

Manual 6

**A statement of the categories of documents that are held by it for under its control
[Section 4(1) (b) (VI)]**

S. No.	Main Head	Sub Head	Retention period
1	Payment and recoveries	Expenditure sanctions not covered by Paragraph 1 above (including sanctions relating to grant-in-aid)	2 years, or one year after completion of audit, whichever is later.
		Cash Books maintained by the drawing and disbursing officers under Central Government Account (Receipts and Payments) Rules 1983	10 years
		Contingent expenditure	3 years or one year after completion of audit, whichever is later.
		Arrear claims (including sanction for investigation, where necessary)	3 years or one year after completion of audit, whichever is later.
		Papers relating to :	
		5. GPF membership	1 year
		6. GPF Nomination	1 year after final settlement of GPF account
		Adjustment of missing credits of GPF Accounts	1 year
		Final withdrawal from GPF e.g. for house building, higher technical education of children etc.	1 year
		9. GPF annual statements	1 year
		T.A./ Transfer T.A. claims	3 years, or one year after completion of audit, whichever is later
2	Budget Estimates /Revised Estimate		3 years
3	Service Book of :		

	Officials entitled to retirement / terminal benefits.		3 years after issue of final pension/ gratuity payment order
	b. Other employees		3 years after they have ceased to be in service
4	Leave Account of :-		
	Officials entitled to retirement/terminal benefits		3 years after issue of final pension/ gratuity payment order.
	b. Other employees		3 years after they have ceased to be in service
5	Service records	a. Nomination relating to family pension and DCR gratuity	1 year- after settlement of benefits
		Civil list gradation/seniority list:	
		1. in the case of departments preparing and bringing out the compilation	3 years
		2. in the case of other departments (i.e. those supplying information for such compilation)	1 year after issue of relevant compilation
		Alteration in the date of birth	3 years
		Admission of previous service not supported by authenticated service record, e.g. through collateral evidence.	3 years or 1 year after completion of audit, whichever is later.
		e. Verification of service	5 years
6	Expenditure statement	A. In respect of lower formations.	To be weeded out at the end of financial year
		B. In respect of Department itself.	To be weeded out after the Appropriation accounts for the year have been finalized.
		c. Register of monthly expenditure (Form GFR 9)	To be weeded out after the Appropriation Accounts for the year have been finalized

7	Surety Bonds executed in favour of a temporary or a retiring Government servant		3 years after the Bond case to be enforceable
8	a. Pay bill register		35 years
	b. Office copies of Establishment paybills and related schedules (in respect of period for which pay bills register is not maintained)		35 years
	c. Schedules to be Establishment paybills for the period for which pay bill register is maintained		3 years, or one year after the completion of audit, whichever is later
	a. Acquaintance Roll		3 years, or one year after the completion of audit, whichever is later.
9	Muster Rolls		Such period as may be prescribed in this behalf in the departmental regulations subject to a minimum of three financial years of payment excluding the financial year of payment.
10	Bill Register maintained in form TR-28-A		5 years
11	Paid cheque returned by the Bank to the Audit /Accounts Office		5 years
12	Files, Papers and documents relating to contracts, agreements etc.		5 years after the contract/ agreement is fulfilled or terminated. In case where audit objections have been raised, however, the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the audit authorities or have been reviewed by the Public Accounts Committee.

13	Sub-vouchers relating to the Secret Services Expenditure		3 years after the expiry of the financial year in which the expenditure was incurred, subject to completion of administrative audit and issue of audit certificate by the nominated controlling officer.
----	--	--	--