

Weeding Out Policy

Dept./ Board/ Cell	S.no	Category of Record	Retention Period
F & A	1	All records and documents having legal and statutory requirement such as; legal files, service tax files, IT files, copy of signed balance sheet and income tax returns files	All time retention and digitization
	2	All F&A records	10 years
	3	All Files containing corresponding with Ministries	5 Years
	4	Procurement records	10 Years digitization
	5	Records regarding appointment Statutory and Internal Auditor	10 Years digitization
	6	Finance Committee Minutes	5 years in hard form and remaining to be digitized
	7	Approval files	5 years in hard form and remaining to be weeded out after digitization
	8	All records and documents not covered under sno 1 and with age > 10 years.	To be weeded out
HR & Admin	1	Statutory and legal documents	All time retention and digitisation.
	2	Files of relieved employees	2 years in hard form and remaining to be weeded out after digitization
	3	Files of in-service employees	To be retained in hard form
	4	Attendance and leave records of in-service employees	2 years in hard form and remaining to be weeded out after digitization
	5	Records pertaining to recruitments	2 years in hard form after the post is filled and remaining to be weeded out after digitization.
	6	Communication with Ministries DPIIT	3 years and important communications to be digitized.
	7	CRC files	3 years in hard form and remaining to be weeded out after digitization.

	8	Annual Report	Only copy of Annual Reports for last 5 Years to be kept in hard form and for remaining years digitization.
	9	Office order and circular files	2 years in hard form and remaining to be weeded out after digitization.
	10	ID card related files	1 year
	11	Approval and information files	All time retention and digitisation
Ethic Cell	12	Inquiry related files	5 years in hard form remaining to be digitised
SG Secretariat	13	Copies of MOU/MOA	All time retention and digitisation.
	14	GB & GC files	All time retention
	15	Correspondence related to Public Grievances	3 years in hard form and remaining to be weeded out after digitization.
	16	File related to nomination of Chairperson boards and GC/GB members	5 years in hard form and remaining to be weeded out after digitization.
NABCB	1	Document related to Accredited CBs	7 years in hard form only.
	2	Assessors files	Hard copy 7 years and remaining to be weeded out after digitization.
	3	NABCB boards files	All in soft form any hard copy to be weeded out
	4	Assessors conclave & training files	No retention in hard form
	5	Foreign invoice file	10 years