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## **Preamble**

**National Institute of Technical Teachers' Training and Research, Chennai (NITTTR)** is an autonomous educational institution under the Ministry of Education (or MoE), In order to provide In-service training to the various serving faculty members and Induction training to the newly recruited faculty members of the Technical Institutions, the National Institute of Technical Teachers Training and Research (NITTTRs) were established by Government of India.

In the process of carrying out the above obligations, a number of records of varying reference and research values get created, necessitating proper Records Management for facilitating efficient retrieval of records and ensuring economy of space. The ingredients of the Records Management include activities relating to Recording, Retention, Retrieval and Weeding Out. Obviously, the weeding out of records is one of the most important activities for the Record Management and calls for high sense of responsibility. It has to be taken care that the records are neither prematurely destroyed nor kept for periods longer than necessary. This can be viewed in the context of the Public Records Act, 1993 also, which contains penal provisions for destruction of public records in a manner otherwise than prescribed. Such a Record Retention Schedule has become all the more important in view of the enactment of the Right to Information Act, 2005.

For recording and classification of files relating to the house-keeping jobs, common office service records and those relating to financial matters, appropriate instructions given in the Record Retention Schedule for Records Common to all Ministries/Departments, issued by the Department of Administrative Reforms and Public Grievances, Rule 284 and Appendix-13 of the General Financial Rules, 1963 issued by the Ministry of Finance, as also the Appendix 28 of the CS-MOP are applicable.

The enclosed Record Retention Schedule concerns with the substantive Functions of the National Institute of Technical Teachers Training and Research only as required under Section 6(1)(e) of the Public Records Act, 1993 and should be followed while recording and classifying the records of substantive functions. I believe that the booklet in hand will prove a handy tool in carrying out above obligations.

National Institute of Technical Teachers Training and Research is responsible for formulation of guidelines on Record Management and preparation of Record Retention Schedule for records to ensure that there is uniformity in retention schedule of records of common nature. On formulation of the Schedule, utmost care is taken to ensure that files are neither prematurely destroyed nor kept for period longer than necessary. The Schedule is reviewed periodically.

## **INSTRUCTIONS**

1. NITTTR will continue to use the "Conventional" filing system (as different from the "Functional" filing system mentioned in the Central Secretariat Manual of Office Procedure.
2. The schedule follows the classification, arrangement and numbering scheme adopted for the functional file index for establishments and house-keeping work.
3. Categorisation of records have been done in accordance with Central Secretariat Manual of Office Procedure (CSMOP). Wherever necessary reference has been made to General Financial Rules (GFR) Appendix 13. Both GFR Appendix 13 and CSMOP Appendix 28 have been incorporated as annexes.

4. Where necessary, additional main heads and sub-heads have been opened under the appropriate 'group headings' and 'main heads' respectively.
5. Retention periods for records (other than files) e.g. registers, for which no files are to be opened and which, therefore, are not covered by the functional file index, have been shown under the appropriate group headings at the end.
6. Retention periods for records common to all departments, but not relating to establishment and house-keeping work, and therefore not covered by the functional file index, have been shown at the end of the schedule.
7. 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.
8. 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.
9. In the case of records other than files, for example, registers, the prescribed retention period will be counted from the date on which it has ceased to be current.
10. 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.
11. In exceptional cases, i.e. if the record has certain special features or such a course is warranted by the peculiar needs of the department, the record may be retained for a period longer than that specified in the schedule, in no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
12. 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.
13. Wherever retention years are given with reference to audit of the file / register, the years would be counted from the date of completion of compliance of audit paras / reports or settlement of audit paras.
14. Permanent records to the extent possible should be digitalized.

Category 'A' keep permanent and microfilm'  
 Category 'B' keep permanent but do not microfilm'  
 Category 'C' keep for specified period only'

File/records/documents under Category C – designated as (C1, C2, ....Cn where n is Number of years)

### **Conclusion:**

The above guidelines are only for maintaining the duration of records. While disposing records and files, a separate committee has to be formed to scrutinize the files and records to be disposed off and based on the recommendations of the committee and approval by the Competent Authority, the records and files shall be disposed accordingly.

SI No	File Name	Page No
1	Creation and classification of posts	
2	Recruitment	
3	Scheduled castes and Scheduled tribes	
4	Retrenchment	
5	Verification/re-verification of character and antecedents	
6	Medical examination	
7	Personal files	
8	Service records	
9	Postings and transfers	
10	Seniority	
11	Leave (other than study leave & casual leave)	
12	Casual leave (including special leave)	
13	Pay/special pay	
14	Allowances	
15	Confidential/assessment report	
16	Increment	
17	Probation/confirmation	
18	Promotion/reversion	
19	Training/scholarships/fellowships in India and abroad	
20	Deputations and delegations	
21	Delegation of powers	
22	Honorarium/awards	
23	Pension/retirement	
24	Resignation	
25	Extension of service	
26	Re-Employment	
27	Nomination of employees	
28	Forwarding of applications	
29	Study leave	
30	No objection certificate (for registration with employment exchange)	
32	Review for determining suitability of employees for continuance in service	
32	Review of cadres/services	
33	No objection certificate for issue of passport, arms License etc. to government	

# RECORDS RETENTION SCHEDULE IN RESPECT OF RECORDS

## PART – I – Records relating to Administration

### ADMINISTRATION

Standard Head	Description of Record			
	Sub-head	Category (A/B/C1,Cn)	Retention Period	Remarks
1. Creation and classification of posts	1. Continuance/abolition/revival of posts	C <sub>3</sub>	Three years or after completion of audit, whichever is later	Refer GFR appendix 13, Annexure- 1
	2. Conversion of temporary posts into permanent ones	A	Ten years or after completion of audit, whichever is later	Refer GFR appendix 13, Annex-1
	3. Creation of posts	A	Ten years or after completion of audit, whichever is later.	Refer GFR appendix 13, Annex- 1
	4. Revision of scales of pay	C	Since revision of pay scales takes place with the approval of Government of India and NITTTR Chennai being autonomous body under Ministry the Records will be retained for such time the revision of pay scales takes place.	Refer GFR appendix 13, Annex- 1
	5. Upgrading of posts	C <sub>10</sub>	Ten years or after completion of audit, whichever is later	
	6. Re-designation of Posts	C <sub>10</sub>	Ten years or after completion of audit, whichever is later	
	7. Faculty/non-Teaching posts	C <sub>3</sub>	Three years or after completion of audit, whichever is later	
	8. Others	C <sub>10</sub>	Ten years after completion of audit or three years clearing audit paras.	
2. Recruitment	1. Recruitment & Service Rules as per the institute norms.	A	Permanent.	
	2. Appointment under Compassionate grounds	C <sub>3</sub>	Three years after resignation or retirement of the employee.	Subject to the application of the candidate and an authenticated copy of the order of appointment being kept in the personal file

3. Appointment of Consultant	C <sub>3</sub>	Three years after they cease to be Consultant or after completion of audit, whichever is later	Subject to the bio-data/ application of the candidate and an authenticated copy of the order of Consultant appointment being kept in the personal file
4. Appointment of non-Indians	C <sub>10</sub>	Ten years from cessation of service.	Subject to the application of the candidates and an authenticated copy of the order of appointment being kept in the personal file
5. Budget Estimate vacancies	C <sub>10</sub>	Ten years from the panel year	
6. Reservation roster- Faculty/Non Teaching	A	(a) TEN YEARS from the panel year or from the date of compliance of observation of National Commission for SC/ST/OBC. (b) FIVE YEARS in the case of others.	
7. Notification to and release of vacancies by Local employment exchange/ Nomination by Selection committee	C <sub>3</sub>	THREE YEARS after the completion of recruitment process.	
8. Recruitment from Advertisement and Receiving of applications in which (a) SC/ST (b) OBC/EWS (c) GENERAL	C <sub>10</sub>	TEN YEARS after the completion of recruitment process.	Subject to the application of the successful candidate and an authenticated copy of the order of appointment and Advertisement copy also enclosed in the personal file.
9. Condonation of break in service	C <sub>3</sub>	THREE YEARS after employee's cessation of service.	Entered in the service record and copy of the order being kept in Vol. II of service book/personal file. Refer GFR appendix 13, Annexure- 1
10. Engagement of Contractual employees	C <sub>3</sub>	THREE YEARS or ONE YEAR after Completion of audit, whichever is later.	
11. Recruitment of Project Assistants (Temporary)	C <sub>1</sub>	ONE YEAR after completion of recruitment process.	

	2.Representation in posts and Services – policy and implementation of safeguards	A	Permanent.	
	13.Reservation of vacancies (including grouping of posts,and exclusion of posts from reservation order	A	Permanent.	
	14.De-reservation of vacancies	A	Permanent.	
	15.Complaints from associations Regarding non-observance of reservation in services	A	Permanent.	
	16.Annual statement Regarding representation of Scheduled Castes/ Scheduled Tribes	A	Permanent.	
3. Scheduled Castes and Scheduled Tribes	1.Representation in posts and services-policy and implementation of safeguards	A	Permanent.	
	2. Reservation of vacancies (including grouping of posts, and exclusion of posts from reservation order)	A	Permanent.	
	3. De-reservation of vacancies	A	Permanent.	

	4. Complaints from associations Regarding non-observance of reservation in services	A	Permanent.	
	5. Annual statement Regarding representation of Scheduled Castes/Scheduled Tribes	A	Permanent.	
4. Retrenchment	1. General principles	A	Permanent.	Subject to a suitable entry being made in the appropriate service record and the verification report itself being kept in Vol. II of the service book/personal file.
	2. Faculty/ Group A , Group B( Gazetted) Group B(Non-Gazetted), Group C			
5. Verification/ Re-verification of character and antecedents	1. Rules (General aspects)	A	Permanent.	
	2. Faculty/ Group A , Group B( Gazetted) Group B(Non-Gazetted), Group C			
6. Medical examination Board	1. Rules (General aspects)	A	Permanent.	Subject to a suitable entry being made in the appropriate service record and the verification report itself being kept in Vol. II of the service book/personal file.
	2. Faculty/ Group A , Group B( Gazetted) Group B(Non-Gazetted), Group C	A	Permanent.	
7. Personal files	1. Director	B	Those eligible for retirement/ terminal benefits: FIVE YEARS after they have ceased to be in service.	On the expiry of the specified retention period, personal files of officials who have made significant contribution in any field of activity (e.g.



				administrative scientific, economic, social) and have won national / international recognition, should be sent to the National Archives.
	2. Faculty	B	Those eligible for retirement/ terminal benefits: FIVE YEARS after they have ceased to be in service.	
	3. Group A 4. Group B 5. Group C	B	Those eligible for retirement/terminal benefits: FIVE YEARS after they have ceased to be in service. Others: FIVE YEARS after they have ceased to be in service	
	6. Correspondence regarding requisition, transfer return etc.	C <sub>1</sub>	ONE YEAR after the event.	
8. Service records	1. History of services	A	Permanent.	
	2. Group 'A'	A	Permanent.	
	3. Group 'B'	A	Permanent.	
	4. Group 'C'	A	Permanent.	
	4. G. P. F. nomination	A	Permanent.	Subject to (a) the original nomination being placed in Vol. II of the service book of government servants and (b) the nomination in original or an authenticated copy thereof being placed in Vol. II of the service book/personal file in the case of other government servants.
9. Postings and transfers	1. General aspects	A	Permanent	

	2. Faculty	C <sub>3</sub>	(a) If involving change of office : THREE YEARS from the date of posting and assuming charge in the new station / post. (b) In other cases : ONE YEAR from the date of posting and assuming charge in the new station / post.	Subject to a suitable entry being made in the appropriate service records and register of postings, and an authenticated copy of the order being placed in the personal file
	3. Group A	C <sub>3</sub>	a) If involving change of office : THREE YEARS from the date of posting and assuming charge in the new station / post. b) In other cases : ONE YEAR from the date of posting and assuming charge in the new station / post	Subject to a suitable entry being made in the appropriate service records and register of postings, and an authenticated copy of the order being placed in the personal file
	4. Group B	C <sub>3</sub>	(a) If involving change of office : THREE YEARS from the date of posting and assuming charge in the new station / post. (b) In other cases : ONE YEAR from the date of posting and assuming charge in the new station / post.	
	5. Group B (Non Gazetted)	C <sub>3</sub>	(a) If involving change of office : THREE YEARS from the date of posting and assuming charge in the new station / post. (b) In other cases : ONE YEAR from the date of posting and assuming charge in the new station / post.	
	6. Group C	C <sub>3</sub>	(a) If involving change of office : THREE YEARS (b) In other cases : ONE YEAR	
	10. Seniority			
	1. General principles	A	Permanent.	
	2. Representations	A	Permanent.	If the representation results in the original seniority being revised, an authenticated copy of the relevant order/decision will be kept in Vol. II of service book/personal file.

11. Leave (other than study leave and casual leave)	1. Rules (general aspects)	A	Permanent.	
	2. Faculty	A	Permanent.	Subject to suitable entries being made in the appropriate service record and leave account.
	3. Group A	A	Permanent.	Subject to suitable entries being Made in the appropriate service record and leave account.
	4. Group B	A	Permanent.	
	5. Group B (non gazetted)	A	Permanent.	
	6. Group C	A	Permanent.	
	7. Leave roster	C	To be destroyed at the end of the year	
12. Casual leave (including special leave)	1. Rules	A	Permanent.	
	2. Faculty	C <sub>1</sub>	<ul style="list-style-type: none"> <li>Casual leave: To be destroyed at the end of the year</li> <li>Special casual leave: ONE YEAR after completion of leave.</li> </ul>	
	3. Group A	C <sub>1</sub>	(a) Casual leave: To be destroyed at the end of the year (b) Special casual leave: ONE YEAR after completion of leave.	
	4. Group B	C <sub>1</sub>	(a) Casual leave: To be destroyed at the end of the year (b) Special casual leave: ONE YEAR after completion of leave	
	5. Group B (non gazetted)	C <sub>1</sub>	(a) Casual leave: To be destroyed at the end of the year (b) Special casual leave: ONE YEAR after completion of leave	

13. Pay/special pay	6. Group C	C <sub>1</sub>	(a) Casual leave: To be destroyed at the end of the year (b) Special casual leave: ONE YEAR after completion of leave	
	1. Rules (general aspects)	A	Permanent.	
	2. Group A	C <sub>3</sub>	THREE YEARS or one year after completion of audit, whichever is later.	
	3. Group B	C <sub>3</sub>	THREE YEARS or one year after Completion of audit, whichever is later.	Subject to suitable entries being made in the appropriate service record and pay bill register and an authenticated copy of the order, where issued, being placed in the personal file
	4. Group B (non gazetted)	C <sub>3</sub>	THREE YEARS or one year after completion of audit, whichever is later.	
	5. Group C	C <sub>3</sub>	THREE YEARS or one year after Completion of audit, whichever is later.	
14. Allowances	1. Rules (general aspects)	A	Permanent.	
	2. Children's Education Allowance (CEA) Rules (general aspects)	A	Permanent.	
	3. Claims regarding CEA	C <sub>3</sub>	THREE YEARS; or one year after completion of audit, whichever is later	
	4. D.A., H.R.A. & Transport Allowance	C <sub>3</sub>	THREE YEARS; or one year after completion of audit	
	5. Deputation (duty) allowance	C <sub>3</sub>	THREE YEARS; or one year after completion of audit	
	6. Overtime allowance	C <sub>3</sub>	THREE YEARS; or one year after completion of audit	
	7. Traveling allowance	C <sub>3</sub>	THREE YEARS; or one year after completion of audit	
	8. Uniform allowance	C <sub>3</sub>	THREE YEARS; or one year after completion of audit	

	9. Airtravel by non-entitled personnel	C <sub>1</sub>	ONE YEAR or after completion of audit	
15. Confidential / assessment report	1. Rules (general aspects)	A	Permanent.	
	2. Recording of confidential reports in respect of Group 'A' officers.	C <sub>8</sub>	EIGHT YEARS	
	3. Recording of confidential reports in respect of Group 'B' officers	C <sub>8</sub>	EIGHT YEARS	
	4. Recording of confidential reports in respect of Group 'B' (non-gazetted) staff	C <sub>8</sub>	EIGHT YEARS	
	5. Recording of confidential reports in respect of Group 'C' staff	C <sub>8</sub>	EIGHT YEARS	
	6. Recording of confidential reports in respect of Group 'D' staff	C <sub>8</sub>	EIGHT YEARS	
	7. Communication of adverse entries	C <sub>8</sub>	EIGHT YEARS	
	8. Representation for expunction of adverse entries	C <sub>8</sub>	EIGHT YEARS	
16. Increment	1. Rules (general aspects)	A	Permanent.	
	2. Withholding of increments	C <sub>10</sub>	TEN YEARS; or THREE YEARS after the final disposal of appeal or final judgment under the normal course of law, whichever is later.	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.
	3. Representations and petitions	C <sub>3</sub>	THREE YEARS after the final disposal of appeal or final judgment under the normal course of law, whichever is later.	If the representation results in the original order being revised, an authenticated copy of the relevant order/decision will be kept in the precedent book, personal file and suitable entries made in the appropriate service record.

17. Probation/confirmation	1. General principles (Probation)	A	Permanent.	
	2. Rules (Confirmation)	A	Permanent.	
	3. Confirmation / extension of probation of Faculty	C <sub>5</sub>	FIVE YEARS from the date of confirmation / extension of service.	Subject to suitable entries being made in the appropriate service record and an authenticated copy of the order being kept in the personal file
	4. Confirmation / extension of probation of Group A	C <sub>5</sub>	FIVE YEARS from the date of confirmation / extension of service.	Subject to suitable entries being made in the appropriate service record and an authenticated copy of the order being kept in the personal file
	5. Confirmation / extension of probation of Group B.	C <sub>5</sub>	FIVE YEARS from the date of confirmation / extension of service.	
	6. Confirmation of Group B (non- gazetted) staff	C <sub>5</sub>	FIVE YEARS from the date of confirmation / extension of service.	
	7. Confirmation of Group C staff	C <sub>5</sub>	FIVE YEARS from the date of confirmation / extension of service.	
	8. Representation s and petitions	C <sub>5</sub>	FIVE YEARS after the final disposal of appeal or final judgment under the normal course of law, whichever is later.	If the representation results in the original orders being revised, an authenticated copy of the relevant order/decision will be kept in the precedent book, personal file and suitable entries made in the appropriate service record.
18. Promotion/reversion	1. General principles	A	Permanent.	
	2. Departmental Promotion Committee	A	(a) Constitution: THREE YEARS after the D.P.C. has been reconstituted, whichever is later (b) Proceedings: EIGHT YEARS from the panel year.	
	3. Group 'A'	C <sub>8</sub>	EIGHT YEARS from the panel year.	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
	4. Group 'B'	C <sub>8</sub>	EIGHT YEARS from the panel year.	
	5. Group B (non-gazetted)	C <sub>8</sub>	EIGHT YEARS from the panel year.	

19. Training/ scholarships / fellowships in India and abroad	6. Group C	C <sub>8</sub>	EIGHT YEARS from the panel year.	
	7. Representations and petitions	C <sub>8</sub>	THREE YEARS after the final disposal of appeal of the representation.	If the representation results in the original order being revised, an authenticated copy of the relevant order/decision will be kept in the precedent book, personal file and suitable entries made in the appropriate service record
	1. Training Programmes at the Institute Of Secretariat Training and Management and others	C <sub>3</sub>	Reports submitted by trainees etc. after completion of training / study.	THREE YEARS
	2. Training abroad	C <sub>3</sub>	Reports submitted by trainees etc. after completion of training / study.	THREE YEARS
20. Recruitment Examination Question Papers	1. Framing of rules	A	Permanent.	
	2. Holding of examinations	C <sub>3</sub>	THREE YEARS from the date of declaration of results.	Subject to suitable entry being made in the appropriate service record and an authenticated copy/extract being kept in Vol. II of service book/personal file
	3. Results-declaration of	C <sub>3</sub>	THREE YEARS for departments conducting such tests; one year for other departments.	
	4. Representations and petitions	C <sub>3</sub>	THREE YEARS after the final disposal of appeal of the representation.	If the representation results in the original orders being revised, an authenticated copy of the relevant order/decision will be kept in precedent book, Vol. II of the service book/personal file and suitable entries made in the appropriate service record.
21. Deputations and delegations	1. Rules regarding deputation, Including deputation on foreign service in India and abroad.	A	Permanent.	
	2. Delegation in India/abroad	C <sub>3</sub>	THREE YEARS; or one year after completion of audit and settlement of all audit objections, whichever is later	Subject to particulars, being noted in the register prescribed for the purpose. Before weeding out files, reports should be removed and kept in

				the departmental record room for five years. On the expiry of this period, the reports should be reviewed and, if necessary, weeded out in consultation with the National Archives.
	3. Organized services	C <sub>3</sub>	THREE YEARS; or one year after completion of audit and settlement of all audit objections, whichever is later period of deputation	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.
22. Delegation of powers	1. Rules (general aspects)	A	Permanent.	
	2. F. R. & S. R.	A	Permanent.	
	3. Delegation of Financial Power Rules, 1958	A	Permanent.	
	4. Civil Service Regulations	A	Permanent.	
	5. Grant of ex-officio status	A	Permanent.	
23. Honorarium / awards	1. Rules (general aspects)	A	Permanent.	
	2. Faculty	C <sub>3</sub>	THREE YEARS or one year after completion of audit, whichever is later	Awards subject to :- (a) entries being made in the Service Book/ CR dossier of the concerned employee and a register being maintained.
	3. Group A	C <sub>3</sub>	THREE YEARS or one year after completion of audit, whichever is later	Awards subject to :- (b) entries being made in the Service Book/ CR dossier of the concerned employee and a register being maintained.
	4. Group B	C <sub>3</sub>	THREE YEARS or one year after completion of audit	
	5. Group B (non-gazetted)	C <sub>3</sub>	THREE YEARS or one year after completion of audit	
	6. Group C	C <sub>3</sub>	THREE YEARS or one year after completion of audit	
24. Pension/ retirement (as and when applicable)	1. Rules and orders (general aspects)	A	Permanent.	Refer GFR appendix 13, Annex- 1
	2. Faculty		(a) Pre-verification of pension cases	
	3. Group A		THREE YEARS	



	4. Group B	C	(b) Invalid pension	Till the youngest son / daughter attains majority or 5 years whichever is later	
	5. Group B (non-gazetted)		(c) Family pension	Till the youngest son / daughter attains majority or 5 years whichever is later	
	6. Group C	C	(d) Other pension	Till the youngest son / daughter attains majority or 5 years whichever is later	
		C	(e) Gratuity	FIVE YEARS	Refer GFR appendix 13, Annex- 1
		C	(f) Commutation of pension	ONE YEAR	
		C	(g) NPS	ONE YEAR	
25. Resignation	1. Rules and orders (general aspects)	A	Permanent.		
	2. Faculty	C <sub>1</sub>	ONE YEAR from the date of cessation of service.	A copy of the communication accepting the resignation may be placed in the personal file	
	3. Group A		ONE YEAR from the date of cessation of service.	A copy of the communication accepting the resignation may be placed in the personal file	
	4. Group B	C <sub>1</sub>	ONE YEAR from the date of cessation of service.		
	5. Group B (non-gazetted)		ONE YEAR from the date of cessation of service.		
	6. Group C		ONE YEAR from the date of cessation of service.		
26. Extension of service	1. Rules and orders (general aspects)	A	Permanent.		
	2. Faculty	C <sub>1</sub>	ONE YEAR after retirement	Subject to a copy of the order being placed in the personal file	
	3. Group A		ONE YEAR after retirement	Subject to a copy of the order being placed in the personal file	
	4. Group B		ONE YEAR after retirement		

	5. Group B (non-gazetted)		ONE YEAR after retirement	
	6. Group C		ONE YEAR after retirement	
27. Re-employment	1. Rules and orders (general aspects)	A	Permanent.	
	2. Faculty	C <sub>1</sub>	ONE YEAR after the service	A copy of the order may be placed in the personal file
	3. Group A	C <sub>1</sub>	ONE YEAR after the service	A copy of the order may be placed in the personal file
	4. Group B	C <sub>1</sub>	ONE YEAR after the government servant ceases to be in government service	
	5. Group B (non-gazetted)	C <sub>1</sub>	ONE YEAR after the government servant ceases to be in government service	
	6. Group C	C <sub>1</sub>	ONE YEAR after the government servant ceases to be in government service	
28. Nomination of employees	1. General aspects	A	Permanent.	
	2. Committees, working groups, Invited speakers etc.	C <sub>3</sub>	Appropriate retention period to be prescribed by departments concerned. Records retained by Administration : (a) THREE YEARS; or one year after completion of audit whichever is later.	
	3. Election work	C <sub>3</sub>	ONE YEAR or after completion of audit whichever is later.	
	4. Invigilation	C <sub>3</sub>	(b) Departments organising examinations and appointing invigilators: THREE YEARS; or one year after completion of audit whichever is later. (c) Other departments: ONE YEAR or after completion of audit whichever is later.	
29. Forwarding of applications	1. General aspects	A	Permanent.	
	2. For examinations	C <sub>1</sub>	ONE 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

	3. For posts	C <sub>1</sub>	ONE YEAR after announcement of result of the examination or selection for particular post.	
30. Study leave	1. Rules (general aspects)	A	Permanent.	
	2. Group A	C <sub>1</sub>	ONE YEAR after the expiry of the bond/ agreement executed by the government servant.	Subject to suitable entries being made in the appropriate service record and leave account and an authenticated copy being kept in the personal file
	3. Group B	C <sub>1</sub>	ONE YEAR after the expiry of the bond/ agreement executed by the government servant.	
	4. Group B (non-gazetted)	C <sub>1</sub>	ONE YEAR after the expiry of the bond/ agreement executed by the government servant.	
	5. Group C	C <sub>1</sub>	ONE YEAR after the expiry of the bond/ agreement executed by the government servant.	
	6. Group D	C <sub>1</sub>	ONE YEAR after the expiry of the bond/ agreement executed by the government servant.	
31. No objection certificate (for registration with employment exchange organization)	1. General aspects	A	Permanent.	Subject to an authenticated copy being kept in the personal file. Refer GFR appendix 13, Annex- 1
	2. Issue of N.O.C	C <sub>1</sub>	ONE YEAR after the issue of NOC.	
32. Review for determining suitability of employees for continuance in service	1. General aspects	A	Permanent.	
	2. Faculty	C <sub>3</sub>	(a) If it results in pre-mature retirement : THREE YEARS or after completion of audit whichever is later. (b) It results in continued retention in service: ONE YEAR or one year after completion of audit.	
	3. Group A	C <sub>3</sub>	a) If it results in pre-mature retirement : THREE YEARS or after completion of audit whichever is later. b) If it results in continued retention in service: ONE YEAR or one year after	Subject to a copy of the relevant orders / decision being kept in the personal file.

			completion of audit whichever is later.	
	4. Group B	C <sub>3</sub>	(a) If it results in pre-mature retirement : THREE YEARS or after completion of audit whichever is later.	
		C <sub>1</sub>	(b) It results in continued retention in service: ONE YEAR or one year after completion of audit	
	5. Group B (non-gazettes)	C <sub>3</sub>	(a) If it results in pre-mature retirement : THREE YEARS or after completion of audit whichever is later.  (b) If It results in continued retention in service: ONE YEAR or one year after completion of audit whichever is later.	
	6. Group C	C <sub>3</sub>	(a) If it results in pre-mature retirement : THREE YEARS or after completion of audit whichever is later. It results in continued retention in service: ONE YEAR or one year after completion of audit whichever is later.	
33. Review of cadres/ services	1. General aspects	A	Permanent.	
	2. Combination of cadres/services	A	Permanent	
	3. Separation of cadres/services	A	Permanent	
34. No objection certificate for issue of passport.	1. General aspects		Permanent.	
	2. NOC for Issue of passport		FIVE YEARS or one year after completion of audit whichever is later	
<b><u>VIGILANCE</u></b>				
35. Vigilance	Vigilance administration	A	Permanent	
	Complaints and Disciplinary proceedings	C <sub>10</sub>	TEN YEARS	
	Moveable and immovable properties information	C <sub>10</sub>	TEN YEARS	
	Vigilance clearance	C <sub>10</sub>	TEN YEARS	

Sl. No.	Description of Records	Category (A/B/C1,Cn)	Retention period	Remarks
1.	Establishment/Sanction Register	A	Permanent	Where, for any reason, the register is re-written, the old volume will be kept for 3 years.
2.	Rosters for Scheduled Castes and Scheduled Tribes	A	Permanent.	
3.	Register of oath/affirmation of allegiance to the Constitution	C <sub>3</sub>	THREE YEARS after the employee ceases to be in service.	Subject to suitable entries having been made in the appropriate service record of the officials concerned
4.	Service book of :			
	(a) officials entitled to retirement/ terminal benefits	C <sub>3</sub>	THREE YEARS after issue of final pension/ gratuity payment order.	Refer GFR appendix 13, Annex-1
	(b) other employees	C <sub>3</sub>	THREE YEARS after they have ceased to be in service.	Refer GFR appendix 13, Annex-1
5.	Confidential reports/character Rolls			
	(a) after retirement	C <sub>5</sub>	FIVE YEARS after the employee ceases to be in service.	
	(b) after death	C <sub>3</sub>	THREE YEARS after the settlement of all retirement benefits.	
	(c) after resignation/ discharge from service	C <sub>5</sub>	FIVE YEARS after the settlement of all retirement benefits.	
6.	Answer books of departmental examinations/tests	C <sub>1</sub>	1 YEAR of the date of declaration of results or settlement of complaint, if any, whichever is later.	
7.	Leave account of :	C <sub>3</sub>	THREE YEARS after issue of final pension/ gratuity payment order.	
	(a) officials entitled to retirement/ terminal benefits			
	(b) other employees	C <sub>3</sub>	THREE YEARS after they have ceased to be in service.	
8.	Casual leave account	C <sub>1</sub>	To be destroyed at the end of the year.	
9.	Special casual leave register	C <sub>1</sub>	ONE YEAR	
10.	Register of delegations to international Organisation	C <sub>10</sub>	TEN YEARS after cessation of service	

## **ESTATE OFFICE RECORDS RETENTION INDEX**

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- VII. Estate-Refrigeration & AC maintenance

# RECORDS RETENTION SCHEDULE IN RESPECT OF RECORDS

## Records relating to Estate Office

		Description of Record		
Standard Head	Sub-head	Category A / B / C1,..Cn)	Retention Period	Remarks
<b>I.Building Maintenance</b>	1.Non- Consumable Stock Register	A	Permanent	
	2.Consumable Stock Register	C5	Five years	
	3. Building Register	B	Permanent	Handed over to administration department on 13.12.2023
	4. Register for metro water charges-monthly bill register	C5	Five years	
	5. Register for municipal property tax and water tax	C5	Five years	
	6. Lease Deed- Staff quarters	A	Permanent	Handed over to administration department on 13.12.2023
	7. Land Acquisition File	A	Permanent	Handed over to administration department on 13.12.2023
	8. Building Committee Meeting Files	B	Permanent	
	9. Acquisition of land by highway department-IT Corridor	B	Permanent	Handed over to administration department on 13.12.2023
	10. File related to post office	B	Permanent	Handed over to administration department on 13.12.2023

Standard Head	Sub-head	Category (A/B/C1,..Cn)	Retention Period	Remarks
	11. TNRDC – land flyover file	B	Permanent	
	12. Imprest Register	C3	Three years	
	13. Extension centre files (ECB, ECH, ECK, ECV)	B	Permanent	
	14. Institute Block files	B	Permanent	
	15. Building Maintenance Purchase Order Book	C2	Two years	
	16. Metal Compactor Bin file	C2	Two years	
	17. Fire & Allied Perils policy, Burglary insurance policy, Portable equipment insurance, student's safety policy	B	Permanent	
	18. Land details of Institute campus	B	Permanent	
<b>II. House Keeping, Garden Maintenance</b>	1. Current Housekeeping Contract approval file	C5	Five years	
	2. Current Security Services Contract approval file	C5	Five years	
	3. Details of Contract Labourers of Security & Housekeeping	C5	Five years	
	4. Watch & Ward- Consumable stock register	C3	Three years	
	5. Garden-Consumable stock register	C3	Three years	
	6. House Keeping- Consumable stock register	C3	Three years	
	7. House keeping and security services monthly bills	C3	Three years	
<b>III. CPWD Civil Files</b>	1. CPWD Estimate files	B	Permanent	
	2. CPWD handover files	B	Permanent	
	3. Utilization Certificate files	C5	Five years	
	3. CPWD dispatch files	C5	Five years	
	4. CPWD funds files	B	Permanent	
	5. CPWD tender agreement files	B	Permanent	
	6. Drawings	B	Permanent	
	7. CPWD review meeting minutes	C3	Three years	
	8. Submitted to the Director approval letter	C5	Five years	



<b>IV. Other Files</b>	1.Sports-Expenditure File	C5	Five years	
	2. STP- Monthly report	C5	Five years	
	3. Audit reply	B	Permanent	
	4. Indira Gandhi Auditorium	C5	Five years	
	5. Office copy files	C3	Three years	
	6. Work order files	C3	Three years	
	7. AICTE related document	B	Permanent	
	8. Estate tapal register	C3	Three years	
	8. CVC report	B	Permanent	
	9.Estate In charge file	B	Permanent	
	10. Tree cutting work	C3	Three years	
	11. Quarters allotment	C5	Five years	
	12. Corporation letters	C3	Three years	
	13. Fair rent of ATM	C3	Three years	
	14. Work order register	C5	Five years	
<b>V. Estate-Electrical Maintenance</b>	1. Non Consumable register	B	Permanent	
	2. Consumable Stock Register	C5	Five years	
	3. TNEB HT & LT Registers & file	B	Permanent	
	4. Electrical Maintenance & Purchase Order Files	B	Permanent	
	5. Electrical Maintenance work order	C3	Three years	
<b>VI. CPWD (Electrical) Files</b>	1.Renovation works and Electrical maintenance works	B	Permanent	
	2. CPWD (Electrical) Utilization certificate	C5	Five years	
<b>VII. Estate-Refrigeration &amp; AC (R&amp;AC) Maintenance</b>	1. Non Consumable stock register	B	Permanent	
	2. Consumable Stock Register	C5	Five years	
	3. R&AC Work Order files	C3	Three years	
	4. Permanent advance register	C5	Five years	

### Records related to Resource Centre

S.No	Head	Description of Record			
		Sub-head	Category (A / B / C1,..Cn	Retention Period	Remarks
1.	Resource Centre	Correspondence files	Category - C 3	No	3 Years
2.		Purchase Orders	Category - C 5	No	5 Years
3.		Purchase and Renewal File – Books, Journal, News Paper etc..	Category - C 3	No	3 Years
4.		Purchase File related to Equipment, Furniture etc.	Category - C 3	No	3 Years
5.		Accession Registers	Category - A	Yes	If, for any reason, a register has to be rewritten, the old register will be retained for 3 years.
6.		Non consumable Register	Category - A	Yes	If, for any reason, a register has to be rewritten, the old register will be retained for 3 years.
7		Furniture Register	Category - A	Yes	If, for any reason, a register has to be rewritten, the old register will be retained for 3 years.
8.		Consumable Registers	Category - C 3	No	3 Years
9.		Users visit entry registers	Category - C 1	No	1 Year
10.		License Agreements	Category - A	Yes	

## **Stores and Purchase Division**

1. Indent Register
2. Department/Center wise  
Consumable & Non Consumable Bill Details
3. Purchase Files upto 5 Lakh
4. Purchase Files Above 5 Lakh
5. Stores Item issue details - File
6. Stock Register - Non Consumables
7. Stock Register - Consumables
8. Accounts Bill Sent Register
9. File Movement Register
10. Consignment Register
11. E-Procurement (Digital Signature) & Central Public Procumbent Portal File

## **RECORDS RETENTION DETAILS RELATED TO STORES AND PURCHASE SECTION**

<b>Standard Head</b>	<b>Sub-head</b>	<b>Category (A,B,C1 ....Cn)</b>	<b>Retention Period</b>	<b>Remarks</b>
Indent Register	nil	C5	5 Years	
Department/Center wise consumable & non consumable Bill Details	nil	B	Till Condemnation	
Purchase Files up to 5 Lakh	nil	B	Till Condemnation	
Purchase Files Above 5 Lakh	<ul style="list-style-type: none"> <li>● Machinery, Equipment, Instrument, Server etc.</li> <li>● Computer Desktop, Laptop, Computer Workstation, Software etc.</li> <li>● Furniture</li> <li>● Annual Rate Contract/Empanelment/Services etc.</li> </ul>	B	Till Condemnation	
Stores Item issue details – File	nil	C3	3 Years	
Stock Register - Non Consumables	nil	A	Permanent	
Stock Register – Consumables	nil	A	Permanent	
Accounts Bill Sent Register	nil	C5	5 Years	
File Movement Register	nil	C5	5 Years	
Consignment Register	nil	C3	3 Years	
E-Procurement (Digital Signature) & Central Public Procurement Portal File	nil	A	Permanent	

## **Centre for Rural and Entrepreneurship Development**

- (a) Non-consumable Stock Register
- (b) Consumable Stock Register
- (c) General file of CRED – III Volumes
- (d) Outgoing Register
- (e) Movement Register
- (f) Purchase files
- (g) NSDC – Skill Hub Initiative under PMKVY 4.0
- (h) AICTE Margadarshan Scheme
- (i) ICSSR Project
- (j) AICTE Boot Camp
- (k) Operational Plan of Polytechnic Colleges under CDTP Scheme
- (l) Polytechnic-wise correspondence files under CDTP Scheme

Records Retention details related to CRED

<b>Standard Head</b>	<b>Sub-head</b>	<b>Category (A,B,C1.... Cn )</b>	<b>Retention Period</b>	<b>Remarks</b>
Non-consumable Stock Register	NIL	A	Permanent	
Consumable Stock Register	NIL	A	Permanent	
General file of CRED (III Volumes)	NIL	C5	5 years	
Outgoing Register (Tapals to Administration / Other Departments)	NIL	C5	5 years	
Movement Register (Faculty and Staff)	NIL	C3	3 years	
Purchase files	<ul style="list-style-type: none"> <li>• Furniture</li> <li>• Equipme nt</li> <li>• Others</li> </ul>	C7	7 years	
NSDC – Skill Hub Initiative under PMKVY 4.0	NIL	C5	5 years	
AICTE Margadarshan Scheme	NIL	C5	5 years	
ICSSR Project	NIL	C5	5 Years	
AICTE Boot Camp	NIL	C5	5 Years	
Operational Plan of Polytechnic Colleges under CDTP Scheme	NIL	C5	5 Years	
Polytechnic-wise correspondence files under CDTP Scheme	NIL	C5	5 Years	

# Centre for Academic Studies and Research

## Record Retention Policy

### Purpose:

The Centre for Academic Studies and Research (CASR) at NITTTR Chennai is committed to the effective managing and preserving the academic records of students, trainees, and learners in alignment with our institutional mission. This policy aims to support the institute's compliance with legal and accreditation standards and enhance the integrity and privacy of academic records. Specifically, it strives to:

- Ensure compliance with legal, contractual, and accreditation mandates concerning the retention, confidentiality, and security of academic records.
- Maintain records essential for administrative and operational purposes, prioritizing their authenticity, reliability, and usability.
- Systematically dispose of records that are no longer necessary for the functioning of the institute and keep Swachh work place.
- Preserve records that hold historical significance for NITTTR Chennai.

### Scope:

This policy is applicable to all faculty, staff, administrators, and employees at NITTTR Chennai who handle academic records across various formats, including paper and electronic records, as well as data within our Learner Information Management System (LIMS).

### Definitions:

**Record:** Any form of information that reflects academic transactions and activities, available in multiple formats such as paper, electronic, photographic, and audiovisual.

**Active Records – Notified as “C”:** These are records frequently referenced or needed to support ongoing departmental or office activities. Unless designated as permanent or archival, these should be discarded as per the Records Retention Schedule. It is generally notified as “C-N”, where “N” refers to number of years. For Example; C-5 means active record for five years.

**Inactive Records:** Records that have not been accessed for at least one year or have surpassed their active period. These may be stored with the Archives until their retention period expires, unless they are designated as permanent or archival.

**Permanent/Archival Records – Notified as “A”:** Records identified as having long-term historical, administrative, or research value to NITTTR Chennai and are preserved indefinitely.

**Non-Records:** Items with operational importance that do not require retention by the Office of the CASR, such as duplicate copies of documents or reference data, can be disposed of when they are no longer needed.

The transition of data from “A” to “B” or “C” is done by the committee constituted by the Director, NITTTR Chennai.

### Retention Schedule and Period:

The retention schedule is a comprehensive document that outlines the categories of records, their retention timelines, and guidelines for their disposal. Retention periods are established after consulting Ministry guidelines and institutional best practices, ensuring records are kept for the requisite minimum duration.

The policy is clustered into four major segments: (a) Training Documents; (b) Academic PG & Ph.D Programme; (c)

Standard Head	Sub-head	Category (A,B,C1 ....Cn )	Retention Period	Remarks
Academic	Training Calendar	C-2	2 year	Archived On Completion of the current Academic year
	PG Calendar	C-5	5 years	Archived On Completion of the Academic year
	PG / Ph.D Notification	C-1	1 year	Paper advertisement / Digital advertisement Archived on Digital Storage
	Training - Application for Admission or Readmission	C-1	1 Year	Digital copies are available always in Learners Information System and Paper Copies are stored in Record room
	PG Programme - Application for Admission or Readmission	C-4	N+2 years	Digital copies are available always in Learner Information System and Paper Copies are stored in Record room
	PhD Programme - Application for Admission or Readmission	C-8	N+2 years	Digital copies are available always in Learner Information System and Paper Copies are stored in Record room
	Entrance Exams Scores	C	4 / 8 Years	Till graduation the records are active, then archived to A or B depending on committee recommendation
	Rank List	C	4 / 8 Years	Till graduation the records are active, then archived to A or B depending on committee recommendation
	Application for Admission or Readmission	C	4 / 8 Years	Till graduation the records are active, then archived to A or B depending on committee recommendation
	All Correspondence with Applicants	C	4 / 8 Years	Until Enrolment then archived to A or B depending on committee recommendation
	Provisional Allotment Letter	C	4 / 8 Years	Until Enrolment then archived to A or B depending on committee recommendation
	Elective list and Enrollment form	B	Permanent	Digital copies are available always in the Learner Information System and Paper Copies are stored in Record room
	Scholarship Recommendation	C	4 / 8 Years	Until Graduation then archived to A or B depending on committee recommendation
	Admission Cancellation Documents before enrolment	C	4 / 8 Years	Until the end of that current academic year then archived to A or B depending on committee recommendation
	Student Attendance Records	B	Permanent	Digital copies are available always in the Academia (ADC)
	Detention list	B	Permanent	Digital copies are available always in the Learner Information System and Paper Copies are stored in Record room
	Special Approvals Documents	B	Permanent	Digital copies are available and Paper Copies are stored in Record room
	No Dues / Course Completion and Provision	B	Permanent	Digital copies are available and Paper Copies are stored in Record room



Regulations	PG / Ph.D	C	2 years	Until the end of regulation period (2 years) then archived to A or B depending on committee recommendation
	Curriculum and Syllabus	C	2 years	Until the end of regulation period (2 years) then archived to A or B depending on committee recommendation
	PDP curriculum and Syllabus	C	1 year	Until the end of academic year then archived to A or B depending on committee recommendation
Admission	Break of Study	C	2 year	Until the readmission is done which ever earlier. Paper Copies are stored in Record room
Examinations	Student Test/Model Exam Marks	B	Permanent	Hard copies are available always in the record room
	Hall Ticket Issued ledger	B	Permanent	Digital copies are available always in the Learner Information System and Paper Copies are stored in Record room
	Examination Results	B	Permanent	Digital copies are available always in the Learner Information System and Paper Copies are stored in Record room
	Student Mark Sheet Documents - Semester	B	Permanent	Digital copies are available always in the Learner Information System and Paper Copies are stored in Record room
	Answer Scripts - Theory and Practical	B	Permanent	Digital copies are available always in the Learner Information System and Paper Copies are stored in Record room
	Scanned Images of the Answer Scripts	B	Permanent	Digital copies are available always in the Learner Information System and Paper Copies are stored in Record room
	Minutes of the Question paper Audit	B	Permanent	Digital copies are available always in the Learner Information System and Paper Copies are stored in Record room
	Answer Keys	B	Permanent	Digital copies are available always in the Learner Information System and Paper Copies are stored in Record room
	Minutes of the Result Passing Board Meeting	B	Permanent	Digital copies are available always in the Learner Information System and Paper Copies are stored in Record room
	Approved Malpractice documents	B	Permanent	Digital copies are available always in the Learner Information System and Paper Copies are stored in Record room
	List of Graduates - Convocation Register	B	Permanent	Digital copies are available always in the Learner Information System and Paper Copies are stored in Record room
	Soft Copies of Various Transcript, Statement of Marks / Grade Cards & Sheets / Consolidated Grade Cards & Grade Card / Provisional Certificates/Degree Certificates/Migration Certificates and Rank Certificates	B	Permanent	Digital copies are available always in the Learner Information System and Paper Copies are stored in Record room