

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN: NEW DELHI-1

F.No.ADMN/1/8//2012-WS(Vol.II)

Dated the 04th May, 2016.


OFFICE MEMORANDUM

Subject: Record Retention Schedule – 2016 pertaining to substantive functions of ASRB.

In continuation of Council's Office Memorandum of even number dated 18.02.2016 on the subject cited above, a copy of the revised Record Retention Schedule – 2016 for records pertaining to substantive functions in respect of Agricultural Scientists Recruitment Board (ASRB), duly vetted by National Archives of India, New Delhi is enclosed for information/guidance and compliance.

The existing Record Retention Schedule – 1989 for records pertaining to substantive functions of the ICAR/ASRB which was issued vide F.No.1(10)/89-WS dated the November, 1989 stands modified/revised accordingly.

This issues with the approval of Director General, ICAR.


(P. Sakthivel)
Deputy Secretary(WS)

To

1. The Secretary,
Agricultural Scientist Recruitment Board(ASRB),
Krishi Anusandhan Bhawan-I, Pusa
New Delhi.
- 2: ISO, DKMA for uploading the enclosed RRS on ICAR website.

For adoption & compliance please

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Records Retention Schedule
for Records Pertaining to Substantive Functions of
Agricultural Scientists Recruitment Board (ASRB)
(Indian Council of Agricultural Research)

2016

GOVERNMENT OF INDIA
NATIONAL ARCHIVES OF INDIA
JANPATH, NEW DELHI-110001
Prefatory Note

The records created by the Indian Council of Agricultural Research, New Delhi (hereafter 'Records Creating Agency or RCA') fall under three categories i.e. (i) Records relating to housekeeping jobs and common office service functions (ii) Records dealing with financial matters, and (iii) Records relating to substantive functions, peculiar to the said Records Creating Agency. These records, among other things, require proper recording, classification, reviewing and timely transfer to the Departmental Records Room (DRR) or to the National Archives of India (NAI) as these are pre-requisites of a sound records management system.

1. For recording and classification of files relating to the house-keeping jobs, common office service records and those relating to financial matters, appropriate instructions given in the *Record Retention Schedule for Records Common to all Departments, 2012* issued by the Department of Administrative Reforms and Public Grievances of the Ministry of Personnel, Public Grievances & Pensions and Rule 289 and Appendix-XIII of the *General Financial Rules, 2005* issued by the Ministry of Finance respectively should be followed.
2. The enclosed Retention Schedule, which has been vetted by the National Archives of India as required under clause (e) of sub-section (1) of Section 6 of the *Public Records Act, 1993* and para 111 of CSMOP should be followed while recording and classifying the records of substantive functions. The recommendations of the National Archives of India regarding Retention Period are given in column 3 of the Retention Schedule.
3. The present Retention Schedule may be got reviewed after five years to ensure that any change that may occur in the activities of the RCA are covered in it.
4. The Retention Period for category 'A' and 'B' files is 25 years from the date of opening of the files. In case of class 'C' files the retention period is reckoned from the date of their recording. The classification of each file should be distinctly written with the red ink on the top left corner of the each file cover.
5. While prescribing the retention period for the category 'C' files in the enclosed Retention Schedule slabs of C-1, C-3, C-5 and C-10 may be followed, where the numeral stands for number of years of retention of a file. The concerned sections on the expiry of the specified retention period must review all Class 'C' files. While doing so, these files, if so required, may be granted a further lease of life not exceeding a period of ten years, or upgraded as 'B', depending upon the importance of the subject matter dealt with therein.
6. 'A' and 'B' files may be appraised by the said Records Creating Agency in consultation with the National Archives of India after 25 years of their life. The files selected for permanent retention after appraisal, may be transferred to the National Archives of India for permanent custody and scientific preservation as per provision of section 6(1)(c) of the Public Record Act, 1993 and the rule 5(2)(3)(4) of Public Records Rules, 1997 and para 112 (5) of CSMOP.

7. All Section/Branch/Divisions may be advised to transfer their one-year-old files to the Departmental Records Room so that the semi-current files do not unduly clutter the precious working space in the Sections.
8. Generally, the files need to be recorded as and when the action considered therein is completed, but efforts should be made to record all files in the month of January every year. While opening a new file, action pending in the previous file should be succinctly reflected on the first page of the 'Notes' portion of the new file in which the reference of the old file should also be given. However, files of purely ephemeral nature containing information of little reference value may be destroyed after one year without being formally recorded.
9. It is likely that the files grow bulky in the course of their currency. Therefore, efforts should be made to keep the routine correspondence such as routine reminders and acknowledgements, in a subsidiary file along with the main file so that the former could be easily weeded out while retaining the main file intact without its being unnecessarily bulky.

During the stage of currency of the file when either the 'Notes' or the 'Correspondence' portion becomes bulky (say exceeds 100 pages), it may be stitched and marked Volume-I. Further papers on the subject may be kept in a new folder of the same file, which should be marked Volume-II and so on.
10. In order to facilitate retrieval of information from old files it is desirable that for every file, which has been recorded and marked as 'A' and 'B', index slips should be prepared as per para 107 of CSMOP. In addition to the subject entries given on the file cover, all the important items dealt with in each file should also be reflected in the index slips. Thereafter, the annual Index of files of the organisation as a whole should be compiled for easy reference/retrieval.
11. It should be ensured that four copies each of all printed reports/proceedings should be deposited with the Departmental Library for reference purposes. In case the proceedings are secret/ confidential, these may be transferred to Library after their down-gradation.
12. The present Retention Schedules should be followed meticulously at the time of recording and classification of files/Registers as also at the time of their review. The recording, indexing and reviewing of files by different Divisions/Sections may also be regularly monitored by way of monthly progress report.
13. In case, any particular contract/case/file is under Arbitration, Litigation, Enquiry or Audit by any Authority, all documents and records shall be required to be retained till the final clearance from Arbitration, Litigation, Enquiry or Audit as the case may be or till the prescribed retention period, whichever is later. This is applicable on all the Divisions/Sections/ including all branches of Indian Council of Agricultural Research, New Delhi

It may be concluded that the present exercise of compiling/reviewing/vetting the Records Retention Schedule would prove worthwhile only if it is implemented in letter and spirit.

Study Report regarding review/vetting of Records Retention Schedule of records relating to substantive functions and other matters relating to Records Management of the Indian Council of Agricultural Research, New Delhi

The Public Records Act, 1993 (No. 69 of 1993) clause (e) of sub-section (1) of section 6 and the Central Secretariat Manual of Office Procedure, (XIII edition, 2010) para 111 (1) (d) envisage that the Records Officer of every records creating agency shall be responsible for compilation of a schedule for retention of Public Records in consultation with the National Archives of India. Sub-para (2) of para 111 of the Central Secretariat Manual of Office Procedure further stipulates that Records Retention Schedules should be revised at least once in five years, so as to include in it the expanding activities of the organisation, reallocation of subjects and organizational changes which take place from time to time.

In this connection, a request was received from the Indian Council of Agricultural Research, New Delhi vide their letters no. 1(8)/2012-W.S. dated 22nd January, 2013, 10 September, 2013, 6th January and 25th March, 2014. Accordingly an on the spot study of records was carried out by Dr. Pradeep Kumar, Archivist and Dr. Faizan Ahmed, Assistant Archivist for review/vetting the Records Retention Schedule of the Indian Council of Agricultural Research, New Delhi.

The study was confined to records dealing with substantive functions only as records relating to common office services, house-keeping jobs and financial matters are covered by *Records Retention Schedule Common to All Departments, 2012* issued by the Department of Administrative Reforms and Public Grievances (Ministry of Personnel, Public Grievances and Pensions) and *General Financial Rules, 2005* (Rule No. 289 and Appendix, XIII) issued by the Ministry of Finance, respectively.

Although utmost care has been taken to compile comprehensive Records Retention Schedule, yet if any subject/record group of any Divisions of the Indian Council of Agricultural Research, New Delhi has escaped attention during the study, the same may please be included at the appropriate place in the enclosed Records Retention Schedule and the retention period of the same may be got prescribed in consultation with the National Archives of India, New Delhi.

Procedure of Study: -

The officers visited various Divisions/Sections of the Indian Council of Agricultural Research, New Delhi and examined their files/ registers so as to ensure that all possible recurring subject-heads covering the activities of the Divisions of the Indian Council of Agricultural Research, New Delhi are included in the Records Retention Schedule. Suitable retention periods have been prescribed to various groups of records, keeping in view their administrative, legal, financial and research values. Discussions with the concerned officers were also held before prescribing suitable retention periods to the subject heads.

Observations, Recommendations and Suggestions: -

- 1) The files should be recorded and their retention period be prescribed in accordance with the enclosed Records Retention Schedule and also as per paras 103, 104, 105, of the *Central Secretariat Manual of Office Procedure* (XIII Edition 2010) hereafter CSMOP.
- 2) All the Divisions of the Indian Council of Agricultural Research, New Delhi may be directed to maintain the File Register as prescribed in Para 97 and Appendix 22 of the CSMOP

- 3) Proper index slips should be prepared for records, which are to be categorized as 'A' and 'B'. In this connection procedure as laid down under paras 106-108 of the C.S.M.O.P. may be followed.
- 4) A regular programme of recording/reviewing/weeding of records should be undertaken by each Division/Section and progress in this regard should be monitored.
- 5) An organized Departmental Records Room ensures the proper preservation, upkeep and maintenance of records. It is, therefore, recommended that the Departmental Records Room should be organized in the Indian Council of Agricultural Research, New Delhi
- 6) A copy of the 'Note on Minimum Requirements for a Records Room' is enclosed herewith for guidance and necessary action.
- 7) Timely transfer of all semi-current records to the Departmental Records Room may also be ensured, as per provisions of para 112 of the C.S.M.O.P.
- 8) Departmental Records Officer may be trained in the Orientation Course in Records Management (Copy of the Calender for 2014-15 is enclosed which is also available in Department's Website).
- 9) In case, any particular contract/case/file is under Arbitration, Litigation, Enquiry or Audit by any Authority, all documents and records shall be required to be retained till the final clearance from Arbitration, Litigation, Enquiry or Audit as the case may be or till the prescribed retention period, whichever is later. This is applicable on all the Divisions/Sections/Branches of Indian Council of Agricultural Research, New Delhi

Action on the above recommendations may be initiated under intimation to this Department so as to strengthen the records management activities in the Indian Council of Agricultural Research, New Delhi.

Agricultural Scientist Recruitment Board (ASRB)

Recruitment – I & II Sections

Sl. No	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
1.	Direct Recruitment of Scientists and above:-	
	Application folders of candidates rejected at screening stage	C-1
	Application folders of candidates recommended for interview	(After this period, only those cases will be retained which involve court cases.)
	Application folders of candidates where none selected	
	Application folders of candidates recommended/selected	
	Principal file for various scientific posts advertised on receipt of requisitions from the Council	C-5
2.	Principal file for posts coming under direct recruitment from Sr. Scientists and above containing following documents:-	
	(a) Part-B having bio-data of each candidate	C-1 (One year from the date of issue of appointment order of the candidate)
	(b) A copy of IFC	C-1 (One year from the date of issue of appointment order of the candidate)
	(c) Noting portion containing names of candidates, preliminary screening statement, detail of screening committee duly signed by Experts	C-1 (One year from the date of issue of appointment order of the candidate)

S. NO	Subjects/Records/groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
	(d) Copy of offer of Memorandum of selected candidate received from Council	C-1 (One year from the date of issue of appointment order of the candidate)
	(e) Copy of appointment order received from Council	C-1 (One year from the date of issue of appointment order of the candidate)
	(f) Joining of candidate on that specific post	C-1 (One year from the date of issue of appointment order of the candidate)
3.	Score card containing details of statement prepared by screening committee experts	C-5 (After this period, only those cases will be retained which involve court cases)
4.	Score card containing details of award of marks given by Selection Committee	C-5 (After this period, only those cases will be retained which involve court cases)
5.	Register used for registration of applications received for various direct recruitment posts	B
6.	List of Demand Drafts received towards fee etc. deposited in the Bank	C-3
7.	Induction of Technical Personnel into A.R.S.	C-5
8.	Principle file related to each post for assessment of Scientists	C-5 (After declaration of result)
9.	Recruitment rules/TA and Amendment to the rules etc. and modal qualifications	B
10.	Agenda Proceedings and other papers relating to various meetings	C-3
11.	Appointments/postings of staff in ASRB & other Personal Administrative matters	C-5
12.	Release of Advertisement for various scientific and Technical posts	C-5

I. ARS/NET Examinations and other Examinations

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
1.	Files relating to notification of various examination	C-1 (After declaration of result)
2.	Attendance sheets of candidates called for viva-voce	C-1 (After declaration of result)
3.	Attendance sheets of experts called for viva-voce	C-1 (After declaration of result)
4.	Application folders of candidates who do not appear in the ARS/NET/other examination	C-1 (After declaration of result)
5.	Application folders of candidates who do not qualify in the written part of examination	C-1 ((After declaration of result)
6.	Registers used for registration of applications received for various examination	B
7.	Computerized lists/CDS showing details of particulars of candidates for various examinations	C-5
8.	Files containing policy decisions/amendments rules of examination	B
9.	Attendance sheets of candidates of ARS/NET and other examinations of different centers	C-1
10	Application folders of candidates qualified for ARS viva-voce and for NET certificates:	
	a) ARS Viva-voce but not recommended	C-1
	b) NET Certificates issued	B
	c) Folders of candidate found not eligible as per notification	C-1 (except cases involving Court cases)
11.	Unused Question Papers of each Examination	C-1
12	Answer Scripts for all Competitive Examinations	C-1
13	Files relating to declaration of result and registers containing marks in respect of all competitive examinations	B

II. A.R.S. I & II Sections

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
1.	Brochure containing functions of the sections in ICAR updating of information	C-5
2.	Hindi Salahkar Samiti - Hindi as medium of instructions for ARS Examination	C-3
3.	Inclusion of discipline of bio-technology in ARS Examination	B
4.	Printing of question papers for A.R.S. Examination	C-3
5.	Printing	C-3
6.	Publication of Result Regarding	C-3
7.	Registration of candidate who apply for ARS Examination	B
8.	Work Study of Cadre student/Cadre strength in the clerical cadre at I.C.A.R.	C-3
9.	ARS exam - holding of examination	C-3

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