

IFA Circular No: 15 of 2012

CONTROLLER GENERAL OF DEFENCE ACCOUNTS

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(IFA Wing)

No: IFA/10

Dated: 16/11/2012.

To

Sub: Retention Period for Records held in IFAs offices.

It has been decided to prescribe the retention period for Files/Registers/Documents maintained/held in IFA offices. The details are enclosed at Annexure-I to this letter.

2. It is advised that while weeding out the old records, time limit prescribed for each document may be kept in view.



(Rameshwar Dass)
Sr.AO (IFA)

Retention Period for Records held in IFA offices:

Sl. No.	Files/Registers	Period of Retention	Authority
1A	Shadow Files (For capital cases and capital cases following the revenue route)	10 Yrs	CGDA's approval vide file no. IFA10 (PC) dated. 08/11/2012.
1B	Shadow Files (For Revenue Cases)	5 Yrs	-do-
2	Shadow Files Register	10 Yrs	-do-
3	FC/UO No. Register	5 Yrs	-do-
4	Qty Vetting/AON No. Register	5 Yrs	-do-
5	TPC/PNC Register	5 Yrs	-do-
6	CGDA DAK Register	10 Yrs	OM Pt-II Vol-I
7	Files of Circulation , Memoranda	1 Yr	-do-
8	Confidential papers regarding officers and other members of the establishment including confidential reports and character rolls.	2 Yrs after the date of death or 5 Yrs after the date of retirement have become non-effective	-do-
9	Correspondence files regarding confidential reports/character rolls	Not exceeding 3 years	-do-
10	Correspondence regarding supply of stationary and forms	1 Yr	-do-
11	Files of applications for employment in the Defence Accounts Department	1 Yr	-do-
12	Letters from Government of India Ministry of Defence (Finance) and CGDA conveying sanctions or decisions or others orders of a permanent nature and correspondingly the original letters, or representations from CsDA etc. on which such sanctions, decisions and orders are initiated.	For Ever.	-do-
13	Section files of Government, CGDA's, AHQrs, letters etc. other than those mentioned at Sl. No. 33 (5) Annex 'A'	10 Yrs	-do-
14	Ordinary correspondence	5 Yrs	-do-
15	Register of Registers	Until a new Register is opened carrying forward all the current items	-do-
16	Register of Files	Until a new Register is opened carrying forward	-do-

		all the current items	
17	Office Orders (establishment) (fair copies)	10 Yrs	-do-
18	Office Procedure Orders, files of one copy	5 Yrs	-do-
19	Register for watching progress of Test Audit Objections	5 Yrs	-do-
20	Register of secret documents	5 Yrs	-do-
21	Confidential DAK Register	5 Yrs	-do-
22	Dispatch Register of Letters/Files	1 Yr	-do-
23	Inward Letters/Files Register	1 Yr	-do-
24	Cash Book Imprest	10 Yrs	-do-
25	Budget Register	5 Yrs	-do-
26	Instruction Order Register	10 Yrs	-do-
27	Register of initials of SC (A)/AAO	10 Yrs	-do-
28	Register of Specimen Signatures	5 Yrs	-do-
29	Attendance Register	1 Yr	-do-
30	EL Register	3 Yrs	-do-
31	CL Register	1 Yr	-do-
32	Register of Identity passes	Until a new Register is opened carrying forward all the current items	-do-
33	Meeting/Conference Register	5 Yrs	-do-
34	Master Note Book	10 Yrs	-do-
35	Register of Books	Until the next Register is opened which should contains all current items of the previous Register.	-do-
36	Book Issue Register	Until the next Register is opened which should contains all current items of the previous Register	-do-
37	Register of expendable stores	5 Yrs	-do-
38	Stationery Consumable item Register	5 Yrs	-do-
39	RV/CRV/IV/CIV Register	5 Yrs	-do-
40	Dead Stock Register (DAD)	3 Yrs	-do-
41	Dead Stock Register (Non-DAD)	3 Yrs	-do-