राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर

NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

(An Institute of National Importance)
Under Ministry of Education, Govt. of India

No. NITRR/R-1/2024/203 Dated: 20 Aug 2024

//Office Order//

Based on the guidelines of Department of Administrative Reforms and Public Grievances (DARPG), Ministry of Personnel, Public Grievances and Pensions, and Civil Accounts Manual issued by Department of Expenditure, Ministry of Finance, Institute BOG, in its 63rd Meeting has approved the following Record Retention Schedule (RRS) for accounting related documents at NIT Raipur.

Sl No	Details of Document		Retention Period
	Head	Sub-Head	
1.	Pay/ Pension	Govt. & Institute Orders/Notifications related to fixation/revision	Permanent
		Pay/Pension Bill	10 Yrs
		Pension Pay Orders	Permanent
2.	Vouchers	Contingent Bills	10 Yrs
		Refund Vouchers	10 Yrs
		TA/LTC/Medical/CEA	10 Yrs
		CPDA	10 Yrs
		GPF Withdrawal other than final balance payment on retirement	10 Yrs
		Advance	10 Yrs
		Terminal Benefits	Permanent
3.	Others	GPF Ledgers/ Schedule	Permanent
		Bank Reconciliation	3 Yrs
		Counterfoil of Cheque Book	3 Yrs
		Bank Statement	5 Yrs
		Cheque dispatch Register	10 Yrs
		Annual Financial Statements	Permanent

Note:

1. Retention period is to be reckoned from the date of close of the financial year to which voucher/record relates.
2. Soft copy of any or all of the above, if available, must be retained permanently.
3. The following shall not be destroyed under any circumstances:
   a) Records connected with expenditure, which is within the period of limitation, by law.
   b) Records connected with expenditure on projects, schemes or work not completed, although beyond period of limitation.
   c) Records in respect of which an audit objection is outstanding.
   d) Records in respect of which the matter is pending in the court of law or any other Govt. Authority.

Registrar
NIT Raipur

Copy To:

1. The Director, for kind information
2. Deans of NIT Raipur
3. Joint Registrar NIT Raipur
4. HoDs & Section Heads of NIT Raipur
5. Dy Registrar (F&A)
6. Web Master : For uploading on Institute Website