

Government of India
Department of Explosives

No. D-28014/1/72-Exp
Nagpur, Dated 13th Dec' 2011

M E M O

Sub:- Retention periods for the records in the Department of Explosives

Revised retention schedule made for the records handled by the various offices of the deptt. based upon Memo. No. 1-16614/1/71-O&M, dated 29/12/1971 of the Ministry of Industrial Development and O.M. No. 34/4/61-O&M, dated 21/01/1963 of the Department of Cabinet Affairs is enclosed herewith. This retention schedules may be strictly followed so as to weed out the obsolete and unnecessary records and to maintain the records as per the instructions given in the Archival Policy Retention of the Govt. of India



(T R Thomas)
Chief Controller of Explosives

To

All Circles & Sub-circle offices

Copy to Desk Officer, Explosives Desk, Ministry of Industry, Department of Industrial Development, New Delhi.

2. Pay Accounts Office, Nagpur
3. Various Sections of the Head Office

ANNEXURE II

Proforma for Preparation of Draft Records Retention Schedule pertaining to Substantive Functions

Petroleum and Explosives Safety Organisation

(Name of Division/ Branch/ Section/ Unit/ Cell)

Sl. No.	Subject/Records groups	Retention period		Remarks
		Suggested by Records Creating Agency (RCA)	Recommended by National Archives of India (NAI)	
1	Expired licence files under all rules	C3 after the expiry		Entry shall be made in the opening register
2	Import and export of explosives files	Correspondence for the past C3 and licences for the past C3		
3	Approvals and correspondence for various proposals of licences and other cases including MSIHC Rules 1989	Up to C3, if there is no further correspondence		
4	Current licence files under all rules viz Explosives Rules, 2008; Calcium Carbide Rules, 1987; Cinematograph Film Rules, 1948 Petroleum Rules. 2002; Gas Cylinders Rules, 2004; and SMPV(U) Rules 1981	C3 old volumes		The volumes before 3 years shall be weeded out by retaining the NOC and original licence/ applications and entry made in weeding out register.
5	Accidents in licensed and other premises under all rules except in LPG cylinders domestic C1	C10		Cases more than 5 years old shall be weeded out but the reports for each calendar years to be case filed in one single file
6	Accidents (LPG cylinders domestic)	C1		
7	Quarterly Returns of Explosives	C3		

1.	Reorganisation and redistribution of functions done by Chief Controller of Explosives	For Chief Controller of Explosives office – Permanent, Circles/Sub-circles only standing orders need be preserved and the rest being obsolete may be weeded out.	
2.	Delegation of powers to subordinate offices	Permanent	
3.	Delegation of officers, as heads of Departments/Offices/Controlling Officers and DDOs	Permanent	
4.	Order to superior authorities when received by subordinate authorities	Standing orders permanent others being weeded out as and when become obsolete	
5.	Departmental Promotion Committees (i) Constitution (ii) Proceedings	C-3 after DPC has been reconstituted C-10	
6.	Establishment register or sanction register	Permanent	Where, for any reason, the register is rewritten, the old volume will be kept for 3years
7.	Recruitment Rules	Permanent in the case of departments issuing the orders and the department concerned; other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.	
8.	Requisition for employment through employment exchange (i) Local employment exchange (ii) D.G.E. & T.	C3	The appointment letters containing reference Nos. of employment exchange, hence these records do not serve any purpose
9.	Verification/re-verification of character and antecedents, medical examination	C1, Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.	As these records are made in service books, there is no need to preserve these records.
10.	Service book of : (a) officials entitled to retirement/terminal benefits	C-3 after issue of final pension/gratuity payment order. C-10 after they have ceased to be in	Refer GFR appendix 13, Annex-1

	(b) other employees	service.	
11.	Oath/affirmation of allegiance to constitution.	C-3	Subject to suitable entries having been made in the appropriate service record of the officials concerned.
12.	Results of Departmental (including typewriting) tests	C-1 from the date of declaration of results.	
13.	Training of officers and staff – correspondence and circulars	C1	
14.	Postings and transfers	C-3 or one year after completion of audit, whichever is later.	Subject to suitable entries being made in the appropriate service record and pay bill register and an authenticated copy of the order, where issued, being placed in the personal file.
15.	Fixation of seniority and representation regarding seniority	C5	If the representation results in the original seniority being revised, an authenticated copy of the relevant order/decision will be kept in Vol. II of service book/personal file.
16.	Confidential reports and correspondence	Recording of confidential reports C1 Communication of adverse entries C3 Representation for expunction of adverse entries C3	
17.	Grant of casual leave	(a) Casual leave: To be destroyed at the end of the year (b) Special casual leave: C-1	
18.	Reimbursement of medical charges	C-3 or one year after completion of audit, whichever is later.	
19.	Reimbursement of legal expenses	C-3 or one year after completion of audit, whichever is later.	
20.	Air travel sanctions/Booking	C1	Subject to suitable entries being made in pay bill register
21.	Festival advance, Advance of pay on transfer, Grant of advance of travel - Allowances Conveyance advance House building advance	C1	Subject to: (i) suitable entries being made in pay bill register; and (ii) in case of motor car/motor cycle/scooter and house

	General Provident Fund Advance Misc. Advances		building advances. (a) copies of sanction being placed on personal files; and
22.	General Provident Fund withdrawal for house building higher technical education of children	C1	(b) mortgagage deeds and other agreements executed being kept separately in safe custody for the period they are valid.
23.	Complaints	(a) Those leading to vigilance/ Disciplinary enquiries: C-3 after the final disposal of appeal or final judgment under the normal course of law. (b) Anonymous or Pseudonymous complaints on which no action is taken: to be destroyed at the end of the year (c) Other complaints: C3	If as a result of the complaint a warning is issued to the Govt. servant a copy of the relevant order will be placed in the personal file.
24.	Pension	(a) Pre-verification of pension cases C-3 (b) Invalid pension } (c) Family pension } (d) Other pension } (e) Gratuity C-5 (f) Commutation of pension C-15	Till one year after the last beneficiary of the family pension ceases to be entitled to receive it or 5 years whichever is later.
25.	Budget estimates	C3	
26.	Cash receipts counterfoils and stock register.	C3	
27.	Administrative approval and technical sanctions a) General aspects b) Major Works c) Minor works	a) Permanent for departments issuing the orders, instructions etc; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete. b) C-10 or C-3 after completion of the work; or one year after completion of audit, whichever is the latest. c) C-5 or C-3 after completion of the work; or one year after completion of audit, whichever is the latest.	
28.	Expenditure, sanctions (including sanctions to grant in aid)	C5 after cease to be current	

29.	Pay bills and acquaintance rolls	C35	
30.	Income tax returns rent demand statement	C1	
31.	Muster roll	C3excluding year of payment	
32.	Travel allowance (including L.T.C. bills and acquaintance rolls)	C-3; or one year after completion of audit, whichever is later	
33.	Overtime allowance claims (registers and lists received from sanctions)	C-3; or one year after completion of audit, whichever is later	
34.	Contingent bill and register of contingent expenditure Vouchers of petty value not furnished to Audit Appropriation accounts Audit objections, notes, reports	C-3; or one year after completion of audit, whichever is later	If not audited for the past 5 years, the weeding out may be done after writing to audit office with their concurrence
35.	Office accommodation Acquisition, purchase, hiring and allotment	Permanent (B-keep)	
36.	Hiring of fans, coolers, desert coolers, table fans, table lamps, heaters, etc. Telephone call bills, electric clocks installations, shifting, transfer, payment	(a) Procurement through CPWD :C-1 (b) Purchase/ hiring : C-3 or one year after completion of audit, whichever is later.	
37.	Staff car purchase Repairs and maintenance Log book Requests for private use, permission and payment	C-10 C-3 or one year after completion of audit, whichever is later	
38.	Furniture, bicycles, typewriters, duplicating machines and other office equipment Purchase Hiring Maintenance/repairs Stock register	C-3 or one year after completion of audit, whichever is later	When a stock register is closed and new one opened, entries regarding closing balances should be carried forward in new registers.
39.	Misc. stores like glass tumblers, locks etc. stationery a) Indents on stationery office	C-3 or one year after completion of	

	b) Local purchase	audit, whichever is later	
40.	Form a) Indents of forms stores b) Stock register	C1	When a register is closed and new one opened, entries regarding closing balances should be carried forward to new register
41.	Books and periodicals – Purchase of a) Purchases b) Lending of issue c) Inventory (Catalogue)	C-5 C-1 C-5 after it has ceased to be current	
42.	Disposal of surplus, obsolete and unserviceable stores	C-3 or one year after completion of audit, whichever is later.	Subject to suitable entries being made in the appropriate stock/ assets register.
43.	Write off of losses	C-3 or one year after completion of audit, whichever is later	
44.	Liveries a) Issue, renewal surrender and withdrawal (Correspondence regarding) b) Stock register	C-3 or one year after completion of audit, whichever is later.	Subject to proper account of the articles received, being maintained in the appropriate registers.
45.	Arrangements for serving refreshments at the meetings, conferences & seminars	C-3 or one year after completion of audit, whichever is later.	
46.	Requisitions for printing and binding	C-3 or one year after completion of audit, whichever is later.	
47.	Work study reports Case study reports	C-3	Subject to a copy of the report being kept in the departmental library. Cases containing material of a high precedent/ reference value may be retained for appropriate longer periods, either initially or at the time of review..
48.	Index registers	Permanent	
49.	Register or list of files sent to record room or destroyed	Permanent	

50.	Receipt register	C-3 or one year after completion of audit, and settlement of audit objections, whichever is later.	
51.	Invoice or challan or receipts sent to section	C1	
52.	Section diary	C-3	
53.	Assistant diary	C-1	
54.	Sheet for typists	C-1	
55.	Dispatcher register a) for local dak b) for postal dak	C-5 C-5	
56.	Postage stamp account register	C-5	
57.	Peon book	C-1	
58.	Weekly arrear statement	C-1	
59.	Notifications of holidays and closures of office	To be destroyed at the end of the year	
60.	Receipts for telegrams, registered articles, etc.	C-1	Where no arrangements for deposit account and guarantee system exist, receipts should be pasted in the appropriate dispatch register against the relevant entries
61.	Money orders receipt and acknowledgements	C-3 or one year after completion of audit, and settlement of audit objections, whichever is later.	
62.	Court Cases	C-3 after final disposal of appeal or final judgment under the normal course of law.	Subject to a copy of the court order being placed in the personal file and, where necessary a suitable entry being made in the appropriate service record
63.	RTI	C-2	If no appeal is pending
64.	Bank Challan	C-1	