



SUPREME COURT OF INDIA

GUIDELINES FOR RETENTION AND DESTRUCTION OF RECORDS

2025



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B. R. GAVAI
CHIEF JUSTICE OF INDIA

MESSAGE

Over the years, the Registry of the Supreme Court has witnessed a significant increase in the volume and diversity of administrative records generated across its multiple branches. While judicial records pertaining to case proceedings are governed by explicit provisions contained in Order LVI of the Supreme Court Rules, 2013, and further elaborated in Chapter XXI of the Handbook on Practice and Office Procedure of the Supreme Court of India, 2017, a lacuna has persisted with respect to the management of administrative records. This disparity leads to inconsistent practices across branches, affecting archival clarity and efficiency.

The “Guidelines for Retention and Destruction of Records 2025” aim to remedy this by promoting coherence, accountability, and efficiency in managing administrative records, including institutional decisions, policy implementations, inter-departmental correspondences, audits, and engagements with external stakeholders. Properly managing these records is crucial for transparency and accountability.

The Guidelines aim to establish a rational framework for retention, classification, and destruction across all Registry wings, promoting consistency and clarity while eliminating ambiguities. Operational efficiency is enhanced by the systematic elimination of obsolete documents, easing storage burdens and improving record retrieval speed. The Guidelines ensure compliance with audit and statutory obligations by defining appropriate retention periods based on fiscal,

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legal, and administrative relevance. They are aligned with national public record management standards.

The Guidelines are a result of detailed consultation among Registrars and officials of the Registry. I place on record my sincere appreciation for the efforts of Mr. Pradip Y. Ladekar, Registrar at the Supreme Court, who played the instrumental role in drafting these Guidelines. He was ably supported by his staff members throughout the process. I also appreciate Mr. Bharat Parashar, Secretary General, and Mr. S.C. Munghate, Officer on Special Duty (in the rank of Secretary General), for their leadership and guidance in steering the Registry through this important initiative.

Ultimately, the true value of these Guidelines will be realised not merely in their creation, but in their consistent and effective implementation.



(B.R. Gavai)

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GUIDELINES FOR RETENTION AND DESTRUCTION **OF RECORDS-2025.**

The Competent Authority has approved these guidelines for the Retention and Destruction of Administrative Section records in the registry of the Supreme Court of India.

Unless otherwise provided in Supreme Court Rules, 2013, the period of retention and destruction of office records of the Supreme Court shall be governed by these Guidelines.

GENERAL INSTRUCTIONS

- 1) Original Submission Notes/Paper books containing signatures of Hon'ble the Chief Justice of India and Judges of the Supreme Court to be Preserve Permanently.
- 2) Policy Files, Office orders and Circular Files are to be Preserved Permanently.
- 3) The retention period of the records Shall Start after the final action or disposal of Arbitration, Litigation, Enquiry or Audit as the case may be.
- 4) All the concerned Branches, before destroying files/cases/records will ensure that no court case is pending in respect of the subject matter of the files/cases/records being destroyed/ weeded out.
- 5) If the records of one Branch/Wing are co-related with the records of another Branch/Wing or confidential Records pertaining to the Confidential Branch, an intimation regarding the pendency of court case is to be sent to them as soon as the court case is received in the Section.
- 6) Destruction and retention of records by the concerned Branches shall be carried out after due approval from the concerned Registrar.
- 7) The exercise of Destruction of record normally be carried out during summer vacation/partial court working days.
- 8) In Case a Scanned copy of documents/records is to be Preserved beyond the retention period for the reasons to be recorded in writing decision may be taken by the concerned Registrar at the time of destruction of the record(s).
- 9) Financial and Budget-related documents and files should be maintained separately for each financial year with effect from 01st April to 31st March.
- 10) All other records, registers may be maintained separately for each calendar year i.e. 01st January to 31st December.

COMMON CATEGORY FILES AND REGISTERS
MAINTAINED IN THE REGISTRY

S. NO.	BRANCH	CATEGORY- FILES/ REGISTERS	RETENTION/ DESTRUCTION PERIOD
1.	Admin I	RTI	Without 1 st Appeal, 2 nd Appeal (without remarkable decision) – 3 Years 2 nd Appeal (Remarkable Decision)- 5 Years File Register of RTI Applications – Permanent
	Admin Material		
	Protocol		
	Vigilance cell		
	Recruitment		
	Transport		
2	Admin I	Dak/Peon/ Attendance/Casual leave/Compensatory Leave/ Diary/Movement Book/ register/Misc. Register/ Requisitions/correspondence	1 Year
	Admin II		
	Admin III		
	Admin Material		
	Creche		
	Medical		
	Protocol		
	Recruitment		
	Transport		
	Vigilance cell		
3	Admin I	Parliamentary Questions	3 Years
	Protocol		
	Recruitment		

ADMIN I

S. NO.	CATEGORY- FILES/ REGISTERS	CONTENT	RETENTION/ DESTRUCTION PERIOD
1.	Personal Files	Serving Employees Retired/Expired Repatriation	a) Those eligible for retirement/terminal benefits: 5 Years after the issue of the final pension/gratuity payment order. b) Others: 5 Years after they have ceased to be in service.
2	ACR	Personal Dossiers of retired/expired employees Personal Dossiers of serving employees	After retirement- 5 Years After death- 3 Years
3	DPC	Paper books Reports of the DPC Committee Tabular Statement, Leave Record, Vigilance Record, Interview Sheet etc.	Preserve Permanently
4.	Probation & Confirmation	Special Reports, Leave Record, Original Notes	5 Years
5.	MACP	Paper books Reports of the Committee Tabular Statement, Leave Record, Vigilance Record etc.	10 Years (subject to audit verification)
6.	Reorganization of Sections	Submission Notes on policy decision, Reports, Annexures Etc.	Preserve Permanently

S. NO.	CATEGORY-FILES/REGISTERS	CONTENT	RETENTION/DESTRUCTION PERIOD
7.	Bio-Metric Attendance Folders	Notes, Receipts, Circulars etc.	1 Year
8.	Transfer & Posting	Notes, Submission Note, requests etc. Posting of officers/officials in Commissions/Tribunal	5 Years
09.	Compassionate Appointment	Note, Submission Note, Paper books, Reports etc.	5 years, application of candidate and authenticated copy of the order of appointment being kept in personal file.
10.	Appointment of Nominees		1 Year
11.	Office Order Folders	Old Office Order folders Current Folder	1 year
12.	Representation of the association in respect of staff of the registry	Submission Notes, Representation etc.	Preserve Permanently
13.	F.1/F.3/F.6 etc.	Original record relating to creation of Posts Promotion, Appointment	Preserve Permanently
14.	Pay Commission Folders	Reports, Annexures etc.	Preserve Permanently
15.	Contractual appointment/engagement	Submission note, annexures etc.	3 years after completion of tenure/resignation/relieving

ADMIN II

S. NO.	CATEGORY-FILES/REGISTERS	RETENTION/DESTRUCTION PERIOD
1.	Service Book(PART-I Files)	Preserve Permanently
	Leave Account in Service Book	5 years after the issue of the final Pension/gratuity Payment order.
2.	PART-II File	3 years after the issue of the final pension/gratuity payment order.
3.	Pension File	Preserve Permanently
4.	Service Book Register	Preserve Permanently
5.	Pension File Register	Preserve Permanently
6.	Non-Functional upgradation Record Maintenance Register	5 Years
7.	Station Leave Permission of GROUP-A Staff	1 Year
8.	Register maintaining the details of leave encashment	5 Years
9.	Leave (other than study leave and casual leave)	3 Years
10.	Casual Leave including special casual leave	1 Year
11.	Off Duty Register	3 Year
12.	Application for Delay Condonation	1 Year

ADMIN III

S. NO.	CATEGORY- FILES/ REGISTERS	RETENTION/DESTRUCTION PERIOD
1.	Medical Reimbursement Claim	3 years or one year after the completion of audit, whichever is later
	Sanction Order Register	3 years after completion of audit.
2.	Medical Treatment Permissions	1 year or after completion of audit, whichever is later
	Medical Permission for artificial appliances	Noting portion and bill may be retained till the completion of five years.
3.	Medical Treatment Advance	3 years from an adjustment of Medical Advance or one year after completion of audit, whichever is later.
4.	Appointment of AMA	5 years or one year after the new AMA is appointed whichever is later
5.	Leave Travel Concession	3 years after retirement or one year after completion of audit, whichever is later.
	LTC claim Register	3 years after settlement of claim or after the completion of audit, whichever is later.
6.	Traveling Allowance/Dearness Allowance	3 years or one year after completion of audit, whichever is later.
	TA/DA Register	3 years or one year after completion of audit, whichever is later.
7.	House Building Advance	3 years after recovery of HBA plus interest thereon subject to handing over all original property papers to the officer/official and retaining other original deeds such as mortgage deed and reconveyance deed, etc. In case of House building advance.

S. NO.	CATEGORY- FILES/ REGISTERS	RETENTION/DESTRUCTION PERIOD
8.	Computer Advance	3 years after the recovery of advance amount or 1 year after completion of audit.
	Computer Advance Register	3 years after the recovery of advance amount
9.	CGHS	6 months after retirement of officer/official.
	1. CGHS Retirement Register 2. Declaration of dependency of family members and deletion of members/ beneficiary from CGHS Cards which are sent to CGHS(HQ)	Preserve permanently where, for any reason, the register is re-written, the old volume will be kept for 3 years
10.	General Provident Fund	1 year after superannuation/retirement of officers/officials.
	GPF Register (for advance and withdrawal)	1 year after superannuation/retirement of officers/officials.
11.	Retirement Party	1 year from the date of conduct of retirement party or after completion of audit, whichever is later.
12.	Child Education Allowance	3 years from the date of settlement of claim or One Year after completion of audit, whichever is later
	CEA Register	Preserve permanently where, for any reason, the register is re-written, the old volume will be kept for 3 years
13.	CGEGIS	2 years after superannuation/retirement.
	CGEGIS Register	2 years after superannuation/retirement.
14.	Audit (Internal & External)	3 years or after settlement of all audit paras.

ADMIN J

S. NO.	CATEGORY- FILES/ REGISTERS	RETENTION/DESTRUCTION PERIOD
1.	Mobile and Data cards bill payments of Hon'ble Judges	3 years
	Mobile bill register	
2.	Judges mobile bills reimbursement	3 years
	Mobile bill register	
3.	MTNL landline bill payments	3 years
	Landline bill register	
4.	Jio fiber monthly recharge advance payment	3 years
	Jio fiber register	
5.	Private Secretary mobile bill reimbursement	3 years
	PS bill register	
6.	State Guest House Accommodation	Preserve Permanently
7.	Mobile Phones of Hon'ble Judges	4 years
8.	International roaming on Judges' mobile numbers	5 years
9.	Bungalows under Supreme Court Judges' Accommodation Pool	Preserve Permanently
10.	Chambers Allotment to Hon'ble Judges	Preserve Permanently

S. NO.	CATEGORY- FILES/ REGISTERS	RETENTION/DESTRUCTION PERIOD
11.	Security at bungalows of Hon'ble Judges	Preserve Permanently
12.	Republic Day Celebrations	3 years
13.	Independence Day Celebrations	3 years
14.	Key Telephone Systems provided by MTNL	3 years
15.	Amrit Udyan Visit of Hon'ble Judges	2 years
16.	Monkey Scarers	3 Years
17.	Newspaper and Magazine bills/ e-Newspaper and magazines of Hon'ble Judges	5 years or one year after the completion of audit, whichever is later.
	Newspaper and magazines bill register	
18.	Electricity and water bills of Hon'ble Judges and Vice Chairman of e-committee	5 years or one year after the completion of audit, whichever is later.
	Electricity and water bills register	
19.	Law students visit to Supreme Court of India	2 years
20.	Gift items provided to Hon'ble Judges	5 years or one year after the completion of audit, whichever is later.
	Gift item register	
21.	Arrangements for oath of Hon'ble Judges	3 Years

S. NO.	CATEGORY- FILES/ REGISTERS	RETENTION/DESTRUCTION PERIOD
22.	Arrangements for farewell and welcome dinner of Hon'ble Judges	3 Years
23.	Farewell lunch of Hon'ble Judges	3 Years
24.	Photographer bills Photograph Register	5 years or one year after the completion of audit, whichever is later.
25.	Meetings of Hon'ble Judges Entertainment Register	5 years or one year after the completion of audit, whichever is later.
26.	Delhi Golf club	3 Years
27.	Conference and events of Supreme Court of India	Preserve Permanently
28.	Various bills of Secretarial office of Hon'ble CJI Entertainment Register	5 years or one year after the completion of audit, whichever is later.
29.	Various events and bills Entertainment Register	5 years or one year after the completion of audit, whichever is later.
30.	Misc contingent vouchers CV Register	5 years or one year after the completion of audit, whichever is later.
31.	Canteen bills Entertainment Register	5 years or one year after the completion of audit, whichever is later.
32.	LTC of Hon'ble Judges LTC register	5 years or one year after the completion of audit, whichever is later.

S. NO.	CATEGORY- FILES/ REGISTERS	RETENTION/DESTRUCTION PERIOD
33.	Salary of Hon'ble Judges Bill register	5 years or one year after the completion of audit, whichever is later.
34.	Income tax of Hon'ble Judges	5 years or one year after the completion of audit, whichever is later.
35.	HOR of Hon'ble Judges HOR Register	5 years or one year after the completion of audit, whichever is later.
36.	Pay details of Hon'ble Judges	5 years or one year after the completion of audit, whichever is later.
37.	Official International visits of Hon'ble Judges	Preserve Permanently
38.	Donations by Hon'ble Judges	Preserve Permanently
39.	Furniture items provided at residential bungalows of Hon'ble Judges	5 Years from the date of retirement.
40.	Electrical items provided at residential bungalows of Hon'ble Judges	5 Years from the date of retirement.
41.	IT items provided at residential bungalows of Hon'ble Judges	5 Years from the date of retirement.
42.	Appointment in respect of Hon'ble Judges	Preserve Permanently
43.	Retirement in respect of Hon'ble Judges.	Preserve Permanently

S. NO.	CATEGORY- FILES/ REGISTERS	RETENTION/DESTRUCTION PERIOD
44.	Leave file in respect of Hon'ble Judges	5 Years from the date of retirement.
	Leave Register of Hon'be Judges	
45.	Files relating to International Conferences and Foreign visits	Preserve Permanently
46.	Legal Forums	Preserve Permanently
47.	Chief Justices' conference	Preserve Permanently
48.	Constitution Day	Preserve Permanently
49.	GPF	5 Years from the date of retirement.
50.	File relating to International Conference and other Conferences organized by Supreme Court	Preserve Permanently
51.	Full Court Meeting	Preserve Permanently
52.	Establishment of Bench of Supreme Court	Preserve Permanently
53.	Optional use of Hindi in Supreme Court	Preserve Permanently

ADMIN GENERAL

S. NO.	CATEGORY- FILES/ REGISTERS	RETENTION/DESTRUCTION PERIOD
IMPORTANT FILES/DOCUMENTS		
1.	Construction of Supreme Court Building/Complex/Office Blocks/ Chambers Blocks etc. including upgradation & renovation	Preserve Permanently
2.	Allotment of Lawyers Chambers and related files	Preserve permanently (Except applications with supporting documents and correspondence of routine nature related to preparation of panel for allotment of Lawyers Chambers which maybe destroyed after 5 Years form the finalization and notifying of panel)
3.	Seal of the Supreme Court of India	Preserve permanently
4.	Full Court Reference in the memory of Dignitaries/Hon'ble Judges/Senior Advocates	Preserve permanently (Except correspondences of routine nature which may be destroyed after 3 Year from the issuance of the Booklet)
5.	Annual Calendar	Preserve permanently
6.	Allotment of Tenure Pool Government Accommodations to Officers/Officials	Preserve permanently
7.	Use of Auditorium, Multipurpose Hall and Conference Room for the functions/programs/training programs being organized by the Registry and SCBA, SCAORA	3 years after the date of event

S. NO.	CATEGORY- FILES/ REGISTERS	RETENTION/DESTRUCTION PERIOD
OTHER RECORDS/DOCUMENTS		
1.	Maintenance of Supreme Court Building	5 years
2.	Reimbursement of Newspaper Bill to the Officers and Officials of the Registry	1 year after audit
3.	Reimbursement of electricity and water charges for the senior Officers of the Registry	1 Year after audit
5.	Grant of License to the vendors for Cafeteria, photostat operators, kiosks, Banks, Post Office, Railway Counter etc. after expiry of licence period	5 Years after expiry of contract/ Licence and subject to conditions in point Nos. 4 and 5 of General Instructions.
6.	Issuance of necessary permissions to the coordinating agencies for executing the various work	1 Year after completion of the work, subject to conditions in point Nos. 4 and 5 of General Instructions.
7.	Collection of Service and Maintenance Charges from Advocates	3 Years after Audit
8.	Collection of License Fee from Advocates	3 Years after Audit
9.	Files related to allotment of office space to Officers/ Branches/Sections	5 years
10.	Holiday Home verified applications	1 Year

S. NO.	CATEGORY- FILES/ REGISTERS	RETENTION/DESTRUCTION PERIOD
14.	DE-2 forms of Officials and Officials for Government Accommodations	1 year from the date of retirement/ repatriation of the concerned Officer/ Official
15.	Visit of Law Students of Various Colleges/universities along with faculty Members to visit SC premises	1 year after the event. (Subject to suitable entries being made in the visitor register)
16.	Payment of third party invoices like housekeeping, pest control etc.	1 Year after audit.

ADMIN MATERIAL

S. NO.	CATEGORY-FILES/REGISTERS	CONTENT	RETENTION/DESTRUCTION PERIOD
1	Main File	NIT	5 years post expiration of contractual period or post completion of the procurement/project or warranty period, subject to no audit objection/vigilance case pending
		Noting	
		Tender Documents	
		Reports	
		Minutes of the Meeting	
		Receipts/ Requisition	3 Years post completion of the action, subject to no audit objection/vigilance is pending
		Letters	
		Correspondences	
		Circular	Preserve Permanently
		Submission Notes on policy decision	
2	Bills	Bills related to reimbursement	3 Years post completion of the action or expiration of the warranty period(Whichever is later), Subject to no audit objection/vigilance is pending
		Bills related to main file	
3	Registers	Consumable Stock Register	3 Years or one year after completion of audit, and settlement of audit objections, whichever is later
		Non-consumable Stock Register	Preserve Permanently
		Bill Expenditure Register	3 Years or one year after completion of audit, and settlement of audit objections, whichever is later
		Financial Sanction Register	5 Years post completion of the action, subject to no audit objection/vigilance is pending
		Performance Security/ EMD Register	5 Years post completion of the action, subject to no audit objection/vigilance is pending
4.	Greeting Cards for Diwali and New Year for Hon'ble Judges, Senior Officers of the Registry	-	2 years

ADMIN SECURITY BRANCH

S. NO	CATEGORY-FILES/REGISTERS	RETENTION/ DESTRUCTION PERIOD
1.	Applications for parking sticker comprising of parking sticker form, RC of the vehicle, copy of ID card of applicant etc.	5 Years
2.	Surrendered/damaged/faded & expired parking stickers.	2 Month
3.	Surrendered/damaged Proximity card of the registry staff, SCBA Members, Non- SCBA Advocated & Other categories. (Digital records of the proximity cards issued is preserved permanently on server)	1 Year
4.	Hard copy of proximity card applications received from the registry staff, SCBA Members, Non-SCBA Advocate & other categories. (Digital records of the proximity card issued is preserved permanently on server)	5 Years
5.	A) Hard Copy of applications received for issuance of identity documents(ID Card) to serving and retired Hon'ble judges and spouses. B) Surrendered identity document (ID Card) issued to serving and retired Hon'ble Judges and spouses.	10 Year

CARETAKING BRANCH

S. NO.	CATEGORY- FILES/ REGISTERS	RETENTION/DESTRUCTION PERIOD
1.	BVG Attendance Sheet	1 Year
2.	Bills of water bottles, washerman bills, dinner boxes bills, petrol bills for fogging machine and other similar bills	3 Year
3.	Water Bottle requisitions and other miscellaneous requisitions such as door bell, wall clock cell etc.	1 Year
4.	Work Progress Reports (Weekly)	1 Year
5.	Washrooms Checklist	1 Year
6.	BVG Requisition from R/O and different sections of the registry	1 Year
7.	Other requisitions/notes sent to Admn. General, Admn. Material & Other Branches	1 Year or till the completion of work whichever is later

CASH AND ACCOUNTS

S. NO.	CATEGORY- FILES/REGISTERS	RETENTION/ DESTRUCTION PERIOD
1	Cash Books maintained by the Drawing and Disbursing Officers under Central Government Account (Receipts and Payments) Rules, 1983 and related records.	10 Years
2	Contingent Expenditure vouchers and Register	3 Years, or one year after settlement of reply/completion of audit, whichever is later
3	Budget Estimates/Revised Estimates	Preserve permanently
4	Pay Bill Register	35 years
5	Office copies of Establishment pay bills and related schedules (in respect of period for which pay bill register is not maintained)	35 years
6	Schedules to the Establishment pay bills for the period for which pay bill register is maintained	3 Years, or one year after the settlement of reply/completion of audit, whichever is later.
7	Acquittance Roll	3 Years, or one year after the settlement of reply/completion of audit, whichever is later.
8	Deposit Challans (only for '0070-Govt A/c' non refundable), Valuable Registers and related records	3 Years, or one year after the settlement of reply/completion of audit, whichever is later.
9	All the Court's directed paid files of 'Disposed Matters'	Wherein 'NO' amount is pending:- 5 Years
10	Paid files related to EMD/Performance Security/any other refundable security	Wherein 'NO' amount is due:- 5 Years

CRECHE

S. NO.	CATEGORY- FILES/ REGISTERS	CONTENT	RETENTION/ DESTRUCTION PERIOD
1.	Administrative Files	Submission Notes on Policy Decision	Preserve Permanently
		Notings, Correspondence and Litigation Documents related to creation of Creche	
		Circulars Dy. No. 208/RTI/25-26/SCI	
		Contractual Staff Recruitment Documents	3 Years
2.	Children Related Files/ Register	Regular Admission and Withdraw	3 Years after the withdrawal or completion of age limit.
		Day Care Admission Register	3 Years after the completion of age limit
		Monthly Fees record	1 Year
		Day Care Fees Register	
		Daily Food Chart	
		Children Growth Monitoring Register	2 Years after the last entry in the Register
		Pick and Drop Register	

MEDICAL

S. NO.	CATEGORY- FILES/REGISTERS	RETENTION/DESTRUCTION PERIOD
1.	F.69-File pertaining to Medical Reimbursement of sitting Judges	5 Years or one year after completion of audit, whichever is later
2.	F.101- File pertaining to Medical Reimbursement of retired Judges	5 Years or one year after completion of audit, whichever is later
3.	F. 83/84 CGHS Preparation of CGHS card of newly elevated/retired Judges, addition/deletion in CGHS cards as per request received from Hon'ble Judges/Ps to Hon'ble Judges	Preserve Permanently
4.	F.220 CGHS FAP Correspondence with directorate CGHS in relation to facilities to be provided in CGHS Wellness Centre/betterment of facilities and other correspondence with Health Ministry and other institution	Preserve Permanently
5.	F.9 Budget	Preserve Permanently
6.	F.220 Miscellaneous 1. Spectacles 2. Hearing Aid 3. Blood Donation 4. First Aid Kit Box 5. Canteen Bills 6. Any Application received for perusal of Medical Branch	Preserve Permanently

S. NO.	CATEGORY- FILES/REGISTERS	RETENTION/DESTRUCTION PERIOD
7.	F. 221 DGHC Dispensary	Preserve Permanently
8.	F.7 Yoga & Gym	Preserve Permanently
9.	F. 278 Ayush	Preserve Permanently
10.	Combined Submission Notes File File related to subject matter of Medical reimbursement/important miscellaneous matters pertaining to Hon'ble Judges where specific directions to be taken from Hon'ble CJI and Committee of Hon'ble Judges	Preserve Permanently
12.	Files related to correspondence/agreement with various renowned private hospitals/institutions for providing best medical treatment and credit facilities to Hon'ble sitting/retired Judges and surviving spouses.	Preserve Permanently

PROTOCOL

S. NO.	CATEGORY- FILES/REGISTERS	RETENTION/DESTRUCTION PERIOD
1.	Files of official domestic tours of Hon'ble the Chief Justice of India and Hon'ble Judges.	3 Years from the completion of the tour programme or date of retirement of Hon'ble CJI/Hon'ble Judge, whichever is later.
2.	Files of private domestic tours of Hon'ble the Chief Justice of India and Hon'ble Judges.	1 Year from the completion of the tour programme or date of retirement of Hon'ble CJI/Hon'ble Judge, whichever is later.
3.	Files of private foreign tours of Hon'ble the Chief Justice of India and Hon'ble Judges.	3 Years from the completion of the tour programme or date of retirement of Hon'ble CJI/Hon'ble Judge, whichever is later.
4.	Official International visits of Hon'ble Judges	Preserve Permanently
5.	Files relating to International Conferences and Foreign visits	Preserve Permanently
6.	Files of foreign delegations visited India	Preserve Permanently
7.	Documents relating to domestic tours of former Hon'ble the Chief Justice of India & Hon'ble Judges	1 Year from the completion of the tour programme.
8.	Documents relating to foreign tours of former Hon'ble the Chief Justice of India & former Hon'ble Judges	1 Year from the completion of the tour programme.

S. NO.	CATEGORY- FILES/REGISTERS	RETENTION/DESTRUCTION PERIOD
9.	Miscellaneous Documents/ Correspondence regarding visits of spouse/relatives of Hon'ble CJI & Hon'ble Judges, private visits of Senior Officers, confirmation of railway tickets, Airport Entry Pass, issue of Diplomatic/ private passports of Hon'ble Judge and family members, etc.	1 Year from the completion of the tour programme.
10.	Travel Agent Empanelment File	3 Years from the completion of the tour programme.
11.	Files/Documents regarding materials related to Protocol Section to be published in Quarterly Reports/Annual Reports, etc.	1 Year from the date of publication or till the publication of next edition whichever is later.
12.	Files/Documents/Correspondence regarding issue of Airport Entry Pass by BCA and Identity Card for Dispatch Rider for Entry to Rail Bhawan, etc.	1 Year from the date of issue/renewal of Identity Cards whichever is later.
14.	Files relating to payment of Air Ticket bills, etc.	3 Years from the date of payment/ settlement of bills
15.	HOR Books containing counterfoils in respect of Train Tickets booked for Hon'ble CJI/Hon'ble Judges	7 Years from the date of payment.
16.	Files relating to payment of Debit Notes in respect of foreign official tours of Hon'ble the Chief Justice of India/ Hon'ble Judges	5 Years from the dated of accepting.

S. NO.	CATEGORY- FILES/REGISTERS	RETENTION/DESTRUCTION PERIOD
17.	Debit Note Registers	Preserve Permanently
18.	Air Bill Registers	Preserve Permanently
19.	File relating to setting up of Protocol Section Guidelines	Preserve Permanently
20.	File relating to letters issued to Former Hon'ble Chief Justices of India & Hon'ble Judges in connection with Protocol Services.	1 Year from the issue of such letter.
21.	File relating to Guidelines in respect of official/private Foreign tours	Preserve Permanently
22.	File relating to tour programmes of others such as Chairman, E-Committee, Photographers for tracing the History of Supreme Court of India and High Courts, etc.	3 Years from the completion of tour programme.
23.	Estimation of Budgetary provision	3 Years
24.	Purchase of time table etc.	2 Years
25.	Correspondence regarding dispatch by Diplomatic Bag, etc.	2 Years
26.	Orders obtained in the matters of protocol services extended on case to case basis	1 Year
27.	Requests for extending protocol services in Delhi	1 Year

S. NO.	CATEGORY- FILES/REGISTERS	RETENTION/DESTRUCTION PERIOD
28.	Correspondence received from Governments to avoid visits of VIPs etc. During festival rush etc.	1 Year
29.	File relating to office furniture, electronic equipment such as computer, fax, telephone, etc.	Preserve Permanently.
30.	File relating to requirement of E-mail, Software development, etc.	Preserve Permanently.
31.	File relating to State Guest Facility	Preserve Permanently.
32.	File relating to Incentive and attendance exemption given to Protocol Officers/ Officials	3 Years

RECEPTION

S. NO.	CATEGORY- FILES/REGISTERS	RETENTION/ DESTRUCTION PERIOD
1.	Application forms and other documents received for the issuance of photo entry passes	3 months form the date the pass was issued.

RECRUITMENT CELL

S. NO.	CATEGORY- FILES/ REGISTERS	RETENTION/DESTRUCTION PERIOD
Important order		
1	Approved submission notes containing orders/ directions of Competent Authority	Preserve permanently
Related to open competitive examinations		
1	Applications of candidates	6 Years after declaration of result or validity of the panel, as the case may be
2	File Notings	6 Years
3	Admit Card issued to candidates	2 years after publication of final selection list
4	Question papers	1 year after publication of final selection list
5	Used answer sheets	1 year after publication of final selection list
6	Unused answer sheets	After conduct of Exam
7	Reports of Committee on selection of candidates	5 Years after publication of final selection list or last validity of the panel, as the case may be

S. NO.	CATEGORY- FILES/ REGISTERS	RETENTION/DESTRUCTION PERIOD
8	Result of various stages of examination	5 Years after publication of final selection list or last validity of the panel, as the case may be
9	Attendance of candidates	5 Years after publication of final selection list or last validity of the panel, as the case may be
10	Representation of the candidates relating to examination	3 Years
Related to departmental examinations		
1	File Notings/ correspondence relating to holding of examination	3 Years
2	Applications of candidates	2 Years
3	Admit Card issued to candidates	2 Years
4	Question papers	1 year after publication of final selection list
5	Used answer sheets	1 Year after publication of final selection list
6	Unused answer sheets	After conduct of examination
7	Reports of Committee on selection of candidates	2 Years after publication of final selection list or last validity of the panel, as the case may be
8	Results of various stages of examination	2 Years after publication of final selection list or last validity of the panel, as the case may be
9	Attendance of candidates	2 Years after publication of final selection list or last validity of the panel, as the case may be
10	Representation of the candidates relating to examination	3 Years

S. NO.	CATEGORY- FILES/ REGISTERS	RETENTION/DESTRUCTION PERIOD
Correspondence		
1	With examination bodies/various agencies/ departments regarding recruitment	5 Years
2	Complaints/grievances of candidates pertaining to examination or in other matters	3 Year after declaration of Final result
Litigation Records		
1	Petitions filed in High Court/Supreme Court	3 Years
2	Affidavit/Counter Affidavit/Rejoinder	
3	Correspondence relating to engagement of advocate or with other departments on any issue pertaining to case	3 Years (After disposal of case)
Other records		
1	Diary Register	3 Years
2	Oath Register	3 Years (Subject to suitable entries having been made in the appropriate service record of the officials concerned)
Law Clerks		
1	Personal files of Law Clerks	3 Years after completion of tenure/resignation/ release

S. NO.	CATEGORY- FILES/ REGISTERS	RETENTION/DESTRUCTION PERIOD
Record of Contractual staff		
1	Resumes	3 Years after completion of tenure/resignation/ release
2	Paper Books	
3	Correspondence in the file	
4	Record of Accounts	
5	Particular of candidates	

TRANSPORT

S. NO.	CATEGORY- FILES/REGISTERS	RETENTION/ DESTRUCTION PERIOD
1.	Fuel Purchase Bills of all vehicles from different vendors.	3 Years or one year after completion of audit, whichever is later.
2.	Bill Registers	Permanent where, for any reason, the register is re-written, the old volume will be kept for 3 Years
3.	Vehicles File regarding purchase/Maintenance of vehicle	3 years after the vehicle is disposed off/condemned/audit.
	Register regarding purchase/ Maintenance of vehicle	Permanent where, for any reason, the register is re-written, the old volume will be kept for 3 years
4.	Condemnation of vehicles	3 Years or one year after completion of condemnation and audit, whichever is later.
5.	Over time allowances	3 Years or one year after completion of audit, whichever is later.
6.	Mobile Bills reimbursement	3 Years or one year after completion of audit, whichever is later
7.	Log Book	3 Years or one year after completion of audit, whichever is later

S. NO.	CATEGORY- FILES/REGISTERS	RETENTION/ DESTRUCTION PERIOD
8.	<u>Miscellaneous</u> (i) Duty requisition (ii) Daily duty roster (iii) Protocol movement roster. (iv) DCP parking stickers (v) Bill of additional vehicles used by Hon'ble Judges/Retired judges. (vi) Grant of transport allowance to staff and officer of this registry. (vii) Challan upto 2015. (viii) Old flag file.	1 year
9.	Duty Roster of Chauffeurs	1 year

VIGILANCE CELL

S. NO.	CATEGORY- FILES/ REGISTERS	CONTENT	RETENTION/ DESTRUCTION PERIOD
1.	Disciplinary Proceedings and Preliminary Enquiry	Original signed Submission Notes on Policy Decision	Preserve Permanently
		Exonerate	5 Years after the disposal of appeal or final judgment of the court whichever is later.
		Penalty	5 Years after the dismissal/ retirement/superannuation of the employee or final Judgment of the court whichever is later.
2	Vigilance Clearance	Original request for Vigilance Clearance and annexures	3 Years
		Copy of Vigilance Clearance Certificate, relevant referred O.Ms and Notings	
3	Police Verification	Photocopies of Attestation forms received from employees	1 Year
		Reports received from police Authorities/IB/ Raw and Notings of respective files	1 Year (Subject to a suitable entry being made in the appropriate service record and the verification report itself being kept in the service book/personal file.)

S. NO.	CATEGORY- FILES/ REGISTERS	CONTENT	RETENTION/ DESTRUCTION PERIOD
4	Review of Employees under FR and Pension Rules	Original signed Submission Notes on policy decision	Preserve Permanently
		Original Committee Report	A) If it results in Pre-mature retirement: 3 Years B) It results in continued retention in service: 1 Year
		Original Office Orders	
		Original Special Reports	
		Notings	
		All referred documents for dealing the case of Review	
5	Miscellaneous	Original Signed Submission Notes on policy decision	To Preserve in Physical form till the superannuation/retirement of the employee(s)
		Complaints Against Staff/including FIR & Matrimonial Disputes	Till the closure of the Case
6	Movable/ Immovable Property	Intimations Furnished by the Official(s)/Officers regarding Purchase/ disposal of Movable/ Immovable Property	To Preserve in Physical form till the superannuation/retirement/ of the employee(s)

S. NO.	CATEGORY-FILES/REGISTERS	CONTENT	RETENTION/DESTRUCTION PERIOD
7	Annual Property Return	Original Signed Submission Notes on policy decision	1 Year after retirement
		Annual Property Returns filed by employees	

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(P. Y. Ladekar)

Registrar (SCR)

20-05-2025



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