

# **SCHEDULE FOR RETENTION OF RECORD**

**(Authority BoG 31-07)**



**Visvesvaraya National  
Institute of Technology, Nagpur-10**



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## PREFACE

For efficient functioning of administration, paper record need to be judiciously maintained and stored. The same is applicable to computer data, whose volume is ever increasing. Based on its importance, it was felt necessary to ascertain its periodicity for retention of various types of records.

Record Retention Schedule (RRS) prepared by the Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances & Pensions is followed by the Central Govt. Offices. (The information is available on web: [http://darp.gov.in/darpgwebsite\\_cms/Document/file/RRS\\_WC.pdf](http://darp.gov.in/darpgwebsite_cms/Document/file/RRS_WC.pdf).)

RRS gives information about general documents which are likely to be present in all the offices. To develop schedule of retention of office record for VNIT, a Committee of following members was constituted:

Dr. O R Jaiswal, Professor, Applied Mechanics Dept.

Dr. B M Ganveer, Registrar

Dr. M R Ramteke, Associate Professor, Electrical Engg. Dept.

Shri D M Parate, Deputy Registrar (Academics)

Shri A P Virodkar, Deputy Registrar (Accounts)

Shri K G Barapatre, Engineer (Estate Maintenance)

Shri C S Tomar, OSD (Establishment)

Shri R M Deshpande, Assistant Librarian

Based on the norms and guidelines of the Central Government, the Committee has prepared RRS for VNIT Nagpur. The Board of Governors (BoG) accorded its approval in its meeting held on 26th May 2012 (Ref. 31.07)

Director

### Instructions for use of this document:

1. The schedule prepared by the Committee covered practically all the important aspects of General Administration, Establishment, Accounts, Academic Departments, Hostel, Library, Estate Maintenance. Guidelines indicated by the Department of Administrative Reforms And Public Grievances, Govt. of India have been observed while preparing the schedule.
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. 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 peculiar needs of the department. In no case, however, will a record be retained for a period shorter than that prescribed in a schedule.
4. 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.
5. In case of accounts, before any pay bills / registers are destroyed, the service of the concerned employee should be verified.
6. Full details shall be maintained permanently in each office, of all records destroyed from time to time.

### NOTE:

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 5 years after they have been recorded. If at any time during the period of 5 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 to the audit.

The following shall not be destroyed under any circumstances:

- i. Records connected with expenditure, which is within the period of limitation, by law.
- ii. Records connected with expenditure on projects, schemes or work not completed, although beyond the period of limitation.
- iii. Records connected with claims to service and personnel matters affecting persons in the service except as indicated in the schedule.
- iv. Order and sanctions of permanent character, until revised.
- v. Records in respect of which an audit objection is outstanding.
- vi. Records in respect of which the matter is pending in the court of law or other Govt. machinery.

### The preservation period of various documents of VNIT, Nagpur.

Sr.No. (1)	Head (2)	Sub Head (3)	Retention Period (4)
<b>I. GENERAL ADMINISTRATION</b>			
a.	Staff Association / Union / Recreation Centre / Staff Club	1. Recognition of Association / Union	Permanent
		2. Correspondence with Union / Association	5 yrs.
		3. Election record	7 yrs.
		4. Application for allotment of quarter, change of quarter, surrender of quarter, Offer of allotment	1 yr.
		5. Waiting list of quarter allotment	to be destroyed on 31st December
		6. Record related to addition, alteration and maintenance of buildings	3 yrs.
b.	Property / Land Record	1. Immovable	Permanent
		2. Lease of land to other agencies viz. Banks/ Centres etc.	Permanent
		3. Residential accommodation	1 yr. after vacation of quarter. Suitable entries to be made in quarters which retained permanently
c.	Canteen / Shops	1. Office orders / instructions	Permanent
		2. Purchase of crockery / utensils / furniture etc.	3 yrs. or 1 yr. on completion of Audit
		3. Record related to rent, rates, prices	3 yrs. or 1 yr. on completion of Audit



Sr.No. (1)	Head (2)	Sub Head (3)	Retention Period (4)
d.	Statutory record	<ol style="list-style-type: none"> <li>Record related to establishment of REC, NIT, NIT Council, Constitution of Statutory Committees, Agenda and Minutes of the Board of Governors, Finance Committee, Building &amp; Works Committee, Senate, Sub-Committees of the Board</li> <li>Correspondence related to meetings</li> <li>Delegation of power</li> <li>Circulars regarding holidays and suspension of office working</li> <li>Annual report</li> <li>Attendance register</li> <li>Reservation in service - SC/ST/OBC</li> <li>Engagement of ad-hoc / temporary workers</li> <li>Honorarium / awards</li> </ol>	<p>Permanent</p> <p>Weeding out the superseded one, except office orders</p> <p>Permanent in case of office order. For other record Weeding out the superseded one as and when and when they become obsolete</p> <p>To be weeded out at the end of the year</p> <p>5 years</p> <p>10 yrs.</p> <p>Permanent in case of policy matters / 1 year for individual representation</p> <p>3 yrs.</p> <p>Permanent if office order is issued. Individual case - 3 years (subject to entries made in service book / dossier of concerned employee)</p>

Sr.No. (1)	Head (2)	Sub Head (3)	Retention Period (4)
e.	Staff Benefit Fund Scheme	<ol style="list-style-type: none"> <li>Policy matters</li> <li>Maintenance of accounts</li> <li>Committee meetings / related matters</li> </ol>	<p>Permanent as regards creation / policy formulation</p> <p>3 yrs. or till the audit is completed whichever is later</p> <p>3 yrs.</p>
f.	Legal	<ol style="list-style-type: none"> <li>Court Cases</li> <li>Record of payment of court fees</li> </ol>	<p>3 yrs. after disposal of the case. (entries shall be made in the register to be maintained permanently)</p> <p>1 yr.</p>
g.	Transport / Vehicles	<ol style="list-style-type: none"> <li>Record of Purchase/ Registration Certificate Vehicles</li> <li>Disposal Record</li> <li>Vehicles Maintenance Record</li> <li>Log Books</li> <li>Vehicle Insurance</li> <li>Hiring of vehicles</li> </ol>	<p>Permanent</p> <p>Permanent</p> <p>6 months or bill posted for payment whichever is earlier</p> <p>3 yrs.</p> <p>1 yr.</p> <p>3 yrs.</p>
h.	Advertisement	<ol style="list-style-type: none"> <li>Recruitment of regular posts</li> <li>Ad-hoc / Temporary</li> <li>Record of bills</li> </ol>	<p>Permanent</p> <p>3 yrs.</p> <p>6 months or till passed for payment whichever is earlier</p>

Sr.No. (1)	Head (2)	Sub Head (3)	Retention Period (4)
i.	Pay/Pension	1. Orders / Notifications and correspondence of the Govt. related to fixation / revision of pension 2. Correspondence from other organizations 3. Representation of employees	Permanent 3 yrs. 1 yr. or till the redressal is taken care whichever is earlier
j.	Correspondence with outside agencies viz. CVC / UGC / AICTE / IITs / NITs / MHRD / NPIU / CCB / CBSC / PWD / MNC / Forest / Police / NEERI etc.	1. Orders / notifications / OMs / Circulars / Permission / Approval / Directives / Guide lines 2. Other than above	Permanent 3 yrs.
k.	Group Insurance / Building Insurance	1. Policy Document 2. Other correspondence	Permanent 2 yrs.
l.	Security	1. Internal correspondence 2. Police Record 3. Record related to fire services	1 yr. 3 yrs. Orders - permanent, other - 3 yrs.
m.	Convocation	1. Related correspondence	5 yrs.
n.	Stock Verification	1. Orders 2. Other record	Permanent 5 yrs.

Sr.No. (1)	Head (2)	Sub Head (3)	Retention Period (4)
o.	Additional assignment / Heads / Deans / Wardens / Chief Warden / I/c's etc.	1. Orders 2. Related correspondence	Permanent 1 yr.
p.	Identity cards		5 yrs. (can be written off after making necessary entries in the register of permanent nature)
q.	RTI	1. Orders, Instructions, notifications, guidelines received from Govt. agencies 2. Individual cases	Permanent 1 yr. after disposal of case
r.	Annual Property Return	1. Proforma 2. Purchase documents	3 yrs. 1 yr. after installation
s.	Consultancy	1. Reports and related correspondence	3 yrs. after completion of the project
t.	Testing	1. Reports, Challan, Certification and other related correspondence	3 yrs.
u.	Stores	1. Record related to store purchases 2. Dead Stock Register 3. Consumable Items Register 4. Asset Register	3 yrs. Permanent 3 yrs. or till audit, whichever is earlier Permanent

Sr.No. (1)	Head (2)	Sub Head (3)	Retention Period (4)
v.	Purchases / Consumable items	1. Record related to purchases and consumables	3 yrs. or till audit is completed whichever is later
w.	Establishment	1. Attendance Register	10 yrs.
		2. Bill Register	Permanent
		3. Personal Files	Permanent
		4. Service Books	Permanent
		5. Office of Copies of Pay Bills / Pension Bills	Permanent
		6. File of Circulars issued	Permanent
		7. Pension Cases	Permanent
		8. Closed Personal Files	Permanent
		9. Family declaration for LTC / Medical benefit	Permanent
		10. Correspondence file relating to family declaration for LTC / Medical benefit	Permanent
		11. Personal file relating to persons on deputation	Permanent
		12. Roster for teaching and non teaching staff	Permanent
		13. Correspondence file relating to Roster	Permanent
		14. Standing orders file relating IV, V and VI pay commissions	Permanent
		15. Revision of pension file	Permanent
		16. Old GRs files of erstwhile VRCE	Permanent
		17. Seniority	Permanent
		18. Roster	Permanent
		19. Representations	1 yr.
		20. Orders	Permanent

Sr.No. (1)	Head (2)	Sub Head (3)	Retention Period (4)
		21. File relating to compassionate appointment	10 yrs.
		22. Selection panels for appointment of Teaching and Non-Teaching staff	Permanent
		23. Files relating to constitution of DPC and its recommendations	Permanent
		24. Recruitment Rule	Permanent
		25. Correspondence related to counting of past service	5 yrs. (to be weeded out after due entries in service book record)
		26. Non-Teaching cadre re-structuring files	Permanent
		27. Pay fixation files of teaching and non-teaching staff	Permanent
		28. Inward Register	5 yrs.
		29. Outward Register	5 yrs.
		30. Dak Book	1 yr.
		31. Stamp Account Register	5 yrs.
		32. Increment Register	Permanent
		33. General elections of Parliament / Assembly / Local Bodies	7 yrs.
		34. Bonus / DA File	Permanent
		35. Contract documents (related to employees appointed on contract)	5 years
		36. Appointment of Teaching Assistant on Ad-hoc basis	5 years
		37. Appointment of Medical and Paramedical staff on Ad-hoc basis	5 years



Sr.No. (1)	Head (2)	Sub Head (3)	Retention Period (4)
		38. Contract document relating to hiring Ambulance	5 years
		39. Record related to sanction of festival advance	3 years
		40. Files relating to appointment of visiting faculty	5 years
		41. Leave - Casual / Special Casual Leave/Compensatory	1 years
		42. Dead Stock Register (DSR)	Permanent
x.	Dispensary / Health Care Centre	1. Current stock register of medicine	3 yrs.
		2. Individual case files	1 yr. after the retirement of employee
y.	Confidential Reports	1. Confidential Reports	Permanent
		2. Communication of adverse entries	3 yrs.
		3. Representation for expunction of adverse entries	3 yrs.
II.	ACCOUNTS		
a.	Salary / Pension	1. Pay / Pension Bill	Permanent
		2. Pension Payment Orders	Permanent
b.	Other Personal claims	1. CPDAPayment	10 years
		2. Vouchers of TA/ Medical /Children Education Allowance / Contingent Expenditure	7 years

Sr.No. (1)	Head (2)	Sub Head (3)	Retention Period (4)
		3. Medical advance registers	3 years
		4. GPF Schedules	10 years
		5. Provident Fund advance and final settlements	10 years
		6. GPF Ledgers	Permanent
		7. Schedules of NPS	3 years
		8. Life Certificates of Pensioners	1 years
		9. Terminal benefits	Permanent
c.	Fees	1. Fee Receipt challan	3 years
d.	Other Receipts	1. Register of daily Receipt	3 years
e.	Banking Transactions	1. All Payment Vouchers excluding pay / pension bills	10 years
		2. Advance Register	3 years
		3. Bank Statements	3 years
		4. Correspondence with Bank	3 years
		5. Portfolio	3 years
		6. Cheque Reports	3 years
		7. Bank Reconciliation statement	3 years
		8. Bill Registers	permanent
		9. Cheque Dispatch Registers	3 years
f.	Subsidiary Accounts	1. Cash Book	Permanent
g.	Taxation	1. IT,PT,WCT Challan /Register	3 years
		2. IT,PT,WCT Quarterly Returns	3 years



Sr.No. (1)	Head (2)	Sub Head (3)	Retention Period (4)
h.	Grants-in-Aid	1. Grant Received from MHRD/ Correspondence with MHRD	Permanent
		2. Utilization Certificate	5 years
		3. R & D Projects	3 yrs. of completion of the project or the requirement of funding agency whichever is later
		4. Sanctions /Orders issued by the Institute	5 years
i.	Accounts and Audit	1. Annual financial statement of Institute	Permanent
		2. Audit objections/replies	3 years after Audit
		3. Printed Copies of Ledger Accounts (Tally Generated) in to register / soft copy	3 years subject to entry
III.	<b>ESTATE MAINTENANCE</b>		
a.	Tender & Quotation Works	1. Record related to tender of Civil / Maintenance Works.	3 yrs. after completion of work or till audit, whichever is earlier
		2. Record related to quotations of civil maintenance Work.	3 yrs. after completion of work or till audit, whichever is earlier
		3. Measurement books.	Permanent
		4. Bill Entry Register	3 yrs. after completion of work or till audit, whichever is earlier
		5. Record related to registration of petty contractors.	1 yr. after completion of validity period

Sr.No. (1)	Head (2)	Sub Head (3)	Retention Period (4)
b.	Civil / Electrical / Sanitation / Horticulture Maintenance :	1. Record related to Annual Maint. Works contract i.e. Civil Maint., Horticulture & Sanitation.	3 yrs. after completion of work or till audit, whichever is earlier
		2. Record related to Maint. Complaints.	6 months
		3. Electric bill, water bill & related record	3 yrs.
		4. Vacation & possession of staff quarters register	6 months after quarter vacated by the occupant
		5. Approval / permission / NOCs / orders / notifications from Govt / other organisations viz. PWD, NMC, Forest, Police, AICTE, NEERI etc.	Permanent
		6. Record other than the above	1 yr.
IV.	<b>ACADEMIC</b>		
a.	Admission of students	1. Admission Forms	6 Years
		2. Admission Registers	Permanent
		3. Roll List (Entry Year)	5 Years
		4. Admission Cancellation	2 Year
b.	Scholarship / Stipend	1. Application Forms / letters / refund orders	5 Years from the year of sanction
c.	Railway Concession	1. Concession Forms & related correspondence	1 Year

Sr.No. (1)	Head (2)	Sub Head (3)	Retention Period (4)
d.	Official Correspondence	1. Approval / permission / NOCs / orders / notifications from Govt / other organisations viz. Police, AICTE, UGC, AIU, CBSC, MHRD, Govt. of India, State Govts., Other NITs/IITs etc.	Permanent
		2. Other than the above	1 yr.
e.	Research Thesis	1. Copies of Thesis, synopsis	Till award of Degree
f.	Student correspondence		1 Year
g.	Legal Cases	1. Legal Cases	3 yrs. after disposal of the case
h.	Session Wise Exam Record	1. Control Sheet	Permanent
		2. Control Sheet in Departments	1 yr.
		3. Tabulation Register	Permanent
		4. Correspondence regarding corrections in Exam Data i.e. Marks / Grades / Attendance etc.	Permanent
		5. Correspondence Regarding Software Corrections	6 Years
		6. Grade Cards of Lower Semester (i.e. 1 to 7 Sem.) Exams not collected by students	2 Years
		7. Correspondence related to Student Verification	1 yr.

Sr.No. (1)	Head (2)	Sub Head (3)	Retention Period (4)
		8. Students Representations for Correction in Grade Cards	1 yr.
		9. Degree Certificates, Award Certificates, Awards And Certificates Not Collected By Students	Permanent
i.	Course Registration	1. Data received From the Departments for Respective Session and Correction	5 yrs. From the date of registration
		2. Enrolment Register	Permanent
		3. Time table (Class, Faculty, Exam)	6 months after completion of semester
		4. Students' Attendance record (Theory, Lab, Project)	For UG 6 months after completion of semester. For PG 6 months after award of degree.
		5. Attendance of PhD scholar	6 months after submission of thesis
		6. Question papers	3 yrs.
		7. Valued answer books	For duration of the course subject to suitable entry of marks in appropriate register
		8. Journal of laboratory	Upto declaration of result
		9. Schemes including syllabus	Permanent (weeding out the superseded once as and when they become obsolete).

Sr.No. (1)	Head (2)	Sub Head (3)	Retention Period (4)
		10. Internal correspondence from central office (Director's office, Registrar's office)	1 yr.
		11. Departmental circulars	1 yr.
		12. Copy of Documents related to recoverable advance (other than in Accts Section)	Till next financial year
		13. DAK book	1 yr.
		14. Documents related to organising workshop, conference, short term courses, etc.	3 yrs. or as per the requirement of funding agency (if stated) whichever is later
		15. Documents related to R & D scheme	3 yrs. after completion of the scheme / project or as per the requirements of the funding agency whichever is later
<b>V.</b>	<b>LIBRARY</b>		
a.	Purchases / Procurement	1. Orders	Permanent
		2. Accession Registers	Permanent
		3. All other correspondence including bills	3 years
b.	Periodicals	1. Academics	Permanent
		2. General reading	1 yr.
		3. Newspapers	3 months
		4. All other related correspondence	3 years
		5. Bill Register & Quotation file	3 years

Sr.No. (1)	Head (2)	Sub Head (3)	Retention Period (4)
c.	Book Volumes		Till written off by following appropriate procedure
d.	General	1. Committee reports, correspondence related to RFID, LIBSYS, INDEST, Circulars and all other correspondence	3 yrs.
e.	Social Welfare Book Bank	1. Membership file	03 years
		2. Transaction form File	01 years
		3. Laptop Issue File	01 years
<b>VI.</b>	<b>HOSTEL</b>		
a.	Student related records	1. Hostel Form & other related documents	1 yr after student leave the hostel
		2. Applications submitted by students	1 yr after student leave the hostel
		3. All the other miscellaneous data pertaining to student	1 yr after student leave the hostel
b.	Record of meetings	1. Minutes of meetings of Wardens	5 years
		2. Minutes of Enquiry Committee, office orders issued in major disciplinary actions	Permanent
		3. Correspondence other than the above	3 yrs.
c.	Hostel Account and Fee Related documents	1. Hostel Fee Challans (Institute copy)	5 yrs. or till the audit is completed whichever is later



Sr.No. (1)	Head (2)	Sub Head (3)	Retention Period (4)
		2. Vouchers	5 yrs. or till the audit is completed whichever is later
		3. Bank Statement	5 yrs. or till the audit is completed whichever is later
		4. All the other documents pertaining to accounting at hostel section / hostels	1 yr after necessary action
		5. Refund applications etc.	1 yr after necessary action
		6. All other accounting related documents / registers	1 yr after necessary action
		7. Record related to staff engaged in hostel viz. caretaker, supervisor etc.	3 yrs. after cessation of engagement