

Sr. No.

Page

1. Progressive use of Hindi in Government offices

143

Subject to suitable entries
being made in the register.

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

1 year after resigning
the membership.

1 year after the allocation
order ceases to be in force.

1 year after completion
of audit.

Permanent

Subject to suitable entries
regarding distribution and
custody of boxes and keys
being made in the appropriate
register.

1 year after completion
of audit.

Subject to suitable entries
being made in the register
of identity cards.

1 year

1 year after completion
of audit.

1 year after completion
of audit.

1 year after completion
of audit.

RECORDS OTHER THAN FILES

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

1 year after stock and
entries in the latest
register.

1 year after completion
of audit.

1 year

If for any reason a register
has to be re-written, the old
register will be retained for
3 years.

Permanent

1 year after completion
of audit.

1 year after completion
of audit.

1 year after completion
of audit.

E-HINDI

Description of records Heads/Sub-head	Retention period	Remarks
1	2	3
1. Progressive use of Hindi in Government offices.		
Rules	Permanent*	
Policy/Instructions	Permanent*	
Circulation of orders	To be destroyed at the end of the year	
Registration of telegraphic address in Hindi.	1 year	
Periodical reports regarding use of Hindi for official purpose.	1 year	