

No.17/09/2006-Admn.(Part-III)
Central Vigilance Commission
Admn. Section

Satarkata Bhawan, Block-A
GPO Complex, INA
New Delhi-110023
Dated: 03.01.2023

OFFICE ORDER

Subject: Retention schedule of PIDPI files – regarding.

Retention schedule of the PIDPI files in which the complaints have been filed or have been approved to be sent for necessary action by the Screening Committee, is hereby circulated for information and necessary action of all concerned.

2. As regards PIDPI files wherein it has been approved for seeking investigation and report from the organization concerned or files which have been sent for appropriate action to the Branches concerned, retention schedule would be formulated separately.
3. This issues with the approval of the Commission.



(P. Vamsi Rama Krishna)
Under Secretary (Admn)

Encl: As above

- (i) Office of CVC
- (ii) Office of VC(AK)
- (iii) Office of Secretary
- (iv) Office of AS (ACS)/AS(PKS)AS(AKK)/AS (MJ)
- (v) Office of CTE(SS)/CTE(AK)
- (vi) OSD (SKG) / PIDPI Section
- (vii) NIC/IT Division : For uploading on CVC's web-site/intranet.
- (viii) Record Room

File Retention Policy on PIDPI files

- (i) All PIDPI files, in which the complaints have been filed by the Screening Committee or those which have been found to be anonymous/pseudonymous and filed, may be retained for a period of three years from the date of decision. Files which have outlived the retention policy of three years may be directly weeded out after allocation of Record/Index No. by the Record Keeper.
 - (ii) All PIDPI files, in which the complaints have been approved to be sent for necessary action by the Screening Committee, may be retained for a period of five years from the date of decision. Files which have outlived the retention policy of five years may be directly weeded out after allocation of Record/Index No. by the Record Keeper.
 - (iii) The above Retention Schedule would not be applicable to files in which Court cases have been received/are pending in Court and such records will not be destroyed till the finalization of the case. After completion of the case, the records shall be kept as per the extant record retention policy.
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No.17/09/2006-Admn.(Part-III)
Central Vigilance Commission
Admn. Section

Satarkata Bhawan, Block-A
GPO Complex, INA
New Delhi-110023
Dated: 21.07.2022

OFFICE MEMORANDUM

Sub: Retention period/destruction schedule of recorded files.

Ref: Commission's circular No.17/09/2006-Admn. dated 09.03.2006 and 16.10.2014.

Attention is invited to the Commission's circulars under reference regarding retention schedule of the records of the Commission.

2. The retention schedule of the recorded files for Vigilance Branches, Coordination-II, Administration, Cash, General have been revised and the same is hereby circulated for information and necessary action of all concerned.
3. This issues with the approval of the Commission.



(P. Vamsi Rama Krishna)
Under Secretary (Admn)

Encl: As above

Copy to:

- (i) PS to CVC
- (ii) PS to Secretary, CVC
- (iii) PPS to AS(ACS)/PPS to AS(PKS)/ Sr. PPS to AS(AKK)
- (iv) Sr.PPS to CTE (SS)/PPS to CTE (AK)
- (v) All Branch Officers
- (vi) All Technical Examiners
- (vii) All Under Secretaries / Section Officers
- (viii) NIC / IT Division : For uploading on CVC's web-site/intranet.
- (ix) Record Room

Vigilance Branches

S. No.	Vigilance case files in which the Commission:	Retention Schedule
1	(a) Advised prosecution and the competent authority issued the sanction for prosecution	I. Ten years after the retirement of the officer(s) involved. II. 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)	Ten years from the date of imposition of penalty.
	(c) Finally advised imposition of minor penalty	Five years from the date of imposition of the penalty.
	(d) Finally advised, at the end or departmental enquiry, exoneration of issuance of administrative warning caution, etc.	Three years after the issue of Commission's advice.
2	Cases of non-acceptance of Commission's advice	Three years after inclusion in Annual Report and its placement in Parliament in major/minor penalty case.
3	Vigilance case files in which: (a) Closure was advised at first stage (b) Administrative action was advised at first stage (c) No advice was tendered on the CBI report against Category B employees	One year after the issue of Commission's advice.
4	Complaints which on initial scrutiny were closed in the Commission or were forwarded to the administrative authorities for necessary action.	One year
5	Miscellaneous cases not falling in any of the above categories.	Three years

Note - Retention Schedule would not be applicable to files in which Court cases have been received / are pending in Court and such records will not be destroyed till the finalization of the case. After completion of the case, the records shall be kept as per the extant record retention policy.

Coordination-II

S. No.	Categories of files	Retention Schedule
1	General empanelment of officers (for CVO's assignment)	Two years
2	Appointment of CVOs (including extension of tenure or premature repatriation)	Five years after the incumbent CVO demits office.
3	File relating to Vigilance Clearance (for various/all purposes)	Ten years from the date of issue / denial of clearance.
4	File relating to APARs of CVOs	Five years
5	File relating to monthly meetings with DCBI	Three years
6	Miscellaneous cases not falling in any of the above categories.	Three years

Note - Retention Schedule would not be applicable to files in which Court cases have been received / are pending in Court and such records will not be destroyed till the finalization of the case. After completion of the case, the records shall be kept as per the extant record retention policy.

ADMINISTRATION

S. No.	Categories of files	Retention Schedule
1	Delegation of powers	Permanent
2	Disciplinary action against officers/staff of the Commission	Same as applicable to vigilance advice cases under "Vigilance Section"
3	Recruitment / Promotion / Reversion	10 years
4	Permanency	10 years
5	Personal files / Service Book	Permanent
6	Review of cases under FR 56(j)- premature retirement	(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
8	Files in which APARs have been forwarded to the Cadre Controlling Authority	3 years
9	Files dealing with Parliament Questions	3 years
10	Maintenance of Office equipments and books	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.
13	Purchase of office furniture, bicycles, air conditioners and other store articles	-do-
14	Telephones	-do-
15	Staff car servicing/repairs/petrol etc.	-do-
16	Increment	Three years
17	Office Accommodation	Permanent
18	CGHS	Three years
19	Returns to Government	Three years
20	Inspection note files	Three years

21	Notification of vacancies to UPSC/SSC	1 year after receipt of nominations
22	Forwarding of applications for outside posts deputation of officers for training delivery of talks etc.	1 year
23	Files relating to Home Loan (HBA)	1 year after retirement of officer.
24	Files relating to Computer advance / GPF	1 year after retirement of officer
25	Miscellaneous cases not falling in any of the above categories.	Three years

Note - Retention Schedule would not be applicable to files in which Court cases have been received / are pending in Court and such records will not be destroyed till the finalization of the case. After completion of the case, the records shall be kept as per the extant record retention policy.

ADMINISTRATION'S REGISTERS AND THEIR PERIOD PRESERVATION

S. No.	Name of the Registers	Retention Schedule
1.	File Registers (Form 2)	Permanent
2.	Record Registers (Form 8)	Permanent
3.	Despatch Register (form 10a)	5 years
4.	Peon Book (form 10b)	3 years
5.	Dead Stock Register	Permanent
6.	Stock Register	One year after completion of statutory audit or settlement of statutory audit objection to the satisfaction of audit authorities
7.	Telephone Register	One year after completion of statutory audit or settlement of statutory audit objection to the satisfaction of audit authorities
8.	Staff Car/Dak van logbooks	As indicated under Rule 40 A of the Staff Car rules
9.	Expenditure Register	One year after completion of statutory audit or settlement of statutory audit objection to the satisfaction of audit authorities
10.	Stationery Register	
11.	File of reimbursement of medical charges	One year after completion of statutory audit or settlement of statutory audit objection to the satisfaction of audit authorities
12.	Cycle Register	3 years
13.	Wall Clock Register	3 years
14.	Stamps Register	5 years
15.	Liveries Registers	One year after completion of statutory audit or settlement of statutory audit objection to the satisfaction of audit authorities
16.	Motor Car/Scooter Advance	3 years
17.	Photo pass register	5 years
18.	File of reimbursement of telephone/mobile etc.	One year after completion of statutory audit or settlement of statutory audit objection to the satisfaction of audit authorities
19.	File of minor maintenance work	One year after completion of statutory audit or settlement of statutory audit objection to the satisfaction of audit authorities
20.	File of Canteen / Pantry services	One year after completion of statutory audit or settlement of statutory audit objection to the satisfaction of audit authorities

21.	File of purchase of office bag / briefcase etc.	3 years
22.	Files of Electricity bill / Water bill / Building tax	One year after completion of statutory audit or settlement of statutory audit objection to the satisfaction of audit authorities
23.	Files pertaining to DEO, Housekeeping staff, MTS etc. (contractual staff)	One year after completion of statutory audit or settlement of statutory audit objection to the satisfaction of audit authorities
24.	Files relating to printing of books / periodicals etc.	One year after completion of statutory audit or settlement of statutory audit objection to the satisfaction of audit authorities
25.	Miscellaneous cases not falling in any of the above categories.	Three years

Note - Retention Schedule would not be applicable to files in which Court cases have been received / are pending in Court and such records will not be destroyed till the finalization of the case. After completion of the case, the records shall be kept as per the extant record retention policy.

CASH UNIT

S. No.	Categories of files	Retention Schedule
1	Cash Book	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.
2	Contingent Bill Register	
3	Treasury Challan Register	
4	Entry Bill Register (Non-Gazetted)	
5	Entry Bill Register (Gazetted)	
6	Pay Bill Registers	
7	GPF Class IV Registers	
8	Miscellaneous cases not falling in any of the above categories.	Three years

Note - Retention Schedule would not be applicable to files in which Court cases have been received / are pending in Court and such records will not be destroyed till the finalization of the case. After completion of the case, the records shall be kept as per the extant record retention policy.