



No.25/2/NCST/2014-Admn.
National Commission for Scheduled Tribes
Government of India

6th Floor, 'B' Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-110003

Dated: 20-1-2015

CIRCULAR

The Schedule for retention of records of various Divisions/ Units of this Commission is circulated as per annexure.

2. All Divisions are directed to strictly adhere to the records retention schedule and commence weeding out work as per rules and procedure in this regard at the earliest.

This is being issued with the approval of Competent Authority.

(Mrs. K.D. Bhansor)
Director (Admn.)

Copy to:-

1. All Research Units/ Coordination Cell.
2. PS to Chairperson/ Vice Chairperson.
3. Director/ Deputy Secretary.
4. PPS to Joint Secretary.
5. AD/ RO's of Regional Offices.
6. Office Order folder.

357-56
20/1/15

जारी किया
ISSUED

Name of Unit – Coordination Cell

S. No.	Subject/Head	Retention Period	Remark
01	Files relating to Agenda items & Notes of the Commission's Meeting	3 Yrs.	
02	Files relating to approved Minutes of the Commission meetings.	Permanent	
03	Files relating to Wireless Message	1 Yrs	
04	Files relating to Periodical Routine Reports /Quarterly/ Special Reports/ Pendency Report/ Hindi Report	3 Yrs.	
05	Files relating to rules of State Guest Facilities to NCST.	Permanent	
06	Files relating to Meeting with State Commission and their visit.	3 Yrs.	
07	Files relating to Annual Report of the Commission (Preparation, Translation, Printing, Distribution) Published Annual Report and Special Reports Files relating to Collection and Compilation of Annual Report Material/Sanction from Ministries, States & UTs on Specific Matters relating to STs.	Permanent Permanent 10 Yrs*	
08	Files relating to Follow Up Action on the Recommendations contained in the Annual Report of the Commission	Permanent	
09	Files relating to Subject Specific Reports/Surveys/ Studies etc.	5 Yrs.	
10	Files relating to Court Cases	3 years (after final clearance from Arbitration, Litigation, Enquiry or Audit as the case may be)	
11	(i) Files relating to RTI, 2005 (Monitoring, Coordinating and Quarterly/Half yearly and Annual Returns) (ii) Files relating to the administrative aspects of RTI Act, 2005 i.e. implementation, suggestions, guidelines, etc. (iii) File Register of RTI Applications i.e. records other than file.	3 Yrs. Permanent Permanent	
12	Files relating to Parliament Question (Monitoring, Coordinating & Other Parliamentary Matters)	3 Yrs.	
13	Files relating to Matters relating to Parliamentary Committees/States Committees for SCs/STs	Permanent	
14	Files relating to Matter Relating to Lok Sabha/ Rajya Sabha/ State Assemblies (Other than Questions)	3 Yrs.	
15	Files relating to State Level Review Meeting with States/ UTs – Follow Up Action	6 Yrs	
16	Files relating to Policy Matters/ Drafts/ EFC/Cabinet	Permanent	

	Notes/Important Issues taking up by NCST, Office Orders.	
17	Files relating to Workshop/Seminars/ Training Programs/ Conferences	3 Yrs
18	Files relating to Research, Evaluation & Monitoring and Development Porgrammes/ Schemes for STs	3 Yrs
19	Files relating to Information Sought by Chairperson/VC/ Member of the NCST	1 Yr after the completion of the Tenure
20	Files relating to Furnishing of Information for Reports of Other Ministries/ Departments/ Commission	3 Yrs
21	Files relating to Review Meetings with Central Ministry/ Departments	6 Yrs
22	Files relating to Matters Relating to Rules of Procedure of NCST	Permanent
23	Misc. Matters	3 Yrs.

* Till the Report is laid in the house.