


OFFICE ORDER NO 66

DATE : 21-3-91

Subject :- Record Retention Schedule - Regarding

The Board of Governors in its 57th meeting held on 15.2.1991 vide item No B 57.18 (against item No F 28.5 of Finance & Personnel Committee) has approved the Record Retention Schedule in respect of various items of Record pertaining to institute.

A copy of the above said Record Retention Schedule is enclosed for information and necessary action.


Sr Adnan Officer,
for Principal

Encls : As above

C C to : -

- Asst. Secy*
Pr. A. Board
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(1/1/91)
- (1) Superintendent (Estt) - with five spare copies
 - (2) Superintendent (Board) - with two spare copies
 - (3) Superintendent (MCO) - with one spare copies
 - (4) Accounts Section - with two spare copies
 - (5) Hindi Cell
 - (6) Record Keeper

for information and necessary action.

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" RECORD RETENTION SCHEDULE "
(Page 1 to 24)

[approved by Board of Governors vide item No B 57.18
(against item No F 28.5 of F&PC) in its 57th meeting
held on 15.2.1991]

TECHNICAL TEACHERS' TRAINING INSTITUTE,
SECTOR - 26, CHANDIGARH - 160 019

TECHNICAL TEACHERS' TRAINING INSTITUTE, SECTOR 26,
CHANDIGARH

RECORD RETENTION SCHEDULE

DETAIL OF RECORDS TO BE RETAINED FOR SPECIFIED PERIOD

| S.No. | Description of Record | Retention period |
|-------|--------------------------|---------------------|
| (1) | (2) | (3) |

(Entries arranged in descending order with reference to the / period of preservation)

I. ESTABLISHMENT SECTION

- | | | |
|-------|--|--|
| 1. | Mobility of personnel (Benefit regarding past service) | Permanent |
| 2. | Identity Card Register | Permanent If, for any reason a register has to be rewritten, the old register will be retained for 3 years. |
| 3. | Roster for schedule caste/schedule tribes. | 10 years from the date of completion of last cycle. |
| 4. | Creation and Classifi- fication of posts: | 10 years subject to particulars being noted in the sanctioned strength register. |
| (i) | Conversion of temporary into permanent posts. | |
| (ii) | Revision of Scale of Pay | |
| (iii) | Upgradation of posts. | |
| 5. | Confirmation cases files of staff. | 10 years subject to suitable entry in the service records and an authenticated copy of the order being kept in the personal file. |

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6. Seniority file/list 15 Years (Fifteen years)
7. Probation file 10 years subject to suitable entry in the service record.
8. Pay fixation files of employees pertaining to general revision. 5 years after issue of relevant orders and subject to relevant orders being placed in PF/SB except anomaly cases still under correspondence & awaiting final decision.
9. Training/Scholarship/Fellowships:
 - (i) In India 5 years
 - (ii) In Abroad 5 years
11. Personal files, including:
 - a) 3 years after the issue of final pension/gratuity payment orders for those eligible for retirement/terminal benefits.
 - b) 3 years for others after they have ceased to be in service.
Provided dues, if any, admissible to him/her on the date of completion of 3 years have been settled.
12. Service Books As per (a) and (b) above.
13. Foreign assignment by faculty-file regarding. 3 years, subject to relevant details having been entered in the register of foreign assignment, yearwise/individual wise.

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| 14. | Vacation to faculty file regarding | 3 years subject to necessary entry having been made in the leave accounts of the individual's PF. |
| 15. | Physical verification of equipment/stores file. | 3 years or one year after the completion of the audit whichever is later. |
| 16. | Parliament question | 5 years (Five years) |
| 17. | Leave Record Register (other than CL) | 3 years for those eligible for retirement/terminal benefits after issue of pensionary payment orders. OR 3 years after they have ceased to being in service. |
| 18. | Review for determining suitability of employees for continuance in service after 50/55 years of age. | 3 years subject to placement a copy of relevant orders/decisions in PF and entry being made in appropriate service records. |
| 19. | Office order file | 3 years |
| 20. | Notice File | 3 years |
| 21. | Misc.Circulars file | 3 years |
| 22. | Misc.file | 3 years |
| 23. | Staff Car Log Books | 3 years or 1 year after completion of the audit whichever is later. |
| 24. | U.O. references files | 3 years |
| 25. | Telephone Bill Register | 3 years or 1 year after completion of audit whichever is later. |

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| 26. | L.T.C. Register for a block of 4 years | 2 years after the completion of a particular block subject to entry having been made in Service Book. | 38 (1 (1 |
| ✓ 27. | Acceptance of consultancy assignment file. | 2 years subject to placing copy of relevant orders in PF. | 3 |
| 28. | Promotion Schemes for (Faculty) | 2 years | 40 |
| 29. | Advertisement of posts-file regarding. | 2 years subject to payment of bills. | 41 |
| 30. | Recruitment of casual labour-file regarding. | 2 years | |
| 31. | Identity Card File | 2 years after the last date of valadity of Identity Card. | |
| 32. | Celebration of Annual Day file | 2 years | |
| 33. | Confidential/Assessment Report. | 1 year after the retirement or 1 year after an incumbent have ceased to be in service. | |
| 34. | Annual Increment file | 1 year, after making the entry in the service book. | |
| 35. | Increment Register | 1 year | |
| 36. | Declaration of dependency of parents etc. | 1 year subject to entry in the service book. | |
| 37. | File regarding Conveyance charges for Hindi trainees. | 1 year | |

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38. Applications for:
- (i) Advances for motor cars, 1 year
 - (ii) Advances for motor cycle/scooter etc. for a particular financial year. 1 year
39. Reservation of Board Room, Conference Hall, Committee Room, Guest House/Hostel Room and Auditorium Hall etc. for a particular financial year-file regarding. 1 year
40. Casual leave applications file for a calander year. 1 year
41. Attendance Register 1 year
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DETAIL OF RECORDS TO BE RETAINED FOR SPECIFIED PERIOD

| S.No. | Description of Record | Period of Retention |
|-------|-----------------------|---------------------|
| (1) | (2) | (3) |

(Entries arranged in descending order with reference to the period of preservation)

II. ACCOUNTS SECTION

| | | | |
|------|--|----------------------------------|----|
| 1. | GPF/CPF register | Permanent | 1 |
| 2. | Salary Register | Permanent | 1 |
| 3. | Broad sheets of House Building advances | Permanent | 1 |
| 4. | Group Insurance Saving Scheme Register | Permanent | 1 |
| 5. | Licence fee register for residential quarters. | Permanent | 1 |
| 6. | Letter of credit register. | Permanent | |
| ✓ 7. | Important decisions files. | Permanent | |
| 8 . | Insurance of equipment | Permanent | |
| ✓ 9. | Finance & Personnel committee meeting agenda & minutes. | Permanent | 19 |
| 10. | Foreign Equipment Register | Permanent | 20 |
| 11. | Salary Bills | 35 years (Authority AG A & E) | |
| 12. | GPF/CPF vouchers on which final payment of GPF/CPF amount is | 25 years | 21 |

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made to person other
than the subscriber

- (a) to minors
- (b) to other than minors
not in accordance
with nomination of
subscribers.

13. Broad sheet for scooter advances (Advance reconciliation register). 10 years
14. Ledger (Main Account) 10 years
15. Cash Book (Main Account) 10 years
16. Cash Book 10 years
- i. Summer School/
Winter School
 - ii. Student funds
 - iii. GPF/CPF
17. Broad sheet of Car Advance. 6 years
18. GPF/CPF vouchers on which final payment of GPF/CPF amount is made to person other than the subscriber 6 years
- (a) to minors
 - (b) to other than minors
in accordance
with deduction of
subscribers.
19. Grant-in-aid register 5 years subject to audit.
20. Register showing the Receipt and disposal of passed bills. 5 years after the completion of the audit for that year.
21. Bill register for advances in respect of:- 5 years subject to entry made in the appropriate place

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| | | | and orders filed in PF. | |
| | | i. GPF/CPF | | |
| | | ii. Scooter | | |
| | | iii. Fan | | |
| | | iv. House Building Advance | | |
| | | v. Cycle | | |
| | | vi. Car | | |
| | | vii. Festival | | |
| 6. | 1 | 22. Bill Book | 5 years subject audit and subject to the condition that all recoveries have been effected permanent. | |
| 7. | | | | |
| 8. | | 23. Grant-in-aid to Polys. under UNDP/other projects (Separate for each projects). | 5 years | 3 |
| | | 24. Grant-in-aid received from Govt. of India files. | 5 years | 3 |
| | | 25. Personal files opened in Accounts Branch | 5 years after death, dismissal, resignation (of concerned employer), whichever is earlier. | 3 |
| 9. | | | | |
| 10. | | | | |
| 11 | | 26. GPF/CPF vouchers of final & non final payment of a nature other than that specified in S.No. 14 & 20 above. | 3 years | 39 |
| (i | | | | |
| (i | | | | |
| (i | | | | |
| (| | 27. Expenditure register | 3 year subject to audit. | 40 |
| (| | | | |
| | | 28. Telephone Bill register | 3 year or 1 year after completion of audit whichever is later. | 41 |
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| | | 29. Advance Payment register to outside firms. | 3 years, subject to the condition that any outstanding | 42 |
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ing item is carried forward in the next register.

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| 30. | T.A.Bills | 3 years |
| 31. | Contingent (Abstract & detailed) Bills | 3 years |
| 32. | Refund Vouchers | 3 years |
| 33. | Broad sheets for advances. (Advance reconciliation register) | 3 years |
| | i. Festival Advance | |
| | ii. Cycle advance | |
| | iii. Fan advance | |
| 34. | Expenditure register of Sponsored Projects. | 3 years subject to audit. |
| 35. | Royalty register | 3 years subject to audit. |
| 36. | Store/Library Items written off. | 3 years |
| 37. | Balance sheets files | 3 years, after keeping of one master copy in permanent Guard file. |
| 38. | Circulars letters of Govt. of India | 3 years |
| 39. | Audit & Inspection Report file | 3 years subject to settlement of all old outstanding audit objections. |
| 40. | Audit preliminary memos. | 3 years after the settlement of the point raised therein. |
| 41. | Budget files | 3 years |
| 42. | Internal audit files | 3 years after the settlement of all points raised |

- therein.
43. Sponsored Projects files. 3 years after completion of project.
44. Orders containing admissibility of various allowances viz:- 3 years or one year after completion of audit whichever is later.
- i. Children education allowance.
 - ii. C.C.A.
 - iii. D.A.
 - iv. Deputation allowance
 - v. H.R.A.
 - vi. O.T.A.
 - vii. T.A.
 - viii. Washing allowance
45. Receipt Book 3 years
46. Register of reimbursement of tuition fee/ Children education allowance. 2 years subject to audit.
47. Register to watch misc. recoveries 2 years subject to the conditions that outstanding items are carried forward to the next register.
48. Expenditure register of STC/Workshop/ Conference etc. 2 years subject to audit.
49. Medical reimbursement bills, correspondence files. 2 years
50. Specimen signatures of AMAs 2 years after the year in which the name of the Doctor ceases to be on the list of approved AMAs.
51. Cheque folio 2 years subject to clearance of discrepancies, if any, in

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| | Bank Reconciliation Statement. |
| 52. LTC Advance Register | 2 years after the completion of particular block of (4 years subject to audit. |
| 53. Local Call Register | 1 year subject to audit. |
| 54. OTA Register | 1 year subject to audit. |
| 55. Monthly expenditure statement file | 1 year after completion of audit. |
| 56. Half yearly expenditure statement file. | - do - |
| 57. Journal entry file | - do - |
| 58. Bank reconciliation file | - do - |
| 59. File containing misc. correspondence with Bank | 1 year after the close of the financial year to which it pertains. |
| 60. No dues file of teacher trainees. | 1 year after the completion of audit. |
| 61. TA Bill Register | 1 year subject to audit. |
| 62. Medical Bill Pass Register | 1 year subject to audit. |
| 63. Vehicle maintenance Bill pass register | 1 year subject to audit. |
| 64. Increment Periodical certificates | 1 year after completion of audit |
| 65. Purchase Order file | 1 year for purchase orders finally excuted subject to audit whichever is earlier. |
| 66. Register of Composite bills of exchange. | 1 year |

67. Approved detail budget of deptt. in respect of expenditure. 1 year
68. File containing Sanctions of daily wages. 1 year subject to audit.
69. Office Order file/ notice file (having financial bearing). 1 year subject to audit.
70. Casual leave applications file 1 year
- 71 Trial Balance (monthly) file. One year after the final approval of the Balance sheet by Audit.
- only*

DETAIL OF RECORDS TO BE RETAINED FOR SPECIFIED PERIOD

| S.No. | Description of Record | Retention period |
|-------|-----------------------|------------------|
| (1) | (2) | (3) |

(Entries arranged in descending order with reference to the / period of preservation)

III. RECRUITMENT CELL

| | | |
|----|--|--|
| 1. | File regarding general conditions for post recruit to various Standing Orders. | Permanent |
| 2. | Qualifications for various posts Standing Order | Permanent |
| 3. | Recruitment to the post of Principal | 10 years subject to the application of the successful candidate and an authenticated copy of the order of appointment being kept on the personal file. |
| 4. | Recruitment files : i. Administrative Staff. ii. Technical non-teaching staff iii. Category 'D' staff | 10 years subject to the application of the successful candidate and an authenticated copy of the order of appointment being kept in PF. |
| 5. | Reservation in service for SC/ST | 10 years |
| 6. | Reservation in service for Others categories (other than SC/ST) | 5 years |
| 7. | Application of candidates who are in selection panel. | 3 years subject to the condition that the application of the incumbent who joins the institute is kept in the Personal file. |

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| 8. | Correspondence regarding recruitment on adhoc basis. | 3 years subject to the condition that the application of the incumbent who joins the institute is kept in the Personal file. |
| 9. | Advertisement file | 3 years from the date of payment of bills |
| 10. | Circular pertaining to recruitment. | 3 years |
| 11. | Constitution of Selection Committee | 3 years, or 1 year after reconstitution whichever is later. |
| 12. | General orders file regarding decisions of BOGs/F&PC pertaining to Estt./Recruitment matters. | 3 years after keeping the important decision in the specified files. |
| 13. | File regarding general conditions for appointment of PF/PAs- other correspondence. | 3 years |
| 14. | Qualification for various posts-Misc. correspondence | 3 years |
| 15. | Recruitment of daily wagers. | 3 years or 1 year after completion of audit whichever is later. |
| 16. | Relaxation of qualifications/ experience. | 3 years subject to suitable entry being made in the appropriate service record and an authenticated copy of the order being placed in PF/Service Book. |
| 17. | Training file/Registers in respect of administrative staff. | 3 years |
| 18. | Advertisement/ Interviews register | 3 years subject to passing of bills for final payment. |
| 19. | Appointment orders of candidates who have not joined. | 1 year |

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20. Applications of PF/PA. 1 year
not selected/not called
for interview.
21. Confirmation of candi- 1 year
dates for attending
the interviews.
22. Misc.file regarding 1 year
correspondence with
departments in the
Institute.
23. General file-application 1 year
not considered for any
post.

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DETAIL OF RECORDS TO BE RETAINED FOR SPECIFIED PERIOD

| S.No. (1) | Description of Record (2) | Retentionn Period (3) |
|--------------|------------------------------|-----------------------------|
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(Entries arranged in descending order with reference to / period of preservation)

IV BOARD SECTION

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|------|---|-----------|
| ✓ 1. | Board of Governors files Agenda & Minutes only. | Permanent |
| ✓ 2. | F & P Meeting files (Agenda & minutes only) | Permanent |
| ✓ 3. | TTTI Society meeting files (Agenda and Minutes only). | Permanent |
| ✓ 4. | AAC meeting files (Agenda & minutes only) | Permanent |
| 5. | Building Works Committee meeting files (Agenda & minutes only) | Permanent |
| 6. | Four TTTI's Principal's meeting (Agenda & Minutes only). | Permanent |
| ✓ 7. | Correspondence files regarding formation of: | Permanent |
| | i. Board of Governors | |
| | ii. F & PC | |
| | iii. AAC | |
| | iv. TTTI Society | |
| | v. Building Works Committee. | |
| ✓ 8. | Files regarding formation of Faculty Councils. | Permanent |
| ✓ 9. | Files consisting proposals regarding change of name of the Institute. | Permanent |

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10. Data regarding scale of Principal & faculty of the Institute. Permanent

11. Annual Reports: One Master Copy Permanent

12. Rules files:-

- i. Memorandum of Association & TTTI Chandigarh Society Rules. Permanent
- ii. Staff Service Regulations.
- iii. CPF Rules.
- iv. GPF-cum-Pension-cum-Gratuity Rules.
- v. Medical Attendance Rules.
- vi. Qualifications for various posts.
- vii. Schedule of Powers
- viii. House Allotment Rules.
- ix. Leave Rules.
- x. Liveries Rules.
- xi. Staff Car/Mini Bus/ Three Wheeler Rules.
- xii. Hostel Rules.
- xiii. Conduct Rules.
- xiv. Classification, Control and Appeal Rules.
- xv. Seniority Rules.
- xvi. Confirmation Rules
- xvii. Staff Structure Rules.
- xviii. Consultancy Rules.
- xix. Foreign Assignment Rules.
- xx. HBA Rules
- xxi. TA/DA Rules
- xxii. Reimbursement of Tuition Fee/Children Education Allowance and other Files on various main Rules.

13. Board of Governors files General Correspondence file. 5 years

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| 14. | All India Council for Tech.Edu. meetings files. | 5 years |
| 15. | Arrangement made during the absence of the Chairman. | 5 years |
| ✓ 16. | Other meetings files in respect of:- | 5 years |
| | i. AICTE | |
| | ii. NRC | |
| 17. | Association of Principal, TTTI with other Technical Diploma Institutions. | 5 years |
| 18. | Circulars received from Govt.of India. | 5 years |
| 19. | Instructions on Recruitment | 5 years |
| 20. | Instructions on ADA/DA/Bonus etc. | 5 years |
| ✓ 21. | Annual Report file | 3 years |
| ✓ 22. | Annual Reports other copies. | 3 years |
| 23. | Circulars of Income Tax | 3 years |
| ✓ 24. | Files in respect of meetings of State Boards etc. in the region. | 2 years |
| 25. | Correspondence with Ministry on Circulars not received. | 2 years (Pending references may be transferred in new files) |
| 26. | Circulars on CDS (Compulsory Deposit Scheme) | 2 years after the discontinuance of the scheme. |
| 27. | Instructions on Employees Group Insurance Scheme. | 2 years |

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