

IFA Circular No: 15 of 2012

**CONTROLLER GENERAL OF DEFENCE ACCOUNTS**

ULAN BATAR ROAD, PALAM, DELHI CANTT - 110010  
TEL - 011-25665569-72, FAX-011-25674779

**(IFA Wing)**

No: IFA/10

Dated: 16/11/2012.

To

**Sub: Retention Period for Records held in IFAs offices.**

It has been decided to prescribe the retention period for Files/Registers/Documents maintained/held in IFA offices. The details are enclosed at Annexure-I to this letter.

2. It is advised that while weeding out the old records, time limit prescribed for each document may be kept in view.



**(Rameshwar Dass)**  
**Sr.AO (IFA)**

## Retention Period for Records held in IFA offices:

Sl. No.	Files/Registers	Period of Retention	Authority
1A	Shadow Files (For capital cases and capital cases following the revenue route)	10 Yrs	CGDA's approval vide file no. IFA10 (PC) dated. 08/11/2012.
1B	Shadow Files (For Revenue Cases)	5 Yrs	-do-
2	Shadow Files Register	10 Yrs	-do-
3	FC/UO No. Register	5 Yrs	-do-
4	Qty Vetting/AON No. Register	5 Yrs	-do-
5	TPC/PNC Register	5 Yrs	-do-
6	CGDA DAK Register	10 Yrs	OM Pt-II Vol-I
7	Files of Circulation , Memoranda	1 Yr	-do-
8	Confidential papers regarding officers and other members of the establishment including confidential reports and character rolls.	2 Yrs after the date of death or 5 Yrs after the date of retirement have become non-effective	-do-
9	Correspondence files regarding confidential reports/character rolls	Not exceeding 3 years	-do-
10	Correspondence regarding supply of stationary and forms	1 Yr	-do-
11	Files of applications for employment in the Defence Accounts Department	1 Yr	-do-
12	Letters from Government of India Ministry of Defence (Finance) and CGDA conveying sanctions or decisions or others orders of a permanent nature and correspondingly the original letters, or representations from CsDA etc. on which such sanctions, decisions and orders are initiated.	For Ever.	-do-
13	Section files of Government, CGDA's, AHQrs, letters etc. other than those mentioned at Sl. No. 33 (5) Annex 'A'	10 Yrs	-do-
14	Ordinary correspondence	5 Yrs	-do-
15	Register of Registers	Until a new Register is opened carrying forward all the current items	-do-
16	Register of Files	Until a new Register is opened carrying forward	-do-

		all the current items	
17	Office Orders (establishment) (fair copies)	10 Yrs	-do-
18	Office Procedure Orders, files of one copy	5 Yrs	-do-
19	Register for watching progress of Test Audit Objections	5 Yrs	-do-
20	Register of secret documents	5 Yrs	-do-
21	Confidential DAK Register	5 Yrs	-do-
22	Dispatch Register of Letters/Files	1 Yr	-do-
23	Inward Letters/Files Register	1 Yr	-do-
24	Cash Book Imprest	10 Yrs	-do-
25	Budget Register	5 Yrs	-do-
26	Instruction Order Register	10 Yrs	-do-
27	Register of initials of SC (A)/AAO	10 Yrs	-do-
28	Register of Specimen Signatures	5 Yrs	-do-
29	Attendance Register	1 Yr	-do-
30	EL Register	3 Yrs	-do-
31	CL Register	1 Yr	-do-
32	Register of Identity passes	Until a new Register is opened carrying forward all the current items	-do-
33	Meeting/Conference Register	5 Yrs	-do-
34	Master Note Book	10 Yrs	-do-
35	Register of Books	Until the next Register is opened which should contain all current items of the previous Register.	-do-
36	Book Issue Register	Until the next Register is opened which should contain all current items of the previous Register	-do-
37	Register of expendable stores	5 Yrs	-do-
38	Stationery Consumable item Register	5 Yrs	-do-
39	RV/CRV/IV/CIV Register	5 Yrs	-do-
40	Dead Stock Register (DAD)	3 Yrs	-do-
41	Dead Stock Register (Non-DAD)	3 Yrs	-do-