



सत्यमेव जयते

फैक्स/स्पीड पोस्ट  
कार्यालय रक्षा लेखा नियंत्रक (सेना), मेरठ छावनी

Office of CDA (Army)

संगठन एवं पद्धति कक्ष

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सं एवं प/01/13/updation/OM II

दिनांक

13/02/2018

सेवा में

समस्त र ले प्र नि/र ले नि

समस्त अधिनस्थ कार्यालय

समस्त अनुभाग

स्थानीय

विषय : Revision/updation of OM Part II (2014)

Ref: HQ office letter no. AT-VI(RC)/66018/OM II dinank 05/02/2018

र ले म नियंत्रक द्वारा अनुमोदित CS 05/2017 जोकि RTI/Complaint/vigilance की फाइलों के Retention से संबन्धित है प्राप्त हुई है जिसके आधार पर अनुमोदित CS 05/2017 आपके अवशयक कार्यवाही हेतु आपको प्रेषित की जा रही है।

संलग्न (CS 05/2017)

समूह अधिकारी

प्रतिलिपि

र ले म नि

ऑडिट नि

उलान/बतार रोड

पालम कैंट दिल्ली

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सूचनार्थ एवं उपरोक्त वर्णित CS की प्रतिलिपि संलग्न)

समूह अधिकारी



Office Manual Part-II Vol-I (2014 Edition)

(1) Retention period of records related to Complaints (Grievances) cases/files may be inserted as S.N. 28 (A) below the existing Sl.No. 28 (Compilations detailed) of ANNEXURE 'A' of Para 61 {OM Part-II Vol-I (2014 edition)} as following:-

S.N.	Description of Records	Periods of Retention	Remarks	Authority
28(A)	<b>Complaints/Grievances Cases</b>			Record Retention
	(1) Those leading to vigilance/disciplinary enquiries.	3 Years after the final disposal of appeal or final judgment under the normal course of law	If as a result of the complaint a warning is issued to the Govt. servant a copy of the relevant order will be placed in the personal file.	Schedule in r/o Records common to All Ministrie/ Deptt. 2012 issued by Department Administrative Reforms & Public Grievances
	(2) Anonymous or pseudonymous complaints on which no action is taken	To be destroyed at the end of the year		
	(3) Other complaints	3 Years		

(2) Retention period of records related to RTI cases/files may be inserted as S.N. 104 (A) below the existing S.No. 104 (Rifles press bonus sheets (Fy)) of ANNEXURE 'A' of Para 61 {OM Part-II Vol-I (2014 edition)} as following:-

S.N.	Description of Records	Periods of Retention	Remarks	Authority
104(A)	<b>RTI Cases/Files</b>			Record Retention
	(1) RTI Cases disposed without attracting any 1 <sup>st</sup> Appeal	3 Years		Schedule in r/o Records common to All Ministrie/ Deptt. 2012 issued by Department Administrative Reforms & Public Grievances
	(2) RTI cases attracting 1 <sup>st</sup> Appeal	3 Years	Since they may attract 1 <sup>st</sup> Appeal	
	(3) RTI Cases attracting 2 <sup>nd</sup> Appeal (without any remarkable decision)	3 Years or till the compliance of CIC orders, whichever is later		
	(4) RTI Cases attracting 2 <sup>nd</sup> Appeal (involving a remarkable decision)	5 Years	Judgment/CIC ruling (Permanent Keep)	
	(5) 1 <sup>st</sup> Appeal cases files	3 Years	As these may attract 2 <sup>nd</sup> Appeal	
	(6) 2 <sup>nd</sup> Appeal cases files	3 Years or till the compliance of CIC orders		
	(7) Files relating to the administrative aspects of RTI Act, 2005 i.e. implementation, suggestions guidelines, etc.	3 Years		
	(8) File Register of RTI Application i.e. records other than file.	Permanent keep		