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GOVERNMENT OF HARYANA

RECORD RETENTION SCHEDULE IN RESPECT OF RECORDS COMMON TO
ALL DEPARTMENTSPART—I RECORDS RELATING TO ESTABLISHMENT AND HOUSE-KEEPING WORK
A—ESTABLISHMENT

Description of records Head/ Sub-Head	Retention period	Remarks
1	2	3
1. Recruitment		
Rules	Permanent*	
Appointment	10 years**	
Estimate (annual) of vacancies	1 year	
Employment priorities and maintenance of roster	10 years	
H.P.S.C./S.S.S.B. (Exemption from Consultation) Regulations	Permanent*	
Framing of recruitment rules.	Permanent*	
Recruitment through Employ- ment Exchange Rules.	Permanent*	
Recruitment from open market, including advertisements and inviting of applications.	10 years	
Recruitment through H.P.S.C./ S.S.S.B., including requisitions for recruitment and recomen- dations of H.P.S.C./ S.S.S.B.	10 years	
Recruitment otherwise than through H.P.S.C./S.S.S.B.	10 years	
Reservation in services	10 years	
Reservation in services (Policy)	Permanent*	
De-reservation of vacancies	10 years	
De-reservation in services (Policy)	Permanent*	
Return regarding appointment and promotion	3 years	
Complaints from associations Selection Committee for rec- ruitment of personnel :	3 years	

1	2	3
(a) Constitution	1 year after reconstitution	
(b) Proceedings	Permanent*	
Relaxation of age/educational qualifications	10 years	
Condonation of break in service	Till sanction of the pension	
Engagement of casual labour	1 year after completion of audit	
2. Retrenchment		
Rules	Permanent*	
Individual cases	3 years**	
3. Verification and Re-verification of Character and Antecedents		
Rules	Permanent*	Subject to verification report being kept in the service-book/personal file.
Individual cases	1 year	
4. Medical Examination		
Rules	Permanent*	Subject to report itself being placed in the service book/personal file.
Individual cases	1 year	
5. Personal Files		
Individual files	1 year after issue of final pension/gratuity/payment order	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 State/Notional/International recognition, should be retired to the State Archives.
Correspondence re-grading requisition transfer and return of Annual Confidential Repots files.	1 year	
6. Service Records		
History of Services :		
(a) For departments preparing and bringing out the compilation	3 years	

1	2	3
(b) For other departments i.e. those supplying material for inclusion therein	1 year after issue of the compilation	
Change in name of Government servant	3 years**	
Alteration in the date of birth	1 year after issue of final pension/gratuity payment order	
Change in qualification of government servant	3 years**	
Civil list, gradation/seniority list :		
(a) In the case of department preparing and bringing out the compilation	3 years	Subject to supply of a printed copy of the list to the departmental library and a copy to the State Archives.
(b) In the case of other departments i.e. those supplying information for such compilation	1 year after issue of relevant compilation	
Verification of age and educational qualifications	1 year	Subject to authenticated copies of the relevant certificates being kept in service book/personal file.
Admission of previous service not supported by authenticated service record, e.g. through collateral evidence	1 year** after completion of audit	
Nomination relating to family pension and D.C.R. gratuity.	1 year	Subject to nomination in original or an authenticated copy thereof (where original is kept with the audit), as the case may be, being placed in the service book/personal file.
G.P. Fund nomination	1 year	Subject to the nomination in original or an authenticated copy thereof being placed in the service book/personal file.
7. Postings and Transfers		
Rules	Permanent*	
All classes & cadres	1 year**	
8. Seniority		
Rules	Permanent*	
Fixation of seniority in individual cases	10 years**	
Representations	10 years	If the representation results in the original seniority being revised an authenticated copy of the relevant order/decision will be kept in the service book/personal file and an entry made in the gradation/seniority list.

1

2

3

9. Leave**Rules**

Permanent*

Individual cases

3 years**

Casual leave and special leave

1 year

Study leave individual cases

1 year** after the expiry of the bond/agreement executed by the Government servant

10. Pay/Special Pay**Rules**

Permanent*

Individual cases

1 year** after completion of audit

11. Allowances**Rules**

Permanent*

Claims

1 year after completion of audit

Claims for travelling by non-entitled conveyance

1 year after completion of audit

12. Confidential/Assessment Report**Rules**

Permanent*

Recording of confidential reports in individual cases

3 years

Communication of adverse entries

3 years

Representation of expunction of adverse entries

10 years

13. Increment**Rules**

Permanent*

Advance increments

1 year** after completion of audit

Efficiency bar1 year** where it is cleared, and where it is withheld:
10 years**Withholding of increments**

10 years; or 3 years after the final disposal of appeal or final judgement under the normal course of law, whichever is later.

1

2

3

Representations and petitions

10 years

If the representations results in the original order being revised, an authenticated copy of the relevant order/decision will be kept in the personal file and suitable entries made in the appropriate service records.

14. Probation/Confirmation**Rules****Permanent***

Confirmation/extension of probation individual cases 10 years**

Representation and petition

5 years

If the representation results in the original order being revised, an authenticated copy of the relevant order/decision will be kept in the personal file and suitable entries made in the appropriate service records.

15. Promotion/Reversion**Rules****Permanent*****Individual cases**

10 years**

Representations and petitions

5 years

If the representation results in the original order being revised, an authenticated copy of the relevant order/decision will be kept in the personal file and suitable entries made in the appropriate service records.

16. Training/Scholarships/Fellowships in India and Abroad**Individual cases**

3 years** after the period of validity bond/agreement or completion of audit, whichever is later

Report submitted by trainees etc. 5 years after completion of training/study

17. Departmental Examination**Rules****Permanent*****Holding of examination**

3 years

Results-declaration of

Permanent* for departments conducting such tests; 1 year for other departments

Representations and petitions
If the representation results in the original order being revised, an authenticated copy of the relevant order/decision will be kept in the personal file and suitable entries made in the appropriate service records.

5 years

If the representation results in the original orders being revised, an authenticated copy of the relevant order/decision will be kept in the service book/personal file and suitable entries made in the appropriate service records.

18. Deputation and Delegations

Rules regarding deputation, including deputation on foreign service in India and abroad

Delegation in India/abroad

Permanent*

10 years**

3 years ; or 1 year after completion of audit and settlement of all audit objections, whichever is later

Confirmation/Extension of probation

Rules

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 report should be reviewed and, if necessary, weeded out in consultation with the State Archives.

If the representation results in the original order being revised, an authenticated copy of the relevant order/decision will be kept in the personal file and suitable entries made in the appropriate service records.

Individual cases

Permanent*
3 years after return from deputation

Promotion/Reversion

Rules

Individual cases

Representations and petitions

Honorarium/Awards
If the representation results in the original order being revised, an authenticated copy of the relevant order/decision will be kept in the personal file and suitable entries made in the appropriate service records.

Permanent*

3 years ; or 1 year** after completion of audit

20. Pension/Retirement/Gratuity

Rules and orders
Individual cases :

- Pre-verification of pension
- Invalid pension
- Family pension
- Other pension

Permanent*

3 years** after the

period of 12 years

bond/contract or

Till one year after

the last beneficiary

of the family pen-

sion ceases to be

entitled to receive

it or 5 years which

ever is later.

(e) Gratuity

5 years

(f) Commutation of pension

Permanent* 15 years

21. Resignation

Rules

Individual cases

Permanent*
1 year** after obtain-
ing no demand
certificate

Holding of examination

Results-declaration of

Departmental Examination

Rules

Training/Scholarships/Fellowships in

India and Abroad

Individual cases

1	2	3
22. Extension of service		
Rules	Permanent*	
Individual cases	1 year** after re-tirement	
23. Re-employment		
Rules	Permanent*	
Individual cases	1 year** after the Govt. servant ceases to be in Govt. service	
24. Nomination of employees		
Rules	Permanent*	
Census operation	1 year	
Committees, Working Group, etc.	Appropriate retention period to be prescribed by department concerned.	
Election work	1 year	
Invigilation	(a) Departments organising examinations and appointing invigilators, 3 years or one year after completion of audit whichever is later.	
	(b) Other Departments 1 year	
25. Forwarding of applications		
Rules	Permanent*	
For allotment of motor car, motor cycle, scooter etc.	1 year	
For examination	1 year	
For post	1 year	
26. No Objection Certificate (For Registration with Employment Exchange Organisations)		
Rules	Permanent	
Issue	1 year**	
27. Review for Determining Suitability of Employees for Continuance in Service		
Rules	Permanent*	
Individual cases :		
(a) If it results in pre-mature retirement	3 years	
(b) If it results in continued retention in service	1 year	

1

2

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RECORDS OTHER THAN FILES

Establishment/Sanction register	Permanent*
Rosters for Scheduled Castes/ Scheduled Tribes/Backward Classes and Ex-Servicemen	Permanent*
Register of oath/affirmation of alle- giance to the constitution	3 years**
Service book	5 years after issue of final pension/ gratuity payment order
Answer books of departmental examination/tests	1 year from the date of declaration of results
Leave account of :	
(a) Official entitled to retirement/ terminal benefits	3 years after issue of final payment pension/gratuity payment order
(b) Other employees	3 years after they have ceased to be in service
Casual leave account	To be destroyed at the end of the year
Special casual leave register	1 year
Leave roster	1 year
Register of delegation/deputation to International Organisations	Till retirement
Confidential reports/Character rolls	(a) 5 years after retirement (b) 2 years after death (c) 5 years after resignation/dis- charge from service

Where, for any, reason the register
is rewritten, the old volume be kept
permanent.