Record	Period of preservation
1.	Duplicate copies of the award lists of all the Examination	2 years
2.	Memo regarding acknowledge of answer books.	90 days from the date of declaration of result except those request for legal/RTI/UFM and re-checking/Re-evaluation paper
3.	Answer books of candidates.	90 days from the date of declaration of result except those request for legal/RTI/UFM and re-checking/Re-evaluation paper
4.	Award Lists	2 years
5.	Rechecking cases	1 year after the declaration of result
6.	Correspondence files	2 years
6.	Gazettes	Permanent
7.	Tabulation Result sheets	Permanent
8.	Certificate list	25 years
9.	Verification (Fake cases)	25 years
10.	Verification (Genuine cases)	5 years
11.	Correspondence for Duplicate Documents result	6 months
12.	Correction record	25 years
13.	Adm. Correction record	10 years
14.	Correspondence of General letter.	1 year
15.	Counter-fails of original certificate-the Board to the candidates for the Board's examinations.	1 year
16.	Consumption registers of various document use of blank document.	25 years
17.	Papers relating to verification of education certificates. (Genuine cases)	5 years
18.	Court cases	Till final decision of Hon'ble Court
19.	Miscellaneous papers	6 months
20.	Application forms filled by the candidates issue of various duplicate documents	6 months
21.	Registers for registration of requests for issue of various duplicate documents.	10 years
22.	Admission forms filled by the candidates for Board Examination	2 years