

# RECORD RETENTION SCHEDULE



**National Institute of Technical Teachers' Training and Research, Kolkata**  
An Autonomous Institute under the Ministry of Education, Government of India

Block-FC, Sector-III, Salt Lake, Kolkata-700106

Website: [www.nittrkol.ac.in](http://www.nittrkol.ac.in)

2022

**REPORT OF THE COMMITTEE DULY CONSTITUTED FOR FORMULATING "RECORD RETENTION"**

A 3-members committee was constituted vide Office Order No 44 of 2021-22 dated 11<sup>th</sup> May 2021 to frame Record Retention Schedule for the Institute.

The members of the committee were:

Prof. Samiran Mandal, Professor, Chairman

Dr. Subrata Mondal, Associate Professor, Member

Shri. Joydeep Bandopadhyay, Section Officer Grade II, Convener

The above committee conducted eight meetings on 28.05.2021, 04.06.2021, 10.06.2021, 16.06.2021, 25.6.2021, 30.06.2021, 08.07.2021 & 12.07.2021 by virtual mode/contact mode and have taken guidance from record retention schedule of various Centrally Funded Technical Institutes (CFTIs) and Department of Pension & Training (DoPT) while preparation of the NITTTR, Kolkata's Record Retention Schedule.

The committee hereby submit the document on Record Retention Schedule as enclosure.

*Dr. Subrata Mondal*  
26/07/2021

Dr. Subrata Mondal

Member

*Shri. Joydeep Bandhopadhyay*  
26/07/21

Shri. Joydeep Bandhopadhyay

Convener

*Prof. Samiran Mandal*  
26.7.2021

Prof. Samiran Mandal

Chairman

To  
SADO



*Shr*  
4/8/21

DIRECTOR

## Instructions for use of this Document

The schedule covers practically all the important aspects of General administration, Establishment, Accounts, Academic Departments, Academic Affairs, Hostels, Library, Institute Works Section (IWS)/Estate Maintenance. Guidelines indicated by the Department of Administrative Reforms and Public Grievances, Government of India have been observed in the schedule.

1. In case of records other than files, e.g. registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
2. In exceptional cases a record may be retained for a period longer than that specified in the schedule if it has certain special features or such a course is warranted by peculiar needs of the department. In no case, however, will a record be retained for a period shorter than that prescribed in a schedule.
3. If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised in the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and, where necessary, revised suitably.
4. In case of Accounts, before any pay bill/registers other than Salary/Pension related matters need to be destroyed, the record in respect of employees should be verified.
5. Full details shall be maintained permanently in each office, of all records destroyed from time to time.
6. Any other Accounts related documents not mentioning in this manual will be governed by relevant rule from Manuals for retention of records GFR 2017 under provision for destruction of records connected with Accounts appendix - 9

  
(Joydeep Banerjee) (Dr. Subrata Mondal)   
(Prof. Samiran Mondal)



## NOTIFICATION


Major objective of the Records Retention Schedule (RRS) is to ensure that records are neither prematurely destroyed nor kept for periods longer than required at the cost and efficiency of the Institute. Any files having financial implications and hence liable for an audit inspection, should be retained for a period of five years after they have recorded. During this five years period, an audit objection file should not be destroyed under any circumstances until the matter has been finalized to the satisfaction to the audit.

The following documents shall not be destroyed under any circumstances:

- i. Permanent order and sanctions, until revised.
- ii. Records related with expenditure, which is within the period of limitation, by law. Further, records related with expenditure on project, schemes or other work not completed, although beyond the period of limitation
- iii. Records with an audit objection is outstanding
- iv. Records connected with claims to service and personnel matters affecting persons in the service except as indicated in the schedule.
- v. Records related to the matter which is pending in the court of law or other Government machinery.

The Records Retention Schedule may be reviewed after five years to ensure that any change that may occur in the activities of the RRS are included in it.

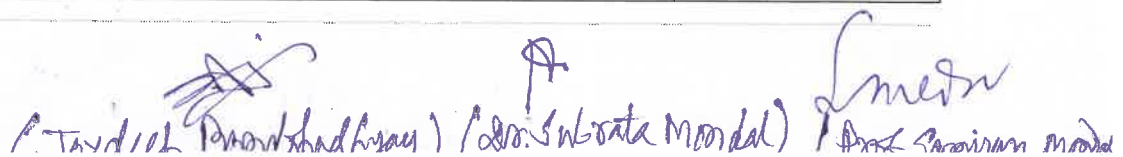
  
(Joydeep Barandopadhyay)   
(Dr. Subrata Mondal)

  
(Prof. Sarovir Mondal)

## THE RETENTION PERIOD OF VARIOUS DOCUMENT OF NITTTR, KOLKATA

Sl. No	Head	Sub Head	Retention period
i	<b>GENERAL ADMINISTRATION</b>		
a)	<b>Property/Land Record</b>	1. Immovable	Permanent
		2. Lease of land to other agencies viz. Banks/Centres etc.	Permanent
		3. Residential accommodation	3 years after vacation of quarter. Suitable entries to be made in register which retained permanently
		4. Application for allotment of quarter, change of quarter, surrender of quarter, Offer of allotment	5 years
		5. Waiting list of quarter allotment	To be destroyed on 31 <sup>st</sup> December every year
		6. Record related to addition, alteration and maintenance of buildings	5 years
b)	<b>Canteen</b>	1. Office order/Instruction	Permanent
		2. Purchase of crockery/Utensils/furniture etc.	5 years or completion of Audit whichever is later.
		3. Record related to rent, rates, prices	10 years or completion of audit whichever is later
c)	<b>Statutory Record</b>	1. Record related to establishment of NITTTR, NITTTR council, constitution of Statutory Committees, MOA, MOU, Agenda and minutes of the Board of governors, Finance Committee, Building and Works Committee, sub Committees of the Board	Permanent
		2. Correspondence related to meetings	Weeding out the superseded one, except office order
		3. Delegation of Power	Permanent in case of office order. For other record


			weeding out the superseded one as and when they become obsolete
		4. Circulars regarding holidays and suspension of office working	To be weeded out at the end of the year
		5. Annual report	5 years
		6. Attendance Register	10 years
		7. Reservation in service SC/ST/OBC/EWS	Permanent in case of policy matters/5 years for individual representation
		8. Engagement of ad-hoc/temporary workers	5 years
		9. Honorarium/awards	Permanent if office order is issued. Individual case – 5 years (subject to entries made in service book/dossier of concerned employee.
d)	<b>Staff Benefit Fund Scheme</b>	1. Policy matter	Permanent as regards creation/policy formulation
		2. Maintenance of accounts	5 years or till the audit is completed whichever is later.
		3. Committee meetings/related matters	3 years
e)	<b>Legal</b>	1. Court Case	5 years after disposal of the case (entries shall be made in the register to be maintained permanently)
		2. Record of payment of court fees	1 year
f)	<b>Transport/Vehicles</b>	1. Record of purchase/Registration Certificate Vehicles	Permanent
		2. Disposal Record	Permanent
		3. Vehicles maintenance record	5 years or bill



  
 (Tavdilok Parashad Khanna) / (Dr. Subrata Mondal) / (Dr. Sanjiv Kumar Mondal)


			posted for payment whichever is later
		4. Log books	5 years
		5. Vehicle Insurance	1 year
		6. Hiring of vehicles	3 years
g)	Advertisement	1. Recruitment of regular posts	Permanent
		2. Adhoc/temporary	5 years
		3. Record of Bills	One year or till passed for payment, whichever is later.
h)	Pay/Pension	1. Orders/Notifications and correspondence of the Government related to fixation/revision of pension	Permanent
		2. Correspondence from other organization	5 years
		3. Representation of employees	3 year or till the redress is taken care, whichever is later.
i)	Correspondence with outside agencies viz. CVC/UGC/AICTE/IITs/NITs/Ministry of Education /Other NITTTRs/NPIU/CPWD/Police/MAKAUT	1. Orders/ notifications/Oms/ Circulars/ Permission/ Approval/ Directives/ Guidelines	Permanent
		2. Other than above	5 years
j)	Group Insurance/ Building Insurance	1. Policy Document	Permanent
		2. Other correspondence	3 years
k)	Security	1. Internal Correspondences	One year
		2. Police Record	Permanent
		3. Record related to fire service	Orders permanents/others three years
l)	Stock Verification	1. Orders	Permanent
		2. Other records	5 years
m)	Additional assignment/Heads /Wardens/In charges etc.	1. Orders	Permanent
		2. Related correspondences	5 years
		3. Representation of employees	1 year or till the redress is taken care, whichever is later.
n)	RTI	1. Orders, Instructions, Notifications,	Permanent

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		guidelines received from Government Agencies	
		2. Individual Cases	3 years
<b>o)</b>	<b>Annual Property return</b>	1. Proforma	3 years
		2. Purchase documents	3 years
<b>p)</b>	<b>Consultancy</b>	1. Reports and related correspondence	5 years after completion of the project
<b>q)</b>	<b>Central Stores</b>	1. Record related to Store purchase	5 years
		2. Dead Stock register	Permanent
		3. Consumable items register	5 years or till audit, whichever is later
<b>r)</b>	<b>Purchases/Consumable items</b>	1. Record related to purchases and consumables	5 years or till audit, whichever is later
<b>s)</b>	<b>Establishment</b>	1. Attendance register	10 years
		2. Bill Register	Permanent
		3. Personal file	Permanent
		4. Service Books	Permanent
		5. Office copy of pay bill/pension bill	Permanent
		6. File of Circular issued	Permanent
		7. Pension cases	Permanent
		8. Closed Personal files	Permanent
		9. Family declaration for LTC/Medical benefit	Permanent
		10. Correspondence file relating to family declaration for LTC/Medical benefit/DCR gratuity/Other pensionary benefits	Permanent
		11. Personal file relating to persons on deputation	Permanent
		12. Roster for teaching and non-teaching staff	Permanent
		13. Correspondence file relating to roster	Permanent
		14. Standing orders file relating IV, V, VI and VII Pay commission	Permanent
		15. Revision of Pension file	Permanent
		16. Seniority	Permanent
		17. Roster	Permanent
		18. Representations	5 years
		19. Office order/Orders/Handing over taking over charges	Permanent
		20. File related to compassionate appointment	10 years

  
 (Joydeep Barooopadhyay)

  
 (Dr. Subanta Mondal)




  
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		21. Selection panels for appointment of Teaching and Non-Teaching staff	Permanent
		22. Files relating to constitution of DPC and its recommendation	Permanent
		23. Recruitment rules	Permanent
		24. Correspondence related to counting of past service	5 years (to be weeded out after due entries in service book record)
		25. Non-teaching cadre re-structuring file	Permanent
		26. Pay fixation file of teaching and non-teaching staff	Permanent
		27. Inward register	5 years
		28. Outward Register	5 years
		29. Dak Book	1 year
		30. Increment Register	Permanent
		31. Bonus/DA file	Permanent
		32. Contract documents (related to employees appointed on contract	5 years
		33. Appointment of Teaching Assistant on Ad-hoc basis	5 years
		34. Contract document relating to hiring vehicles	5 years
		35. Record related to sanction of festival advance	3 years
		36. Files relating to appointment of visiting faculty	Permanent
		37. Leave – Casual-Special Casual Leave/Compensatory	1 year
		38. Dead Stock Register (DSR)	Permanent
<b>t)</b>	<b>Confidential Reports</b>	1. Confidential Reports	Permanent
		2. Communication to adverse entries	5 years
		3. Representation for expunction of adverse entries	5 years
<b>II</b>	<b>ACCOUNTS</b>		
<b>a)</b>	<b>Salary/Pension</b>	1. Pay/Pension Bill/Pay Bill Register	Permanent
		2. Pension Payment orders	Permanent
<b>b)</b>	<b>Other personal claims</b>	1. PMFS Payment	Permanent
		2. Vouchers of TA/Medical/ Children education allowance/contingent expenditure	7 years
		3. Medical advance registers	3 years

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 (Dr. Subrata Mondal)  
 1/2/21


		4. GPF schedules	10 years
		5. Provident fund advance and final settlement	10 years
		6. GPF Ledgers	Permanent
		7. Schedules of NPS	5 years
		8. Life Certificate of Pensioners	2 years
		9. Terminal Benefits	Permanent
c)	Budget estimate/Revised estimate	1. For office	10 years
d)	Fees collection from M. Tech students	1. Receipt copy of fees (all semester)	5 years
		2. Examination fee and registration fee	5 years
		3. Caution Money collection	5 years
		4. Refund of Caution money	10 years
e)	Other receipts	1. Register of daily receipt	3 years
f)	Banking Transactions	1. All payment vouchers excluding pay/pension Bill	10 years
		2. Advance register	5 years
		3. Bank statement	5 years
		4. Correspondence with Bank	5 years
		5. Portfolio	5 years
		6. Cheque reports	5 years
		7. Bank reconciliation statement	5 years
		8. Bill Register	Permanent
		9. Cheque dispatch registers	5 years
g)	Subsidiary Accounts	1. Cash Book	Permanent
h)	Taxation	1. IT, PT, GST challan/register	5 years
		2. IT, PT, GST quarterly returns	5 years
i)	Grants-in-Aid	1. Grants received from Ministry of EDUCATION/Correspondence with Ministry of EDUCATION	Permanent
		2. Utilization Certificate	10 years
		3. R & D Projects	5 years of completion of the project
		4. Sanctions/orders issued by the Institute	10 years
j)	Accounts and Audit	1. Annual Financial statement of Institute	Permanent
		2. Audit objections/replies	permanent
		3. Printed copies of ledger accounts (Tally generated)	5 years subject to entry into soft copy/register
III	<b>ESTATE/IWS MAINTENANCE</b>		
a)	Tender and Quotation	1. Record related to tender of	5 years after

(Joydeep Brahadipadhyay) (Dr. Srisrati Mondal)   

	<b>work</b>	Civil/maintenance work	completion of work or till audit, whichever is later
		2. Record related to quotations of Civil maintenance work	5 years after completion of work or till audit, whichever is later
		3. Measurement books	Permanent
		4. Bill entry register	5 years after completion of work or till audit, whichever is later
		5. Record related to registration of petty contractors	1-year after completion of validity period
<b>b)</b>	<b>Civil/Electrical/Sanitation/Horticulture Maintenance</b>	1. Record related to Annual maintenance works contract i.e. civil maintenance, horticulture and sanitation	5 years after completion of work or till audit, whichever is later
		2. Record related to maintenance complaints	1 year
		3. Electric bill, water bill and related record	5 years
		4. Vacation and possession of staff quarters register	5 years
		5. Approval/permission/NOCs/orders/notifications from Government/other organizations viz. PWD, NMC, Forest, Police, AICTE ETC.	Permanent
		6. Record other than the above	3 years
<b>IV</b>	<b>ACADEMIC AFFAIRS</b>		
<b>a)</b>	<b>Admission of Students</b>	1. Admission Forms	6 years
		2. Admission Registers	Permanent
		3. Roll list (entry year)	5 years
		4. Admission Cancellation	5 years
<b>b)</b>	<b>Scholarship/Stipend</b>	1. Application forms/letters/refund orders	5 years from the year of sanction
<b>d)</b>	<b>Official correspondence</b>	1. Approval/permission/NOCs/orders/notifications from Government/other organizations vis Police, AICTE, UGC, MAKAUT, Ministry of Education, Government of India, State	Permanent

  
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		Governments, others NITTRs etc.	
		2. Other than the above	One year
e)	Research Thesis	1. Copies of thesis, synopsis	Till award of degree
f)	Student correspondence		1 year
g)	Legal cases	Legal cases	5 years after the disposal of the case
h)	Session wise exam record	1. Tabulation register	Permanent
		2. Correspondence regarding corrections in exam date i.e. marks/grades/attendance etc.	Permanent
		3. Correspondence regarding corrections in exam date i.e. marks/grades/attendance etc.	Permanent
		4. Correspondence regarding software corrections	6 years
		5. Grade cards of lower semester (i.e. 1 <sup>st</sup> to 3 <sup>rd</sup> semester not collected by the student)	2 years
		6. Correspondence related to student verification	1 year
		7. Students representations for correction in grade cards	3 years
		8. Degree certificates, Award certificates, awards and certificates not collected by student	3 years. Students should be notified to collect the same within three years otherwise Institute will not be held responsible for any loss, missing, damage of the document.
i)	Course registration	1. Data received from the departments for respective session and correction	5 years from date of registration
		2. Enrolment register	Permanent
		3. Time table (class, faculty, exam)	6 months after completion of semester
		4. Students' attendance record (theory, lab, project)	For PG 1 year after award of degree
		5. Attendance of Ph.D scholar	6 <sup>th</sup> months after submission of thesis


  
 (Joydeep Baran) (Mrs. Subrat Mondal)


		6. Question Paper	3 years
		7. Valued answer books	1 year. Suitable entry of marks in appropriate register up to declare of final result.
		8. Internal correspondence	3 years
		9. Courses including syllabus	Permanent
		10. Departmental circulars	3 years
		11. Documents related to organizing workshop, conference, short term courses etc.	3 years
j)	Training	1. Entry Register	5 years
		2. Release Register	5 years
		3. Certificate	10 years
V	LIBRARY		
a)	Purchase/ Procurement	1. Orders	Permanent
		2. Accession Registers	Permanent
		3. All other correspondence including bills	5 years
b)	Periodicals	1. Academic	Permanent
		2. General reading	1 year
		3. Newspapers	3 months
		4. Bill register and quotation file	10 years
c)	Book Volumes		Till written off by appropriate procedure.
d)	General	1. Committee reports, correspondences	3 years
e)	Social Welfare Book bank	1. Membership file	3 years
		2. Transaction form file	1 year
		3. Laptop issue file	Permanent
VI	HOSTELS		
a)	Student related records	1. Hostel form and other related documents	3 year after student leave the hostel
		2. Applications submitted by students	2 years after student leave the hostel
		3. All other miscellaneous data pertaining to student	1 year after student leave the hostel
b)	Record of meetings	1. Minutes of meetings of Warden	5 years

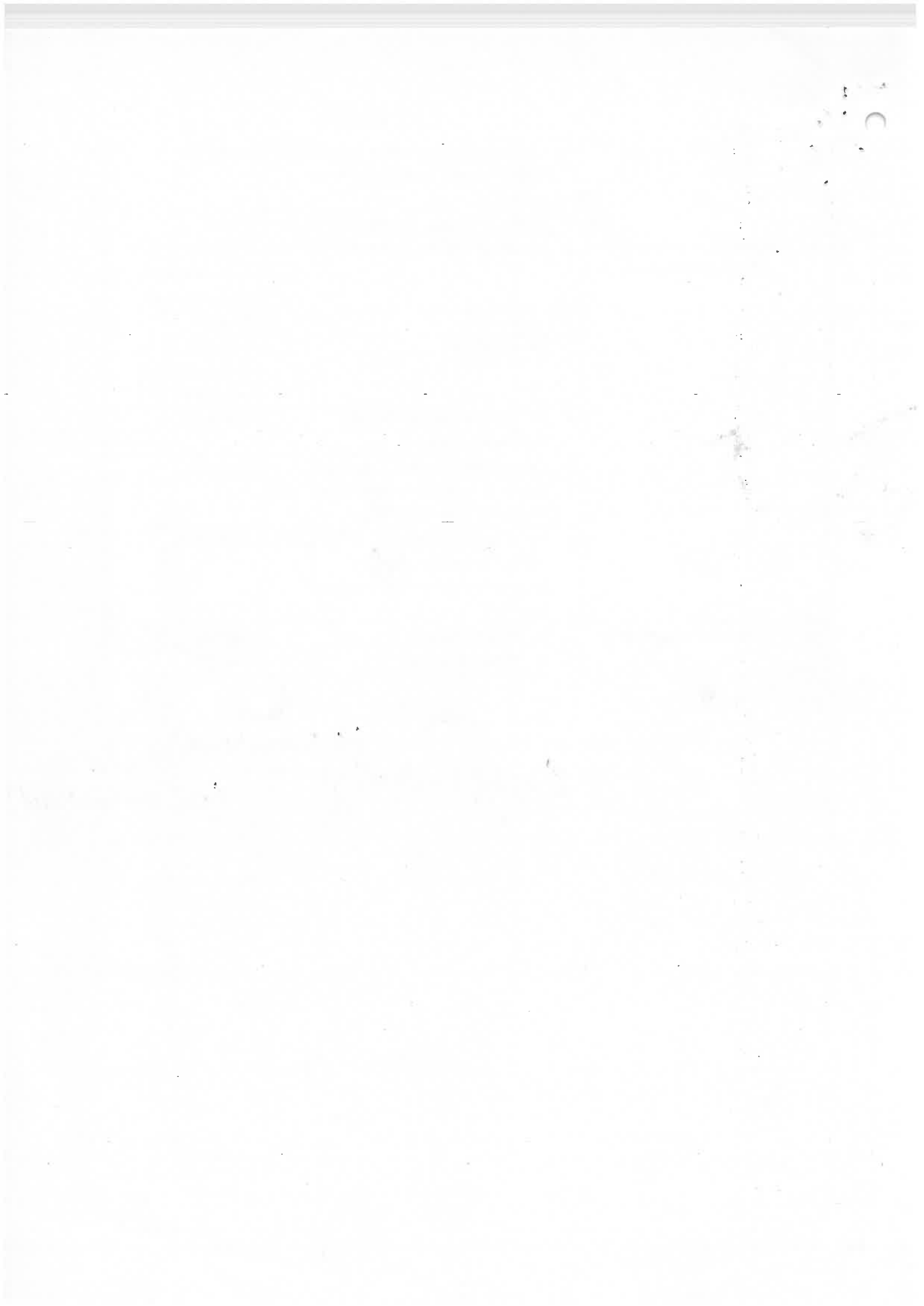
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 (Mrs. Subrata Mondal)  
 on ...

		2. Minutes of Enquiry Committee, office orders issued in major disciplinary actions	Permanent
		3. Correspondence other than the above	3 years
c)	<b>Hostel Account and fee related documents</b>	1. Hostel fee challans (Institute copy)	5 years or till the audit completed whichever is later
		2. Vouchers	10 years
		3. Bank Statement	5 years or till the audit completed whichever is later
		4. All other accounting related documents/registers	10 years
		5. Record related to staff engaged in hostel viz., caretaker, supervisors, Wardens, other staff etc.	10 years
		6. Handing over/taking over of charges in respect of staff viz. caretaker, supervisor or other staff in case of transfer	Permanent
d)	<b>Trainees related records</b>	1. Inward register	5 years
		2. Outward register	5 years

  
 (Joydeep Bhattacharya)

  
 (Prof. Subramaniam Mondal)

  
 (Prof. Subramaniam Mondal)



**National Institute of Technical Teachers' Training and Research, Kolkata**

(Under Ministry of Human Resource Development, Government of India)

Block-FC, Sector-III, Salt Lake, Kolkata-700106

Ref. No. NITTTR-K/E/5-3/2020-21/ **133**

Date: 11/05/2021

Office Order No. **44** of 2021-22

A 3-Member Committee comprising with the following members of faculty and staff is hereby constituted to frame Record Retention Schedule for the Institute:

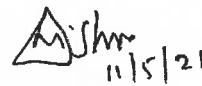
1.	Prof. Samiran Mondal, Professor	Chairman
2.	Dr. Subrata Mondal, Associate Professor	Member
3.	Shri Joydeep Bandhopadhyay, Section Officer Grade II	Convener

The Record Retention Schedule should cover the following:

1. Records relating to housekeeping jobs and common office service functions;
2. Records relating with financial matters; and
3. Records relating to functions of the Institute.

The Record Retention Schedule should also cover the guidelines for proper recording, classification, reviewing and timely transfer to the Departmental Records Room or to the National Archives of India.

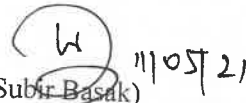
The Committee shall submit its recommendation on or before 31<sup>st</sup> May 2021 to the undersigned.

  
11/5/21

(Debi Prasad Mishra)  
Director

Copy for information and necessary action to:

1. Prof. Samiran Mondal, Professor
2. Dr. Subrata Mondal, Associate Professor
3. Shri Joydeep Bandhopadhyay, Section Officer Grade II
4. Personal File of Sl. No. 1 to 3.
5. Office Order File

  
11/05/21

(Subir Basak)  
Senior Administrative Officer



