



सत्यमेव जयते

**RECORDS RETENTION SCHEDULE
FOR RECORDS PERTAINING
TO
SUBSTANTIVE FUNCTIONS**

OF

**MINISTRY OF ENVIRONMENT,
FORESTS & CLIMATE CHANGE,
NEW DELHI**

2016

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

The records created by the Ministry of Environment, Forests & Climate Change, 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 are 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/ of Ministry of Environment, Forests & Climate Change, 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 "Ministry of Environment, Forests & Climate Change, 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, request was received from the office of the Ministry of Environment, Forests & Climate Change, New Delhi; vide their letter F. No. 5/1/2014- IWSU(Part-I) dated 13th March 2015, for vetting the RRS. Accordingly, on the spot study of records was carried out by Dr. Pradeep Kumar, Archivist for review/vetting the Records Retention Schedule of the office of the Ministry of Environment, Forests & Climate Change, New Delhi from 06th July 2015 to 17th July 2015.

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 Ministry of Environment, Forests & Climate Change, 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 officer visited various Divisions/Sections of the Ministry of Environment, Forests & Climate Change, 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 Ministry of Environment, Forests & Climate Change, New Delhi etc. are included in the Records Retention Schedule. Suitable retention periods have been prescribed to various groups of records, keeping in view their administrative, legal, and 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 Ministry of Environment, Forests & Climate Change, 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 Ministry of Environment, Forests & Climate Change, 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 Record Officers may be trained in the Orientation Course in Records Management (Copy of the Programme for 2014-15 is enclosed and also available in Department 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 Ministry of Environment, Forests & Climate Change, 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 Ministry of Environment, Forests & Climate Change, New Delhi

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Animal Welfare (AW)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Approved Plan Schemes	B	
2.	Release of GIA to Animal Welfare Board of India(AWBI), Chennai	C-3*	*3 years or 1 year after Audit, whichever is later
3.	Applications of NGOs recommended by AWBI, Chennai. Funds to be released to such NGOs through AWBI, Chennai only.	C-5	
4.	Parliamentary Committees (a) For departments reported upon or predominantly concerned: (b) For other interested departments:	C-10 B	
5.	Court Cases	C-5	C-5 after final settlement of case under normal course of Law
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15.	Scheme guidelines etc.	A	
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18.	Note for EFC, CCEA etc.	B	
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20.	Bills, Acts and ordinances	B	
21.	Sanction Register	B	
22.	Budget Estimate/Revised Estimates/ Supplementary Demands	C-3	
23.	Files relating to furnishing material to nodal divisions regarding Outcome Budget, Annual Report, Annual Action Plan and RFD.	C-5	

Climate Change (CC)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Administrative and Budget matters	C-5	
2.	Grant of host country approval to projects under CDM	C-5	
3.	Other files relating to CDM	C-5	
4.	Bilateral & Multilateral matters	B	
5.	Files relating to minutes of the consultative group on climate change and various sub-groups	C-10	
6.	Projects of climate change	C-5	
7.	Files relating to deputation abroad	C-5	
8.	Miscellaneous references from within and outside the Ministry	C-3	
9.	MoUs with other countries	B	
10.	Speeches, talking points and matters relating to media	C-1	
11.	National Action Plan on Climate Change	B	

Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Approved Plan Schemes	B	
2.	Court cases	C-5	C-5 after final settlement of case under normal course of Law
3.	VIP References	C-3	
4.	Miscellaneous representations received from individual organizations	C-3	
5.	Record Review Register	C-10	
6.	File Register	B	
7.	List of files received for review	C-1	
8.	Weekly arrear statement	C-1	
9.	Furnishing of information to other Ministries/ Sections etc. on other than policy/ Parliamentary matters	C-5	
10.	Furnishing of material for speech of President, Prime Minister, Minister etc.	C-3	
11.	Note for EFC, CCEA etc.	B	
12.	Sanction Register	B	
13.	Budget Estimate/ Revised Estimates/ Supplementary Demands	C-3	
14.	Files relating to furnishing material to nodal divisions regarding Outcome Budget, Annual Report, Annual Action Plan and RFD.	C-5	
15.	Files relating to establishments registered with CPCSEA.	B	

CONSERVATION & SURVEY DIVISION (COORDINATION)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Biosphere Research Proposal submitted i) Advisory Committee Meetings ii) Project proposals not approved iii) Grants in aid for approved proposals iv) Final Report of Research Projects v) Management Action Plan (Annual) vi) Declaration/Setting up of new Biosphere Reserves vii) Cooperation with UNESCO-correspondence	C-3 C-1 C-10 C-10 C-5 B C-3	4 Copies of Reports to be kept in Departmental Library as- B.
2.	International Centre for Integrated Mountain Development (ICIMOD) i) Contribution to ICIMOD ii) Meetings of ICIMOD Governing Body iii) Nomination on the Governing Body of ICIMOD iv) Regional Collaboration ICIMOD Research Projects	C-5 C-5 C-5 C-5	
3.	Grants in aid to institutions	C-3	3 years or 1 year after Audit, whichever is later
4.	Deputation abroad	C-3	
5.	Mangroves and Coral Reef i) Advisory Committee Meetings ii) Project proposals not	C-5 C-1*	*4 copies of

	<ul style="list-style-type: none"> iii) approved Grants in aid for approved proposals iv) Final Report of Research Projects v) Management Action Plan(Annual) vi) Declaration/Setting up of new Biosphere Reserves 	<ul style="list-style-type: none"> C-10 C-10 C-5 B 	Reports to be kept in Departmental Library as B.
6.	<p>AICPOTAX</p> <ul style="list-style-type: none"> i) Advisory Committee Meetings ii) Project proposals not approved iii) Grants in aid for approved proposals iv) Final Report of Research Projects v) Management Action Plan(Annual) 	<ul style="list-style-type: none"> C-5* C-1 C-10 C-10* C-5 	*4 copies of Reports to be kept in Departmental Library as B.
7.	Centers of Excellence - Grants-in-aid to institutions	C-3	3 years or 1 year after Audit, whichever is later
8.	<p>GB Pant Institute of Himalayan Environment & Development</p> <ul style="list-style-type: none"> i)Grants in aid ii)Appointment of Director iii) Appointment of Auditors iv) Nomination of members on the Governing Body v) Meetings of Governing Body vi) Meeting of the Society vii) Constitution of the Society viii) Organisation of seminars/Participation in seminars etc. 	<ul style="list-style-type: none"> C-3* B C-5 B C-10 B B C-3 	*3 years or 1 year after Audit, whichever is later

9.	Coordination matters i) Furnishing information to various divisions ii) Annual report iii) Annual Action Plan iv) Budget v) Five Year Plan vi) Annual Plan vii) Performance Budget	C-1 C-3 C-3 C-3 C-10 C-5 C-3	
10.	Plan Proposals i) EFC ii) SFC iii) CCEA/Cabinet	C-10 C-10 B	
11.	Miscellaneous matters	C-1	
12.	Biosphere Research Proposal submitted i) Advisory Committee Meetings ii) Project proposals not approved iii) Grants in aid for approved proposals iv) Final Report of Research Projects v) Management Action Plan (Annual) vi) Declaration/Setting up of new Biosphere Reserves vii) Cooperation with UNESCO-correspondence	C-3 C-1 C-10 C-10* C-5 B C-3	*4 Copies of Reports to be kept in Departmental Library as- B.

Conservation Survey/ Biosphere Reserve (CS/BR)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Biosphere Reserves		
	(i) Management Action Plan (Annual)	C -5	
	(ii) Declaration/ Setting up of new Biosphere Reserves	B	
	(iii) Advisory Committee Meetings	C -5	
	(iv) Research Proposal not approved	C -1	
	(v) Grants-in-aid for approved proposals	C -10*	*4 copies of Reports to be kept in Departmental Library as B.
	(vi) Final Report of Research Projects	B	
	(vii) Nomination of Biosphere Reserves for inclusion in World Network of Biosphere Reserves, UNESCO	B	
	(viii) Periodic Review of Biosphere Reserves included in WNBR, UNESCO	C -10	
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	(xiii) Miscellaneous matters	C -1	

CONSERVATION & SURVEY DIVISION (CS-II)

Botanical & Zoological Survey of India

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Court Cases	C-5	C-5 after final settlement of case under normal course of Law Precedent cases – B
2.	Departmental council meetings/ program advisory Committee meetings/ other meetings etc. committee conferences etc. a) Minutes b) Others	B C-3	
3.	Five Year Plan	C-10	
4.	Annual Action /Annual Plan	C-3	
5.	Deputation/ Delegation /training abroad/expedition/visit of foreigners	C-3	
6.	Scholarship and Fellowship	C-5	
7.	Correspondence with Associations/staff representations	C-3	
8.	Misc.	C-3	
9.	DPC/ACP proposal FCS	C-5	
10.	Department disciplinary Proceeding administrative matter	C-10	

CP Division (CPA and CPW Section)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Environmental (Protection) Act 1986 i) Policy ii) General Matters	B C-5	
2.	Air (Prevention of control of Pollution) v) Policy vi) General matters	B C-5	
3.	Pollution monitoring and control Projects	C-3	3 years or 1 year after Audit, whichever is later
4.	Complaints regarding pollution	C-3	
5.	Conferences/Meetings on Environmental Pollution i) Minutes ii) Correspondence	B C-5	
6.	Court Cases	C-5	C-5 after final settlement of case under normal course of law Cases of precedence value B-keep

7.	Bilateral Programme on pollution control with Countries / International organizations i) Policy issues ii) projects iii) other matters	 B C-5 C-5	
8.	Establishment matters of Environment Authorities like NEAA, loss of Ecology Authority, Bhurelal Authority i) Constitution of Authority ii) Release of Grant in aid iii) Administrative matters iv) Other misc. matters	 B C-3* C-5 C-3	 *3 years or 1 year after Audit, whichever is later
9.	National Award for prevention of Pollution i) Policy ii) Nomination / Awards	 B B	
10.	Formulation & review of emission noise and / or effluent standards: i) Industry specific, Product specific (Schedule I) ii) General Standards (Schedule – VI) iii) Policy iv) Expert Committee to evolve Environmental Standards	 B B B C-10	

	v) Others	C-5	
11.	Recognition of Private Laboratories under Environment (Protection) Act, 1986	B	
12.	Audit Reports	C-3	3 years or 1 year after Audit, whichever is later
13.	VIP references	C-3	
14.	Report>Returns	C-3	
15.	Central Pollution Control Board		
	i) Central Pollution Control Board meetings	C-3	
	ii) Creating post A, B, C & D of CPCB Employees	B	
	iii) Water Cess (Policy)	B	
	iv) Water Cess supplementary Demands/Utilization Certificates	C-10	

Conservation Survey (CS-III)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Committees	C-3	
2.	Environmental (Protection) Act 1986 and BD Act i) Policy ii) General Matters/Misc. Correspondence iii) Clearances (approved) iv) Clearances (rejected)	B C-5 C-5 C-1	
3.	Establishment Matters of National Biodiversity Authority i) Constitution of Authority ii) Release of Grant in Aid iii) Administrative Matters/Appointment iv) Others Misc Matters	B C-3* B C-3	*3 years or 1 year after Audit, whichever is later
4.	Bilateral Cooperation including UNDP/GEF/CEBPOL:- a) MoUs/Agreements/Policy Issues b) Project proposals i) project ii) other matters	B C-5 C-3	
5.	Deputation Abroad/ delegation/ training Abroad/ workshops/ visits of foreigners	C-3	
6.	Draft Speech, Messages from MOEFCC	C-3	
7.	Court Cases	C-5	C-5 after final settlement of case under normal course of laws
8.	Financial Matters i) Grant in Aid for approved	C-10	

	proposals ii) Grant in Aid to the Institutions	C-3*	*3 years or 1 Years after completion of Audit, whichever is later
9.	National Biodiversity Authority i) Grant in Aid ii) Appointment of Chairman iii) Nomination of Members on the Governing Body iv) Meetings of Authority V) Organization of seminars/Financial Assistance for holding seminars/publishing the workshop reports	C-3* B B C-10 C-3	*3 years or 1 year after Audit, whichever is later
10.	Coordination Matters i) Furnishing information to various Divisions ii) Annual Report iii) Annual Action plan iv) Budget v) Five Year Plan vi) Annual plan vii) Performance Budget viii) Quarterly/Monthly reports	C-1 C-3 C-3 C-3 C-10 C-5 C-3 C-3	
11.	Plan Proposals i) EFC ii) SFC iii) CCEA/Cabinet	B B B	
12.	Miscellaneous matters	C-1	
13.	Miscellaneous correspondence with State Government, SBBs, UTs, NGOs	C-3	
14.	Complaints regarding Bio-piracy and BD Act	C-3	
15.	International Conferences/ Meetings	C-5	

16.	VIP/VIR references/PMO	C-3	
17.	References from other Ministries/Deptts on Global issues of Biodiversity/Biosafety/CBD/CoP i) Policy ii) Others	B C-3	
18.	Award/prizes i) Policy ii)Nomination/Awards	B B	

Environment Education (EE)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	All files relating to policy matter / EFC/SFC/ Guidelines	B	
2.	Completed proposals with final settlement of financial assistance	C-3	3 years or 1 year after Audit, whichever is later
3.	Files relating to Annual Plan, Outcome Budget and RFD	C - 10	
4.	File relating to Five year Plan	B	
5.	i) Cabinet bills/cabinet notes	C-5	
	ii) PMO reference / VIP reference	C-3	
6.	Court cases	C - 5	C-5 after final settlement of case under normal course of Law
7.	Rejected proposals after date of rejection	C - 3	

ENVIRONMENT INFORMATION (EI)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Budget, Annual Plan Audit & related matters Annual Reports/IFD	C-5	3 years or 1 year after completion of audit, whichever is later
2.	Indira Gandhi Paryavaran Puraskar (IGPP)		
	(i) IGPP Regulation files	B	
	(ii) Main files (for each year of award)	C-5	
	(iii) Nominations files (not short listed)	C-3	
	(iv) Nominations (short listed)	C-3	
	(v) Nominations of awardees)	B	
3.	VIP(IGPP)	C-3	
4.	ENVIS		
5.	(i) ENVIS Centre's Files (Previous plan period)	B	(B for functional centers) C- 10 (for closed Centers
6.	(ii) ENVIS Centre's Files (XII plan period)	B	
7.	(iii) Scientific Advisory Committee		
	a. Minute	B	
	b. Correspondance	C-10	
8.	(iv) National Evaluation whorkshops	C-5	
9.	Miscellaneous matters/ENVIS		

	Cell		
10.	(i) ENVIS Cell	B	
11.	(ii) ISBEID Data Base Software	B	
12.	(iii) PMO Reference related	C-3	
13.	(iv) Miscellaneous	C-3	
14.	Environment Management Capacity Building Technical & Assistance (ECBTA) and SDNP Project files.	C-10	

Externally Aided Projects Division (EAP)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Project proposal received from States for External Aid i) Approved Cases ii) Rejected Cases	B C-3	
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4.	Training Abroad	C-3	
5.	Misc. references in respect of Training abroad	C-3	
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FOREST CONSERVATION (FC)

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3.	Proposals from State Governments/ Union Territories for diversion of Forest lands for non forests purposes a) Approved Cases b) Rejected Cases	B B	
4.	Inter- Departmental Commissions/ meetings and references	C-5	
5.	General references relating to conservation	C-5	
6.	Encroachment on forests lands-general	C-5	
7.	Request for allotment of forests lands from private individuals	C-3	
8.	Court Cases Pertaining to F(C) Act, 1980	C-10	C-5 after final settlement of case under normal course of Law
9.	Reports and Returns a) Monthly b) Annual	C-1 C-3	
10.	Misc. correspondence with State Governments, UTs, NGOs etc.	C-3	

Forest Establishment (FE)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Creation of Pension Fund Trust of ICFRE	B	
2.	Formation of ICFRE Pensioners Health Scheme	B	
3.	Redeployment of surplus staff of ICFRE	B	
4.	Closers of Rangers College and Redeployment of staff in ICFRE	B	
5.	Absorption of Group A officers of ICFRE	B	
6.	Recruitment of DG, ICFRE	C-10	
7.	Promotion under FCS & modified FCS	C-10	
8.	Recruitment Rule, framing as well as amendment	B	
9.	Establishment matters e.g. up-gradation of pay scale, FCS, ACP/MACP in consultation with Department of Expenditure/Department of Personnel & Training	C-5	
10.	Appeal against penalty in disciplinary cases	C-5	C-5 after final settlement of case under normal course of Law
11.	Appeal against adverse entry in ACR/APAR	C-5	
12.	Recruitment through SSC (Copy)	C-5	
13.	Composition of Search-cum-Selection Committee for the post of DDG/Directors etc. in ICFRE	C-10	
14.	Miscellaneous report and returns	C-3	

15.	Court Cases	C-5	C-5 after final settlement of case under normal course of Law
16.	Routine personnel matters	C-3	
17.	Cabinet Note for circulation from Ministry of Labour & Employment and Ministry of Textile	C-3	
18.	Parliamentary matters	C-3	(after assurance) C-01 (LSQ/RSQ other than assurance)
19.	VIP/PMO	C-3	

FOREST POLICY (FP)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Amendment to Indian Forest Act, 1927 etc. and the Forest (Conservation) Act 1980.	A	
2.	State Forest Acts/ Amendment of and other miscellaneous Central Acts etc.	A	
3.	National Forest Policy	B	
4.	National Forestry Action Programme (NFAP)-India	B	
5.	Arbitration/Court Case etc.	C-5	C-5 after final settlement of case under normal course of Law
6.	Tribal Welfare and related matters (Forestry aspect)	C-5	
7.	Joint Forests Management Policy	B	
8.	Files Relating to work of National Forestry Action Plan(NFAP)/ Food & Agriculture organisation (FAP)	C-5	
9.	Communications received from MPs/ VIPs	C-3	
10.	Conferences/ Seminars/ meetings etc.	C-3	
11.	Misc. circulars/ instructions issued by other Ministries/ Deptts./Complaints	C-5	
12.	Consultative Committee, other Committees	C-5	4 Copies of Reports to be kept in Departmental Library as- B.

Forest Protection Division (FPD)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	EFC Memo	B	
2.	Intensification of Forest Management Scheme (Centrally Sponsored Scheme)	B	
3.	Meetings & Committees	C-3	
4.	Public Grievances and General Complaints	C-3	
5.	Court Cases	C-5	C-5 after final settlement of case under normal course of Law
6.	VIP references/PMO references	C-3	
7.	Reports & Returns	C-3	
8.	All matters related to: (a) Policy matter (CMP/Forest Fire)	B	
9.	(b) Left Wing Extremism (LWE)	C-10	
10.	Registers		
	a. VIP/PMO Register	C-3	

Forestry International Cooperation (FIC)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Multilateral Cooperation / International Organisation like UNDP, FAO, UNFE, IPF, IFF, UNEP, JICA, G-77 Countries etc. a) MOUs/Agreements/Policy issues b) Projects proposals i) Approved Projects ii) Rejected Projects c) Miscellaneous references	B C-5 C-3 C-3	
2.	References from other Ministries/Departments a) Policy b) Others	B C-5	
3.	International Workshops, Ministerial conferences. International Forest Meetings	C-10	
4.	Foreign Tours	C-10	
5.	National Workshop	C-3	
6.	Multinational, Regional Forest Policy-matter regarding	C-3	
7.	Miscellaneous matters	C-3	

Hazardous Substance Management Division (HSMD)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Disaster Relief Schemes Central Crisis Group (CCG). Red Book/ Hazard Analysis Study Scheme/ Off Site Plan/ Emergency Response Centre (ERC)	C-10	
2.	Correspondence relating to International matters with chemical safety	C-5	
3.	Correspondence with State pollution control Boards- routing	C-3	
4.	Financial Assistance to Institutions/ regulatory authority for Hazardous Chemical and Hazardous work management (State/ Central level)	C-5	
5.	Meetings/ Conferences/ Seminars/ Training on accident Management	C-5	
6.	Pesticides based conventions including Prior Informed consent Chemicals(PIC) & Stockholm convention on persistent organic pollutants (POPs)	C-5	
7.	Court Cases on PIL/ complaints/ Accidents/ Ship mishaps	C-5	C-5 after final settlement of case under normal course of Law
8.	Hazardous/ Waste/ Solid Municipal Work/ Periodical Works.	C-10	
9.	Action Plan for implementation of Hazardous Work/ Hazardous Chemical/ Bio-medical works-	C-10	

	Rules under Environmental Protection Act (EPA); 1986		
10.	Implementation of Public Liability Information Act; 1991	C-10	
11.	Assistance to MSW Projects, TSDF Projects and common Treatment and Disposal Facilities for Bio-medical waste	C-10	
12.	Issuing of NOC/Permissions for Export/ Import of Hazardous wastes.	C-5	
13.	Framing / Amendment of Plastics Rules/ Hazardous Rules/BMW Rules/ Batteries Rules/ E-Waste Rules and Chemical safety Rules.	B	
14.	VIP Reference	C-3	

IMPACT ASSESSMENT

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Project files -TOR -EC	A	
2.	Policy files relating to Impact Assessment Division	A	
3.	Constitution of Expert Appraisal Committees	A	
4.	Study Report Files	C-10	
5.	Returns of files monthly/Annual	C-5	
6.	Grant-in-Aid files	C-5	3 years or 1 year after completion of audit, whichever is later
7.	Administrative matters files Contractual staff/Outsourcing, Professional Services, Travel etc.	C-5	
8.	Budget files -Outcome Budget -Annual Budget	C-5	3 years or 1 year after completion of audit, whichever is later
9.	EAC Meetings/ Conferences/ Workshops/ Seminar files	C-5	
10.	Court case files	C-5	C-5 after final settlement of case under normal course of Law
11.	VIP/PMO References	C-3	
12.	Miscellaneous/Clarification files	C-3	
13.	Public Grievances-Complaint files	C-3	

IF Division (IFD)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Files related to constitution of various committees in the Ministry received from various Processing Divisions for processing of Sitting Fee to Non-Official members.	C-5	
2.	Copies of SFC/EFC Memo	C-10	

IFS-I/IFS-II/AGMUT/ACR

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Appointment of IFS officers through UPSC	B	
2.	Cadre Allocation to IFS Probationers	B	
3.	Probation Confirmation	C-5	
4.	Combination of Cadres/Bifurcation of Cadres	A	
5.	Cadre Review of all State Cadres/UTs including	C-10	
6.	Recruitment of IFS officers on Central Deputation under Central Staffing Scheme of MoEF.	C-10	

7.	Framing of Scheme of CSS-MoEF	C-10	
8.	Empanelment of IFS officers at the level of Secretary/Additional Secretary	C-5	
9.	Empanelment of IFS officers at the level of Joint Secretary	C-5	
10.	Temporary Additions of posts to the Cadre	C-5	
11.	Amendments to IFS Rules/Regulations	B	
12.	Cadre management/Policy matters relating to IFS	B	
13.	Roaster for Scheduled Castes/Scheduled Tribes	B	
14.	Co-ordinating the Selection Committee meeting held by UPSC	C-5	
15.	Seniority/determination of year of allotment of promotee IFS officers	C-5	
16.	Deputation under CSS-DoPT	C-5	
17.	Deputation to Corporations/other foreign bodies	C-5	
18.	Cadre clearance for various trainings/workshops/seminars abroad	C-3	
19.	Inter-Cadre transfer	C-3	
20.	Inter-Cadre deputation of IFS officers	C-10	
21.	Court Cases	C-5	C-5 after final settlement of case under normal course of Law
22.	VIP/PMO Reference	C-3	
23.	Memorials relating to adverse	C-3	

	entries in the ACRs		
24.	Publication of Civil List of IFS officers		
25.	Increment/Pay Fixation/Earned Leave	C-3	
26.	Miscellaneous matters/Resignation of IFS officers	C-3	
		C-5	

International Co-operation & Sustainable Development (IC&SD)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks	
1.	Parliament matters :	1. Admitted and answered Questions		
		2. Assurances & Undertakings		
		3. Information furnished to other Ministries / Department and Divisions for framing answers		
		4. Disallowed, lapsed or withdrawn questions		
		5. Other Parliamentary and Constitutional matters		
		6. Furnishing of material for speech of President, Prime Minister, Minister etc.		
2.	Budget	1. Annual Plan Budget Estimates / Revised Estimates	C-3	

		2. Expenditure Statements	C-3	3 years or 1 year after completion of audit, whichever is later
		3. Review of ongoing Plan Schemes	C-3	After closure of the scheme.
		4. Re-appropriation	C-3	
		2. Files relating to deputation of officers to attend Workshops/ Seminars /Conferences	C-3	
		3. Files relating to tour report submitted by the officers after returning from deputation	C-3	
3.	UNEP related matters	1. Files relating to policy related issues on UNEP	B	Proposed by the IC&SD Division
		2. Files relating to GoI annual contribution to the UNEP Environment Fund	C-5	
		3. Files relating to pledge ceremony for contribution	C-3	
		4. Files relating to projects/programmes with financial assistance from UNEP	C-10	
		5. Files relating to hosting of workshops/ training programmes on SCP and other areas	C-3	
		6. Files relating to projects with financial assistance from UNDP	C-10 for approved projects C-3 for not approved	

			projects	
4.	UNDP related matters	1. Files relating to policy related issues on UNDP	B	Proposed by the IC&SD Division
5.	Other UN Bodies Like UNESC AP, UNESC O, ILO etc.	1. Files relating to policy related issues	B	Proposed by IC&SD Division
		2. Files relating to forwarding inputs to Ministry of commerce, Department of Education etc.	C-3	
6.	World Bank/Asian Development Bank	1. Files relating to policy related issues on World Bank/ADB	B	Proposed by IC&SD Division
		2. Files relating to projects/studies commissioned by World Bank/ADB	C-5	
		3. Files relating to visits of World Bank/ADB officials in India	C-3	
7.	FAO, Commonwealth, WTO	1. Files relating to policy related issues on FAO, Commonwealth, WTO	B	Proposed by IC&SD Division
		2. File relating to furnishing inputs for attending meetings of FAO, Commonwealth, WTO	C-3	
8.	Other International Organizations/ Regional Bodies like	1. Files relating to policy issues on these organizations	B	Proposed by IC&SD Division
		2. Files relating to GoI's annual contribution to SACEP	C-5	
		3. File relating to hosting of Annual Meetings/proceedings assigned to India from time to	C-5	

	SAARC, SACEP, ASEAN	time		
		4. Deputation of officers for attending annual meetings/workshops etc. in the member states	C-3	
9.	Seminars/Conferences/Workshop/Exhibition	Nominations of officers for attending seminars/conferences/workshops excluding those referred to in above paras	As per Sl.No.3 C-3	Proposed by IC&SD Division
10.	Agenda / Minutes of Meetings / Seminars, etc.	Files pertaining to formulation of agenda for the meetings / seminars / workshops, etc. which are organised by the IC&SD Division Minutes	C-3 B	
		Files pertaining to formulation of agenda / drafting of minutes for the meetings / seminars / workshops, etc. (which are not organized by the IC&SD Division) Minutes	C-5 B	
11.	MoUs / International Agreements	Original MoUs / Original Joint Statements entered into by this Ministry	A	
		MoUs / joint statements entered into by other Ministries	C-10	
12.	Joint Working Group files	Files / records pertaining to joint working group meetings, preparation of their agendas, etc. Minutes	C-10 B	Proposed by IC&SD Division

13.	CSD files	CSD (now HLPF) files / records	B	Proposed by IC&SD Division
14.	Miscellaneous Matters	Misc. matters pertaining to international cooperation and sustainable development	C-5	Proposed by IC&SD Division

Internal Work Study (IWSU)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Organisational Studies/ Set up	C-3	
2.	Work simplification Studies	C-3	
3.	Simplification Studies	C-3	
4.	Suggestion Schemes	C-3	
5.	Administrative Reforms Commission Recommendations	C-3	
6.	Work Study/ Case study reports	C-3	4 Copies of Reports to be kept in Departmental Library as- B.
7.	Inspection Reports	C-1	After the date of next inspection
8.	Monthly Progress report on recording/ reviewing and weeding of files	C-1	
9.	Preparation of compendium on 'Channel of submission and level of final disposal of cases	C-5	C-5 or till the next review is completed whichever is later
10.	Preparation of Brochure on 'List of subjects handled by various Sections/ Divisions of the Ministry	C-5	C-5 or till the next brochure is brought out, whichever is later.
11.	Record Requisition Slips maintained by Departmental Record Room	C-3	To be destroyed after the requisitioned slip has been received back.

National Afforestation & Eco-Development Board (NAEB)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1	Files relating to Admn. Section	B	Separate list prepared according to DoPTs guidelines
2	File pertaining to constitution of NAEB	B	
3	Files pertaining to EFC Memo /CCEA Note	B	
4	File pertaining to Parliamentary Standing committee	B	
5	Greening India Scheme		
	(a) Policy/constitution	B	
	(b) GIS, individual project file	C-1	
	(c) Miscellaneous files	C-1	
6	National Afforestation Programme Scheme		
	(a) Policy Matters	B	
	(b)FDA project files	C-5	
	(c) SFDA projects files	B	
	(d) Miscellaneous files	C-1	
7	Eco-Development Forces Scheme		
	(a) Constitution/Policy/Guidelines	B	
	(b)ETF fund reimbursement files	B	
	(c) Miscellaneous files	C-1	
8	(a) Thirteenth Finance Commission Files	C-5	
	(b) Miscellaneous file	C-1	
9	Regional Centers		
	(a) Constitutions /Policy matters	B	
	(b) Financial Assistance to RCs	B	
	(c) Miscellaneous files	C-1	
10	Court cases	C-5	
11	Annual Action Plan	C-3	

12	Outcome Budget	C-3	
13	VIP References	C-1	
15	Miscellaneous Matters	C-3	
16	Meetings, Seminar and Training	C-5	
17	IPVM Awards		
	(a) Constitution of Awards/Policy matters	B	
	(b) Applications & Nominations	C-1	
	(c) Administrative Files	C-3	
	(d) Miscellaneous files	C-1	

National Museum of Natural History (NMNH)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Setting up of the Regional Museums of Natural History	B	
2.	Constitution of the Advisory Committee	C-10	
3.	Annual Action Plan	C-3	
4.	Five Year Plan	C-10	
5.	SFC for setting up the Regional Museums of Natural History	B	
6.	Deputation/Delegation/Training abroad	C-5	
7.	MoU with International Musuems/Institutions	B	

National River Conservation Directorate (NRCD)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Constitution of Ganga Project Directorate (GPD)/National River Conservation Directorate (NRCD)	B	
2.	Plan Proposals EFC/SFC Memos CCEA Notes	B	
3.	Reports of Parliamentary Standing Committee/Estimates Committee All other Parliamentary Matters	C-10	
4.	Projects completed under NRCP/NPCA	B	
5.	Proposals not approved for funding under NRCP/NPCA	C-5	
6.	Records relating to Ramsar convention	B	
7.	Files relating to Court Cases	C-5	C-5 after final settlement of case under normal course of Law Subject to: (a) The file not being closed until the award/judgment becomes final in all respects by limitation or final

			decision in appeal / revision; and (b) Cases involving important issues or containing material of high precedent/reference value being retained for an appropriately longer period either initially or at the time of review.
8.	Annual Action Plan	C-3	3 years or 1 year after completion of audit, whichever is later
9.	Five Year Plan/Mid Term Appraisal	C-3	3 years or 1 year after completion of audit, whichever is later
10.	Outcome Budget/Result Framework Document (RFD) Annual Budget	C-3	3 years or 1 year after completion of audit, whichever is later
11.	Reports/Returns	C-3	

Non Government Organization (NGOs Cell)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	National Environmental awareness campaign is being implemented by Environment Education Division with the help of Regional Resources Agencies at the State level a) Policy b) Others	B C-3	
2.	National River Conservation Directorate (NRCD) provides financial assistance to the voluntary agencies for arranging exhibitions or launching plantation programme in the banks of River Ganges at the time of important festivals like Kumbhmela at Haridwar and Allahabad Correspondence	C-3	
3.	Queries received from various NGOs	C-3	
4.	Requisition for various formats of the funding schemes and queries for various grants in aid programmes of MEF	C-3	
5.	Request for list of NGOs	C-3	

Ozone Cell

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Correspondence from Ozone Cell	C-3	
2.	MOU with CDC	B	
3.	Meeting of Parties /Open Ended Working Group of the Meeting of Parties to the Montreal Protocol. Reports/Data	C-3 B	4 Copies of Reports to be kept in Departmental Library as- B.
4.	Institutional Strengthening Project.	C-3	As above
5.	Empowered Steering Committee & its Standing Committees	C-3	As above
6.	Deputation	C-3	As above
7.	Executive Committee & related meetings	C-3	As above
8.	Progress report and information	C-3	
9.	Correspondence with Minister/Secretary/VIPs	C-3	
10.	Correspondence with Implementing Agencies	C-3	
11.	Policy matter/Regulation/Licensing/Customs/Excise duties	B	
12.	Awareness/Information/Workshop	C-3	
13.	Bilateral Cooperation/Ecofrig Project	C-5	
14.	Parliament Question/Information	C-3	
15.	Miscellaneous/Correspondence with other organisations	C-3	
16.	(a) Ozone Rules (b) Establishment of Ozone Cells in State	B B	
17.	Registration of Enterprises under Ozone Rules	B	
18.	Press	C-3	
19.	Sector Projects (i) Refrigeration & Air –	C-5	4 Copies of Reports to be

	conditioning		kept in
(ii)	Halo	C-5	Departmental
(iii)	SORVENT	C-5	Library as- B.
(iv)	Aersol	C-5	As above
(v)	Production	C-5	As above
(vi)	Foam	C-5	As above
(vii)	Nethyl Bromide	C-5	As above
(viii)	Small Scale Sector	C-5	As above
(ix)	Sector papers (Misc.)	C-5	As above

Personnel-I (P-I)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Court Cases	C-5	C-5 after final settlement of case under normal course of Law
2.	Reports / Return	C-1	
3.	VIP References	C-3	
4.	Budget Matters relating to non-plan budget (Sectt. Proper)	C-3	3 years or 1 year after completion of audit, whichever is later

Personnel – III (P-III)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	policy matters relating to recruitment & Flexible complementing Scheme in Relation to scientific posts	B	
2.	Framing / Amendment of Scientific Group 'A' Posts Rules, 1987 etc.	B	
3.	Court Cases	C-5	C-5 after final settlement of case under normal course of Law
4.	Misc. matters	C-3	
5.	Reports/ Returns	C-3	

Plan & Coordination (P&C)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Register for watching progress of recording	C-3	
2.	File pertaining to BE/RE	C-10	
3.	Outcome Budget	C-10	
4.	Annual Plan	C-10	
5.	Inspection Report	C-1	
6.	Supplementary Grant	C-3	
7.	Planning & Policy	B	

Policy and Law Division (PL)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	All enactments of new legislation and amendment to existing legislation	A	
2.	Policy matters	B	
3.	PMO references	C-3	
4.	VIP references	C-3	
5.	Public Interest Litigation	C-5	after settlement of case under normal course of law
6.	Interaction with other Ministries/ State Governments	C-5	
7.	General matters on Environment	C-5	
8.	Eco Mark Scheme i) Policy ii) Others	B C-5	
9.	Comprehensive Legislation	B	
10.	Trade and Environment i) Policy ii) Others	B C-5	
11.	Industrial Pollution Prevention Project	C-5	
12.	Pollution Control Authority	C-5	
13.	Asian Development Bank (ADB) Project	C-5	
14.	Misc. matters	C-3	

Project Elephant (PE)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Formulation of EFC of Project Elephant	B	
2.	Central Assistance under CSS-PE		
	Andhra Pradesh	C-10	
	Arunachal Pradesh	C-10	
	Assam	C-10	
	Jharkhand	C-10	
	Karnataka	C-10	
	Kerala	C-10	
	Meghalaya	C-10	
	Nagaland	C-10	
	Odisha	C-10	
	Tamil Nadu	C-10	
	Uttarakhand	C-10	
	West Bengal	C-10	
	West Bengal	C-10	
	Tripura	C-10	
	Chhattisgarh	C-10	
	Uttar Pradesh	C-10	
	Maharashtra	C-10	
	Madhya Pradesh	C-10	
	Project proposal on elephant mortality in ER	C-10	
	Establishment of veterinary hospital for elephants	C-10	
	Asian elephant In-patient hospital & diagnostic laboratory	C-10	
3.	Matter related to Welfare of Captive Elephant	B	
4.	Re-constitution of steering committee of Project Elephant	B	
5.	Establishment of Elephant Reserves/Corridors related matters		
	Notification Elephant Reserve (Andhra Pradesh)	B	
	Notification Elephant Reserve (Arunachal Pradesh)	B	
	Notification Elephant Reserve (Assam)	B	
	Notification Elephant Reserve (Jharkhand +General)	B	
	Notification Elephant Reserve (Karnataka)	B	

	Notification Elephant Reserve (Kerala)	B	
	Notification Elephant Reserve (Meghalaya)	B	
	Notification Elephant Reserve (Odisha)	B	
	Notification Elephant Reserve (Tamil Nadu)	B	
	Notification Elephant Reserve (Uttarakhand)	B	
	Notification Elephant Reserve (Uttar Pradesh)	B	
	Notification Elephant Reserve (West Bengal)	B	
	Notification Elephant Reserve (West Bengal)	B	
	Notification Elephant Reserve (General)	B	
	Dandeli Elephant Reserve (Karnataka)	B	
	Elephant Rehabilitation Centre/Camp in UP	B	
	Elephant Rehabilitation Centre/Rescue Centre all PE States/UTs	B	
	Notification of Elephant Reserve (General)	B	
	Committee for strengthening ER/EC	B	
	Report titled "Approach paper towards application of ICT for effective management of elephant reserves" submitted by TCS	C-10	
6.	Elephant Rescue/Rehabilitation Centers		
	Rehabilitation Centre in Haryana	B	
	Elephant Rescue/Rehabilitation Centre in Kerala	B	
7.	Elephant Death/Human-Animal Conflict Matters		
	Death of elephant & Human kill by elephants	B	
	Elephant-Human Conflict	B	
	Elephant Death Report	C-10	
	Injury and killing of elephant on railway track	C-5	
8.	VIP References/Public Grievance		
	VIP reference	C-5	
9.	Court Cases	C-5	C-5 after final settlement of case under normal course of Law
10.	Meeting/Seminar/Committee/Workshop and Training/Consultative Committee		
	National Seminar/Workshop related to PE	C-10	
	Side event at COP 16, Bangkok	C-10	
	Request of the Royal Bank of Scotland	C-10	

	Invitation letter to Corporate Partners and Erstwhile Members of Steering Committee of PE	C-5	
	Vigyan Bhawan Booking	C-3	
	Constitution of Task Force on Elephant	B	
	Implementation of Task Force	C-10	
	Haathi Mere Saathi Campaign	B	
	E8 Country Meet on Elephant Conservation	C-10	
	SFC of E50:50	C-10	
	International Bear Association Conference 2012	B	
	Message from Hon'ble Minister to the International Bear Association Conference 2012	B	
	E50:50 First International Elephant Congress and Ministerial Meet	C-10	
	Release of special cover during 50:50	C-10	
	International Elephant Congress	C-10	
	Technical Matter of E50:50	C-10	
	Confirmation of invitation letters for the E50:50	C-10	
	Matter raised in Lok Sabha Zero Hour	C-10	
	6 th meeting of NBWL (5 th September, 2012)	C-10	
	16 th meeting of conference of parties	C-10	
	Research areas during 12 th five year plan (WII)	C-10	
	Hiring of Professional Conference Organizer for organizing First International Elephant Congress	C-10	
	1 st meeting of the Consultative committee of MPs attached to MoEF&CC on project elephant is scheduled to be held at Bandipur, on 5/1/2015.	C-10	
	Invitation to the Hon'ble Minister, E&F for attending the African Elephant Summit to be held in Gaborone, Botswana	C-10	
	Revival of CITES-MIKE programme in India and South Asia	C-10	
	MIKE South Asia	C-10	
11.	Budgetary /Annual Plan Matters		
	Plan Expenditure and Trust Areas	B	
	Consideration of Demand for Grants (2012-13) of MoEF by department related Parliament Standing Committee	C-10	
	12 th Five Year Plan (2012-2017)	C-10	
	Formulation of Annual Plan	C-5	
	Annual Plan/Plan Expenditure 2014-15	C-5	

12.	Record Management Recording / Review /Weeding out	C-10	
13.	Engagement of staff in Project Elephant Division	B	
14.	Miscellaneous Matters		
	Presentation on the application on unmanned aerial vehicles (UAVs)	C-5	
	Capture and translocation of wild elephants from vellore circle by Tamil Nadu Forest Department	C-5	
	Sting operation on News9 in Bangalore	C-5	
	NOC issued by CWLW Govt. of Karnataka for transporting one elephant to Bengaluru from Trichy, Tamil Nadu for religious purpose	C-10	
	Misc. Correspondence Assam	C-5	
	Misc. Correspondence Maharashtra	C-5	
	Misc. Correspondence Madhya Pradesh	C-5	
	Misc. Correspondence Andaman & Nicobar Islands	C-5	
	Misc. Correspondence Karnataka	C-5	
	Misc. Correspondence Uttar Pradesh	C-5	
	Misc. Correspondence Madhya Pradesh	C-5	
	Misc. Correspondence Jharkhand	C-5	
	Misc. Correspondence Nagaland	C-5	
	Misc. Correspondence Meghalaya	C-5	
	Misc. Correspondence Odisha (Sundargarh Forest Division)	C-5	
	Misc. Correspondence Tamil Nadu	C-5	
	Misc. Correspondence Uttarakhand	C-5	
	Misc. Correspondence West Bengal	C-5	
	Misc. Correspondence Chhattisgarh	C-5	
	Misc. Correspondence General	C-5	
	Misc. Correspondence Tripura	C-5	
	Misc. Correspondence Bihar	C-5	

PROJECT TIGER (PT)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Administrative matters relating to Tiger Reserves under Project Tiger Scheme including review of Tiger reserve area/ inclusion of new area under Project Tiger Scheme i) Policy/ Guidelines i) Others	B C-3	
2.	Release of Central Assistance under Project Tiger Scheme a) Project Tiger Scheme b) Eco-Development Scheme c) Beneficiary Oriented Scheme/ village relocation/Policy/ Guidelines d) Release of Central Assistance to States	B B B C-10	
3.	Misc. matters relating to all tiger reserves	C-3	
4.	Filming in Tiger reserves grant of permission	C-5	
5.	Matter relating to Tiger Conservation Plan	C-5	
6.	Research in Tiger Reserves/ States	C-5	
7.	Census in Tiger Reserves/ States	C-10	4 Copies of Reports to be kept in Departmental Library as- B.
8.	Externally aided projects/ international co-operation matters a) Forest Research Education &	C-10	

	Extension Project (FREEP) b) India Eco-Development Project (Monitored by World Bank) i) Projects ii) Agreement iii) Annual Reimbursement files	C-3 B B	
9.	Global Tiger Forum i) Contribution, Forum Base documents, MOU, General assembly Meetings. ii) Related matters, aid to Tiger Reserves, Training etc	B C-3	
10.	Meetings i) Steering Committee(SC) meetings ii) Field Director (FDs) Meetings	C-3 C-3	Minutes of meeting keep as 'B'
11.	Financial Budget Matters i) Five Year Plans ii) Performance Budget iii) Annual Plan/Annual Action Plan	C-5 C-3 C-3	
12.	Eco-sensitive zone in Tiger Reserves	B	
13.	Seminars/Conferences/ Tours and related matters	C-3	
14.	Court cases	C-5	C-5 after final settlement of case under normal course of Law
15.	VIP references	C-3	
16.	Reports and Returns	C-3	

Research in Environment (RE)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Constitution of Expert Groups	C-10	
2.	Expert Group Meetings	C-5	
3.	Approved projects relating to all the Programmes of R&D Scheme	C-5	(After their completion). FTRs to be kept in Library as 'B'.
4.	Rejected Research Proposals	C-1	(after the decision is conveyed to PI)
5.	Fellowships/Chairs/Awards	C-5	
6.	Annual Plan	C-3	
7.	Outcome Budget/RFD/Five Year Plan / Policy matter / EFC / SFC / Guidelines	B	
8.	Court Cases	C-5	C-5 after final settlement of case under normal course of Law

Regional Offices Headquarters (RO)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Monitoring report on approved projects under (Conservation) Act,1980	C-5	
2.	Progress reports of compensatory a forestation of State/Union Territories under the Act	C-3	
3.	Inspection/violation Report of forest (Conservation) Act,1980	C-3	
4.	Report/Seminar/meeting Miscellaneous Minutes	C-3 B	
5.	Miscellaneous correspondence with regional offices	C-3	
6.	Progress report from Regional Offices Monthly/Quarterly	C-3	
7.	News Monitor from Regional Offices	C-3	
8.	Correspondence of Regional Offices with State Governments regarding approval orders under Forest (Conservation) Act,1980	C-5	
9.	VIP references	C-3	
10.	Meeting report (internal Senior officers)	C-1	
11.	Annual Report	C-3	

Research & Training

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	Forest Education & Training a) Policy b) Reorganisation c) Grants in aids to Indian Council of Forest Research & Education (ICFRE) d) Schemes	B B B B	
2.	Forest Research Education Schemes	B	
3.	Journals and reports from Forest Research Institute & College	C-5	
4.	Land acquisition and construction estimates	B	
5.	Reports and returns other than relating to finance Budget	C-5	
6.	Setting up of New Research Institutes under: Indian Council of Forest Research & Education	B	
7.	Proceeding of the Board of Governors & Society of Autonomous Insttts. of the a) ICFRE b) Indian Instt. of Forest Management c) Indian Plywood Industries Research Instt. Bangalore	B B B	
8.	Indian Instt. of Forests Management 1. a) Research Advisory Committee b) Personnel committee c) Financial Committee d) Academic council	B B B B	

	2. Sanction and Grants 3. Conferences/ Workshop/ journal, convocations/ chief guest- sanctions 4. Journal	B C-5 C-5	
9.	Payment of honorarium to guest Lecturers & examiners in the Indira Gandhi National Forest Academy/ DFE	C-5	
10.	Representations sent by the Unions of (ICFRE) Indian Council of forest Research & Education reg. its problems	C-5	
11.	Miscellaneous Matters	C-5	
12.	O&M matters Official dealings between Administration and members of parliament and State Legislative observances of proper procedure	C-5	after the O&M is revised
13.	Misc. matters regarding committees	C-10	
14.	Court cases in IIFM Bhopal personnel matter/ organisational disputes	C-5	after the dispute is resolved
15.	Economic Finance Committee a) Guidelines b) Project c) Minutes of meeting of EFC	B C-10 B	
16.	Annual Plan	C-5	
17.	Project proposal for 'Forestry Research & Education & Extension" seeking assistance from German Doner agency reg.	C-10	
18.	a) Visit of foreign Dignitaries b) Visit of Officers abroad on assignment c) Study Tours	C-5 C-5 C-5	

	d) Technical co-operation Training programme	C-10	
19.	Composition of academic council and nomination of two members by Chairman meeting of IIFM (evolving of constitution/ amendment)	B	
20.	Annual report & audited statement account of (IPIRI) Indian Plywood industries Research Instt, IIFM & ICFRE	B	

SURVEY AND UTILIZATION (SU)

Sl. No.	Subject	Retention Period Recommended by NAI	Remarks
1.	<p>Andaman and Nicobar Islands Forest and Plantation Development Corporation Limited:-</p> <p>(i) The matter related to Cabinet Note for restructure/revival of Andaman and Nicobar Islands Corporation.</p> <p>(ii) Release of loan to Corporation</p> <p>(iii) Appointment in Board of Director/Board of Director meetings/Annual General Meeting of Corporation.</p> <p>(iv) Administration, Security and banking transaction: Review of the existing arrangement between M/o Forests/ Deptts. And Public Sector units under it and furnish detail reg.</p> <p>(v) Performance/Appraisal of the Chief Vigilance Officer in the M/D of the Govt. of India; Central Public Sector undertaking etc. Accounting policies for Central Public sector Enterprises/Commercial undertaking of the Central Govt.</p>	<p>B</p> <p>B</p> <p>C-10</p> <p>C-10</p> <p>B</p>	

	<p>titled Public Enterprises survey.</p> <p>(vi) Palm Oil Plantation & processing mill, Fresh fruit bundles.</p> <p>(vii) Misc. references related to Corporation</p>	<p>C-5</p> <p>C-5</p>	
2.	<p>Forest based Industries wood</p> <p>(i) Granting permission to extract timber to wood based industries in A&N Islands reg.</p> <p>(a) Policy</p> <p>(b) Others</p> <p>(ii) Raw material supply to Industries.</p>	<p>B</p> <p>C-5</p> <p>B</p>	
3.	<p>(i) Meeting/Seminar/Committees/Workshop and Training / Consultative Committee</p> <p>(ii) Parliament Standing Committee</p>	<p>C-5</p> <p>C-10</p>	
4.	<p>Export/Import of wood product:</p> <p>(a) Export & Import policy recommendations with reference from Ministry of Commerce</p> <p>(b) Timber sandalwood/Teak/Red Sander, Seeds/plants/oil/pulp; also issue of no objection certificate regarding export/import.</p> <p>(c) Policy decision regarding export and import of wood and wood products</p>	<p>B</p> <p>B</p> <p>B</p>	

5.	Forest Development Corporations; (a) Annual reports and Accounts (b) Dividends matters (c) Share certificates of forest Development Corporations. (d) Misc. references from Forest development Corporation	C-5 C-10 A C-5	
6.	International Tropical Timber Organization and International Network for Bamboo and Rattan (a) Annual contribution matter (b) Cabinet Note for International Tropical Timber Agreement (ITTA)/Cabinet Note for establishment of INBAR (c) Participation in council session of ITTO/INBAR (d) Misc. references	B B C-5 C-5	
7.	EFC Memo of Scheme Strengthening of Forestry Division	B	
8.	Forest statistics; (a) Forestry publication/collection/compilation and interpretation of forestry Data (b) Review of production & disposal of timber in the country.	B C-5	
9.	(i) VIP References (ii) PMO References (for appropriate action) (iii) PMO References (Reply asked)	C-3 C-5 C-10	
10.	Court Cases	C-5	C-5 After final settlement of case under normal course of law.
11.	Administrative matters relating to FSI (a) Important cases	C-10	

	(b) Others	C-3	
	(c) India State of Forest Report	C-10*	*4 Copies of Reports to be kept in Departmental Library as- B.
12	Sustainable Forest Management, Certification, Trade etc./ Certification Programme for wood and Non-wood Forest Resources		
	(a) Draft Cabinet Note for constitution of IFCC	B	
	(b) Misc. matters	C-10	
13	National Coordinated Programme for Assessment of Non-Timber Forest Product Resources	C-10	
14	National Forestry Database Management System/National Forestry Information System	C-10	
15	Tariff Structure relating to Forestry Items	C-10	
16	Budgetary Matters.	C-5	
17	Parliament Questions		
	(a) Admitted and answered	C-3*	*After fulfillment of the assurance.
	(b) Not admitted	C-1	
	(c) Assurances	C-3	
18	State Level Committee for the wood based Industry	B	
19	CEC matters	B	
20	Permission for Industrial Estate in North Eastern States	B	
21	National Working Plan Code-2014	B	
22	Minor Forest Produce	C-10	
23	Misc. Govt. matters.	C-3	

Wildlife Division (WL)

Sl. No	Subjects	Retention Period Recommended by NAI	Remarks
1.	National Board for Wildlife (Main)	A	
2.	Standing Committee of NBWL		
	i. Minutes of the Standing Committee	A	
	ii. Proposals of Standing committee	C-10	
3.	CSS –Integrated Development of Wildlife Habitats		
	i. Files related to Releases of grants to PAs	C-5	3 years or 1 Years after completion of Audit, whichever is later
	ii. Recovery Programmes	C-10	
	iii. Protection of WL Outside PAs- Man-animal conflict	C-10	
4.	Strengthening of Wildlife Division/Control of Wildlife Crime (Budgetary matter)	C-5	3 years or 1 Years after completion of Audit, whichever is later
5.	National Wildlife Action Plan	A	
6.	Wildlife (Protection) Act,1972		
	i. Files related to amendment of the Act,	A	
	ii. Correspondences with State Govts/UTs and other agencies	C-5	
7.	International Cooperation:		
	I. CITES		
	i. CITES-General Correspondences	C-5	

	I. CMS	C-5	
	i. CMS - MOU	A	
	ii. CMS-General Correspondences	C-5	
	II. International Whaling Commission (IWC)	C-5	
	i. IWC- General Correspondences	C-5	
	III. IUCN	C-5	
	i. IUCN-MOU	A	
	ii. IUCN-General Correspondences	C-10	
	IV. SAWEN		
	i. SAWEN- MOU	A	
	ii. SAWEN- General Correspondences	C-10	
	V. World Heritage Convention (WHC)		
	i. Files concerning Inscription of Sites in World Heritage List	A	
	ii. WHC-General Correspondences	C-5	
8.	Budget, Annual Plan, Annual Report, Audit paras	C-3	3 years or 1 Years after completion of Audit, whichever is later
11.	Wildlife Research and Consultancies	C-10	
12.	Eco Sensitive Zone	B	
13.	Critical Wildlife Habitats	B	
14.	Project Coalition against Wildlife Trafficking (CAWT)/Indian UK Sustainable Development Dialogue	C-10	
15.	Trans-boundary Issues	C-10	
16.	Administrative and functional issues related to:	C-5	
	i. Wildlife Division		
	ii. CZA Misc.	C-5	
	iii. NZP Misc.	C-5	
	iv. PNHZP Misc.	C-5	
	v. WII	C-10	
17.	Miscellaneous Matters:		
	i. VIP References	C-3	
	ii. PMO References	C-3	

	iii. Celebration of Wildlife Week, filming proposals	C-3	
18.	Wildlife Awards/:		
	i. Regulation file	B	
	ii. Nomination files	C-3	
	iii. Main Files/File to be Award	B	
19.	Avian Influenza and other diseases	C-5	
20.	Human –wildlife conflict	C-10	
21.	EXIM Policy		
	i. Policy decision Files	B	
	ii. General correspondences	C-5	
22	World Bank Project	B	
23	Court Cases	C-5	C-5 After final settlement of case under normal course of law.
24.	Externally Aided Projects	C-10	