



Indian Council of Agricultural Research
Krishi Bhavan : New Delhi

F.No.Admn./1/8/2012-W.S.(Vol.-II)

Dated the 18th February, 2016

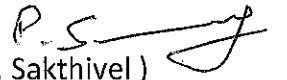
Office Memorandum

Sub: Record Retention Schedule pertaining to substantive functions of ICAR

A copy of the revised Record Retention Schedule - 2016 for records pertaining to substantive functions of the Indian Council of Agricultural Research (except ASRB) duly vetted by National Archives of India, New Delhi has been uploaded/ available on the Council's website for information/ guidance and compliance.

The existing Record Retention Schedule - 1989 for records pertaining to substantive functions of the Indian Council of Agricultural Research which was issued vide F.No.1(10)/89-W.S. dated the November, 1989 stands modified/ revised accordingly. The records retention schedule in respect of records of ASRB shall be issued separately after vetting by National Archives of India, New Delhi.

This issues with the approval of Director General, ICAR.


(P. Sakthivel)
Deputy Secretary(W.S)

Distribution:-

1. All Officers/ Sections/ Cells/ Units of ICAR Headquarters at Krishi Bhavan/ Krishi Anusandhan Bhavan-I/II/ NASC.
2. Record Officers, ICAR Headquarters.
3. Assistant Director of Archives, National Archives of India, Janpath, New Delhi-110001.
4. Secetary, ASRB, Krishi Anusandhan Bhavan-I, Pusa, New Delhi
5. Guard file.
6. ISO, DKMA for uploading the Record Retention Schedule (2016) on ICAR website.



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
कृषि भवन, डॉ० राजेन्द्र प्रसाद मार्ग, नई दिल्ली-110 001
KrishiBhawan, Dr. Rajendra Prasad Road, New Delhi 110 001

फा.सं. प्रशासन /1/8/2012-का.अ. (खण्ड-II)

दिनांक 18 फरवरी, 2016

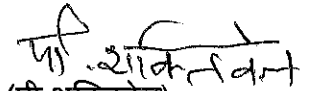
कार्यालय ज्ञापन

विषय : भारतीय कृषि अनुसंधान परिषद के मूल कार्यों से संबंधित रिकार्ड प्रतिधारण अनुसूची।

भारतीय कृषि अनुसंधान परिषद (एएसआरबी को छोड़कर) के मूल कार्यों से संबंधित रिकार्ड के लिए संशोधित रिकार्ड धारण अनुसूची-2016, जिसका भारत के राष्ट्रीय अभिलेखागार, नई दिल्ली द्वारा विधिवत् रूप से पुनरीक्षण किया गया है, की प्रति सूचना/मार्गदर्शन और अनुपालन के लिए परिषद की वेबसाइट पर अपलोड कर दी गई है/उपलब्ध है।

भारतीय कृषि अनुसंधान परिषद के मूल कार्यों से संबंधित रिकार्ड के लिए मौजूदा रिकार्ड प्रतिधारण अनुसूची-1989, जो नवम्बर, 1989 के फा.सं. 1(10)/89-डब्ल्यू एस द्वारा जारी की गई थी, तदनुसार आशोधित/संशोधित हो गई है। एएसआरबी से संबंधित रिकार्ड धारण अनुसूची भारत के राष्ट्रीय अभिलेखागार, नई दिल्ली द्वारा पुनरीक्षण करने के बाद अलग से जारी की जाएगी।

यह कार्यालय ज्ञापन महानिदेशक, भाकृअप के अनुमोदन से जारी किया जा रहा है।


(पी.शक्तिवेल)

उप सचिव (का.अ.)

वितरण :

1. भाकृअप मुख्यालय, कृषि भवन (कृषि अनुसंधान भवन- I/ II/एनएएससी के सभी अधिकारी/अनुभाग/प्रकोष्ठ/यूनिट
2. रिकार्ड अधिकारी, भाकृअप मुख्यालय
3. सहायक निदेशक, अभिलेखागार, भारत का राष्ट्रीय अभिलेखागार, जनपथ, नई दिल्ली-110001
4. सचिव, एएसआरबी, कृषि अनुसंधान भवन-I, पूसा, नई दिल्ली
5. गार्ड फाइल
6. आईएसओ, डीकेएमए को भाकृअप की वेबसाइट पर रिकार्ड प्रतिधारण अनुसूची (2016) को अपलोड करने हेतु।



**Records Retention Schedule
for Records Pertaining to
Substantive Functions of
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.

**Records Retention Schedule for substantive functions of
Indian Council of Agricultural Research**

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INDIAN COUNCIL OF AGRICULTURAL RESEARCH

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
I. Assessment Unit		
1.	Screening of candidates for the posts filled on direct recruitment basis	C-3
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3.	Miscellaneous files	C-1
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II. Personnel - I Section		
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2.	File of Transfer Committee	C-3
3.	Periodic Reports and Returns	C-1
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III. Personnel – IV Section		
1.	Matters relating to personnel policies of Scientists in ICAR	B
2.	Interpretation and amendments of ARS Rule	B
3.	Committee on ARS-Constitution, terms and references –meetings	B

P.S.

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
4.	Policy decision on pay scales and Career Advancement Scheme in respect of Teachers of the State Agricultural Universities and Court cases in this regard.	B
5.	Cadre Strength of ARS Scientists	B
6.	Five yearly Assessment procedure for Scientists-Formulation and amendments	C-10
7.	Service conditions of ARS Scientists	B
8.	Fixation of pay of ARS Scientists –instructions regarding	C-10
9.	Guidelines for appointment of Heads of Divisions	B
10.	Guidelines for making officiating arrangement in the absence of Directors	B
11.	Composition of Selection Committees/DPCs	B
12.	Honorarium to Selection Committee Members/Advisors – instructions regarding	C-10
13.	Categorization of stations for grant of special allowances	B
14.	Forwarding of application – instructions regarding	B
15.	ARS Study Leave Rules	B
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17.	Joint Staff Council Scheme and Grievance Redressal procedure	B
18.	Framing of policy on Medical facilities in ICAR	B
19.	Framing of policy on Liveries for the eligible employees in ICAR	B

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
20.	Framing of policy on Consultancy Service for ICAR Scientists	B
21.	Framing of policy on Transfer of ICAR Scientists	B
22.	Allotment Rules of residential quarters/accommodation – policy matters of general nature	B
23.	Classification/re-classification of posts	B
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1.	Budget Files:	
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	d) Utilisation of Grant-Certificate to the PAO	B
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Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
3.	Release of Grant:	
	a) Release to Individual Institutes	C-5
	b) Release of Additional funds	C-5
	c) Release of Final Appropriation	C-5
	d) Re-conciliation of funds released	C-5
4.	Other Misc. files:	
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	b) Misc. correspondence with Govt. Departments	C-5
	c) various statutory items viz. VIP references etc.	C-3
	d) Misc. Files on routine correspondence with constituent units	C-3
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	b) Deposit of refunds register	B
	c) Bill Register Plan & Non-Plan	B
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Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
3.	Issue of all general instructions and clarifications involving policy decisions regarding financial matters in the ICAR	B
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13.	Scrutiny/Verification of quarterly statement in respect of consumption of Petrol/Diesel received from various ICAR Research Institutes/PDs/NRCs/Bureaux.	C-3 or 1 year after completion of the audit, whichever is later.

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
14.	Scrutiny/Verification of quarterly Management Information System Report received from various ICAR Research Institutes/PDs/NRCs/Bureaux.	C-5
15.	Coordination of work of Finance Division at ICAR Headquarters.	C-3
16.	Endorsement/Circulation of orders of Ministry of Finance in the ICAR regarding DA, TA, HRA, Ad-hoc bonus, economy instructions in expenditure on OTA, Telephones, GPF/CPF, Advances, TTA, CCA, Special duty allowance etc.	C-10
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20.	Clarification on miscellaneous references received from SMDs/Institutes	C-5
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VI. Inspection Unit		
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2.	C&AG Paras(Public Accounts Committee)	C-10
3.	Inspection Report of Institute inspected by ICAR Inspection team (Internal audit of I.C.A.R. Institutes)	C-3 or 1 year after completion of the audit, whichever is later.

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
4.	ICAR Inspection Report (PDA) (Audit Reports/Test audit Reports Inspection Reports.)	C-3 or 1 year after completion of the audit, whichever is later.
5.	Draft Paras	C-3 or 1 year after completion of the audit, whichever is later.
6.	Misc. PDA references/matters	C-3
7.	SFC, GB Agenda of AUC & Outstanding Advances (Monitoring of outstanding advances of the Research Institutes)	C-3
8.	Complaints pertaining to financial irregularities	C-3 or 1 year after completion of the audit, whichever is later.
9.	Outstanding advances statements	C-3
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Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
2.	Financial Assistance to scientific societies/symposium/seminars etc.: Release of grant to scientific societies under Plan funds	C-3 or one year after completion of scheme whichever is later
3.	Financial assistance to Agricultural Universities, Krishi Vigyan Kendras	C-10
4.	Release of funds for the following:	
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	b. Professional Chairs	C-3
	c. SC/ST Post Matric	C-3
	d. Scholarship	C-3
	e. Release to Indian Agriculture Society	C-3
5.	Audit and Inspection of accounts of grant-in-aid funds remitted to Agricultural Universities, Academic Universities, State Governments and other agencies	C-5
6.	Clearance of audited utilization certificates in respect of grants remitted to the grantee Institutions.	C-5
7.	Review follow-up-action in respect of cases pending with the State Governments	C-5
8.	Preparation of agenda items for G.B. Meetings in respect of outstanding audited utilization certificates	C-3
VIII. International Cooperation-I Section		
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2.	FAO/IAEA Training abroad	C-5
3.	UNDP Training abroad and Projects	(Four copies of the proceedings of the seminar may be kept in the library as 'B')
4.	International Conferences/Seminars/ Workshops	

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
5.	a) Collaborative Agreements Bilateral(other than USSR)	B
	b) Implementation of programmes in the field of Agriculture etc.	C-5
	c) Visit of foreign delegates	C-5
6.	Collaboration with International Institutions IAFA, IRRI etc.	C-5
7.	Cultural Exchange Programme	C-5
8.	Colombo Plan	C-10
9.	Visit of Foreign VIPs/Scientists	C-5
10.	Entertainment of Foreign dignitaries	C-5
11.	Bilateral Agreements	
	a) USSR	B
	b) Implementation of Programmes	C-5
	c) Visit of delegations	C-5
12.	Supply of Information	C-5
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15.	Projects for Foreign Assistance (Forwarding of application)	C-5
16.	Membership of Indian Scientists in International Organizations	C-5

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
IX. International Cooperation – II Section		
1.	Vacancies in Foreign Countries	C-5
2.	Request for import License received from Agriculture Universities	C-5
3.	Supply of seeds to various foreign countries Germ Plasma Exchange	B
4.	Foreign exchange requirements of Agriculture Universities	C-5
5.	Ford Foundation	C-5
6.	Commonwealth Agriculture Bureau	C-5
7.	FAO vacancies	C-5
8.	Fellowship and scholarship	C-5
9.	World Bank Assistance	C-10
X. International Cooperation – III Section		
1.	Ad-hoc visits of foreigners (VIPs and individual visitors etc.) to ICAR Hqrs./ICAR Institutes/State Agricultural Universities (SAUs.)	C-3
2.	Bilateral Programmes with CIS countries (erstwhile USSR) - Preparation and implementation of MoUs/Work Plans and processing of deputation proposals under the Work Plans:	
	a) Signing of MoUs/Agreements	B
	b) Visits of delegations from / to India	C-3
3.	Implementation of all MoUs/ Agreements/ Work Plans – incoming delegations – protocol assistance	C-3 or 1 year after completion of the audit, whichever is later.

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
4.	MoUs / Work Plans with most of the SAARS countries (Nepal, Bhutan, Bangladesh, Sri Lanka & Pakistan), Egypt, Vietnam, Mongolia, ICIMOD, Nepal, North & South Korea:	
	a) Signing of MoUs/Agreement	B
	b) Visits of delegations from / to India	C-3
5.	Hospitalities – Taking care of hospitalities on behalf of DARE/ICAR:	
	a) Rules (General aspects)	B
	b) Application for funds from hospitality grant for delegation	C-3
XI. Establishment - IV Section (Technical Service Division)		
1.	File relating to the formulation of technical services and its amendments/ modifications in ICAR w.e.f. 03.02.2000	B
2.	Rationalisation of qualifications/ amendment of qualification in ICAR technical services	B
3.	Prescription of percentage benchmark for promotion of technical employees such as 60%, 67% and 75% and constitution of the committee to review the service conditions of the technical employees after implementation of 6 th Central Pay Commission	B
4.	Ex-post facto approval of the Ministry of Finance for the amendment made in ICAR technical service during 1995-96.	B
5.	Clarification regarding the meaning of relevant field for the promotion in ICAR technical service.	C-10

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
6.	Grant of advance increments to technical employees after implementation of the 6 th Central Pay Commission	B
7.	Constitution of a committee headed by Dr. M.M. Pandey, DDG(Engg.) to look into the subjects to be taken into consideration for promotion under the term 'Social Sciences'	C-10
8.	Placement of T-6 grade employees in PB-3 after implementation of 6 th Central Pay Commission	B
9.	Policy regarding recruitment/ outsourcing of Tractor Drivers in ICAR Institutes.	B
10.	Clarification received from the Department of Personnel and Training regarding the treatment of study leave period availed by ICAR technical employees for the purpose of Assessment promotion by the Assessment Committees.	C-10
11.	File relating to clarification regarding grant of promotion to existing Non-Matric Drivers.	B
12.	File relating to clarification regarding inclusion of three year Diploma as minimum qualification for Direct Recruitment of Technical Personnel in Category-II under the Functional Group "Workshop staff (including Engineering Staff)" for the period 03.02.2000 to 24.02.2006.	B
13.	File relating to clarification regarding assessment of Technical Personnel due on or after 01.01.2006 under the rules existing prior to 01.01.2006.	C-10

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
XII. Intellectual Property and Technology Management (IP&TM) Unit		
1.	Files relating to Patents Granted	A
2.	Files relating to Patents Applications abandoned by Patent Office	C-3
3.	Constitution of Committees, their meetings and recommendations	C-5
4.	Conference/Meeting	C-5
5.	Files relating to Plan Schemes	B
6.	Technical Reports	C-3
7.	Vision Documents	B
8.	IPR/Johl Committee's Guidelines or any other Guidelines	B
XIII. Legal Cell/ Law Section		
1.	Court cases of ICAR Hqrs. and Research Institutes	C-3 after final settlement of case under the normal course of law
2.	Land acquisition cases	B
3.	Arbitration cases	C-3 after final settlement of case under the normal course of law
4.	Drafting and vetting of all types of agreements and mortgage deeds	C-5
5.	Execution of Lease Deeds for building taken on lease	B

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
6.	Implementation of Labour-laws in the institutions	C-5
7.	Advising ICAR and its Institutes on court cases	C-3
8.	Study of case files involving legal points	C-5
9.	Briefing advocates in all cases	C-5
10.	Dealing with all bills of legal fees and expenses in connection with court cases	C-5
XIV. Agricultural Education Division		
1.	Files containing policy decisions/ amendments in Rules of Examination	B
2.	Files related to Quotations/tenders for purchases/printing /outsourcing of pre & post examination works and catering/hiring of Vehicles/taxies/furniture/purchase of bags/ signage/stationery/engagement of contractual workers etc.	B
3.	Files related to declaration of results and containing marks in respect of candidates appeared in the entrance examinations	C-3 (Data-B)
4.	Computerized lists/CDs showing details of candidates provisionally admitted during the counseling and JRF awarded	C-5
5.	Manuscript of the question papers and answer key called from the experts	C-5

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
6.	Computerized lists/CDs showing details of particulars of candidates appeared in the examinations	C-3
7.	Computerized lists/CDs showing results of candidates qualified and called for counselling.	C-3
8.	Files relating to fixing of date(s) of Examinations, Notification of AIEEA UG&PG, letters sent to CBSE, VCI, AFMC, AIIMS, IITJEE, AICTE, IIST-ISAT etc. regarding fixing of the date of Examinations	C-1
9.	Files related to sending letters to Registrars/Directors/Deans for getting the updated seat positions from AUs, reserving Exam Centres, letter to Bank for setting up sale counters for sale of information Bulletin (IB), letters to Nodal Officers for contacting Examination City Centres.	C-1
10.	Approval and writing letters for reserving Symposium Hall/ Guest Houses for Counselling, contacting Postal Authority for dispatching Information Bulletins.	C-1
11.	Files and letters related to obtaining ICAR quota seats and annual fee structure from Registrars	C-1
12.	File related to finalization & Printing of Information Bulletins with OMR application Form	C-1
13.	List of Demand Drafts received towards application fee and deposited in the Bank	C-1
14.	Register related to University-wise, Syndicate bank branch-wise dispatch of Information Bulletins to sale points, assigning duties to ICAR Representatives/Flying Squad at Exam City Centres.	C-1

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
15.	Attendance sheets of candidates appeared in the examination in different centres and their admit cards (office copy), roll number list etc.	C-1
16.	Copy of provisional admission letters issued to the candidates at the time of counselling	C-1
17.	Details of wait listed candidates	C-1
18.	Files related to Counselling notification in Newspapers	C-1
19.	OMR Answer Sheets of AIEEA UG&PG admissions	C-3
20.	The University-wise, category-wise, subject-wise seat allotment chart/circles, marked candidates lists who attended the counseling	C-1
21.	Application folders of candidates not found eligible as per the instruction given in Information Bulletins/notification	C-1
22.	List of experts letters for accepting the assignment, declaration etc. for setting of Question Papers and moderation	C-1
23.	Application folder of candidates who do not appear in the AIEEA.	C-1
24.	Application folder of candidates who do not qualify the AIEEA	C-1
25.	Research fellowship awarded by ICAR (Both Junior & Senior fellowships)	
	a) Policy (Rules concerning fellowship awarded by ICAR).	B
	b) Individual cases	C-3 or 1 year after completion of the audit, whichever is later.
	c) Register	B

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
26.	Junior fellowships awards	C-5
27.	Senior fellowships awards	C-5
28.	Scientific Panel Proceedings on fellowships	C-5 (A master copy of the proceedings may be kept as 'B')
29.	ICAR assistance to Agricultural undertakings	C-10 (A master copy of the proceedings may be kept as 'B')
30.	Vice-Chancellors Conference of Agriculture Universities (Meetings, Agenda)	B (A master copy of the proceedings may be kept as 'B')
31.	Implementation of U.G.C. pay scale in Agricultural Universities	B
32.	ICAR assistance relating to Agriculture Colleges affiliated to Central Universities - BHU, Vishavabharti, AMU, Nagaland etc.	C-3 or 1 year after completion of the audit, whichever is later.
33.	Five Year Plan Proposal	C-10
34.	Board of Management (Minutes, Agenda)	B
35.	Formulation of Five year Plan proposals (Meetings of working Group)	B
36.	Miscellaneous references regarding Agriculture Universities	C-3

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
37.	Internal Competence Scheme for the Development of Agriculture Universities items	B
38.	Norms & Accreditation Committee (Proceedings of the meeting)	B
39.	Acts of Agricultural Universities (States Acts for comments)	B
40.	Organization of summer Institute/winter school and short courses /CAFT Program	C-3 or 1 year after completion of the audit, whichever is later.
41.	Reservation of seats in Agricultural Universities for State Government/Union Territory	C-10
42.	Scientific Panel on Home Science	C-1 (only a master copy may be compiled and kept- 'B')
43.	Scheme of creation of professional Chair	C-5
44.	Completion reports on Sub-Projects	C-5
45.	Miscellaneous Matters for grants	C-3
46.	Eligibility for grants of State Agricultural University	B
47.	Post Matric scholarship of Scheduled Castes/Scheduled Tribes	C-3
48.	Recommendation of admission of Foreign students in Agricultural Universities	C-5

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
XV. Agricultural Extension Division		
1.	Establishment of Krishi Vigyan Kendras	B
2.	Constitution of visiting team for various States/ Union Territories	C-10
3.	Scrutiny and processing of the recommendation of the visiting teams for submission to the Minister for approval	C-5
4.	Preparation of projects proposals of KVK/ICAR for the Planning Commission	C-3
5.	Scrutiny and processing of the proposal for release of grants including sanction of additional funds	C-3
6.	Scrutiny and processing of proposals for construction of KVK buildings	C-5
7.	Examination of MOU and vetting from the Legal Cell	B
8.	Scrutiny of progress reports of individual	C-5
9.	Constitution of the Norms Committee on Transfer of Technology Project	C-10
10.	Constitution of Evaluation Committees of KVKs/TT	C-5
11.	U.N.D.P.	
	(a) Agreement	B
	(b) Rejected cases	C-3
XVI. Directorate of Knowledge Management in Agriculture (DKMA)		
1.	Dissemination of Research Information	C-3
2.	Maintenance of Research Information on Agriculture	C-10

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
3.	Maintenance of Research Information on Animal Sciences	C-10
4.	Setting up of computerized Agricultural Research Information Centre	B
5.	Technical Information	C-3
6.	UNISIST Programme	B
7.	Sale and Distribution of Council's publications	C-3
8.	Outstanding Recoveries on account of total sale of ICAR publications	C-3
9.	Sale promotion and publicity work/correspondence	C-3
10.	Return of cheques to parties	C-1
11.	Review and weeding out of old records/Register	B
12.	Participation in Book Exhibitions, Fairs and Melas etc.	C-3
13.	Regarding proposal of exploring setting up sales counter of Kuko KAB of the Council	C-3
14.	Procurement of advertisement for Council's journal	C-3
15.	Maintenance of accounts of publications/ advertisement	C-3
16.	Arranging special newspapers supplements and public relating work	C-3
17.	Complimentary list for priceless publication supply to ICAR.	C-5
18.	Annual report of the ICAR	C-1 (Four copies of the report to be kept in library)

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
19.	Existing assignments to experts (authors) for writing books and work relating thereto upto the final stage of printing books	C-5
20.	General policy matters relating to Hindi Publications workshop.	C-10
21.	Reprinting/revision of title, English and Hindi Books	C-3
22.	Publication Committee Meetings.	C-10
23.	Formulation Committee publication policy	B
24.	Committee on Non-Plan Expenditure	C-10
25.	Articles for publication	C-3
26.	Book for review for publication	C-1
27.	Permission for reproduction of articles etc. and Misc. files	B
28.	Misc. reference of IJAS and permission for reproduction of articles for IJANS	C-1
29.	Special number/issues for Indian farming	C-1
30.	Editorial Board for popular research	C-3
31.	Editorial Board for Hindi Journal ' <i>Krishika</i> '	C-10
32.	Editorial Board for Hindi journals / Magazine <i>Kheti and Phal Phool</i>	C-10
33.	Kheti Puraskar	C-3
34.	Production of Technical Books English/Hindi	C-3
35.	Handbook of English/Hindi - Production of	C-5
36.	Indian farming - Production of	C-5
37.	Indian Horticulture - Production of	C-5

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
38.	Indian journal of Animal Sciences/Agricultural Sciences- production of	C-5
39.	Production of Kheti journal.	C-3
40.	Misc. Productions.	C-3
41.	Meetings of Scientists panel for publications	C-3
42.	Printing arrangement with various press for Council's publications	C-3 or 1 year after completion of the audit, whichever is later.
43.	DARE Report in English – compilation of	C-3 or 1 year after completion of the audit, whichever is later.
44.	Correspondence with different Institutions/ Universities	C-3
XVII. Co-ordination Section		
1.	Files pertaining to Hqrs. Joint Staff Council meetings.	C-3
2.	Files pertaining to Central Joint Staff Council meetings.	C-3
3.	Files pertaining to Zonal and Inter Zonal tournament	C-3
4.	Files pertaining to India International Centre Membership	C-3
5.	Files pertaining to election duty dealt through election commission	C-5
6.	Files pertaining to agreement of ICAR with Indian Airlines/Air India/ Jet Airways.	C-3
7.	Files pertaining to Permanent and Temporary Identity Cards	C-3

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
8.	Files pertaining to Information desired by different Ministries	C-5
9.	Files pertaining to Women Complaint Committee	C-5
10.	Files pertaining to circulars issued by Coordination Section	C-5
11.	Files pertaining to Casual Labourers with temporary status	C-5
12.	Index Register	B
XVIII. Coordination (Tech.) Section		
1.	Preparation of Monthly Cabinet Summary for Cabinet Secretary	C-3
2.	Preparation of International Training Calendar	C-3
3.	International collaboration & compilation Work Plans and examine MOUs	C-5
4.	Financial assistance to Scientific Societies for organizing seminars etc. and publication of journals	C-3 or 1 year after completion of the audit, whichever is later.
5.	Organizing Standing Committee Meetings	C-5
6.	Release of grant to NAAS, IAU & Indian Science Congress every year	C-5
7.	Organizing Director's Conference/ preparation of ATR and Agenda Items	C-5
8.	Coordinating the ICAR Regional Committee Meetings and preparing draft invitation letters for VIPs	C-5
9.	Coordination and collaboration with Department of Science and Technology, Bureau of Indian Standards etc.	C-5

P-5

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
10.	To deal with the references received from Prime Minister Office, President Secretariat etc.	C-3
11.	ICAR/DARE Annual Reports to be laid down in Parliament	C-5
12.	Processing of Deputation Reports of ICAR Scientists visiting abroad	C-3
13.	Patents correspondence with various Institutions	B
14.	References from Department of Science & Technology/Department of Scientific & Industrial Research-Recommendation	C-3
15.	Technical progress reports of Research Institutions	C-3
XIX. Award Cell		
1.	National advertisement of Awards	C-5
2.	Scrutiny of award application and constitution of judging Committee	C-5
3.	Organizing the meetings of Judging Committee	C-5
4.	Writing and Compilation of citations	C-3
5.	Annual Report Award	C-3
6.	Organizing of Award Ceremony	C-5
XX. Engineering Cell		
1.	Administrative matters – financial sanction/approval scrutinizing of plans/ estimates	C-10
2.	Institutes files/construction works file	C-5
3.	Major Projects (above 5 lakhs)	C-5

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
XXI. Governance Cell		
1.	Making arrangements for convening Annual General Meeting (Issue of Notice/Circulars/inviting & compiling Agenda/Dispatching Agenda to all members)	C-5
2.	Agenda of Annual General Meetings	B
3.	Files related to Minutes of AGM	C-5
4.	Minutes of AGM	B
5.	Making arrangements for convening Governing Body/SFC Meeting (Issue of Notice/Circulars/inviting & compiling Agenda/Dispatching Agenda to all members)	C-5
6.	Agenda of Governing Body Meetings	B
7.	Files related to Minutes of GB	C-5
8.	Minutes of Governing Body	B
9.	Nomination of members on the ICAR Society/Governing Body under various categories	C-10
10.	VIP Reference received for recommending nomination on ICAR Society/Governing Body	C-5
11.	Request for nominations on various bodies of I.C.A.R. Society	C-5
12.	Amendments in Rules & Bye-laws of the ICAR Society	B
13.	I.C.A.R. Governing Body – Constitution and Reconstitution	B

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
14.	I.C.A.R. Society	C-10
15.	ICAR Standing Finance Committee	C-10
16.	ICAR Scientific Panels	C-10
XXII. Plan Implementation & Monitoring (PI&M) SECTION		
1.	Five Years Plan/ Annual Plan	B
2.	Committee Meetings	C-10
3.	Foreign aided projects	B
4.	Policy matters	B
5.	Reports/Returns	C-3
6.	Adult Committee Meetings	C-3
XXIII. Records Common to all Scheme Sections		
1.	Foreign Aided Project/Foreign collaboration scheme	C-10
2.	Scheme financed out of Cess funds of the Council:	
	a) Accepted	C-5 or 1 year after the settlement of accounts whichever is later
	b) Fiscal records	C-3 or 1 year after completion of the audit, whichever is later.
	c) Annual progress report	C-5
	d) Final Progress Report	C-5
	e) Rejected Schemes	C-1
3.	Release of funds and Audit Utilization Certificates	C-5



Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
4.	Plan Proposals	C-10
5.	N.C.A. recommendations (follow-up-Action)	C-5
6.	Scientific panels	C-5
7.	Conference/Workshops	C-5
8.	All India Coordinated Research Projects/Network/Outreach/Seed Projects	B
9.	Advice on technical matters	C-3
10.	Constitution of Review Committee	C-5
11.	Recommendation of Committee	C-5
12.	Preparation & Updating	C-3
13.	Five Year Plans	C-10
14.	Establishment of New Institutes/NRCs. etc.	B
15.	R & D Projects funded by agencies other than ICAR (DST, DBT)	C-5
16.	Bilateral Collaboration (Work Plan/MOU's) between India and other Countries	B
XXIV. Miscellaneous		
1.	Grant of Permission to Officers of ICAR to serve on Committee Boards	C-5
2.	Participation of ICAR in Conference and Convention	C-5
3.	ICAR Standing Committee on Agricultural Research/Animal Husbandry Education	C-5
4.	ICAR Committee on Agricultural Economics, Statistics and Marketing Research	C-5

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
5.	Arrangements for various meeting of ICAR - issue of notice /circulars	C-5
6.	Instructions for the preparation of Schemes, technical programmes & submission thereof.	C-5
7.	Collection and submission of information required by various Ministries/Departments from ICAR Institutions	C-5
8.	Constitution of Divisional Research Committees	C-5
9.	Conferences & Seminars held at ICAR	C-5
10.	ICAR Advisory Board	C-5
11.	Preparation of Agenda for meetings	C-5
12.	Proceedings of various meetings	B
13.	Conferences/Workshops	C-5
14.	Material for highlights of ICAR society	C-5
15.	Recognition of Research Institutions under Income Tax Act 1961 Sections 35(i) (ii) Notification by CBDT a) Recognised b) Rejected	B C-5
16.	Expeditious implementation of the sub-project	C-5
17.	Formulation of new sub-projects	C-5
18.	Coordination in respect of sub-projects monitoring, annual as well as mid-term and all related matters	C-5
19.	Preparation of sub-projects reports	C-5
20.	Coordination with others Governmental agencies/departments	C-5

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI) and approved by the Council
21.	Training of Indian Scientists abroad	C-5
22.	Deputation cases connected with exchange of Scientists/Specialists	C-5
23.	Import of specialized equipments, laboratory items, research instruments	C-5
24.	Indo-USSSP/STI Programme (Copy of Coordination & Maintaining)	C-5
25.	Indo-US Sub-Commission on agriculture working group on Agricultural Research	C-5

P.S. J
