

NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE

No. 12027/3/2015-Admn.I

Dated: 22.08.2016

OFFICE ORDER

In supersession to the Institute's all earlier Office Orders, if any, in regard to record retention schedule and keeping in view that a large volume of records viz. files, registers, service books, applications, questions & answer books, manuals and other documentary materials, which should neither be prematurely destroyed nor be retained for a longer period, it has been decided to adopt the following guidelines for record retention schedule in the Institute:-

- (A) (i) The record retention schedule, issued in year 2012 by the D/o Administrative Reforms and PG (Link - http://darpg.gov.in/sites/default/files/RRS_WC.pdf), General Financial Rules and Central Secretariat Manual of Office Procedure, except as prescribed below, shall be applicable in respect records created in the various Sections under Administration Department of the Institute in regard to establishment, house-keeping works etc.
- (ii) In regard to the records related to direct recruitment for regular posts in the Institute being dealt in Administration Department of the Institute:-
- (a) The file related to recruitment made shall be kept for 10 years (C-10) subject to applications of the successful candidate and authenticated copy of the order of appointment being kept in the personal file.
- (b) The records related to the holding of examinations and declaration of results shall be kept for 3 years subject to suitable entry in the service book.
- (c) The answer books of the examinations/ tests for 1 year from the date of declaration of results.
- (iii) In regard to the records related to contractual appointment in the project being dealt in Administration Department of the Institute:-
- (a) The files related to contractual appointment shall be kept for 3 years (C-3) subject completion of the project, whichever is earlier.
- (b) The applications received for selection shall be kept for 1 year (C-1) from the date declaration of results subject to application of the successful candidate kept in the file related to the appointment.
- (c) The Question/Answer books of examination shall be kept for 1 year (C-1) from the date declaration of results.
- (B) The record retention schedule for records created in the course of academic, teaching and training activities of the Institute may be prepared by the Academic Section through Dean of Studies of the Institute.
- (C) A separate record retention schedule may be prepared in consultation with the respective Nodal Officers of the Project.

2. This issues with the approval of Director.


(Rajiv R. Singh)
Deputy Director (Admn.)

Copy to:-

1. All Heads of Departments/Sectional Heads, NIHF.
2. PA to Director/Dean of Studies/DD(A).
3. Computer Centre - for uploading on Institute's website.
4. Notice Board.