

No. 17/09/2006-Admn.
CENTRAL VIGILANCE COMMISSION

Satarkata Bhawan, Block -A,
GPO Complex, INA
New Delhi - 110023

Dated - 13.10.2014
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OFFICE MEMORANDUM

Sub: Retention period/ destruction schedule of recorded files.

Ref: Commission's circular No. 17/09/2006-Admn. dated 09.03.2006

Attention is invited to the Commission's circular under reference vide which retention schedule of the records of the Commission was concerned.

2. The retention schedule of the recorded files for Vigilance and Coord-II Branches has since been revised and the same is hereby circulated for information and necessary action of all concerned.
3. The schedule is also being placed on the web-site of the Commission.
4. This issues with the approval of the CVC.


(DAL CHAND)

Under Secretary (Admn.)

Encl: As above

Copy to:

1. PPS to CVC
2. PS to Secretary
3. PS to AS(SH)/ AS(BR)/ AS(SPNS)/ AS(SS)
4. PS to CTE (AS)/ CTE(RC)
5. All Branch Officers
6. All Technical Examiners
7. All Section Officers
8. NIC/TCS

VIGILANCE SECTION

S.No	Vigilance Case files in which the Commission:	Existing Provision	Revised provision
1.	(a)Advised prosecution and the competent authority issued the sanction for prosecution	One year after receipt of copy/intimation regarding issue of sanction for prosecution by the department; where simultaneous RDA is also advised, appropriate action as indicated under (b), (c) and (d), as the case may be	I. One year after receipt of copy/intimation regarding issue of sanction for prosecution by the department; where simultaneous RDA is also advised, appropriate action as indicated under (b), (c) and (d), as the case may be. II. Scanned copies to be retained for ten years after the retirement of the officer(s) involved.
	(b) Finally advised imposition of major penalty including cut-in-pension (at second stage)	One year after the superannuation of officer(s) or for five years, whichever is earlier.	(a) One year after the superannuation of officers(s) involved or for five years in respect of Senior officers whichever is later. (b) Scanned copy to be retained for ten years after the retirement of the officer(s) involved or from the date of imposition of penalty whichever is later.
	(c) Finally advised imposition of minor penalty	One year after retirement or two years after imposition of penalty, whichever is earlier.	(a) One year after imposition of the penalty. (b) Scanned copy to be retained for ten years after retirement of the officer(s) involved.
	(d) Finally advised, at the end of departmental enquiry, exoneration of issuance of administrative warning caution, etc.	One year	(a) One year (b) Scanned copy to be retained for three years.
2	Cases of non-acceptance of Commission's advice	One year after inclusion Annual Report and its placement in Parliament.	(a) One year after inclusion in the Annual Report and its placement in Parliament in major penalty case. (b) One year after inclusion in the Annual Report and its placement in Parliament in minor penalty case. (c) Scanned copy to be retained for ten years in all cases.
3.	Vigilance Case files in which:		
	(a) Closure was advised at first stage	One year	One year
	(b) Administrative action was advised at first stage	One year	One year
	(c) No advice was tendered on the CBI report against Category B employees	One year	One year

S.No.	Vigilance Case files in which the Commission:	Existing Provision	Revised provision
4.	Complaints which on initial scrutiny were closed in the Commission or were forwarded to the administrative authorities for necessary action.	One year	One year
5.	Miscellaneous cases not falling in any of the above categories	One year	One year

CO-ORDINATION-II SECTION			
S.No.	Vigilance Case files in which the Commission:	Existing Provision	Revised provision(s)
1.	General empanelment of officers (for CVO's assignment)	Two Years	Two years
2.	Appointment of CVOs (including extension tenure or premature repatriation))	5 years after the incumbent CVO demits office	(a) One year after the incumbent CVO demits office, (b) Scanned copy to be retained for five years.
3.	File relating to Vigilance Clearances (for various/ all purposes)	5 years from the date of issue/ denial of clearance.	(a) Two years after the superannuation of officers(s) or for ten years, whichever is earlier in cases where clearance has been denied. (b) Two years after the superannuation of officer(s) or for five years, whichever is earlier in cases where clearance has been granted. (c) Scanned copy to be retained for ten years in all cases.
4.	Files relating to ACRs of CVOs	Five years (Note-copies of ACRs are not supplied to the Branch)	(a) One Year (Note-copies of ACRs are not supplied to the Branch) (b) Scanned copy of the notes to be retained for ten years.
5.	Files relating to monthly meetings with DCBI	Three years	(a) One year (b) Scanned copy of minutes to be retained for ten years