

Statement of the categories of documents that are held by the Institute or under its control

Apart from the Documents listed at Sl.No.5, the copies of Annual Reports, the details regarding the correspondence and Proceedings of the Governing Council are kept in Director's / Secretary's Office.

For the purpose of record and supply of information under the provisions of the RTI, the retention period for each of the record is specified and the details are as under.

The Documents that could be parted with in case of requests from Employees

Sl. No.	Description of records		Retention Period	Remarks
	Main Head	Sub-Head		
1	Salaries & Allowances	i) Contingent expenditure	1 year after retirement/ resignation.	
		ii) Arrears claims (including sanction for investigation, where necessary)	1 year after retirement/ resignation.	
		Papers relating to : (iii) EPF Membership (iv) EPF Nomination	1 year after retirement/ resignation.	
		v) Adjustment of missing credits in EPF Accounts vi) Financing of Insurance Policies from EPF Accounts vii) Final withdrawal from EP Fund e.g. for house building, higher technical education of children etc viii) EPF annual statement ix) TA/Transfer Claims	1 year after retirement/ resignation.	
2	Budget Estimates / Revised Estimates		3 years.	The retention period here relates to the Budget / Revised Estimates as compiled by the Budget/Accounts Section for the Department as a whole.
3	Service Books of employees.		1 year after retirement/ resignation.	
4	Leave Account of employees		1 year after retirement/ resignation in case of EL/HPL/CML	

Sl. No.	Description of records		Retention Period	Remarks
	Main Head	Sub-Head		
5	Service records	a) Nomination relating Family Pension under the Employees Pension Scheme 1995 b) Alteration in the Date of birth c) Admission of previous service not supported by authenticated service record, e.g., through collateral evidence. d) Verification of service	3 years after retirement/ resignation. 3 years after retirement/Resignation 3 year after retirement/resignation 3 year after retirement/Resignation	Subject to suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol.II of Service Book / Personal File. Subject to a suitable record being kept some-where, e.g.. in the Service Book or History Sheet Subject to suitable record being kept..
5a	Temporary Employees/Trainees		One year after relief/resignation	
6.	Expenditure Statements		1 year after retirement/resignation 1 year after retirement/resignation.	
7	Surety Bonds		1 year after bond ceases to be enforceable	
8	a) Pay Bill register b) Acquaintance Roll		5 Years 3 years or 1 year after the completion of audit whichever is later.	
9	Muster Rolls		Such period as may be prescribed in this behalf in the departmental regulation subject to a minimum of three financial years of payment excluding the financial year of payment.	
10.	Bill Register		5 years.	

Sl. No.	Description of records		Retention Period	Remarks
	Main Head	Sub-Head		
11	Paid Cheques returned by the Bank to the Audit/Accounts Office.		5 years.	The counterfoil of paid cheques should be preserved for the same period as prescribed for preservation of paid cheques viz. 5 years. However, in cases where the counterfoils are required to be preserved in connection with settlement of some enquiry etc. these should not be destroyed unless otherwise advised by the authorities conducting the enquiry. The other instructions contained in this Appendix will continue to be applicable in this case before the counterfoils which are more than five years old are actually destroyed.

Sl. No.	Description of records		Retention Period	Remarks
	Main Head	Sub-Head		
12	<p>a) Files, papers and documents relating to contracts, agreements, etc. of employees</p> <p>b) Files, Correspondence, Documents, Agreements etc. of procurements of Imported machinery/ items</p> <p>c) Files, Correspondence, documents, agreements etc. of civil works.</p> <p>d) Files, correspondence e.g. Disposal of Capital Machinery/Items/ Consumables/ Scrap items/ Other documents/ reports etc. not mentioned anywhere in the list of records.</p>		<p>5 years after the contract/agreement is fulfilled or terminated. In cases where audit objections have been raised, however, the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the audit authorities or have been reviewed by the Public Accounts Committee.</p> <p>5 years in case of Audit. In other cases, 1 year after the event.</p>	
13	Sub-vouchers relating Miscellaneous Expenditure		3 years after the expiry of the financial year in which the expenditure was incurred, subject to completion of administrative audit and issue of audit certificate by the nominated controlling officer.	