

**No.17/09/2006-Admn.  
Government of India  
Central Vigilance Commission  
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Satarkta Bhavan, Block-A  
GPO Complex, INA,  
New Delhi-110023  
Dated: 09.03.2006

**Sub.: Retention period/destruction schedule of recorded files.**

As desired by the Secretary in the meeting held on 3<sup>rd</sup> March, 2006, the schedule for retention/destruction of old records is hereby re-circulated for information and necessary action.

2. The schedule is also being placed on the web-site of the Commission.

-Sd-  
**(Satvinder Singh)**  
Under Secretary (Admn.)

<b>VIGILANCE SECTIONS</b>			
S.No.	Particulars	Destruction Schedule	
		Existing Provision	Revised Provision
1.	Vigilance Case files in which the Commission:-		
	(a) advised prosecution and the competent authority issued the sanction for prosecution.	The case file to be taken on "Call Book" and reviewed every year.	1 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.
	(b) finally advised imposition of major penalty including cut-in-pension (at second stage).	One year after the date of superannuation of the officer(s) or for 10 years, if the date of superannuation is not known.	One year after the superannuation of officer(s) or for 5 years, whichever is earlier.
	(c) finally advised imposition of minor penalty.	One year after retirement or five years whichever is earlier.	One year after retirement or two years after imposition or penalty, whichever is earlier.
	(d) finally advised, at the end of departmental enquiry, exoneration or issuance of administrative warning caution, counseling etc.	One year after retirement or three years whichever is earlier.	One year
2.	Cases of non-acceptance of Commission's advice.	3 Years	1 year after inclusion in Annual Report and its placement in Parliament.
3.	Vigilance case files in which	3 years	1 year
	a) closure was advised at first stage.		
	b) administrative action was advised at first state		
	c) no advice was tendered on the CBI report against Category B employees		
4.	Complaints which on initial scrutiny were closed in the Commission or were forwarded to the administrative authorities for necessary action.	1 year	1 year
5.	Miscellaneous cases not fall in any of the above category		1 year

<b>ADMINISTRATION SECTION</b>			
S.No.	Particulars	Destruction Schedule	
		Existing Provision	Revised Provision
1.	Delegation of powers	Permanent	Permanent
2.	Disciplinary action against officers/staff of the Commission	Same as applicable to vigilance advice cases under "Vigilance Section"	Same as applicable to vigilance advice cases under "Vigilance Section"
3.	Recruitment/Promotion/Reversion	10 years	10 years
4.	Permanency	10 years	10 years
5.	Personal files	3 years after issue of final pension/gratuity payment order. In other cases, 3 years after they have ceased to be in service.	3 years after issue of final pension/gratuity payment order. In other cases, 3 years after they have ceased to be in service.
6.	Review of cases under FR 56(i)-premature retirement	(a) 5 years in cases where review has been done at the age of 50 years; (b) 3 years where review has been done at the age of 55 years.	(a) 10 years in cases where review has been done at the age of 50 years; (b) 5 years where review has been done at the age of 55 years.
7.	Residential accommodation	3 years	1 year
8.	Files in which ACRs have been forwarded to the Cadre Controlling Authority	3 years	3 years
9.	Files dealing with Parliament Questions	3 years	3 years
10.	Maintenance of Office equipments and books	Till one year after completion of statutory audit to the satisfaction of the authorities.	Till one year after completion of statutory audit to the satisfaction of the authorities.
11.	All policy matters	-	Permanent
12.	Reimbursement of medical charges	1 year after completion of statutory audit, to the satisfaction of audit authorities.	1 year after completion of statutory audit, to the satisfaction of audit authorities.
13.	Purchase of office furniture, bicycles, air conditioners and other store articles	-do-	-do-
14.	Telephones	-do-	-do-
15.	Staff car servicing/repairs etc.	-do-	-do-
16.	Increment	1 year	1 year
17.	Office Accommodation	1 year	Permanent
18.	CGHS	1 year	1 year
19.	Returns to Government	1 year	1 year
20.	Inspection note files	1 year	1 year
21.	Notification of vacancies to UPSC/SSC	3 years	1 year after receipt of nominations
22.	Forwarding of applications for outside posts deputation of officers for training delivery of talks Etc.	1 year	1 year

<b>ADMINISTRATION'S REGISTERS AND THEIR PERIOD OF PRESERVATION</b>			
S.No.	Name of the Registers	Destruction Schedule	
		Existing Provision	Revised Provision
1.	File Registers (Form 2)	Permanent	Permanent
2.	Record Registers (Form 8)	Permanent	Permanent
3.	Internal movement (Form 4)	1 year	1 year
4.	Weekly report (Form 6B)	1 year	1 year
5.	Receipt Clerk's register (Form 1)	3 years	3 years
6.	Despatch Register (form 10a)	5 years	3 years
7.	Peon Book (form 10b)	1 year	3 years
8.	Dead Stock Register	Permanent	Permanent
9.	Stock Register	One year after completion of statutory audit or settlement of statutory audit objection to the satisfaction of audit authorities	One year after completion of statutory audit or settlement of statutory audit objection to the satisfaction of audit authorities
10.	Telephone Register	10 years	One year after completion of statutory audit or settlement of statutory audit objection to the satisfaction of audit authorities
11.	Staff Car/Dak van logbooks	As indicated under Rule 40 A of the Staff Car rules	As indicated under Rule 40 A of the Staff Car rules
12.	Expenditure Register	1 year	1 year
13.	Stationery Register	One year after completion of statutory audit or settlement of statutory audit objection to the satisfaction of audit authorities	One year after completion of statutory audit or settlement of statutory audit objection to the satisfaction of audit authorities
14.	Register of reimbursement of medical charges	Permanent	One year after completion of statutory audit or settlement of statutory audit objection to the satisfaction of audit authorities
15.	Cycle Register	3 years	3 years
16.	Wall Clock Register	3 years	3 years
17.	Stamps Register	5 years	5 years
18.	Liveries Registers	One year after completion of statutory audit or settlement of statutory audit objection to the satisfaction of audit authorities	One year after completion of statutory audit or settlement of statutory audit objection to the satisfaction of audit authorities
19.	Motor Car/Scooter Advance	3 years	3 years
20.	Photo pass register	5 years	5 years

<b>COORDINATION SECTION</b>			
S.No.	Particulars	Destruction Schedule	
		Existing Provision	Revised Provision
C1.	Files relating to policy decisions Incorporations/amendment to rules, and vigilance manuals	Permanent	Permanent
C2.	Files dealing with appointment of CVOs-assessment and resume of their work	One year after relinquishment of the charge by the CVO concerned	One year after relinquishment of the charge by the CVO concerned
	Files dealing with Training Courses	One year	One year
	Monthly work done in the Commission including review meetings	One year	Year
C3	Statistical returns, daily diaries and monthly abstracts of CDIs and handouts to the Press	One year	One year

<b>CASH UNIT</b>			
S.No.	Particulars	Destruction Schedule	
1.	Cash book	Existing Provision	Revised Provision
2.	Contingent bill register	The procedure for maintaining Accounts and retention of the related records will be the same as prescribed from time to time under Appendix – 13 of General Financial Rules of the Central Government.	The procedure for maintaining Accounts and retention of the related records will be the same as prescribed from time to time under Appendix – 13 of General Financial Rules of the Central Government.
3.	Treasury Challan register		
4.	Entry Bill Register (Non-Gazetted)		
5.	Entry Bill Register (Gazetted)		
6.	Pay bill Registers		
7.	GPF Class IV Registers		