

C—VIGILANCE

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C-VIGILANCE

Description of records Head/Sub-head	Retention period	Remarks
1	2	3
1. Civil Services Rules		
General notifications.	Permanent*	
Schedule regarding appointing authority, disciplinary authority and appellate authority.		
Regarding charge sheets, documentary evidence, enquiry officer, examination of witnesses and showcause notices.		
Regarding penalties		
Regarding consultation with H.P.S.C./S.S.S.B.		
Regarding appeals and petitions.		
Regarding suspension and subsistence allowance.		
2. Complaints		
Individual cases	3 years after the final disposal of appeal or final judgement under the normal course of law, whichever is later.	If as a result of the complaint a warning is issued to the Government servant a copy of the relevant order will be placed on the personal file.
General-against two or more classes :		
(a) Those leading to vigilance/disciplinary enquiries.	3 years after the final disposal of appeal or final judgement under the normal course of law, whichever is later.	If as a result of the complaint a warning is issued to the Government servant a copy of the relevant order will be placed on the personal file.
(b) Anonymous or pseudonymous complaints on which no action taken.	To be destroyed at the end of the year.	
(c) Other complaints on which no action is taken.	3 years.	
3. Petitions		
Individual cases	Permanent*	
4. Court cases		
Individual cases	The limitation for final appeal is expired.	

1	2	3
5. Civil Services (Conduct) Rules Clarification and Interpretation of		
General notifications	Permanent*	
6. Employment of dependents in private firms/foreign missions in India		
Intimation	3 years	
Sanction	3 years	
7. Radio broadcasts, contribution on articles, editing or managing of newspapers, publications		
Permission where required	3 years	
8. Evidence before committee of enquiry		
Sanction for giving evidence	3 years	
9. Disciplinary proceedings		
Individual cases :		
(a) Resulting imposition of penalties.	3 years after the final disposal of appeal or final judgement under the normal course of law.	Subject to an authenti- cated copy of the order regarding imposition of penalty or warning being placed on the per- sonal file and a suitable entry being made in the appropriate service record.
(b) Resulting in exoneration of the accused officials with or without warning.	3 years.	
10. Subscriptions		
Sanctions	3 years	
11. Gifts		
Intimations	Till sanction of pension.	
12. Private trade or employment		
Sanction	Till sanction of pension.	
13. Movable/immovable property		
Rules	Permanent*	
Returns :		
(a) In respect of employees entitled to retirement benefits.	3 years after the issue of final pension/gratuity payment order.	Should preferably be dealt with on a separate file for each official to be kept open throughout the official career of the Government servant.
(b) In respect of other employees.	1 year after the em- ployee has ceased to be in service.	

1

2

3

Intimation

Permanent*

Sanction

Permanent*

Should preferable be dealt with on a separate file for each official to be opened under the appropriate subject/functional heading.

14. Appeals

Individual

10 years

If, as a result of the appeal the original order is modified, a copy of the revised order will be placed on the personal file and a suitable entry made in the appropriate service record.

15. Vigilance administration

Rules

Permanent*

Acts, rules, manuals

Permanent*

Vigilance set-up

Permanent*

Meetings :

(a) for departments organising such meetings.

Appropriate period to be prescribed by departments concerned in their record retention schedule

(b) for other departments.

1 year

Subject to follow up action where necessary, being taken on appropriate subject files to which relevant extracts may be taken.

16. Prosecution of further studies

Rules

Permanent*

Permission

3 years : or 1 year after completion of study, whichever is later.

17. Membership of Territorial Army, Auxiliary Airforce, Naval Reserve, Home Guards

Rules

Permanent*

Permission

3 years ; or 1 year after the official has ceased to be a member of such organisation, whichever is later.