

HIGH COURT OF DELHI: NEW DELHI

NOTIFICATION

No. 78/Rules/DHC

Dated: 07.09.2024

In exercise of the powers conferred by Section 7 of the Delhi High Court Act, 1966 (Act 26 of 1966) read with Section 3 of the Destruction of Records Act, 1917 & Article 227 of the Constitution of India and all other powers enabling it in this behalf, the High Court of Delhi, with the prior approval of the Lt. Governor of the Government of National Capital Territory of Delhi, hereby substitutes the existing Part F(D) of Chapter 16 of Volume IV of the Delhi High Court Rules & Orders by the following new Part F(D) :

Part F(D)

ADMINISTRATIVE RECORDS

26. Period of preservation of administrative records:-

Subject to the provisions of this Part, all administrative records shall be preserved for the period and in the manner provided for in the Schedule I appended with these Rules and then destroyed.

Provided that if any matter is pending before the Vigilance/ Inspecting / ACR / Internal Complaints Committee constituted in terms of Section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 or any matter is pending before any Court of law, the record shall not be destroyed without prior approval of the competent authority.

27. Preservation of records of general/historical importance:-

All records which are considered to be of general or historical importance shall be brought to the notice of the Principal District and Sessions Judge of the concerned district who may pass such orders or give such directions as he/she may consider appropriate as to its preservation or otherwise.

28. Mode of calculating period of preservation:-

Subject to any instructions given in Schedule I, the period for which a paper is to be preserved shall be reckoned from the 1st of January following the date which it bears,

e.g., papers of 2022, which under these rules have to be retained for one year, shall become liable for destruction after 31st December, 2023.

29. Period for destruction of administrative records:-

Subject to any instruction being issued, every year, destruction of administrative records shall be carried out in the month of June and December and if practicable any holiday may also be utilised to carry out destruction of records, subject to availability of concerned officials and officers.

30. Authority competent to grant approval for destruction:-

The Principal District and Sessions Judge of the concerned district shall designate for every administrative branch, an officer not below the rank of Additional District & Sessions Judge, who shall approve the destruction of record.

31. Identification of records to be destroyed:-

Every Superintendent/Branch In-charge posted in an administrative branch shall have the record identified and entered in the registers maintained relating to the records to be destroyed, in the month of May and November, to be destroyed in the following months of June and December respectively subject to final approval by an Officer, so designated under rule 30 above. When any paper is destroyed, the date of destruction alongwith letter 'D' shall be entered in the red ink against the paper destroyed, in the register.

32. Records need to be preserved for future reference:-

The Superintendent/Branch In-charge before entering the details of the record shall make an assessment whether the record proposed to be destroyed is required for future reference or is likely to be required for future reference. In case, where the Superintendent/Branch In-charge is of the view that such record needs to be preserved for said reasons, s/he shall place such record before an officer so designated under Rule 30 above, giving reasons in detail for its preservation. The said officer shall pass such orders as to the preservation of record so placed before him, as may be considered appropriate.

33. Guiding principles for the destruction of records relating to accounts:-

The main principle which should guide the destruction of accounts records should be that so long as an objection is outstanding and the accounts have not been completely checked and accepted in audit, they and the relating documents should not be destroyed even though the period of preservation prescribed in the Rules may have expired.

34. Destruction of Records retained in electronic form:-

Notwithstanding any period of preservation prescribed in these Rules, any administrative record may be destroyed after being retained in electronic form, in accordance with Section 7 of the Information Technology Act, 2000.

Explanation I: According to Section 7 of the Information Technology Act, 2000, where any law provides that documents, records or information shall be retained for any specific period, then, that requirement shall be deemed to have been satisfied if such document, records or information are retained in the electronic form.

Explanation II: However, the record preserved in the electronic form may also be deleted after it reaches the period of preservation in its hard form as mentioned in Schedule I appended with these rules.

35. Identification of record required to be digitized:-

Every Superintendent/Branch In-charge posted in an Administrative Branch shall have the record identified which in his opinion needs to be retained in digital form and thereafter he/she shall obtain the approval of an Officer competent to grant permission to destroy the said record.

36. Supervision of conversion of record into electronic form before destruction:-

The conversion of administrative records, in electronic form, shall be carried out from time to time, before their destruction, in accordance with Rule 34, as may be necessary and shall be supervised by such officer as may be appointed by the Principal District and Sessions Judge of the concerned district for the purpose of authenticating by affixing his/her digital signatures.

37. Registers for destruction of administrative records:-

Every administrative branch shall maintain a register for keeping a record of administrative records to be destroyed in the following form:-

Register of Destruction of Administrative Records

Name of the Branch

Srl. No.	Description of record to be destroyed	Name of the officer who has checked the record to be destroyed	Proposed month/year for the destruction of record	Whether record preserved electronically or not	Period of preservation as prescribed in the Schedule I	Remarks, if any	Signatures of the approving authority (Additional District & Sessions Judge)	Date of the destruction of record	Name of the officer destroying the record
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

38. Residuary clause:-

Period of preservation of any administrative record, which is not covered under the Schedule I appended with these rules, shall be decided by the Principal District & Sessions Judge of the concerned District and he/she may add or delete any entry in the Schedule I appended with these rules.

SCHEDULE-I

DESTRUCTION OF ADMINISTRATIVE RECORDS

TABLE-1 ACCOUNTS BRANCH			
S. No.	Record generated by Branch	Period of Preservation	Remarks
-1	-2	-3	-4
1	Correspondence File/ Second Part of Service Book.	3 years	After the date of retirement / resignation / termination or the date on which the person ceases to be an employee of the Establishment. OR After completion of Audit / Outcome of pending Litigation, whichever is later
2	Travelling Allowance, Festival, LTC, Medical advance / claim bills and related files.	3 years	From the concerned financial year after Audit
3	Office copies of the Establishment Pay Bills and related schedules, Arrear Bills (in respect of the Period for which pay bill register is maintained).	3 years	After completion of Audit / Outcome of pending Litigation, whichever is later
4	Children Education Allowance/Tuition Fees Bill, Overtime Allowance Bill, Honorarium Bills, Evening Court Allowance Bills, and Bonus Bills and related files.	3 years	From the concerned financial year after Audit
5	Budget Register & files, Cash Register, Day to day dak and other misc. registers maintained in Accounts Branch.	5 years	At the end of financial year after completion of Audit / Outcome of pending Litigation, whichever is later
6	Audit objection files of Accounts Branch.	1 year	After removal of objections and decisions taken by Audit Section
7	Medical Card Record of Employee	1 year	After retirement/death of an employee

8	Medical Card record of Pensioner.	1 year	After the cessation of entitlement of last beneficiary of the Pensioner
9	Pension Cases Files of Retired/ Pre- mature retired Employee.	5 years	After the last beneficiary of the family pension ceases to be entitled to receive it.
10	Family Pension Case File of Expired Employee.	5 years	After the last beneficiary of the family pension ceases to be entitled to receive it.
11	Service Book and Leave Account of the Officers/ Officials who have resigned/ Dismissed/ Terminated from Service.	3 years	After final settlement of accounts/payment of benefits/gratuity etc. and Audit, whichever is later. In case of any litigation/proceedings, the service books & Leave Account may be weeded out only after obtaining the necessary clearance from the Competent Authority.
12	GPF Ledger Broadsheet (Class-IV), Transfer of Balance Cases and GPF Pass Book.	1 year	After settlement of GPF Final Payment / Completion of Audit, whichever is later
13	GPF Final Payment Bills (Dismissal/ Termination Cases).	3 years	After final settlement of accounts/payment of benefits/gratuity etc. In case of any litigation/proceedings, the bills may be weeded out only after obtaining the necessary clearance from the Competent Authority.
14	GPF Advance Bills & related files	1 year	After completion of recovery proceedings / Audit, whichever is later and entry is made in Pay Bill Register and GPF passbook
15	GPF Withdrawal Bills & related files.	1 year	After completion of Audit and entry is made in Pay Bill Register and GPF passbook
16	Reconciliation & Expenditure Statement (Plan and Non-Plan) and Final Excess & Saving Statement Files.	3 years	From the concerned financial year after Audit
17	Orders related to House Rent Allowance and Double TA Allowance.	3 years	After completion of Audit and entry is made in Pay Bill Register
18	Form-16, Income Certificate, Calculation Sheet and Savings Proof related to Income Tax, and 10-E Forms	1 year	After Audit Clearance

19	File of Last Pay Certificate, License Fee file, no due orders, recovery of pay and allowances file and related misc. files.	1 year	After Audit Clearance
20	Pay fixation orders file and increment list of the Employees	1 year	After Audit Clearance. After the entry is made and the extract / order is placed in the Service Book
21	EOL orders/files, evening court files and other related misc. files	1 year	After completion of Audit and entry is made in Pay Bill Register/Service Book
22	All contingency bills and its details maintained in GAR-27 & Advance Registers & related files.	1 year	After Audit Clearance
23	Reading Register of Electricity, Water, Petrol, Newspaper, Magazine, Camp Office, Home-cum-office Orderly Allowance and its related files	1 year	After Audit Clearance
24	Reader Register and related files of Domestic help Allowance (Retired Judicial Allowance)	1 year	After the date of cessation of entitlement of the last beneficiary or Audit, whichever is later
25	Records of Utilization Certificate submitted by the Judicial Officers	1 year	After Audit Clearance subject to completion of Block Period in respect of which utilization certificate pertains.
26	File pertaining to Family planning allowance	1 year	After Audit Clearance (7th CPC abolished Family planning Allowance)
27	File pertaining to Cash allowance/Handicap allowance	1 year	After Audit Clearance

Rule 289, Part-VIII of Chapter-12 alongwith its APPENDIX- 13 and Annexure thereto of Swamy's Compilation of General Financial Rules (27th Edition-2014) incorporates a compendium of Rules regarding Destruction of Records connected with Accounts. The terms and phrases used herein above shall have the same meaning and context unless specified otherwise.

TABLE-2 ACJ OFFICE (now merged in O/o Pr. D&SJ of concerned District)

S.No.	Record generated by office of Admn. Civil Judge (Central), Delhi	Period of Preservation	Remarks
1(a)	Files pertaining to Seniority & Promotion, Confirmation and ACP/MACP	Forever	Policy decisions, decisions with respect to seniority, promotion, confirmation & ACP/MACP be preserved forever. The other records be destroyed 1 Year after the final disposal.
(b)	Recruitment files / registers Direct/Departmental/Compassionate	12 Years	Subject to any litigation/other proceedings in which case 1 Year after the litigation/proceedings attained finality.
(c)	Files/registers pertaining to vacancy creation and related correspondence with High Court of Delhi,	12 Years	Subject to particulars of sanction being recorded in Establishment/Sanction Register/Roster.
(d)	File pertaining to Probation	1 Year	After completion of probation
(e)	File pertaining to Family planning allowance	1 Year	After Audit Clearance (7th CPC abolished Family planning Allowance)
(f)	File pertaining to Cash allowance/Handicap allowance	1 Year	After Audit Clearance
(g)	File pertaining to Striking off name of deceased official from the office scroll	1 Year	From the date of order.
(h)	Change of Cadre.	12 Years	After entry in the Service Book.
(i)	Guard file	Forever	As per Govt. of India Rules and OMs
(j)	Files pertaining to the facts submitted in litigation matter .	1 Year	After final disposal.
(k)	Complaint files (compilation of preliminary evidence)	1 Year	After final disposal.

(1)	Files pertaining to permission for further studies, NOC for passport, permission to go abroad, raising loans & Another miscellaneous information	5 Years	After retirement.
2	<u>VIGILANCE FILES</u> Disposal of departmental inquiry in which charges are not proved	1 Year	After decision has attained finality.
(a)	Departmental inquiries in which penalty of withholding increment/ censured etc. are imposed	1 Year	After decision has attained finality.
(b)	Penalty removal/dismissal from service in which appeal are pending	1 Year	After decision has attained finality.
3	<u>REGISTERS</u> Institution Register	1 Year	After date of last entry or after decision has attained finality, whichever is later.
(a)	Register regarding receiving of CA application	1 Year	After date of last entry or after decision has attained finality, whichever is later.
(b)	Register regarding list of disposal of departmental inquiries	1 Year	After date of last entry or after decision has attained finality, whichever is later.
(c)	File regarding sanction of Honorarium to the concerned Presenting Officers.	1 Year	After date of last entry.
(d)	Register of Departmental Inquiry consignment to Record Room	1 Year	After date of last entry or after decision has attained finality, whichever is later.
(e)	File of comments in service appeal/writ petitions before Hon'ble Delhi High Court and Hon'ble Supreme Court of India	1 Year	After date of last entry or after decision has attained finality, whichever is later.
4	<u>PERSONAL FILES</u>	6 Years	The Rules given in Govt. of India Record Retention Schedule In

(a)	Personal File (Gazetted)		Respect Of Records Common To All Ministries / Departments 2012, Department Of Administrative Reforms & Public Grievances, Govt. of India.
(b)	Personal Files (Non-Gazetted)	6 Years	<p>Personal Files (Non- Gazetted)</p> <p>(a) Those eligible for retirement / terminal benefits: Category C-5 (i.e. 5 Years) after issue of final pension/gratuity payment order.</p> <p>(b) Others: Category C-5 (i.e. 5 Years) after they have ceased to be in service.</p> <p>Remarks: On the expiry of the specified retention period, personal files of officials who have made significant contribution in any field of activity (e.g. Administrative, Scientific, Economic, Social) and have won National / International recognition, should be sent to the National Archives.</p>
(c)	Annual Confidential Reports of Staff	2 Years from the date of Death of the employee or 5 Years from the date of the retirement/dissal/termination of service, whichever is later.	C.S. O.M No. No. 51/5/72-ESTS.(A), dated the 20th May, 1972 and G. O.I. DOPT, O.M. No. 210116/2001-Estt.(A), dated the 14th May, 2011.
5	<u>GPF FILES</u>		
(a)	Advance Bills	1 year	After completion of recovery proceedings / Audit, whichever is later and entry is made in Pay Bill Register and GPF passbook
(b)	Withdrawal Bills	1 year	After completion of Audit and entry is made in Pay Bill Register and GPF passbook

(c)	GPF/NPS Pass books	1 year	After settlement of GPF Final Payment / Completion of Audit, whichever is later
(d)	GPF statements	1 year	After settlement of GPF Final Payment / Completion of Audit, whichever is later
(e)	GPF Ledger/Broad sheet(class IV)	1 year	After settlement of GPF Final Payment / Completion of Audit, whichever is later
(f)	GPF Final Payment bills (retirement /voluntary retirement/resignation)	3 years	After final settlement of accounts/payment of benefits/gratuity etc. In case of any litigation/proceedings, the bills may be weeded out only after obtaining the necessary clearance from the Competent Authority.
(g)	GPF Final Payment bills (dismissal/termination)	3 years	After final settlement of accounts/payment of benefits/gratuity etc. In case of any litigation/proceedings, the bills may be weeded out only after obtaining the necessary clearance from the Competent Authority.
(h)	GPF Final Payment Bills (Death case)	3 years	After final settlement of accounts/payment of benefits/gratuity etc. In case of any litigation/proceedings, the bills may be weeded out only after obtaining the necessary clearance from the Competent Authority.
(i)	Transfers of balance cases.	1 year	After settlement of GPF Final Payment / Completion of Audit, whichever is later
(j)	Insurance Bills	1 year	After settlement of Insurance Final Payment / Completion of Audit, whichever is later
6	Festival Advance Bills	1 year	After Audit Clearance (7th CPC abolished Festival Advance)
7	Computer advance and motor cycle advance bills	1 year	After completion of recovery proceedings / Audit, whichever is later and entry is made in Pay Bill Register and GPF passbook
8	<u>BUDGET ESTIMATES</u>		
(a)	Reconciliation Statement	3 years	From the concerned financial year after Audit
(b)	Excess of Savings	3 years	From the concerned financial year after Audit
(c)	Bills pertaining to office expense head	3 years	From the concerned financial year after Audit

(d)	Bills pertaining to DTE	3 years	From the concerned financial year after Audit
(e)	Bills pertaining to LTC & LTC (Home town) claim	3 years	From the concerned financial year after Audit
9	Record of Medical Bills	1 year after audit clearance or 3 years whichever is later	After retirement/death of an employee
10	Records of Transfer and Posting files	Forever	Be weeded out after 1 Year, if digitized.
11	<u>File / Register pertaining to sanction of Leave</u> i) Applications for CL/Comp. Leave/Spl. CL & Short Leave ii) Leave Account Register	1 Year 3 Years	After cessation of entitlement. From the date of last entry.
12	Pension Cases Files of Retired/ Pre- mature retired Employee.	5 years	After the last beneficiary of the family pension ceases to be entitled to receive it.
13	Family Pension Case File of Expired Employee.	5 years	After the last beneficiary of the family pension ceases to be entitled to receive it.
14	Record pertaining to pay fixation	1 year	After Audit Clearance. After the entry is made and the extract / order is placed in the Service Book
15	Service Book	3 years	After final settlement of accounts/payment of benefits/gratuity etc. and Audit, whichever is later. In case of any litigation/proceedings, the service books & Leave Account may be weeded out only after obtaining the necessary clearance from the Competent Authority.
16	Leave record of the officials	3 years	Earned leave and medical leaves of the officials are required in departmental Inquiry of the officials at any stage.
17	Attendance Register	1 year	From the date of last entry.

18	(a) Office copies of Establishment Pay Bills and related schedules, Arrear Bills (in respect of the Period for which pay bill register is maintained).	3 years	After completion of Audit / Outcome of pending Litigation, whichever is later
	(b) Office copies of Establishment Pay Bills and related schedules (in respect of period for which pay bills register is not maintained.	35 years	After completion of Audit / Outcome of pending Litigation, whichever is later
	(c) Schedules to the Establishment Pay Bills for the period for which pay bill register is maintained.	3 years	After completion of Audit / Outcome of pending Litigation, whichever is later
	(d) Acquittance Roll.	3 years	After completion of Audit / Outcome of pending Litigation, whichever is later
	(e) Office copies of Establishment Pay Bills and related schedules (in respect of period for which pay bill registers not maintained.	35 years	After completion of Audit / Outcome of pending Litigation, whichever is later
19	Dispatch register	3 Years	From the date of last entry. (Shri Shiv Narain Dhingra, the then Ld. District & Sessions Judge, Delhi vide order dated 10.06.2005 had ordered that record of R&I Branch be kept forever.)
(a)	Register for CL/CCL/Compensatory leave/special leave for subordinate staff	3 Years	From the date of last entry.
(b)	Diary Register for Subordinate Staff	3 Years	From the date of last entry.
(c)	Incoming Dak	3 Years	From the date of last entry.
(d)	RIO Register	3 Years	From the date of last entry.
(e)	Dak Register	3 Years	From the date of last entry.

TABLE-3 ADMINISTRATION BRANCH-I/II/III

S. No.	Record generated by Administration Branches	Period of Preservation	Remarks
1(a)	Personal File (Gazetted)	6 Years	<p>The Rules given in Govt. of India Record Retention Schedule In Respect Of Records Common To All Ministries/Departments 2012, Department Of Administrative Reforms & Public Grievances, Govt. of India.</p> <p>(a) Those eligible for retirement / terminal benefits: Category C-5 (i.e. 5 years) after issue of final pension / gratuity payment order.</p> <p>(b) Others: Category C-5 (i.e. 5 years) after they have ceased to be in service.</p> <p>Remarks: On the expiry of the specified retention period, personal files of officials who have made significant contribution in any field of activity (e.g. administrative, scientific, economic, social) & have won national/international recognition, should be sent to National Archives.</p>

1(b)	Personal File (Non Gazetted)	6 Years	<p>The Rules given in Govt. of India Record Retention Schedule In Respect Of Records Common To All Ministries / Departments 2012, Department Of Administrative Reforms & Public Grievances, Govt. of India.</p> <p>(a) Those eligible for retirement / terminal benefits: Category C-5 (i.e. 5 Years) after issue of final pension/gratuity payment order.</p> <p>(b) Others: Category C-5 (i.e. 5 Years) after they have ceased to be in service.</p> <p>Remarks: On the expiry of the specified retention period, personal files of officials who have made significant contribution in any field of activity (e.g. administrative, scientific, economic, social) and have won national / international recognition, should be sent to the National Archives.</p>
2	Files pertaining to permission for further studies, NOC for passport, NOC for going abroad, NOC for raising loans and other Miscellaneous information required under conduct rules.	5 Years	After retirement. If digitized, 1 Year after digitization.
3	Transfers & Postings	Forever	Be weeded out after 1 Year, if digitized.
4	Files pertaining to Seniority & Promotion, confirmation and ACP/MACP.	Forever	Only the important policy decisions/final disposal/reports be kept forever. Remaining part of the file be destroyed after 1 year from the date of approval of the final decision of the Competent Authority.
5	Records of minutes pertaining to DPC / ACP /MACP Committee and representations related thereto.	Forever	Only the important policy decisions/final disposal/reports be kept forever. Remaining part of the file be destroyed after 1 year from the date of approval of the final decision of the Competent Authority.

6	Files / Registers pertaining to sanction of Leave. i). Applications for CL/Comp. Lave/Spl. CL & Short Leave. ii). Leave Account Register	1 Year 3 Years	After cessation of entitlement. From the date of last entry.
7	Dak Register	1 Year	From the date of last entry.
8	Suspensions and revocation orders	6 Years	Subject to pending litigation/other proceedings.
9	Files/ registers pertaining to vacancy creation and correspondence with Hon'ble High Court of Delhi.	12 Years	Subject to particulars of sanction being recorded in Establishment/Sanction Register/Roster.
10	Annual Confidential reports of staff.	2 Years from the date of Death of the employee or 5 Years from the date of the retirement, whichever is later.	C.S. O.M No. No. 51/5/72-ESTS.(A), dated the 20th May, 1972 and G. O.I. DOPT, O.M. No. 210116/2001-Estt.(A), dated the 14th May, 2011.
11	Dispatch Register, Duty Register.	1 Year	From the date of last entry.
12	Records pertaining to requisition of Staff, Meeting Letters	1 Year	From the date of final decision.
13	Recruitment files/registers pertaining to compassionate appointment	12 Years	Subject to any litigation/other proceedings.
14	Attendance Register	1 Year	From the date of last entry.

TABLE-4 CARE TAKING BRANCH

Sr. No.	Record generated by Branch	Period of Preservation	Remarks
1	Budget File	6 Years	From financial year.
2	Fire Extinguishers Misc. & Bill File	1 Year	After Audit clearance.
3	Attendance Register of Safai Karamcharies, Farashs & Chowkidars	1 Year	From the date of last entry.
4	Misc. Purchase on Local basis	1 Year	After Audit clearance.

TABLE-5 CASH BRANCH

Sl. No.	Record Generated by branch	Period of Preservation	Remarks
1	Contingent Bills	3 years or 1 year after Audit clearance, whichever is later	GFR 2017 (Appendix 9)
2	Cash Book	10 years	GFR 2017 (Appendix 9)
3	Acquittance Roll	3 years or 1 year after Audit clearance, whichever is later	GFR 2017 (Appendix 9)
4	T.A. (Vouchers) (Road and Diet Money)	3 years or 1 year after Audit clearance, whichever is	GFR 2017 (Appendix 9)

		later	
TABLE-6 CMM OFFICE			
Sl. No.	Record Generated by branch	Period of Preservation	Remarks
1	Records pertaining to monthly Jail Sitting held at Tihar Jail, Delhi	1 Year	From the date of conclusion of the sitting.
TABLE-7 COMPUTER BRANCH			
Sl. No.	RECORD GENERATED BY BRANCH	Period of Preservation	REMARKS
1 (a)	Dak Register related to inward/outward request letters and applications etc.	1 Year	From the date of last entry
(b)	Attendance Register	1 year	From the date of last entry
(c)	Register of Engineers deputed by the vendors awarded with maintenance contract in different projects.	3 Years	From the date of last entry
2 (a)	Files related to the procurement made through Government Agencies like NICSIL / ICSIL etc.	1 Year	After Audit clearance or after condemnation, whichever is later.
(b)	Procurement made through tendering/e-tendering process or through open market	1 Year	After Audit clearance or after condemnation, whichever is later.
(c)	Matter/files related to the tender process for AMC of different periphery/articles	1 Year	After Audit clearance or after condemnation, whichever is later.
(d)	Matter/files related to the tender process for ARC of different periphery/articles	1 Year	After Audit clearance or after condemnation, whichever is later.

3	Record/files related to the installation of Computers, Printers, Servers, UPSs, TFT Screens, Laptops etc procured by the department.	1 Year	After Audit clearance or after condemnation, whichever is later.
4	Record/files related to installation of leased line in Delhi District Courts including e-Courts (installation and bill payment files)	1 Year	After Audit clearance or after condemnation, whichever is later.
5 (a)	Record maintained in respect of Copy of Minutes of Meetings received from Hon'ble High Court of Delhi	Forever	Only the important policy decisions/final disposal/reports be kept forever. Remaining part of the file be destroyed after 1 year from the date of approval of the final decision of the Competent Authority.
(b)	Minutes of Meetings of Centralized Computer Committee, Condemnation Committee, Mobile Committee, CCTV Committee or any other Committee	Forever	Only the important policy decisions/final disposal/reports be kept forever. Remaining part of the file be destroyed after 1 year from the date of approval of the final decision of the Competent Authority.
6 (a)	AA & Exp. Sanctions/Revalidation sanctions/enhancement of sanctions etc file	1 Year	After Audit clearance or after condemnation, whichever is later.
(b)	Record maintained in respect of urgent purchase executed by the branch	1 Year	After Audit clearance or after condemnation, whichever is later.
(c)	Record related to the indents received for issuance of misc items like cartridges/CD/DVD/Pen drives etc.	1 Year	After Audit clearance or after condemnation, whichever is later.
(d)	Correspondence with High Court of Delhi	3 Years	After completion of process in relation to each subject matter.
(e)	Record qua the providing of technical devices to the Judicial Officers	6 Years	After condemnation.

(f)	Upgradation of Computer Systems	1 Year	After Audit clearance or after condemnation, whichever is later.
(g)	Record related to requests received for providing of Computer Systems and other ancillaries from the Officer/Officials for use in the Courts/Chambers.	3 Years	From the date of last entry
(h)	Record related to System Officer and System Assistants provided to District Courts by the Hon'ble High Court under e-Mission Mode Project.	3 Years	From the date the assistance take back by Hon'ble High Court. Be digitized.
(i)	Hiring of Programmers on Contractual basis from M/s ICSIL to look after the data base /Servers of Delhi District Courts and to cope up with the technical aspects of District Courts.	1 Year	After Audit clearance or after condemnation, whichever is later.
(j)	e-auction file (in regard to the auction of e-waste/condemned systems/periphery through M/s MSTC, Govt. of NCT of Delhi enterprise)	1 Year	After audit clearance.
(k)	Record pertaining to the Deposit of depreciated/condemnation value of the articles by the officer/officials through Challan/ receipt etc.	1 Year	After audit clearance.
(l)	Wi-Fi Hotspot Project Files (newly launched project on the direction of Hon'ble High Court of Delhi)	1 Year	After audit clearance.
(m)	Record maintained in respect of HP Laptops provided to the Judicial Officers by eCommittee	3 Years	Till receipt of guidelines/directions from e-Committee, Hon'ble Supreme Court or any guidelines are framed by Hon'ble High Court of Delhi, whichever is later.

(n)	Record/file related to the providing of technological devices on the basis of fresh sanction received from GNCTD (Rs. 1.10 lacs)	1 Year	After Audit clearance.
(o)	Establishment of e-Court/vulnerable Witness Court Rooms	1 Year	After Audit clearance or after condemnation, whichever is later.
(p)	Record/file related to condemnation process file of Computer Hardware and peripherals	1 Year	After Audit clearance or after condemnation, whichever is later.
(q)	File of Surety Management Systems	3 Years	From the date of implementation.
(r)	Record maintained for Report Sent to Hon'ble High Court.	3 Years	From the date of dispatch to the High Court.
7 (a)	Bio-Metric Attendance recording system project Tender, Installation, Processing, AMC etc	1 Year	After Audit clearance or after condemnation, whichever is later.
(b)	Digitization of old records project Tender, Processing, Correspondence file	1 Year	After Audit clearance or after condemnation, whichever is later.
(c)	CCTV Project Tender, Purchase, Installation, AMC etc. file	1 Year	After Audit clearance or after condemnation, whichever is later.
(d)	Recording/file pertaining to the procurement in regard to e-court Project their installation, AMC of Hardware and software etc.	1 Year	After Audit clearance or after condemnation, whichever is later.
8	Record related to the Annual Budget as well as Five year Fund Plan	6 Years	From the date of its submission to Accounts Branch.

TABLE-8 COPYING AGENCIES

Record generated in Office of Administrative Officer (Judicial), Copying Agencies

S.No.	Record generated in Office of Administrative Officer (Judicial), Copying Agencies	Period of Preservation	Remark/s
1	Daily Work Done Statements of Officials of CAs & Status of Pendency of CA Applications in Copying Agencies-Sessions, Civil & Criminal.	1 Year	As per Rule 19 (Sl. No. 99 & 100), Chapter 5, Vol. V of Hon'ble High Court of Delhi the preservation period for "Daily out-turn of work done by Copyists & Proof Examiners" is one year.
2	File related to various Complaints made by the Applicants/Advocates regarding Delay/Non-Supply of Copies etc.	1 Year	After final disposal.
3	File related to copy of Minutes of Meeting of Copying Agencies.	1 Year	From the date of meeting.
4	Dak Registers	1 Year	From the date of last entry.
5	Registers of Fresh C.A. applications of File Fetchers	3 Years	Delhi High Court Rules: Rule 19 (Sl. No. 6), Chapter 5, Vol. V: The preservation period for the registers of "Return of files in all cases (Record Register)" is three years.
6	Movement Registers of files/chithas maintained by File Fetchers	3 Years	Delhi High Court Rules: Rule 19 (Sl. No. 6), Chapter 5, Vol. V: The preservation period for the registers of "Return of files in all cases (Record Register)" is three years.

7	Movement Registers of files/chithas maintained by Copyists	5 Years	Delhi High Court Rules: Rule 19 (Sl. No. 67), Chapter 5, Vol. V: The preservation period for the registers of "work performed by copyists" is five years.
8	Registers of Entries of prepared certified copies maintained by Copyists (Quota Registers)	5 Years	Delhi High Court Rules: As per Rule 19 (Sl. No. 67), Chapter 5, Vol. V: The preservation period for the registers of "work performed by copyists" is five years.
9	Registers of Marking of files/chithas to Copyists	1 Year	Delhi High Court Rules: As per Rule 19 (Sl. No. 68), Chapter 5, Vol. V: The preservation period for the registers of "distribution of cases to Copyists" is one year.
10	Unclaimed Certified Copies which are not collected by the applicants	120 days	Delhi High Court Rules: Rule 10A of Chapter 5B, The preservation period for certified copies which were not claimed/collected by the applicants is 120 days.
11	C.A. applications lying under objections which are not collected by the applicants	120 days	Delhi High Court Rules: Rule 10A of Chapter 5B, The preservation period for certified copies which were not claimed/collected by the applicants is 120 days.
12	Cash/Revenue Statements	1 Year	After Audit clearance.
13	Office Copies of Cash Receipts	180 days	From the date of receipt.
14	Sanctioned C.A. applications	1 year after audit clearance or 3 Years of sanction whichever is later.	Delhi High Court Rules: Rule 39 of Chapter 17 the sanctioned C.A. applications are to be weeded out after the audit of records and registers concerning Sanctioned C.A. applications or until the expiry of 3 years, whichever is later.

15	Attendance Registers	1 Year	From the date of last entry.
16	File related to copy of Minutes of Meeting of Copying Agencies.	1 Year	From the date of meeting.
17	Office Copies of monthly statements of Pendency of C.A. applications, Cash & Revenue, etc.	1 Year	From the date of statement.
18	Office Copies of Daily Work Done Statements of the officials	1 Year	Delhi High Court Rules: Rule 19 (Sl. No. 99 & 100), Chapter 5, Vol. V the preservation period for "Daily out-turn of work done by Copyists & Proof Examiners" is one year.
19	Dak Register	1 Year	From the date of last entry.

TABLE-9 DIGITIZATION

S. No.	Record Generated by Branch	Period of Preservation	Remarks
1	Correspondence File	3 Years	After closure of process in relation to each subject matter.
2	Sending digitized files to the Hon'ble High Court	1 year	Be digitized before destruction.
3	Original Bills	1 Year	After Audit clearance or after condemnation, whichever is later.
4	Bill Verification File	1 Year	After Audit clearance
5	Procurement of Scanners	1 Year	After Audit clearance
6	Entry Details Cum CD Issued Files (Record of Scanning as well as Receiving of CD given to Different Courts)	1 Year	From the date of last entry.
7	Dak Register	1 Year	From the date of last entry.

TABLE-10 EVENING COURT CELL

S.No.	Record generated by Evening Courts Cell	Period of Preservation	Remarks
1	Leave Intimation /Exemptions of Judicial Officers	1 year	Be retained if directed so by the Competent Authority under Rule 30 Vol. IV Chapter-16 Part F(D).
2	Dak Register	1 year	From the date of last entry.
3	Attendance Register	1 year	From the date of last entry.

TABLE-11 FACILITATION-CUM-INFORMATION CENTRE

S.No.	Record generated by Branch	Period of Preservation	Remarks
1	Minutes of meetings	Forever, if the same pertain to a policy matter, otherwise 1 year.	
2	Correspondence Letter	1 Year	From the date of disposal.

TABLE-12 FILING BRANCH/SECTION WRITER

S. No.	Record generated by Filing/ Section Writer	Period of Preservation	Remarks
1	Register (Bail orders received by Advocates)	1 Year	From the date of last entry
2	Prosecution Register (Bail orders received by Prosecution Branch)	1 Year	From the date of last entry
3	Caveat Register	1 Year	From the date of last entry

4	Caveats	180 days	Period for keeping the caveats alive is only 90 days (As per section 148A(5) of CPC.)
5	Jail Dak Register (Bail order send to Jail through Jail Dak)	1 Year	From the date of last entry
6	Allocation of Cases Register	1 Year	From the date of last entry
7	Judge's Leave & Training Programme intimation File	1 Year	From the date of last entry
8	Copy supply register in case of conviction	1 Year	From the date of last entry
9	Dak Register	1 Year	From the date of last entry
10	Register pertaining to orders sent to mediation	1 Year	From the date of last entry
11	Register pertaining to letters issued to the Arbitrator	1 Year	From the date of last entry

TABLE-13 FINE & AUDIT BRANCH

S.No.	Record Generated by Branch	Period of Preservation	Remarks
1	Monthly Fine Statements received from Criminal Courts i.e. MMs and ASJs.	50 years	Be destroyed after 1 year if digitized
2	Aggregate Amount Register.	50 years	Be destroyed after 1 year if digitized
3	File of Fine Deposited by Jail Convicts.	50 years	Be destroyed after 1 year if digitized
4	Monthly Fine Statement Record Register.	50 years	Be destroyed after 1 year if digitized
5	Attendance Register.	1 year	From the date of last entry.
6	Daily Fine Statements of MMs & ASJs.	6 years	Rule 12 (3), Part-F(B), Chapter-16, Volume IV, Delhi High Court Rules
7	Daily Copy Agency Statements.	6 years	Rule 12 (3), Part-F(B), Chapter-16, Volume IV, Delhi High Court Rules
8	Monthly Copy Agency Statements.	6 years	Rule 12 (3), Part-F(B), Chapter-16, Volume IV, Delhi High Court Rules

9	Copies of the Fine Intimation sent to various courts of all the Districts. (Deposited in Jail by convicts.)	1 year	From the date of last entry
10	MCD Monthly Reports of Littering Courts (Three Zones Narela, Civil Lines, and Najafgarh)	3 Years	From the date of report.
11	Receipt Book Issuance Register.	6 years	From the date of last entry
12	Refund Voucher Forms & Refund Register.	50 years	Be destroyed after 3 years if digitized
13	Monthly Revenue Statements File of all the Districts.	3 years	After the closer of financial year
14	AGCR Audit Reports.	1 year	After Audit clearance
15	Internal Audit Reports of GNCT Delhi.	1 year	After Audit clearance
16	Local Audit Reports of MMs & ASJs.	1 year	After Audit clearance
17	Report File (Submitted in Courts).	3 years	After the closer of financial year
18	Dak Register.	1 year	From the date of last entry

TABLE-14 GENERAL BRANCH

S. No.	Record generated by Branch	Period of Preservation	Remarks
1 (a)	<u>REGISTERS</u> Incoming Dak Registers, Outgoing Registers, RIO Registers, NOC Registers, Attendance Registers, Service Allowed Registers, Complaint Registers	1 Year	From the date of last entry
(b)	Stock Registers (Stationery, Copier, Fax, Consumable items etc.), Distribution Register	1 Year	After Audit clearance

(c)	Movement Register (Administrative Record Room)	3 Years	From the date of last entry and after confirmation that no file is lying with or pending received from any of the branches/official concerned.
(d)	Goshwara Register (Administrative Record Room)	Forever	For future inquiry. It may contain the entry of destroyed as well as existing record.
2 (a)	<u>PURCHASE FILES</u> Files related to stationery articles, indent files, local purchase.	1 Year	After Audit clearance
(b)	Files related to Photocopiers, fax, duplicating machine	1 Year	After Audit clearance or after condemnation, whichever is later.
(c)	Files related to Calculator & other local purchase articles	1 Year	After Audit clearance.
3	<u>OTHER COMMITTEE FILES</u> Files related to various Committees viz. BMC, Security, BMCC, Environment Committee, District Jail Committee, Vulnerable Witnesses Facilities Committee, Copying Agencies and other Committees.	Forever	Only the important policy decisions/final disposal/reports be kept forever. Remaining part of the file be destroyed after 1 year from the date of approval of the final decision of the Competent Authority(Rule 30 Vol. IV Chapter-16 Part F(D))
4 (a)	<u>MISC. FILES</u> Files related to General Complaint, Extra Territorial Journey, Misc. Letters	1 Year	From the date of disposal.
(b)	Files related to various sanctions, movement/allotment of photocopier, fax, duplicating machine	1 Year	After Audit clearance or after condemnation, whichever is later.
(c)	Allotment of Canteen	1 Year	After the supersession of license.

(d)	File related to Newspaper/publication	1 Year	From the date of supersession of last list.
(e)	Indent, intra-branch communication, File related to Stationery & Stamps requisition.	1 Year	After Audit Clearance.
(f)	Files related to Jail Inspections	3 Years	From the date of report.
(g)	Files related to Judicial Appraisals	Forever	Be weeded out after 1 Year, if digitized.
(h)	Complaints of Inmates	1 Year	From the date of disposal.
(i)	Files related to sentence review board	3 years	From the date of report.
(j)	Files related to Surety Condition	1 Year	From the date it is dispatched to the concerned court.
5 (a)	<u>MISC. PAPERS</u> Copies of requisitions received from Hon'ble High Court/Hon'ble Supreme Court	3 Years	From the date of requisition letter.
(b)	Copies of satisfactory reports of Photocopier/fax/duplicating machine	1 year	From the date of report.
6	Budget of Stationery, Local Purchase, Consumable items etc.	3 Years	From the closure of financial year.
7 (a)	<u>BILL PAYMENT FILES</u> Files related to payment of Govt. Press Bills, Local Purchase	1 Year	After Audit clearance.
(b)	Files related to AMC of Fax/duplicating Machines etc.	1 Year	After Audit clearance.
TABLE-15 HINDI SECTION			
Sl. No.	Description Of Record Generated	Period of Retention	Remarks
1	Official Notings	1 Year	From the date of disposal.

2	Record of Minutes of Meeting of Central Hindi Implementation Committee	Forever	If the same pertain to a policy matter, otherwise 1 year.
3	Record Regarding translation work of documents received from various courts and branches.	3 Years	From the date of translation.

TABLE-16 DISASTER MANAGEMENT CELL

Sl. No.	Description of Record Generated	Period of Retention	Remarks
1	Minutes of Meeting approved by Ld. District & Sessions Judge, Delhi	Forever	If the same pertain to a policy matter, otherwise 1 year.
2	Dak/Orders/Directions/Circulars etc. received on daily basis for information only from Other Districts/Branches	1 year	From the date of last entry.

TABLE-17 JUDICIAL BRANCH

Sl. No.	Record Generated by Judicial Branch	Period of Preservation	Remarks
1	Inspection (report) carried by the Officers of DHJS of the Courts of Judicial Officers of (DJS) sent to the Hon'ble High Court.	3 Years	The Inspection Reports are sent by this office to the Hon'ble High Court for the purpose to observe the functioning of Court work and maintenance of Court Record of the Officers of DJS.
2	High Court correspondence regarding the Inspection of the Court of the Judicial Officers (DHJS & DJS) and seeking Judgments	1 Year	From the date of receipt of communication.
3	The matter pertaining to the ACR of the Officers of DHJS/DJS and Representation against adverse ACR of Judicial Officers.	1 Year	After final disposal.

4	Complaint against Judicial Officers & maintenance of record regarding complaints.	3 Years	After final disposal.
5	Correspondence regarding summoning of Judicial Record of the officers of DHJS & DJS to the High Court.	1 Year	After final disposal.
6	Files reg. allotment of flats from Judicial Pool to the Judicial Officers.	50 Years	Allotment order to be preserved for 50 years and remaining papers be weeded out after three years from the date of last entry.
7	Transfer/Posting Orders of DHJS/DJS & Spl.MM, received from the Hon'ble High Court.	Forever	Be destroyed after 1 year, if the same is digitized.
8	Personal Correspondence of Judicial Officers with the High Court in regard to Issuance of employment certificate, NOC & forwarding of intimations of transaction in movable and immovable property of Judicial Officers.	6 Years	After retirement/elevation of the Judicial Officer
9	Successor Courts records of DHJS Officers.	Forever	Be destroyed after 1 years, if the same is digitized.
10	Correspondence regarding returns of assets and liabilities of Judicial Officers with the High Court.	6 Years	After retirement/elevation of the Judicial Officer
11	Issuance of Identity Card to the Judicial Officers of Delhi District Court.	1 Year	After retirement/elevation of the Judicial Officer
12	Orders of High Court for Creation/Sanction/Continuance of the Posts of Judicial Officers.	Forever	This record comes under the 'A' & 'B' Category as per the instructions issued for Record Retention Common to All Ministries/Departments, 2012, Govt. of India.
13	Orders of High Court on Seniority and promotion of Judicial Officers.	6 years	After retirement/elevation of the Judicial Officer

14	Orders of High Court on Departmental Examination of the officers of Delhi Judicial Service (Probationers).	3 years.	From date of confirmation
15	Forwarding of request to the Director, Prosecution for providing Public prosecutors/ Addl. Public Prosecutors/Asstt. Public Prosecutors in Criminal Courts and appointment orders of PP/APPs received from Govt of NCT of Delhi.	3 Years	From the date of last entry.
16	Order of High Court on appointment of the Officers of DHJS/DJS & Special M.Ms.	Forever	Be destroyed after 1 year, if the same is digitized.
17	Copies of Countersigned Experience and Character Certificate issued to Advocates on the basis of certificate issued by the Delhi Bar Association.	3 Years	From the date of Certificate.
18	Monthly Disposal Statement of DHJS & DJS to the Hon'ble High Court	3 Years	Be destroyed after 1 year, if the same is digitized.
19	Statement of Cases 7 Years old & Senior Citizens to the Hon'ble High Court	3 Years	Be destroyed after 1 year, if the same is digitized.
20	Monthly, Quarterly, Half Yearly and Yearly Statements to the Hon'ble High Court.	3 Years	Be destroyed after 1 year, if the same is digitized.
21	Reply of Parliament Questions regarding institution, disposal and pendency of cases.	3 Years	Be destroyed after 1 year, if the same is digitized.
22	Correspondence of Parliament Questions with Judicial Officers and High Court.	3 Years	Be destroyed after 1 year, if the same is digitized.

23	Case transferred from one court to another court(s) as per directions of the Hon'ble High Court, New Delhi and Ld. District and Sessions Judges.	50 Years	Required for reference and queries.
24	Correspondence with the Deputy Commissioner of Police concerned to provide Police Aid as per request of the Civil Courts.	3 Years	From the date of dispatch of the communication.
25	Dak/Dispatch Register	1 Year	From the date of last entry.
26	Power/Bail Power/ Notifications (all Judicial Officers) received from the Hon'ble High Court of Delhi, New Delhi	Forever	Be destroyed after 1 year, if the same is digitized.
27	Detention of Judicial Officers during vacations, as per directions of the Hon'ble High Court of Delhi, New Delhi	3 Years	From the date of receipt of communication.
28	Powers of Designated/ Special Courts received from the Hon'ble High Court of Delhi, New Delhi	Forever	Be destroyed after 1 year, if the same is digitized.
29	Circulation of list of Holidays and calendars, received from the Hon'ble High Court of Delhi, New Delhi	1 Year	Be destroyed after 1 Month, if digitized.
30	Constitution of committee and authorization of officer In charge of Branches at Tis Hazari Court, Central District, Delhi	1 Year	After supersession of the order.
31	Casual leave, Short leave, Compensatory leave, Sick leave, Intimation of leave and Station leave permission	1 Year	From the date of last entry.
32	Copy of Duty Rosters of Judicial Officers.	1 Year	From the date of order.

33	Earned leave, Medical leave, Paternity leave, Maternity leave, Child Care leave, Half Pay leave, Extra Ordinary leave, Leave of Absence	1 Year	From the date of last entry and subject to the entry in Service Book.
34	Registers pertaining to sanction of leaves	1 Year	From the date of last entry.
35	Daily leave list of Judicial Officers sent to website and other concerned	90 days	From the date sent to website
36	Attendance list of MMs received from CMM office	90 days	From the date of last entry.
37	Jail Inspection Letters	1 Year	From the date of last entry.
38	Leave Record sent/received to/fro other Districts	1 Year	From the date of last entry.
39	Training Programme i.e. workshop/seminar/conference letters received from the Delhi Judicial Academy for Officers of DHJS & DJS,	1 Year	From the date of last entry.
40	Delegation letters received from Delhi Judicial Academy from North-Eastern and other states.	1 Year	From the date of last entry.
41	Environment Awareness Retreat letters received from Delhi Judicial Academy	1 Year	From the date of last entry.
42	Letters on Training Programme Calendar/Publication of Journals received from Delhi Judicial Academy	1 Year	From the date of last entry.
43	Letters on Spl. MM Training Programme received from Delhi Judicial Academy	1 Year	From the date of last entry.

TABLE-18 LAC BRANCH (DISTRICT NAZIR)

S. No.	Record Generated by Branch	Period of Preservation	Remarks
1	Receipt and Payment Register (LAC)	Forever	Be destroyed after 1 year, if digitized
2	Receipt and Payment Register (General)	Forever	Be destroyed after 1 year, if digitized
3	Cheque Deposit Register	Forever	Be destroyed after 1 year, if digitized
4	Voucher Book	3 Years	From the date of last entry
5	File Wapsi Register	6 Years	From the date of last entry
6	Dak Register (LAC & General Correspondence)	Forever	Be destroyed after 1 year, if digitized
7	Service Postage Stamp Record Register	1 Year	From the date of last entry
8	File regarding application for issuance of Postage Stamps	1 Year	From the date of sanction
9	Attendance Register	1 Year	From the date of last entry

TABLE-19 LIBRARY

Sl. No.	Description Of Record Generated	Period of Preservation	Remarks
1	Files related to purchase of law software	1 year	After Audit clearance.
2	Purchase files	1 Year	After Audit clearance.
3	Quotation files	1 Year	After Audit clearance.
4	Subscription files	1 Year	After Audit clearance.
5	Binding files of Law Journals/Books, etc.	1 Year	After Audit clearance.
6	Budget files	3 Years	From the financial year.
7	Audit files	1 Year	After Audit clearance.
8	Bill Entry Registers	1 Year	From the last entry.

9	Recovery of Law Books/weeding out of Law Books, Bare Acts, Journals, etc.	1 Year	From the last entry.
10	No dues Certificate files	1 Year	From the date of certificate.
11	Purchase of Library Furniture files	1 Year	After Audit clearance.
12	Purchase of library Articles/Stationeries files	1 Year	After Audit clearance.
13	Minutes of Meeting a. General Minutes b. Policy Decisions	1 Year Forever	From the date of meeting.
14	Newspaper and Magazines Registers and files	1 Year	After Audit clearance.
15	Attendance registers and Dak registers	1 Year	From the last entry.
16	Accessions registers of Residence Library	6 Years	From the last entry.
17	Accessions registers of Court Library	Forever	Be destroyed after 1 year, if digitized
18	Loan registers use for issuance of library books on temporary basis	Forever	Be destroyed after 1 year, if digitized
19	Residence library registers of Judicial Officers	1 Year	From the date the officer is elevated or the date on which the final pension order is passed/superannuated/ or ceased to be in service
20	Permanent Court Library Registers of Judicial Officers/Readers/District Courts Library	Forever	Abolished court registers be destroyed after 3 years. Before destroying, the registers be digitized.

TABLE-20 LITIGATION

Sl. No.	Record Generated by Litigation Branch	Period of Preservation	Remarks
1	Writ Petitions with parawise comments/counter affidavit/professional bills of Govt. Counsels	3 Years	After the decision has attained finality.

2	Special Leave Petitions /Civil Appeals Parawise comments, counter affidavit and professional bills of Govt. Counsels	3 Years	After the decision has attained finality.
3	Letters Patent Appeal with reply (if any) and professional bills of Govt. Counsel	3 Years	After the decision has attained finality.
4	Civil Suits with parawise comments, counter affidavit and professional bills of Govt. counsel	3 Years	After the decision has attained finality.
5	Cases before the Consumer forums/Court of ADM	3 Years	After the decision has attained finality.
6	File Movement Register	3 Years	From the date of last entry.
7	Professional Bill Payment Register – Payment to Govt. Counsels	3 Years	After the decision has attained finality.
8	Institution Register	3 Years	After the decision has attained finality.
9	Dak Register, Attendance Register	1 Year	From the date of last entry.

TABLE-21 NAZARAT BRANCH

S.No	Record Generated by Branch	Period of Preservation	Remarks
1	Register No. 23 Civil Courts Summons Entry Register	3 Years	From the date of last entry
2	Hon'ble High Court Summons Entry Register	3 Years	From the date of last entry
3	M.M Seat Summons Entry Register	3 Years	From the date of last entry

4	Out of Station Civil Courts and Hon'ble High Court Summons Entry Register	3 Years	From the date of last entry
Sheriffs' Petty Accounts Register and Forms			
5	New No. Form No. 1 Register of Receipts (Old No. Register A) / Register of Receipt	Forever	As per High Court Rules these register should be maintained Permanently
6	New No. Form No. 2 Register of Disbursement (Old No. Register B) / Register of Disbursement	12 Years or 1 year after audit clearance whichever is later.	As per High Court Rules these register should be maintained Upto 12 Years
7	New No. Form No. 3 Cash Book (Old No. Register C) / Cash Book	Forever	As per High Court Rules these register should be maintained Permanently
8	New No. Form No. 5 Receipt Form (Old No. Form G) / Receipt Book	6 Years or 1 year after audit clearance whichever is later.	As per High Court Rules these register should be maintained 6 Years
9	New No. Form No. 6 (Register D) Sheriffs' Petty Accounts Register of Process and Warrants etc.	3 Years or 1 year after audit clearance whichever is later.	As per High Court Rules these register should be maintained 3 Years but subject to the condition mentioned against Form No. 8
10	New No. Form No. 7 Note Book of Process Servers (Old No. Form H)	03 Years	As per High Court Rules these register should be maintained 03 Years
11	New No. Form No. 8 Payment Order Form (Old No. Form I) / Court Payment Order	1 Year	From the date of audit clearance

12	New No. Form No. 9 Challan Form (Old No. Form J) / Challan Form (A) Memo to accompany remittance of surplus money to the Treasury (B) Of Monthly balance to the Treasury (C) Consolidated Memo of Remittance to the Treasury	6 Years or 1 year after audit clearance whichever is later.	From the date of last entry.
13	New No. Form No. 11 Statement of Lapsed Deposit (Form 29 Civil Account Code, Volume I)	Forever	As per High Court Rules these register should be maintained Permanently
14	New No.12 Voucher for Refund of lapsed deposits Form No. 30, Civil Account Code, Volume I	3 Years or 1 year after audit clearance whichever is later.	From the date of last payment.
15	List of Process Servers Daily Duty Chart	1 Year	From the date of last entry.

TABLE-22 PLEA BARGAINING

Sl. No.	Description Of Record Generated	Period of Retention	Remarks
1	File Movement Register	12 Years	From the date of last entry.
2	Attendance Register	1 Year	From the date of last entry.

TABLE-23 POOL CAR SECTION

Sr. No.	Record Generated by Pool Car Branch	Period of Preservation	Remarks
1	Budget File	3 Years	From financial year.
2	File regarding receiving / registration of New Vehicle	1 Year	After condemnation/auction of vehicle
3	File regarding Issue of new petrol coupon books/log book/flag/flag rod	1 Year	After Audit clearance or condemnation, whichever is later.
4	File regarding Purchase of Battery/Tyre Tube/accessories for staff vehicles	1 Year	After Audit clearance.
5	File/ Register regarding Leave Record & Deputation of Drivers	1 Year	From the date of last entry.
6	Old Log Books	1 Year	After Audit clearance or condemnation, whichever is later.
7	Old Coupon Books	1 Year	After Audit clearance or condemnation, whichever is later.
8	Files regarding repair and maintenance of each vehicle	1 Year	After Audit clearance or condemnation, whichever is later.
9	Stock Register (Repair maintenance of vehicles/Misc. Bills i.e. PUCC, Puncture etc./old parts of vehicles	1 Year	After Audit clearance or condemnation, whichever is later.
10	Use of official vehicle for private purpose	1 Year	After Audit clearance.
11	Files/register regarding Petrol Bill's of Govt. petrol pump	1 Year	After Audit clearance.
12	Petrol receipt of staff cars and file/register of petrol (BPCL Smart Fleet Facility)	1 Year	After Audit clearance.

13	Consumption register of Petrol (Govt. Petrol Pump & BPCL)	1 Year	After Audit clearance.
14	File Regarding Advance Payment/Final settlement of Smart Card advance(BPCL)	1 Year	After Audit clearance.
15	Files/Register regarding bills of Hired Vehicles	1 Year	After Audit clearance.
16	File regarding Correspondence with Delhi Govt. in respect of Hiring of Vehicles	3 Years	From the date of Sanction.
17	File regarding Bills of Drivers i.e. PUCC/PUNCTURE/TSR Fare	1 Year	From the date of clearance of bill.
18	File regarding Complaints.	1 Year	After decision has attained finality.
19	File regarding Enquiry of Drivers	1 Year	After decision has attained finality.
20	File regarding ACR of Drivers	3 Years	From the date ACR is conveyed.
21	File regarding Providing of Pool Cars/Drivers to other district court complex	1 Year	From the date of correspondence.
22	Miscellaneous File w.r.t. correspondence with Hon'ble High Court of Delhi/GNCT of Delhi	1 Year	After finalization of the matter raised in the correspondence.
23	File regarding transfer & posting of drivers	Forever	Be weeded out after 1 Year, if digitized.
24	Correspondence File regarding relaxation in limit of petrol consumption for pool cars	1 Year	From the date of Sanction.
25	File regarding conveyance facility to the Judicial officers resides out side Delhi	1 Year	After the date of permission.

TABLE-24 PURCHASE CELL

Sl. No.	Description Of Record Generated	Period of Retention	Remarks
1	Purchase Files	1 Year	After Audit clearance.

2	Comprehensive AMC/AMC Files	1 Year	After Audit clearance or after the period of AMC is over whichever is later.
3	Annual Rate Contract Files	1 Year	After Audit clearance.
4	Registers (All kind of Registers such as Accounts Bill, File movement, EMD return, attendance, sample return, e-tenders status, file number, etc.)	3 Years	From the date of last entry.

TABLE- 25 R&I

Sl. No.	Description Of Record Generated	Period of Retention	Remarks
1	Receipt Register maintained at Seat – 'A' dealing with all the correspondence addressed to Ld. District & Sessions Judge (HQs), Delhi, received within the Tis Hazari Courts, Delhi.	3 Years	From the date of last entry. (Shri Shiv Narain Dhingra, the then Ld. District & Sessions Judge, Delhi vide order dated 10.06.2005 had ordered that record of R&I Branch be kept forever.)
2	Receipt Register maintained at Seat – 'B' dealing with the correspondence addressed to Ld. District & Sessions Judge (HQs), Delhi and Officer-In-Charges, received from outside Tis Hazari Courts, Post Office and Courier.	3 Years	From the date of last entry. (Shri Shiv Narain Dhingra, the then Ld. District & Sessions Judge, Delhi vide order dated 10.06.2005 had ordered that record of R&I Branch be kept forever.)
3	Receipt Register maintained at Seat – 'C' dealing with the correspondence addressed to Ld. District & Sessions Judge (HQs), Delhi Officer-In-Charges, received from the Rohini Courts.	3 Years	From the date of last entry. (Shri Shiv Narain Dhingra, the then Ld. District & Sessions Judge, Delhi vide order dated 10.06.2005 had ordered that record of R&I Branch be kept forever.)

4	Receipt Register maintained at Seat – 'D' dealing with the correspondence addressed to Ld. District & Sessions Judge (HQs), and Officer-In-Charges, received from the Karkardooma Courts.	3 Years	From the date of last entry. (Shri Shiv Narain Dhingra, the then Ld. District & Sessions Judge, Delhi vide order dated 10.06.2005 had ordered that record of R&I Branch be kept forever.)
5	Receipt Register maintained at Seat – 'E' dealing with the correspondence addressed to Ld. District & Sessions Judge (HQs) and Officer-In-Charges, received from Patiala House Courts.	3 Years	From the date of last entry. (Shri Shiv Narain Dhingra, the then Ld. District & Sessions Judge, Delhi vide order dated 10.06.2005 had ordered that record of R&I Branch be kept forever.)
6	Receipt Register maintained at Seat – 'F' dealing with the correspondence addressed to Ld. District & Sessions Judge (HQs) and Officer-In-Charges, received from Dwarka Courts.	3 Years	From the date of last entry. (Shri Shiv Narain Dhingra, the then Ld. District & Sessions Judge, Delhi vide order dated 10.06.2005 had ordered that record of R&I Branch be kept forever.)
7	Receipt Register maintained at Seat – 'G' dealing with the correspondence addressed to Ld. District & Sessions Judge (HQs) and Officer-In-Charges, received from Saket Courts.	3 Years	From the date of last entry. (Shri Shiv Narain Dhingra, the then Ld. District & Sessions Judge, Delhi vide order dated 10.06.2005 had ordered that record of R&I Branch be kept forever.)
8	Receipt Registers maintained at Seat – 'Leaves' dealing with all kind of leave applications of Judicial Officers, A.O., Sr/P.A./P.A., Sr.JA/JA, JJA and Peons, received from Central District, Tis Hazari Courts.	3 Years	From the date of last entry. (Shri Shiv Narain Dhingra, the then Ld. District & Sessions Judge, Delhi vide order dated 10.06.2005 had ordered that record of R&I Branch be kept forever.)
9	Receipt Registers maintained at Seat – 'Delhi High Court' dealing with all kind of High Court Orders/ letters and closed envelopes received from Delhi High Court.	Forever	Be destroyed after 1 year, if digitised. Shri Shiv Narain Dhingra, the then Ld. District & Sessions Judge, Delhi vide order dated 10.06.2005 had ordered that record of R&I Branch be kept forever.

10	Receipt Register maintained at Seat – 'Delhi High Court/LCR' dealing with judicial record/file/LCR of Tis Hazari Courts, received from the Delhi High Court.	Forever	Be destroyed after 1 year, if digitised. Shri Shiv Narain Dhingra, the then Ld. District & Sessions Judge, Delhi vide order dated 10.06.2005 had ordered that record of R&I Branch be kept forever.
11	Receipt Register maintained at Seat – 'Circulars' dealing with all the circulars issued time to time from the Ld. District & Sessions Judge(HQs) and all the Officer-In-Charges, Central District	3 Years	From the date of last entry. (Shri Shiv Narain Dhingra, the then Ld. District & Sessions Judge, Delhi vide order dated 10.06.2005 had ordered that record of R&I Branch be kept forever.)
12	Local Dispatch Registers dealing with the correspondences/letters/ACRs/ Notifications/Delhi High Court received from all the branches of Central District.	3 Years	From the date of last entry. (Shri Shiv Narain Dhingra, the then Ld. District & Sessions Judge, Delhi vide order dated 10.06.2005 had ordered that record of R&I Branch be kept forever.)
13	Dak/Peon Books/RIO Registers maintained at every seat of R&I Branch (Central), Delhi to deliver/dispatch the various letters/ daks.	3 Years	From the date of last entry. (Shri Shiv Narain Dhingra, the then Ld. District & Sessions Judge, Delhi vide order dated 10.06.2005 had ordered that record of R&I Branch be kept forever.)
14	File relating to Posting & Transfer Order of Staff, Detention Order, Room Shifting Orders	1 Year	From the date of order.

TABLE- 26 RECORD ROOMS

S.No.	Record Generated by Branch	Period of Preservation	Remarks
1	Attendance Register	1 Year	From the date of last entry.
2	Inspection Register	1 Year	From the date of last entry.
3	Return of original document Register	Forever	Be weeded out after 1 Year, if digitized.
4	File Relating to destruction of record	Forever	Be weeded out after 1 Year, if digitized.

5	File movement register/ Dak Register	Forever	Pertains to judicial records receipt & transmission to various appellate court including various High Courts & Supreme Court. These records are to be maintained in perpetuity as per chapter 16 of Delhi High Courts Rules. Be destroyed after 1 year, if digitized.
6	External Transfer & Posting (Staff)	1 Year	From the date of order.
7	Circular relating to Policy matters of record room	Forever if pertains to a policy decision; otherwise 1 Year.	Be destroyed after 1 year if digitised.
8	Consignment Status File	1 Year	From the closure of the year.
9	Correspondence File relating to Policy & Important High Court Communication	Forever	If relates to policy matter otherwise 1 Year. Be destroyed after 1 year, if digitised.
10	Record Shifting File	Forever	Be destroyed after 1 year if digitised.
11	Outstation summons file	1 year	From the closure of the year.
12	Requisition of File by Supreme Court/High Courts & Other Courts	12 years	Be destroyed after 1 year if digitised.
13	Wapsi Register/High Court Wapsi Register	Forever	Be destroyed after 1 year if digitised.
14	CA Register	1 Year	From the date of last entry.
15	High Court Letter Register	6 Years	Be destroyed after 1 year if digitised.
16	File of inspection of Goshwara Registers	1 year	From the date of last entry.

TABLE- 27 RECRUITMENT CELL

Sl. No.	Description Of Record Generated	Period of Retention	Remarks
1	Files pertaining to promotion of all the cadres	Forever	Be destroyed after 1 year, if digitised.
2	Files related to direct Recruitment and Departmental Examination	Forever	Be destroyed after 1 year, if digitised.
3	Answer Sheets/Question Paper	1 Year	From declaration of result subject to pendency of litigation/any other proceedings.
4	Application Form for Recruitment	1 Year	From declaration of result subject to pendency of litigation/any other proceedings.
5	Evaluation Sheets	1 Year	From declaration of result subject to pendency of litigation/any other proceedings.
6	Attendance register	1 Year	From the date of last entry.
7	Policy matter	Forever	Be destroyed after 1 year, if digitised.
8	Dak register, Dispatch register	1 Year	From the date of last entry.

TABLE- 28 VIDEO CONFRENCING ROOM

S.No.	RECORD GENERATED BY VIDEO CONFERENCING	Period of Preservation	REMARKS
1	Dak Registers / Dispatch Registers	1 Year	From the date of last entry.
2	Attendance Registers	1 Year	From the date of last entry.

TABLE- 29 VIGILANCE

Sl. No.	Record generated by the Vigilance Branch	Period of Preservation	Remarks
1	Disciplinary matter relating to major penalty proceedings in which any penalty has been imposed	3 Years	Govt. of India Record Retention schedule, 2012:- 3 years after final disposal of Appeal or final judgment under normal course of Law or till the prescribed retention period
2	Disciplinary matters relating to minor penalty in which any minor penalty has been imposed	3 Years	Govt. of India Record Retention schedule, 2012:- 3 years after final disposal of Appeal or final judgment under normal course of Law or till the prescribed retention period
3	Disciplinary Proceedings matters resulting in exoneration of the charged official with or without warning	3 years	Govt. of India Record Retention schedule, 2012:- 3 years after final disposal of Appeal or final judgment under normal course of Law or till the prescribed retention period.
4	Preliminary /Fact Finding Inquiries & reconstruction of missing records	3 Years	From the date of final disposal of enquiry or reconstruction report.
5	Complaints including anonymous or pseudonymous complaints etc	1 Year	From the date of Disposal of complaint.
6	A. Institution register, (regular Inquiry file) B. Institution register, (complaint file)	Forever	Be retained forever as institution registers contains details of inquiry and final outcome of inquiry & compliant and decision of competent authority etc.
7	Dak/Dispatch register	1 Year	From the date of last entry.
8	Minutes of meeting of suspension review committee	3 years	After the death of the employee/5 Years after superannuation/ceased to be an employee, whichever is later.

9	Vigilance clearance report's file	3 years	After the death of the employee/5 Years after superannuation/ceased to be an employee, whichever is later.
TABLE- 30 RTI SECTION			
1	All applications under section 6 of the Act and all proceedings and papers related thereto, wherein the information has been supplied.	180 days	Hon'ble High Court of Delhi has already prepared "Delhi District Courts (Right to Information) Rules-2008" for being followed by District Courts of Delhi notified and published in Delhi Gazette Extraordinary, Part IV (NCTD No. 30) dated 06-05-2009 vide Notification No. 162/Rules/DHC, dated 06-05-2009 whereby separate preservation schedule has been laid down (Rule 16 chapter-V Miscellaneous).
2	All applications under section 6 of the Act and all proceedings and papers related thereto, wherein the information has not been supplied or partially supplied.	1 year	
3	All appeals under section 19(1) and 19(2) of the Act, which have been allowed.	180 days	
4	All appeals which have been disallowed or partially allowed.	1 Year	
5	All Registers maintained in respect of application filed under section 6 of the Act and the appeals filed under section 19(1) of the Act.	3 Years	
6	Annual Returns.	12 Years	
7	Misc. File contains Dak/Orders/ Directions/ Circulars/Notifications/ Office Memorandum (including RTI issues) / Summons for evidence etc. received on daily basis for information from other Courts / Branches/ Departments/Public.	1 Year	

8	Correspondence File contains letters/ Office Notings concerning to RTI matters.	3 Years	After the disposal of application subject to pendency of appeal.
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NOTES:

1. Notwithstanding anything contained in the schedule, the Competent Authority under Rule 30, Volume-IV, Chapter-16, Part-F(D) (Proposed) Delhi High Court Rules shall have the power to direct preservation of any record beyond its specified period by way of a written order.
2. Notwithstanding anything contained in the schedule, if any record is digitized as per orders of the Competent Authority under Rule 30 or by the orders of High Court of Delhi the period of preservation be treated as 1 Year from the date of digitization and the record be destroyed thereafter, subject to approval of Competent Authority by a written order.
3. All RTI related files and correspondence/records maintained by each branch be preserved as per Delhi District Courts (Right to Information) Rules, 2008 notified vide Notification No.162/Rules/DHC dated 06.05.2009 and then destroyed unless ordered otherwise by the Competent Authority as defined in Rule 30 Volume-IV, Chapter-16, Part-F(D) Delhi High Court Rules as provided in Table No.31 of this Schedule.
4. The main principle which should guide the destructions of accounts record should be that so long as an objection is outstanding and the accounts have not been completely checked and accepted in audit, they and the supporting documents should not be destroyed even though the period of preservation prescribed in the rules may have expired (Punjab Government Letter No. 8026-FR-53/8147, Dated the 4th November, 1953)
5. If any difficulty is found in the interpretation or implementation of these Rules, the decision of Competent Authority under Rule 30 on the issue shall be final.
6. If these rules are silent with respect to any document(s)/file(s)/register(s)/record(s) the concerned branch/office shall, with their inputs, shall place the matter before Competent Authority under Rule 30 and the steps be taken for incorporation of those document(s)/file(s)/register(s)/record(s) incorporated in the schedule.
7. Till the time rules under note (6) are formulated, the records can be directed to be destroyed by the Competent Authority under Rule 30 and its decision shall be final.

NOTE: THESE AMENDMENTS SHALL COME INTO FORCE FROM THE DATE OF THEIR PUBLICATION IN THE GAZETTE.

BY ORDER OF THE COURT
Sd/-
(KANWAL JEET ARORA)
REGISTRAR GENERAL

Notification stands published in Delhi Gazette Extraordinary, Part II, Section I, No. 38 (NCTD No.180) dated 09.09.2024

