

**RECORD RETENTION SCHEDULE IN RESPECT OF RECORDS OF PERSONNEL & ADMINISTRATION DIVISION OF THE CORPORATION**

Sr. No.	Description of Records a) Head b) Sub-Head	Retention period	Remarks
I	II	III	IV

1.	<b>SERVICE RULES</b>	Permanent	
2.	<b>RECRUITMENT</b>		
	Rules & Orders applicable	Permanent	
	Creation/up-gradation/conversion/ abolition of posts, revision of scales of pay	10 years	Subject to making necessary entries in the Post Sanctioned Register.
	Recruitment proceedings i.e. Notification of Posts to Haryana Public Service Commission (HPSC)/ Haryana Staff Selection Commission (HSSC) /Haryana Group 'D' Selection Committee (Gr. 'D' SC)/ State Employment Exchange, advertisement, applications, Minutes of Selection Committee.	05 years	
3.	<b>RESERVATION/ DE-RESERVATION OF POSTS</b>		
	Rules & Policies applicable	Permanent	
	Roster Register	Permanent	
	Returns	03 years	

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4.	<b><i>PERSONAL FILES</i></b>		
	Rules & Orders applicable	Permanent	
	Individual Personal File containing complete record of the individual employee i.e. Appointment letter, medical examination reports, pay, special pay, other pay, allowances, probation/ confirmation, annual increment, promotion, complaints, disciplinary proceedings, posting & transfers, leave, confidential/assessment reports, trainings, deputation, extension of service/ re-employment, representations/appeals, resignation etc.	03 years after full and final settlement of dues upon retirement/ resignation/ death or the case may be.	
	Service Book of the individual employee		
5.	<b><i>ANNUAL PERFORMANCE REPORT</i></b>		
	Rules & Orders applicable	Permanent	
	Issue	01 year after full and final settlement of dues.	
6.	<b><i>SENIORITY</i></b>		
	Rules & Orders applicable	Permanent	
	Fixation of seniority in individual case	01 year after the circulation of the 'Seniority List' among the staff.	
	Representations		

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7.	<b>PROMOTION</b>		
	Rules & Orders applicable	Permanent	
	Individual cases	03 years after full and final settlement of dues upon retirement/ resignation/ death or the case may be.	
	Representations/ appeals		
8.	<b>HONORARIUM / AWARDS</b>		
	Rules & Orders applicable	Permanent	
	Individual cases	03 years or 01 year after completion of audit.	
9.	<b>COMPLAINTS</b>		
	Individual cases	03 years after the final disposal of appeal or final judgment under normal course of law whichever is later.	
	Vigilance / Departmental Enquiry		
	Anonymous and Pseudonymous	To be destroyed at the end of the year on which no action has been taken.	

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10.	<b><i>RETRENCHMENT</i></b>		
	Rules & Orders applicable	Permanent	
	Issues	03 years after the final disposal of appeal or final judgment under normal course of law whichever is later.	
11.	<b><i>RETIREMENT BENEFITS</i></b>		
	Rules & Orders applicable	Permanent	
	Individual cases	03 years after full and final settlement of dues upon retirement/ resignation.	Post death payable dues/ benefits 3 years after completing of all dues benefits.
12.	<b><i>DELEGATION OF POWERS</i></b>		
	Rules & Orders applicable	Permanent	
	Chairman		
	MD		
	Officers of the Corporation		

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13.	<b><i>RECORD OTHER THAN ABOVE</i></b>		
	Rules & Orders applicable	Permanent	
	Casual Leave / Special Casual Leave Register & Record	01 year after expiry of the calendar year.	
	Purchase of furniture and fixture	03 year after completion of audit.	
	Stationery items and consumables		
	Office equipments including electrical and mechanical appliances		
	Black listing of firm/contractor	03 years	
14.	<b><i>BOOKS &amp; MAGAZINES</i></b>		
	Books relating to Electronics/ IT/ other Technical field	03 years	
	Books relating to Finance & Accounts activities	03 years	
	Books relating to Personal & Administration activities	03 years	
	Books relating to Company's Affairs	03 years	
	Books relating to other misc. activities	01 year	
	Magazines relating to different fields	06 months	

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15.	<b><i>RTI, 2005</i></b>		
	Rules & Orders applicable	Permanent	
	Individual case	On expiry of Limitation of final appeal in the matter.	
16.	<b><i>COURT CASES</i></b>		
	Judgments, Rules & Orders	Permanent	
	Individual case	02 years after the final disposal of appeal or final judgment under normal course of law whichever is later.	
17.	<b><i>LOANS &amp; ADVANCES</i></b>		
	<b>House Building Advance</b>		
	Rules & Orders applicable	Permanent	
	For purchase of plot	02 years after full and final settlement of the advance granted or 1 year after the completion of audit whichever is earlier.	
	For built up house/ flat and for construction of house on plot		
	For extension of house		
	For repair of house		

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<b>Marriage advance</b>			
	Rules & Orders applicable	Permanent	
	Individual cases	02 years after full and final settlement of the advance granted or 1 year after the completion of audit whichever is earlier.	
<b>Vehicle advance</b>			
	Rules & Orders applicable	Permanent	
	Advance for purchase of motor car	02 years after full and final settlement of the advance granted or 1 year after the completion of audit whichever is earlier.	
	Advance for purchase of motor cycle/ scooter		
	Advance for purchase of moped		
	Advance for purchase of bi-cycle		
<b>Computer advance</b>			
	Rules & Orders applicable	Permanent	
	Individual cases	02 years after full and final settlement of the advance granted or 1 year after the completion of audit whichever is earlier.	

18.	<b><i>CARETAKING ARRANGEMENT</i></b>
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	Record relating to engaging of manpower through 'Service Provider'	02 years after completion of contract or 01 year after the completion of audit whichever is earlier.	
19.	<b>Office vehicles</b>		
	Log Book of vehicles	02 years or 01 year after completion of audit which ever is earlier or 01 year after the completion of audit whichever is earlier.	
	Repair & Maintenance Record		
	Disposal Record		
20.	<b>OFFICE ACCOMMODATION</b>		
	Rent Deed/ Agreement		
	Payment of Rent to the building owner(s), Taxes, if any, payable to the Govt.		
	Additions, alternations & maintenance		

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21.	<b><i>PAYMENTS</i></b>		
	Rules & Orders applicable	Permanent	
	Electricity bills	02 years or 01 year after completion of audit which ever is earlier.	
	Water bills		
	Telephone/internet bills		
	Building rent bills		
	Photostat bills		
	Repair and maintenance of building bills		
	Other misc. bills of misc. work		
22.	<b><i>DESPATCH WORK</i></b>		
	Dispatch Register		
	Master Files of letter/ instructions issued		
	Files/ records of postage of letters by Regd. AD, Speed Post, Ordinary post		

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**INSTRUCTIONS**

1. The retention period specified in the column 2 in the case of a file, is to be reckoned from the year in which the file is closed (i.e. action on the file is completed) and not from the year in which it is recorded.
2. In the case of records other than files, e.g. registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
3. If a record relates to two or more subjects for which different retention period have been prescribed, it will be retained for the highest of such periods.
4. 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.
5. If a record is required in connection with the disposal of another record, the former will not be weeded out until all the issues raised on the later have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention period initially marked on such records should be consciously reviewed and, where necessary revised suitably.
6. In the case of files on which instructions or office orders are issued the retention period mentioned in the schedule is subject to keeping a copy of instructions or office order in the collection files/ register.