

Indian Council of Agricultural Research
Krishi Bhawan, New Delhi-110114

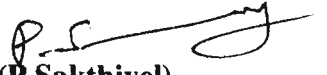
F.No. 1(8)2008-WS

Dated 28th September, 2010

Subject:- Review of ICAR Record Retention Schedule-1989-reg.

In order to Review the ICAR Record Retention Schedule-1989 the comments of various functionaries/Divisions of ICAR were called for in the prescribed Proforma. On the basis of the comments received and existing Record Retention Schedule, a draft ICAR Record Retention Schedule has been prepared which will be referred to National Archives of India for vetting after approval of Director General, ICAR. A copy of said draft/compilation is enclosed for further comments if any, of Officers/ Divisions concerned. While furnishing the comments, it may be kept in mind the norms /Items/Retention period indicated in the Record Retentions Schedule-2004 common to all Ministries/Departments for facilitative functions are not violated.

All the Officers Concerned are requested to furnish the comments on Draft ICAR Record Retention Schedule by 5th October, 2010. If no comments are received in the Work Study Unit by the due date, it will be presumed that they agree with the draft ICAR, RRS and it is suitable for submission to NAI for vetting.


(P Sakthivel)

Deputy Secretary (WS)

Copy to:

1. ADG(TC), ICAR, Krishi Bhawa, New Delhi
2. ADG(PIM), ICAR, Krishi Bhawan, New Delhi
3. Director(P), ICAR, Krishi Bhawan, New Delhi
4. Director(A), ICAR, Krishi Bhawan, New Delhi
5. Secretary, ASRB, KAB-I, Pusa, New Delhi
6. Director(Fin), ICAR, Krishi Bhawan, New Delhi
7. PD, DIPA, KAB-I, Pusa, New Delhi
8. Director, DARE, Krishi Bhawan, New Delhi
9. Director (OL), ICAR, Krishi Bhawan, New Delhi
10. All DS/US of concerned SMDs at ICAR Hqrs.
11. ISO, DIPA for publication this O.M. at ICAR website
12. Section Officer, Law Section





INDIAN COUNCIL OF AGRICULTURAL RESEARCH

KRISHI BHAWAN, NEW DELHI-110114

Proposal for preparing Draft ICAR Record Retention Schedule with the comments of SMDs for vetting of NAI.

New Serial No.	Major Head	Sub-head	Retention Period		Remarks
			Active Date 1999	Supplies d by Work study Section	
(1)	(2)	(3)	(4)	(5)	(6)
AGRICULTURAL SCIENTIST RECRUITMENT BOARD					
1	Assessment of Scientists under Career	Principal file related to each post for assessment of Scientists	C-1	C-1	To be kept for one year after declaration of result
2	Assessment of Scientists under Career	Review of assessment result of Scientists	C-1	C-1	Omitted (existing in the earlier O.O.No.13(8)/96-R.III dated 8.1.97 at S.No.13)
3	Direct Recruitment	Application folders of candidates rejected at screening stage	C-1	C-1	3 months after the prescribed limitation period for court cases. The period of 3 months is to be
4	Direct Recruitment	Application folders of candidates recommended for interview	C-1	C-1	3 months after the prescribed limitation period for court cases. The period of 3 months is to be reckoned from the date of appointment order is issued by ICAR. After this period, only those cases be retained which involve court cases.
5	Direct Recruitment	Application folders of candidates where none selected	C-1	C-1	3 months after the prescribed limitation period for court cases. The period of 3 months is to be reckoned from the date of appointment order is issued by ICAR. After this period, only those cases be retained which involve court cases.
6	Direct Recruitment	Principal file for various scientific posts advertised on receipt of requisitions from the Council	C-1	C-1	One year
7	Direct Recruitment	Principal file for posts coming under direct recruitment from Sr. Scientists and above containing following document	C-1	C-1	
8	Direct Recruitment	Part-B having bio-data of each candidate	C-1	C-1	One year from the date of issue of appointment order of the candidate
9	Direct Recruitment	A copy of IFC	C-1	C-1	One year from the date of issue of appointment order of the candidate
10	Direct Recruitment	Noting portion containing names of candidates, preliminary screening statement, detail of screening committee duly signed by Experts	C-1	C-1	One year from the date of issue of appointment order of the candidate

11	Direct Recruitment	Copy of Offer of Memorandum of selected candidate received from Council	C-1	C-1	One year from the date of issue of appointment order of the candidate
12	Direct Recruitment	Copy of appointment order received from Council	C-1	C-1	One year from the date of issue of appointment order of the candidate
13	Direct Recruitment	Joining of candidate on that specific post	C-1	C-1	One year from the date of issue of appointment order of the candidate
14	Direct Recruitment	Score card containing details of statement prepared by screening committee experts	C-1	C-1	One year from the date of issue of appointment order of candidate by the ICAR
15	Direct Recruitment	Score card containing details of award of marks given by Selection Committee	C-1	C-1	One year from the date of issue of appointment order of candidate by the ICAR
16	Direct Recruitment	Register used for registration of applications received for various direct recruitment posts	C-1	C-1	Six months after joining of candidate except cases involving court cases
17	Direct Recruitment	List of Demand Drafts received towards fee etc. deposited in the Bank	C-1		Omitted (existing in the earlier O.O. No.13(8)/96-R.III dated 8.1.1997 at S.No.-7)
18	Examinations	Files relating to notification of various examination	C-1	C-1	One year after declaration of result
19	Examinations	Attendance sheets of experts called for viva-voce	C-1	C-1	One year after declaration of result
20	Examinations	Attendance sheets of candidates called for viva-voce	C-1	C-1	One year after declaration of result
21	Examinations	Application folders of candidates who do not appear in the ARS/NET/Other examination	C-1	C-1	6 months after declaration of result
22	Examinations	Application folders of candidates who do not qualify in the written part of examination	C-1	C-1	6 months after declaration of result
23	Examinations	Registers used for registration of applications received for various examinations	C-1	C-1	5 years
24	Examinations	Computerized lists/ CDs showing details of particulars of candidates for various examinations	C-5	C-5	5 years
25	Examinations	Files containing policy decisions/amendments rules of examination	C-5	C-5	Permanent record
26	Examinations	Attendance sheets of candidates of ARS/NET and other examinations of different centers	B-Keep	B-Keep	One year after declaration of result except cases involving court cases
27	Examinations	Applications folders of candidates qualified for ARS viva-voce and for NET certificates	C-1	C-1	
28	Examinations	Unused question papers of each examination	C-1	C-1	To be destroyed just after examination after retaining 5 complete sets
29	Examinations	Answer scripts for all competitive examinations	C-1	C-1	6 months from the date of declaration of result except cases involving court cases
30	Examinations	Files relating to declaration of result and registers containing marks in respect of all competitive examinations	C-1	C-1	To be retained permanently in electronic form and hard copy

31	Examinations	ARS Viva- Voce but not recommended			One year after declaration of result except cases involving Court Cases
32	Examinations	NET Certificates issued			6 months after issuing the NET Certificate but the counter foil of the certificate will be retained for 10
33	Examinations	Folders of candidate Found Eligible as per notification	C-1	C-1	One year except cases involving Court cases
34	A.R.S.	A.R.S. Exam. holding of Examination.	C-3	C-3	
35	A.R.S.	A.R.S. Examianion	C-1	C-1	Individual candidates files C - 1 after declaration of examination.
36	A.R.S.	Brouchure containing functions of the sections in I.C.A.R. Updating of information	C-5	C-5	
37	A.R.S.	Circulars & Returns	C-1	C-1	
38	A.R.S.	Exam - rejected fee to rejected / Candidates	C-1	C-1	
39	A.R.S.	Hindi Salahakar Samiti Hindi as medium of instructions for A.R.S. Examination.	C-3	C-3	
40	A.R.S.	Inclusice of discipline of bio - technology in A.R.S. Examinations.	B-Keep	B-Keep	
41	A.R.S.	Misc. A.R.S. Exam.	C-1	C-1	
42	A.R.S.	Miscellaneous files.	C-3	C-3	
43	A.R.S.	Printing of question papers for A.R.S. Exam.	C-3	C-3	
44	A.R.S.	Printing.	C-3	C-3	
45	A.R.S.	Publication of result Regarding .	C-3	C-3	
46	A.R.S.	Recording & Indexing	C-3	C-3	
47	A.R.S.	Registration of candidate who apply for A.R.S. Examination.	B-Keep	B-Keep	
48	A.R.S.	Work Study of Cadre student / Cadre strength in the clerical cadre at I.C.A.R.	C-3	C-3	A copy of report may be kept in Liabray, ICAR
49	Recruitments	Direct Recruitment of Scientists / S - 2 and above / Technical Personnel C - T - 7 and above.	C-3	C-3	
50	Recruitments	Agenda Proceeding and other papers relating to various meetings.	C-1	C-1	If action on all the items has been completed

51	Recruitments	Application folders of candidates rejected at screening stage.	C-1	C-1	
52	Recruitments	Application folders of candidates recommended for interview.	C-5	C-5	
53	Recruitments	Application folders of candidates recommended / selected.	C-1	C-1	
54	Recruitments	Main file for each post advertised by the Board.	C-5	C-5	
55	Recruitments	Appointments / posting of staff in ASRB & other personal Administrative matters	C-5	C-5	
56	Recruitments	Assessment of Scientists.	C-5	C-5	
57	Recruitments	Hindi Teaching schemes / circulars.	C-1	C-1	
58	Recruitments	Induction of Technical Personnel into A.R.S.	C-5	C-10	
59	Recruitments	Periodical returns / Annual reports.	C-3	C-3	
60	Recruitments	Recruitment policy of A.S.R.B.	B-Keep	B-Keep	
61	Recruitments	Recruitment rules / TA and Amendments to the rules etc. and model qualifications.	B-Keep	B-Keep	for the agency issued the rules and concerned section which will be implementing them other sections not keep only orders weeding out ones the as and when they become obsolete.
62	Recruitments	Release of Advertisement for various scientific and Technical posts.	C-5	C-5	
63	Recruitments	Review of the Assessment Result of Scientists.	C-5	C-5	
64	Recruitments	Technical Service Rules & other related matters	C-5	C-10	

Co-ordination-DARRS - 1989

1	Co - Ordination	Arrangements for meetings, issue of notice circulation	C-5	C-5	
2	Co - Ordination	Collection and submission of information required by various Ministries / Departments from I.C.A.R. Institutions.	C-5	C-5	
3	Co - Ordination	Constitutions of Divisional Research Committee.	C-5	C-5	
4	Co - Ordination	Grant of permission to officers of I.C.A.R. to Serve on Committee Boards	C-5	C-5	
5	Co - Ordination	I.C.A.R. Bye - Laws Amendments	B-Keep	B-Keep	

6	Co - Ordination	I.C.A.R. Committee on for agricultural Economics, statistics and marking Research.	C-5	C-7	
7	Co - Ordination	I.C.A.R. Governing Body - Constitution & Reconstitution.	B-Keep	B-Keep	
8	Co - Ordination	I.C.A.R. Rules.	B-Keep	B-Keep	
9	Co - Ordination	I.C.A.R. Scientific Panels.	C-10	C-10	
10	Co - Ordination	I.C.A.R. Society	C-10	C-10	
11	Co - Ordination	I.C.A.R. standing Committee on Agricultural Research / Animal Husbandary / Education	C-5	C-5	
12	Co - Ordination	I.C.A.R. Standing Finance Committee.	C-10	C-10	
13	Co - Ordination	I.S.I.-Committees	C-5	C-5	
14	Co - Ordination	Instructions for the preparation of Scheme, technical programmes & submission thereof.	C-5	C-5	
15	Co - Ordination	Participation of I.C.A.R. in Conference and Convention.	C-5	C-5	
16	Co - Ordination	Reports / Returns.	C-5	C-5	
17	Co - Ordination	Requests for appointment on various bodies of I.C.A.R.	C-10	C-10	
18	Co - Ordination (Implementation)	(Material for high lights of I.C.A.R. Society.	C-5	C-5	May be kept for 3 Years or Completion or Audit whichever is later.
19	Co - Ordination (Implementation)	(Recognised	B-Keep	B-Keep	
20	Co - Ordination (Implementation)	(Rejected.	C-5	C-5	
21	Co - Ordination (Technical)	(I.S.I Sectional Committee.	C-10	C-10	
22	Co - Ordination (Technical)	(Patents correspondence with various Institutions.	B-Keep	B-Keep	
23	Co - Ordination (Technical)	(References from Department of Science & Technology / Department of Scientific & Industrial Research Recommendations.	C-5	C-5	
24	Co - Ordination (Technical)	(Staff Research Council of I.C.A.R. Institutions. (Proceedings).	C-5	C-5	A master copy may be compiled & the note destroyed.
25	Co - Ordination (Technical)	(Technical Progress reports of Research Institutions. Technical Progress reports of Research Institutions.	C-10	C-10	

26	Governance	Attendance of officers of I.C.A.R. on various meetings	C-5	C-5	
27	Governance	Conference & Seminar held at I.C.A.R.	C-5	C-5	A copy of the Proceedings of the Seminars etc may be kept.
28	Governance	Conference / Workshops.	C-5	C-5	
29	Governance	I.C.A.R. Advisory Board	C-5	C-5	
30	Governance	Meeting of the SFC / GB of the I.C.A.R.	C-5	C-5	May be retained in the originating section.
31	Governance	Meetings Programme for / Preparation of Agenda.	C-5	C-5	
32	Governance	Preparation of brief for Governing Bodies.	C-5	C-5	A master copy of brief may be kept.
33	Governance	Proceedings of various meetings.	B-Keep	B-Keep	

DIRECTORATE OF INFORMATION AND PUBLIC RELATIONS

1	Agricultural Research Information	Budget Estimates.	C-3	C-3	or one year after the audit whichever is later.
2	Agricultural Research Information System Center	Central Research Institutes and Soil Conservation Centres I.C.A.R. Information pertaining to Research Projects.	C-5	C-5	
3	Agricultural Research Information	Circulars.	C-3	C-3	important circular may be marked B Keep
4	Agricultural Research Information	Collection of Information	C-3	C-3	
5	Agricultural Research Information	Dissemination of Research Information.	C-3	C-5	
6	Agricultural Research Information	General Miscellaneous.	C-3	C-3	
7	Agricultural Research Information	Maintenance of Research Information on Agricultural.	C-10	C-10	
8	Agricultural Research Information	Maintenance of Research Information on Animal Sciences.	C-10	C-10	
9	Agricultural Research Information	Meetings and proceedings of scientific Panels and others.	C-5	C-5	
10	Agricultural Research Information	Setting up of computerised Agricultural Research Information Centre.	B-Keep	B-Keep	
11	Agricultural Research Information	Technical Informations	C-1	C-3	

32	DIPA	Existing assignment to experts (authors) for writing books and work relating there to upto the final stage of printing books.	C-3	C-3	
33	DIPA	Formulation Committee publication policy	B-Keep	B-Keep	
34	DIPA	General Misc. file	C-3	C-5	
35	DIPA	General policy matters relating to Hindi Publications / workshop.	B-Keep	B-Keep	
36	DIPA	Guard file of Section Officer.	B-Keep	B-Keep	
37	DIPA	Handbook of English / Hindi Production of.	C-5	C-5	
38	DIPA	Honorarium for Krishi Chayanika.	C-3	C-3	
39	DIPA	Honorarium to the authors for Indian farming	C-5	C-5	
40	DIPA	Indian farming Production of.	C-5	C-5	Four copies may be kept in the Library.
41	DIPA	Indian journal of Animal Science / Agricultural Science - Production of.	C-5	C-5	
42	DIPA	Kheti (journal) Production of.	C-5	C-5	
43	DIPA	Kheti Puruskar.	C-3	C-1	
44	DIPA	Kheti Puruskar.	C-3	C-3	
45	DIPA	Maintenance of accounts of publications / advertisement.	C-3	C-3	
46	DIPA	Maintenance of Kardex.	C-1	C-1	
47	DIPA	Meeting of SC / ST	C-3	C-3	
48	DIPA	Meeting of Scientists panel for publications	C-3	C-3	
49	DIPA	Minutes / progs.	B-Keep	B-Keep	
50	DIPA	Other paper.	C-3	C-3	
51	DIPA	Misc. files.	C-1	C-1	

6.	Education Division	Formulation of 7th Plan proposals. (Meeting of working Group)	C-5	C-5	
7	Education Division	I.C.A.R. assistance relating to Agriculture colleges affiliated to Central Universities - BHU, Vishavabharti, Nehru etc.	C-3	C-3	C-3 or 1 year after the audit.
8	Education Division	I.C.A.R. assistance to Agricultural undertakings.	C-10	C-10	A master copy of proceedings may be kept and rest may be destroyed.
9	Education Division	Implementation of U.G.C. pay scale in Agricultural Universities.	C-5 / B - Keep	C-10	Files containing proposal for implementation may 'B' Keep others C-3.
10	Education Division	Policy (Rules concerning fellowship awarded by I.C.A.R.	B-Keep	B-Keep	
11	Education Division	Individual cases	C-3	C-3	C-3 or 1 year after the audit.
12	Education Division	Register.	B-Keep	B-Keep	
13	Education Division	Internal competence for development of Agricultural Universities.	C-5	C-5	
14	Education Division	Internal Competence Scheme for the Development of Agriculture Universities items.	C-5 / B - Keep	C-10	Initial Scheme may be marked B - Keep.
15	Education Division	Joint Panel of I.C.A.R. and I.C.M.R. (Indian Council & Medical Research)	C-1	C-3	
16	Education Division	Master Plan File	B-Keep	B-Keep	
17	Education Division	Other Misc. File	C-3	C-3	
18	Education Division	Meeting of Inter - Disciplinary Scientific Panel of N.A.R.P.	C-3	C-3	
19	Education Division	Miscellaneous matters.	C-3	C-3	
20	Education Division	Miscellaneous item regarding junior fellowships.	C-5	C-5	
21	Education Division	Miscellaneous item regarding senior fellowship.	C-5	C-5	
22	Education Division	Miscellaneous references regarding Agriculture Universities.	C-5	C-5	
23	Education Division	N.A.R.P. Policy matters (National Agricultural Research Proposals.)	B-Keep	B-Keep	
24	Education Division	N.A.R.P. Project file	C-5	C-5	
25	Education Division	Norms & Accreditation Committee (Proceedings of the meeting).	C-10	C-10	

26	Education Division	Organisation of summer Institute.	C-3	C-3	or 1 Year after the audit.
27	Education Division	Project completion Reports	C-10	C-10	
28	Education Division	Reports & Returns	C-1	C-3	
29	Education Division	Research / Review of Studies for the needs of Agricultural Research file / reports.	-	-	Retention Period has not been given in the RRS, 1989
30	Education Division	Reservation of seats in Agricultural Universities for State Government / Union Territory.	C-5	C-5	
31	Education Division	Scheme of creation of professional Chair.	C-3	C-3	
32	Education Division	Scientific Panel on Home Science.	C-1	C-1	(Only a master copy may be compiled and kept).
33	Education Division	Scientific Panel Proceedings on fellowships	C-5	C-5	A master copy of proceedings may be kept and rest may be destroyed.
34	Education Division	Special sub - project of I.A.R.I., New Delhi.	C-5	C-5	
35	Education Division	University Eligibility of State Agricultural	C-3	C-3	
36	Education Division	Vice - Chancellors Conference of Agricultural Universities (Meetings, Agenda)	C-5	C-5	A master copy of proceedings may be kept and rest may be destroyed.
37	Education Division	Workshop file	C-5	C-5	
38	Human Resources Development.	Award of junior fellowship	C-1	C-1	
39	Human Resources Development.	Award of senior fellowship	C-1	C-1	
40	Human Resources Development.	Maintenance of admission in Agricultural Universities	C-3	C-3	
41	Human Resources Development.	Maintenance of admission in Agricultural Universities.			
42	Human Resources Development.	Post matric scholarship of Scheduled castes / Scheduled tribes.	C-3	C-3	
43	Deemed University	Personal files of the students	C-5	C-5	Personal files of the students
44	Deemed University	Registration Record of the students	B-Keep	B-Keep	
45	Deemed University	Scholarship/ fellowship record of the students	C-3	C-3	Up to two years.

Agriculture Engineering Division

52	DIPA	Misc. reference for I.H.	C-1	C-1	
53	DIPA	Misc. reference of IJAS and permission for reproduction of articles for IJANS.	C-1	C-1	
54	DIPA	Indian Horticulture Production of.	C-5	C-5	
55	DIPA	New Journals, New schemes, Plan schemes, policy file and Editorial Board for Hindi Jouranals.	B-Keep	B-Keep	
56	DIPA	Outstanding Recoveries on account of total sale of ICAR publications.	C-3	C-3	
57	DIPA	Page ceilings of journals in English and Hindi.	B-Keep	B-Keep	
58	DIPA	Papers - receipt and supply to various Presses.	C-3	C-3	or one year after the audit.
59	DIPA	Participation in Book Exhibition, Fairs and Melas.	C-3	C-3	
60	DIPA	Periodical Reports to various sections policy file and Editorial Board for Hindi Journal.	B-Keep	B-Keep	
61	DIPA	Permission for reproduction of articles etc. and Misc. files.	B-Keep	B-Keep	
62	DIPA	Printing arrangement with various press for Council's publications.	C-3	C-3	or one year after the audit.
63	DIPA	Printing consumption accounts.	C-3	C-3	or one year after the audit.
64	DIPA	Procurement of advertiesment for Council's Journal.	C-3	C-3	
65	DIPA	Production of Misc. Production.	C-3	C-3	
66	DIPA	Production of Technical Books English / Hindi.	C - 2	C - 4	
67	DIPA	Publication Committee Meetings.	B-Keep	B-Keep	
68	DIPA	Publication permission sought for.	C-1	C-1	
69	DIPA	Purchase of papers for production of Books / journals.	C-3	C-3	or one year after the audit.
70	DIPA	Quarterly / half yearly use of Hindi Progress report.	C-1	C-1	
71	DIPA	Regarding proposal of exploring seetting up sales counter of Kuko KAB of the Council	C-5	C-5	

72	DIPA	Release of advertisement other than DAVP	C-3	C-3	
73	DIPA	Reprinting / revision of title, English and Hindi Books.	C-3	C-3	
74	DIPA	Reprints for the I FAS.	C-3	C-3	
75	DIPA	Research material to the mass media.	C-5	C-5	
76	DIPA	Returns of cheques to Parties.	C-1	C-1	
77	DIPA	Review and weeding out of old records.	C-5	C-5	
78	DIPA	Royalty Agreements.	B-Keep	B-Keep	
79	DIPA	Sale and Distribution of Council's publications.	C-3	C-3	
80	DIPA	Sale promotion and publicity work / Correspondence.	C-3	C-3	
81	DIPA	Sales file / folders of orders from different parties.	C-5	C-5	
82	DIPA	Special number / issues for Indian farming.	C-1	C-1	
83	DIPA	Supply of supplementary copies for I.H.	C-1	C-1	
84	DIPA	Vacant posts.	C-3	C-3	
85	DIPA	Weekly arrears.	C-3	C-3	
86	Public Relations	Some items like circular may be destroyed at the end of the year. Rest are permanent nature. (Subject to maintain suitable register)			

EDUCATION DIVISION

1	Education Division	Acts of Agricultural Universities (States Acts for comments)	C-10	C-10	
2	Education Division	Board of Management (Minutes, Agenda).	C-5	C-5	
3	Education Division	Completion reports on Sub - Projects.	C-5	C-5	
4	Education Division	Financial Reports	C-1	C-1	
5	Education Division	Five Year Plan Proposal	C-5	C-5	

1	Engineering Cell	Administrative matters - financial sanction / approval scrutinising of plans / estimates.	C-10	C-10	
2	Engineering Cell	Director's Conference	C-1	C-1	
3	Engineering Cell	Institutes files construction works file	C-3	C-5	
4	Engineering Cell	Major Projects (Above 5 Lakhs).	C-5	C-5	
5	Engineering Cell	Misc. file	C-4	C-4	
6	Engineering Cell	Monthly / quarterly progress report of CPWD	C-1	C-1	
7	Engineering Cell	NARP - National Agricultural Research Project / Development work of universities.	B-Keep	B-Keep	
8	Engineering Cell	Various Returns / Meetings.	C-1	C-1	
Agricultural Extension Division					
1	Agricultural Extension	Agreement	B-Keep	B-Keep	
2	Agricultural Extension	Rejected cases	C-3	C-3	
3	Miscellaneous	Technical Bulletins	C-5	C-5	
4	Agricultural Extension	Annual Reports of KVK's	C-10	C-10	
5	Agricultural Extension	Annual Reports of the Zonal Unit	B-Keep	B-Keep	
6	Agricultural Extension	Correspondence files of FLD's	C-10	C-10	
7	Agricultural Extension	Budget files of KVK's and ZPD's	C-10	C-10	
8	Miscellaneous	Purchase files	C-10	C-10	
9	Agricultural Extension	Maintenance of equipments etc. files	C-5	C-7	
10	Agricultural Extension	Files relating to acquisition of permanent asserts	B-Keep	B-Keep	
11	Agricultural Extension	Establishment of new KVKs	B-Keep	B-Keep	
12	Agricultural Extension	MOU's with KVK's	B-Keep	B-Keep	

13	Agricultural Extension	Constitution of Evaluation Committee of K.V.Ks / T.T.	C-5	C-5	
14	Agricultural Extension	Constitution of the Norms Committee on Transfer of Technology Project.	C-10	C-10	
15	Agricultural Extension	Constitution of visiting team for various States / Union Territories	C-10	C-10	
16	Agricultural Extension	Examination of M.O.U. and veeting from the legal cell	B-Keep	B-Keep	
17	Agricultural Extension	Kendras for submission to the visiting team	C-5	C-5	
18	Agricultural Extension	Preparation of projects proposals of K.V.K. / I.C.A.R. for the Planning Commission	C-3	C-3	
19	Agricultural Extension	Scrutiny & Processing of proposals for Construction of K.V.K. buildings.	C-5	C-5	
20	Agricultural Extension	Scrutiny & processing of the proposals for release of grants including sanction of additional funds.	C-3	C-3	
21	Agricultural Extension	Scrutiny & processing of the recommendation of the visiting teams for submission to the Minister for approval.	C-5	C-5	
22	Agricultural Extension	Scrutiny of progress Reports of Individual.	C-5	C-5	

FINANCE DIVISION

1	Inspection Unit.	Audit Reports / Test Audit Reports Inspection Reports.	C-5	C-5	
2	Inspection Unit.	Follow - up - action on audit Paras.	C-5	C-5	
3	Inspection Unit.	Internal audit of I.C.A.R. Institutes.	C-3	C-3	
4	Inspection Unit.	Monitoring of outstanding advances of the Research Institutes	C-3	C-3	
5	Inspection Unit.	Outstanding credit sales	C-3	C-3	
6	Inspection Unit.	Public Accouts Committee.	C-3	C-3	
7	Audit	Pension authorization files			Till the last family pensioner alive
8	Audit	Paid Vouchers	C-10	C-10	
9	Audit	Main Cash Books	C-10	C-10	
10	Finance, Budget, Cash & Accounts	Some items like circular may be destroyed at the end of the year. Rest are permanent nature. (Subject to maintain suitable register)			

31	Miscellaneous	Files regarding sending of requisition to ICAR Hqrs. for filling up of various scientific posts at the Instts.	C-3	C-3	C-3 or after filling up the posts whichever is later or as deemed appropriate.
International co - Operation					
1	International co - Operation	Colombo Plans	C-10	C-10	
2	International co - Operation	Agreement with International Institution in the field of Agriculture (Agreements)	B-Keep	B-Keep	
3	International co - Operation	Assignment abroad under F.A.O. and other International Organisations.	C-5	C-5	
4	International co - Operation	Collaboration with International Institutions I.A.F.A., I.R.R.I. etc.	C-5	C-5	
5	International co - Operation	Collaborative Agreements, Bilateral (other than U.S.S.R.)	B-Keep	B-Keep	
6	International co - Operation	Implementation of programmes in the field of Agriculture etc.	C-5	C-5	
7	International co - Operation	Visit of Foreign delegates	C-5	C-5	
8	International co - Operation	Commonwealth Agriculture Bureau	C-5	C-5	
9	International co - Operation	Cultural Exchange Programme .	C-5	C-5	
10	International co - Operation	Entertainment of Foreign dignitaries	C-5	C-5	
11	International co - Operation	F.A.O. / I.A.E.A. Training abroad.	C-5	C-5	A copy of the proceedings of the seminar may be kept in the Library.
12	International co - Operation	Followship & scholarship	C-5	C-5	
13	International co - Operation	Followship & scholarship	C-5	C-5	
14	International co - Operation	Ford Foundation	C-5	C-5	
15	International co - Operation	Foreign exchange requirements of Agriculture Universities	C-5	C-5	
16	International co - Operation	U.S.S.R.	B-Keep	B-Keep	
17	International co - Operation	Implementation of programmes.	C-5	C-5	
18	International co - Operation	Visit of delegations	C-5	C-5	
19	International co - Operation	International conferences / Seminars / Workshops.	C-5	C-5	Research Papers / reports may be retained in the Library.

11	G. A. Inspection Unit	Audit and Inspection of accounts of grant - in - aid funds remitted to Agricultural Universities, Academic Universities, State Govts. And others	C-5	C-5	
12	G. A. Inspection Unit	Clearance of audited utilisation certificates in respect of grants remitted to the guarantee Institutions	C-5	C-5	
13	G. A. Inspection Unit	Preparation of agenda items for G.B. Meetings in respect of outstanding audited utilisation certificates.	C-3	C-3	
14	G. A. Inspection Unit	Review follow - up - action in respect of cases pending with the State Governments.	C-5	C-5	
15	Grant - in - Aid Section	Financial assistance to agricultural Universities, Krishi Vigyan Kendras.	C-10	C-10	
16	Grant - in - Aid Section	National Fellowships)	C-3	C-3	
17	Grant - in - Aid Section	Professional chairs.)	C-3	C-3	
18	Grant - in - Aid Section	SC / ST Post Matric)	C-3	C-3	
19	Grant - in - Aid Section	Scholarship.)	C-3	C-3	
20	Grant - in - Aid Section	Release to Indian Agricultural Societies.)	C-3	C-3	
21	Grant - in - Aid Section	protection, Agronomy, Soil Science Water Mnagement,Agricultural Engineering & Education.	C-10	C-10	
22	Grant - in - Aid Section	Scrutiny of audit certificates and acceptance thereof.	C-10	C-10	
23	Grant-in-Aid-I Sec.	Conducting Comptroller's Meeting	B-Keep	B-Keep	
24	Grant-in-Aid-II Sec.				
25	Grant-in-Aid-II Sec.	ICAR Instts./ other bodies	C-5	C-5	C-5 or one year after completion of scheme whichever is later
26	Grant-in-Aid-II Sec.	Financial Assistance to scientific societies/ Symposium/seminars etc.	C-3	C-3	C-5 or one year after completion of scheme whichever is later
27	Miscellaneous	File/ Folders/ Constitution/ Proceedings of Selection Committee/ Registers etc. with regard to recruitment of RAs/ SRFs/ Skilled Persons etc. recruited in time	C-3	C-3	C-3 or one year after completion of the project or as deemed appropriate
28	Miscellaneous	Personal files of contractual staff like RAs/ SRFs/ Skilled persons etc.	C-3	C-3	C-3 or after they have ceased to be in service or the period as deemed appropriate
29	Miscellaneous	Various periodical returns & reports on vacancy positions/ staff strength/ representations of SC/ ST/ OBC/Physically handicapped/ Court cases/ Foreign	C-3	C-3	C-3 or as deemed appropriate
30	Miscellaneous	Files/ other papers regarding institute based Research Projects/ Contract Research/ Consultancy Projects/ Programmes approved by the Director.	C-3	C-3	C-3 or one year after completion of audit or as deemed appropriate

Other records					
1	Welfare	Some items like sports & Culture retain upto completion of Audit, rest are kept as permanent nature. (Proper register will be maintained).			
2	Miscellaneous	Administrative matter-financial sanction/ approval scrutinizing of plans/estimates	C-10	C-10	
3	Miscellaneous	Institutes files construction works files	C-5	C-5	
4	Miscellaneous	Misc. files	C-1	C-1	
5	Miscellaneous	Monthly/quarterly progress report of CPWD	C-1	C-1	
6	Miscellaneous	NARP Project	B-Keep	B-Keep	
7	Miscellaneous	Director's Conference	C-1	C-1	
8	Miscellaneous	Various returns/ meetings	C-1	C-1	
9	Miscellaneous	Major Projects (above 5 lakhs)	C-5	C-5	
Personnel Division					
1	ASSESSMENT	Assessment Proforma	C-5	C-5	
2	ASSESSMENT	Five yearly Assessment of A.R.S. Scientists.	C-10	C-10	
3	ASSESSMENT	Miscellaneous files.	C-3	C-3	
4	ASSESSMENT	Representations against the results of 5 yearly assessment.	C-3	C-3	
5	ASSESSMENT	Screening of candidates for the posts filled on direct recruitment basis.	C-3	C-3	
Plan and Implementation & Monitoring Unit					
1	P.I & M	20 Points Programme.	C-10	C-10	
2	P.I & M	Adult Committee Meetings.	C-3	C-3	
3	P.I & M	Co - Ordination of the work of Biotechnology including Biotechnological Panel.	C-10	C-10	
4	P.I & M	Committee Meetings	C-10	C-10	
5	P.I & M	Five Years Plan Annual Plan	B-Keep	B-Keep	

20	International co - Operation	Membership of Indian Scientists in International Organisation.	C-5	C-5	
21	International co - Operation	Projects for foreign Assistance (Forwarding of application)	C-5	C-5	
22	International co - Operation	Request for import Licence received from Agriculture Universities	C-5	C-5	
23	International co - Operation	Supply of Information	C-5	C-5	
24	International co - Operation	Supply of seeds to various foreign countries.	C-5	C-5	
25	International co - Operation	U.N.D.P. Training abroad & Projects.	C-5	C-5	
26	International co - Operation	Vacancies in Foreign Countries.	C-5	C-5	
27	International co - Operation	Visit of Foreign VIPs / Scientists	C-5	C-5	
28	International co - Operation	Visit of Indian Scientific Teams other than for participation	C-5	C-5	
29	International co - Operation	World Bank Assistance	C-10	C-10	
Legal Cell					
1	Legal Cell	Advising I.C.A.R. and its Institutes on Court cases.	C-5	C-5	
2	Legal Cell	Arbitration cases.	C-5	C-5	
3	Legal Cell	Briefing advocates in all cases.	C-5	C-5	
4	Legal Cell	Dealing with all Bills of legal fees and expenses in connection with Court Cases.	C-5	C-5	
5	Legal Cell	Drafting and vetting of all types of agreements and mortgage deeds	C-5	C-5	
6	Legal Cell	Execution of lease deeds for building taken on lease	C-5	B-Keep	
7	Legal Cell	Five Years Plan Annual Plan	C-5	C-5	
8	Legal Cell	Five Years Plan Annual Plan	C-5	C-5	
9	Legal Cell	Implementation of Labour - laws in the Institutions	C-5	C-5	
10	Legal Cell	Study of case files involving legal points	C-5	C-5	

6	Scheme	Rejected Schemes	C-1	C-1	
7	Scheme	Advise on technical matters.	C-5	C-5	
8	Scheme	All India Coordinated Research Projects.	C-5	C-5	
9	Scheme	Conference / Workshops.	C-4	C-4	Proceedings Research Papers may be kept in the Library.
10	Scheme	Constitution of Review Committee.	C-5	C-5	
11	Scheme	Establishment of New Institutes / NRCs. etc.	B-Keep	B-Keep	
12	Scheme	Five Year Plans	C-5	C-5	
13	Scheme	Foreign Aid / Foreign Collaboration Scheme.	B-Keep	B-Keep	
14	Scheme	N.C.A. recommendations (follow - up - action)	C-5	C-5	
15	Scheme	Plan Proposals.	C-10	C-10	May be retained in the Cdn. Section.
16	Scheme	Preparation & updating	C-3	C-3	
17	Scheme	Recommendations of Committees.	C-5	C-5	
18	Scheme	Release of funds and audited utilisation certificates.	C-10	C-10	
20	Scheme	Reports & Returns.	C-3	C-3	
21	Scheme	Scientific Panels.	C-5	C-5	A master copy may be compiled and the rest be destroyed.
22	Scheme	Tours & Tour Notes.	C-1	C-1	

6	P.I & M	Foreign aided projects	B-Keep	B-Keep	
7	P.I & M	Policy matters.	B-Keep	B-Keep	
8	P.I & M	Reports / Returns.	C-3	C-5	

Project Implementation Unit

1	Project Implementation Unit	Co - ordination in respect of sub - projects monitoring, annual as well as mid - term and all related matters.	C-5	C-5	
2	Project Implementation Unit	Co - ordination with other Governmental agencies / Departments.	C-5	C-5	
3	Project Implementation Unit	Co - ordination work.	C-4	C-4	
4	Project Implementation Unit	Deputation cases connected with exchange of scientists / specialists	C-5	C-5	
5	Project Implementation Unit	Expeditions implementation of the sub - projects.	C-5	C-5	
6	Project Implementation Unit	Formulation of new sub - projects	C-5	C-5	
7	Project Implementation Unit	Importation of specialized equipments laboratory items / research instruments.	C-5	C-5	
8	Project Implementation Unit	Indo - U.S. sub - Committee on agriculture working group on Agricultural Research	C-5	C-5	
9	Project Implementation Unit	Indo - USSSP / STI Programme (copy Coordination & Maintaining)	C-5	C-5	
10	Project Implementation Unit	Preparation of sub - projects reports	C-5	C-5	
11	Project Implementation Unit	Training of Indian Scientists abroad	C-5	C-5	

Schemes

1	Scheme	Accepted.	C-5	C-5	C - 5 or 1 year the settlement of accounts whichever is later.
2	Scheme	Fiscal records.	C-3	C-3	C - 3 or 1 year after the audit.
3	Scheme	Progress reports	C-1	C-1	
4	Scheme	Quarterly progress reports.	C-1	C-1	
5	Scheme	Annual progress report.	C-3	C-3	