No.F.3/1/2007/AR/ 989   Dated: 06/02/07.

CIRCULAR

Sub: Retention schedule for substantive record of Administrative
        Reforms Department.

        Record retention schedule for substantive records pertaining to
A.R Department have been prepared and approved by the Secretary
(AR). All the officers/staff members are directed to weed out the old
substantive   records   of AR Department   according to enclosed
retention schedule. The other records common in nature   to all
departments should be weeded out according to record retention
schedule prescribed by the Government of India,   Ministry of
Personnel, Public Grievances and Pension.

(Dr. K.B. Rai)
Dy. Director(AR)

Copy to :-

1. All Officers and staff members of AR Department for necessary
action.
2. P S. to Secretary(AR) for information.
3. P.A to DD(AR) for information.
4. Guard file.

(Dr. K.B. Rai)
Dy. Director(AR)

Retention schedule for substantive record of A.R. Department.

S.No	Documents / Records	Retention Period
A- Related to Work studies		
1	Work Study Files	5 years
2.	Work load data collected for work studies	1 year
3	Old work study reports	5 years
4	Snap studies reports	5 years
B- DRTI Act 2001Records		
1	Applications	2 years
2	Complaints	2 years
3	Appeal Cases	2 years
4	Non Compliance of orders	2 years
5	Disciplinary action	5years
6	Notification of Competent Authority	Permanent
7	State Council Meeting	3 years
8	Committee Constituted by State Council to look into various amendments.	3 years
9	Application Register	2 years
10	Clarification/Misc. correspondence	2 years
11	Reports and Returns	2 Years
C- RTI Act 2005		
1	Application	2 years
2	Complaints	2 years
3	Appeal cases	2 years
4	Clarification/Misc. Correspondence	2 years
5	Files of correspondence regarding instruction issued to PIO's/APIO's/AA's	5 Years
6	Designation PIO's/AA's	Permanent
7	Application Registers	2 years
8	Correspondence relating to Transfer of applications to other departments	3 years
D- Pending pension cases of other departments		
	Correspondence with the PAO's and concerned Departments.	3 years
E- Complaints/Public Grievances		
1	Correspondence files relating to Public Grievances	3 years
F- MOP Test		
1	Applications	1 year after declaration of result
2	Answer Sheets	1 year after declaration of result
3	Unused Papers	1 year after declaration of result
4	Results	1 year after declaration of result
5	Prize Distribution Record	3 years
G- Punctuality Drive		
1	Correspondence relating to vigilance awareness week	2 years
2	Punctuality Checking Report received from various department	1year
H- Other Misc. Substantive Records		
1	Annual inspection reports	2 years
2	Weeding out reports received from the various Departments under special drive	2 years
3	General correspondence(having no policy effect)	2 years
4	Model NIT	Permanent
5	Misc. Correspondence relating to Model NIT	2 years
6	Old Circulars/Orders	2 years
7	Bhagidari Meeting Minutes received from the various Districts of the Divisional Commissioner	1 Year
8	Annual Report of Lokayukta	5 years
9	Annual Report of PGC	5 Years
10	Correspondence related to 5 Year Plan/Annual Plan	2 years after completion of 5 year plan