



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.

351-56
20/1/15
जारी किया
ISSUED

SS
20/1/2015

20/1/15
O/C

20/01/15

Name of Unit – RU – I, II, III & IV

S. No.	Subject/Head	Retention Period	Remark
01	Files relating to Complaints/ Representations/ Petitions	3 Yrs	
02	Files relating to agenda items/Sitting for Commission's Meetings	3 Yrs	
03	Files relating to action taken on approved minutes of the Commission	Permanent	
	Files relating to Comments/Views of the Commission on important issues relating the Scheduled Tribes Policy issues /Bill etc.	Permanent	
04	Files Relating to Inspection of Rosters/Implementation of the Reservation Policy in the Department	3 Yrs.	
05	Files relating to Studies/Surveys/Reports	Permanent	
06	Files relating to Matter relating to the Inclusion/Exclusion of the Communities	Permanent	
07	Files relating to Successful Cases/ De-reservation Cases/ State/District/ PSUs/Ministry review cases reported in the Annual Report.	10 Yrs*	
	Files relating to Collection and Compilation of Annual Report Material/Sanction from Ministries, States & UTs on Specific Matters relating to STs.	10 Yrs*	
08	Files relating to Periodical Routine Reports /Quarterly/ Special Reports/ Pendency Report/ Hindi Report	3 Yrs.	
09	Files relating to Court Case	3 years (after final clearance from Arbitration, Litigation, Enquiry or Audit as the case may be).	
10	Files relating to RTI Act, 2005 (Monitoring, Coordinating and Returns) <ol style="list-style-type: none"> 1. RTI Cases disposed without attracting any 1st Appeal 2. RTI Cases attracting 1st Appeal 3. RTI Cases attracting 2nd Appeal (without any remarkable decision) 4. RTI Cases attracting 2nd Appeal (involving a remarkable decision) 	3 Yrs. 2 Yrs. 3 Yrs. 3 Yrs. till the compliance of CIC orders	
11	Files relating to Parliament Question	3 Yrs.	
12	Files relating to Matter Relating to Lok Sabha/ Rajya Sabha/ State Assemblies (Other than Question)	3 Yrs.	
13	Files relating to State Level Review Meeting with States/ UTs – Follow Up Action	6 Yrs	

14	Files relating to Policy Matters/ Drafts/ EFC/Cabinet Notes/Important Issues taking up by NCST, Office Orders/ Policy issues, Bills etc.	Permanent	
15	Files relating to Research, Evaluation & Monitoring and Development Programmes/ Schemes for STs	3 Yrs	
16	Files relating to Information Sought by Chairperson/VC/ Member of the NCST	1 Yr after the completion of the Tenure	
17	Files relating to Furnishing of Information for Reports of Other Ministries/ Departments/ Commission	3 Yrs	
18	Files relating to Review Meetings with Central Ministry/ Departments	6 Yrs	
19	Misc. Files	3 Yrs.	

* Till the Report is laid in the house.