

**RECORD RETENTION SCHEDULE  
FOR RECORDS RELATING TO  
SUBSTANTIVE FUNCTIONS  
OF**

**Ministry of Labour & Employment  
Directorate General of Employment &  
Training**

**Government of India**

**New Delhi**

**2006**



***Internal Work Study Unit  
(DGE&T),  
Ministry of Labour &  
Employment,  
Government of India,  
S. S. Bhavan, Rafi Marg,  
New Delhi - 110001***

***National Archives of India  
Ministry of Culture,  
Government of India,  
Janpath,  
New Delhi-110001***

**F. No. I-34011/07/2005-IWSU (DGE&T)**

Government of India/Bharat Sarkar

Ministry of Labour & Employment/

Shram Aur Rozgar Mantralaya

\*\*\*\*\*

New Delhi, dated the 11<sup>th</sup> July, 2006.

**NOTE**

**Subject: Forwarding of copy of the Revised and Updated edition of the Records Retention Schedule in respect of Records relating to Substantive Functions of the Directorate General of Employment & Training (Hqrs.), Ministry of Labour & Employment - Regarding.**

Please find enclosed herewith a copy of the Revised and Updated Edition of the Records Retention Schedule - 2006, in respect of Records relating to Substantive Functions of the Directorate General of Employment & Training (Hqrs.), Ministry of Labour & Employment, for information and necessary action.

**(R. Joshi)**

Senior Analyst

Tele: 23001262

To

1. All Sections/Desks/Units of Directorate General of Employment & Training (Hqrs.), Ministry of Labour & Employment.

**Copy for information forwarded to:**

1. Assistant Director of Archives, National Archives of India, Ministry of Culture, Government of India, Janpath, New Delhi.
2. Under Secretary (O&MS), Department of Administrative Reforms & Public Grievances, Sardar Patel Bhavan, Sansad Marg, New Delhi.

**(R. Joshi)**

Senior Analyst

Tele: 23001262

**RECORD RETENTION SCHEDULE  
FOR MINISTRY OF LABOUR & EMPLOYMENT  
DIRECTORATE GENERAL OF EMPLOYMENT AND TRAINING**

**INDEX**

<b>Sr.No</b>	<b>Item</b>	<b>Page No.</b>
1.	<u>Fore word</u>	(i)-(ii)
2.	<u>Acknowledgement</u>	(iii)
3.	<u>Instructions</u>	(iv)-(v)
4.	<u>Study Report of NAI</u>	(vi)-(viii)
5.	<u>Prefatory Note of NAI</u>	(ix)
<b>Sections/Units/Cells/Desks/Divisions</b>		
<b>Sl.No.</b>	<b>Divisions/Sections/Units</b>	<b>Page No.</b>
1.	<u>Advance Vocational Training Schemes/Technical Stores (AVTS) Section</u>	1-2
2.	<u>Apprenticeship Programme (AP) Section</u>	3-4
3.	<u>Central Employment Exchange (CEE) Section</u>	5
4.	<u>Central Project Implementation Unit (CPIU)</u>	6
5.	<u>Curricular Development (CD) Section</u>	7-8
6.	<u>Coordination Section</u>	9
7.	<u>Employment Exchange-I (EE-I) Section</u>	10-11
8.	<u>Employment Exchange-II(EE-II) Section</u>	12
9.	<u>Employment Marketing Information (EMI) Division.</u>	13
10.	<u>Evaluation and Implementation (E&amp;I) Section</u>	14
11.	<u>Vigilance &amp; Foreign Training Assignments (VFTA) Section</u>	15
12.	<u>Man Power (General) Section</u>	16
13.	<u>Planning Cell Training (PCT) Section</u>	17
14.	<u>Planning Cell (Employment) (PCE) Section</u>	18
15.	<u>Statistical Section</u>	19
16.	<u>Survey &amp; Study Division</u>	20
17.	<u>Training Craftsmen (TC-I) Section</u>	21-22
18.	<u>Training Craftsmen - Desk (TC-II) Section</u>	23
19.	<u>Trade Testing Cell (TTC)</u>	24
20.	<u>Training Unit (TU)</u>	25
21.	<u>Vocational Guidance (Aptitude test) Section</u>	26-27
22.	<u>Vocational Guidance (Guidance Service) Section</u>	28
23.	<u>Woman Occupational Training Section</u>	29



## **Fore Word**

*The Directorate General of Employment and Training is the apex organisation in the country responsible for development and coordination, on national basis, of programmes relating to Employment Services on Vocational Training. Labour being a concurrent subject, both Central and State Governments share the responsibility. The laying down of policies, procedures, standard, norms, affiliation, guidelines, conducting of trade test and certification are the responsibility of the Central Government whereas the implementation of employment exchanges rest with the respective State Governments/Union Territories. Most of the states have a Directorate of Training and Employment located in the State capital. In addition to these activities, DGE&T also runs training institutions to meet the training needs of specific target group.*

*2. The DGE&T (Hqrs.) has been achieving its objectives by skill building and training and contributing significantly for promoting the interests of individuals, enterprises, economy and society.*

*3. In the process of carrying out the above obligations, a number of records of varying reference and research values, get created, necessitating proper Records Management for facilitating efficient retrieval of records and ensuring economy of space. The ingredients of the Records Management include activities relating to Recording, Retention, Retrieval and Weeding Out. Obviously, the weeding out of records is one of the most important activities for the Record Management and calls for high sense of responsibility. It has to be taken care that the records are neither prematurely destroyed nor kept for periods longer than necessary. This can be viewed in the context of the Public Records Act, 1993 also, which contains penal provisions for destruction of public records in a manner otherwise than prescribed.*

*4. With these provisions in hand, the CS-MOP has provided for a departmental retention schedule to be developed in consultation with the National Archives of India, in respect of records connected with its substantive functions, prescribing the periods for which files dealing with specified subjects should be preserved. Such a Record Retention Schedule has become all the more important in view of the enactment of the Right to Information Act, 2005.*

*5. An exercise was undertaken by the IWSU (DGE&T) along with the National Archives of India for updating the departmental schedule of retention of public records so as to include in it the expanding activities of*

*the organisation, reallocation of subjects and Organisational changes which have taken place with the passage of time. An on-the-spot study of records was taken-up by representative from NAI in the month of December, 2005 – January, 2006 for compiling/vetting the Records Retention Schedule of the Directorate General of Employment & Training (Hqrs.). The study was confined to 23 Sections dealing with substantive functions in the DGE&T (Hqrs.).*

*6. 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 Ministries/Departments, issued by the Department of Administrative Reforms and Public Grievances, Rule 284 and Appendix-13 of the General Financial Rules, 1963 issued by the Ministry of Finance, as also the Appendix 28 of the CS-MOP are applicable.*

*7. The enclosed Record Retention Schedule concerns with the substantive Functions of the DGE&T(Hqrs.) only and has been vetted by the National Archives of India as required under Section 6(1)(e) of the Public Records Act, 1993 and should be followed while recording and classifying the records of substantive functions. I take the opportunity to request that the advisory note/recommendations of the NAI with regard to maintenance of File Register, preparation of the Index Slips, Regular Programme of Recording/Reviewing/Weeding of Records and timely transfer of all semi-current records to the Departmental Records Room may also be ensured. I believe that the booklet in hand will prove a handy tool in carrying out the above obligations.*

*8. Any Suggestion for improvement in the booklet will be welcome.*

*New Delhi  
April, 2006*

**(RAMA MURALI)**  
*Financial Advisor  
Ministry of Labour & Employment*

[Go to Top](#)



## ACKNOWLEDGEMENT

The Record Retention Schedule for the Records relating to Substantive Functions of the Directorate General of Employment and Training, Ministry of Labour & Employment was last reviewed in the year 1996. During the year 1990 and 1996, the review of the Schedule was undertaken by the Ministry and the National Archives of India. After an on-the spot study of substantive functions of a few illustrative Sections in the Directorate General of Employment and Training, it was decided to maintain the status quo.

2. As per provisions of the Central Secretariat - Manual of Office Procedure (CS-MOP), the review/revision of the Record Retention Schedule for Records Relating to Substantive Functions of the Directorate General of Employment & Training (Hqrs) was again taken up by the Internal Work Study Unit (DGE&T) of the Ministry of Labour & Employment and the National Archives of India in the year 2005-06.

3. The Ministry of Labour & Employment wishes to place on record its thankfulness to **Shri Girender Singh and Shri T. Hussain, Archivists** from the National Archives of India who have taken a keen and dedicated interest in speedy compilation and vetting of this Record Retention Schedule. Special appreciations are also attributed to **Shri Rajendra Joshi, Senior Analyst, Shri U. S. Pandey, Junior Analyst, Shri Pushpender Kumar, Junior Analyst, Shri Prem Chand, Junior Analyst, Shri Ashish Chaterjee, Research Assistant, Smt. Janki Gairi, Steno, Shri S.S. Meena, L.D.C. and Shri Praveen Kumar, L.D.C.** for their contributions towards completion of the Record Retention Schedule in its present shape.

New Delhi

April, 2006

(Dr. Shakuntla)

Controller of Accounts

Ministry of Labour & Employment

[Go to Top](#)

## INSTRUCTIONS

- (i) This Record Retention Schedule is for the records pertaining to substantive functions of the Ministry of Labour & Employment, Directorate General of Employment and Training (DGE&T).
- (ii) Retention periods in respect of records which fall in the category of Records Common to all Departments, such as Matters pertaining to Establishment, Hindi, Parliament etc., should be reckoned from the Record Schedule in Respect of Records Common to All Ministries/Departments prepared by the Department of Administrative Reforms And Public Grievances.
- (iii) In respect of records pertaining to accounts, the instructions contained in Appendix 13 to the General Financial Rules may be observed.
- (iv) With regard to records prescribed in the Central Secretariat Manual of Office Procedure (CSMOP) such as Dak Register, Section Diary, Monitoring of Court/CAT cases, Register of Parliamentary Assurances etc., the schedule prescribed in Appendix 28 of the CSMOP should be followed.
- (v) The records should not be retained for a period shorter than prescribed in the schedule.
- (vi) If a record is required in connection with the disposal of another record, the former will not be weeded out until all the issues raised on the later have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and where necessary, revised suitably.
- (vii) File Register should be maintained as prescribed in Para 97 and Appendix 22 of the CS MOP.
- (viii) 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 CS MOP may be followed.
- (ix) All the semi-current records/files which are one year old (or more) should be transferred to the Departmental Records Room so that the precious working space in the Sections is not unduly cluttered by them.

\*\*\*\*\*



[Go to Top](#)

**Retention Schedule of Records relating to substantive functions and other matters relating to Records Management in the Directorate General of Employment and Training (Ministry of Labour and Employment)**

**STUDY REPORT**

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, (XII edition, May 2003) [para 111 (1) (d)] envisage that the Records Officer of every records creating agency shall be responsible for compilation of schedule for retention of Public Records in consultation with the National Archives of India. The Manual of Office Procedure [sub-para (2) of para 111] further stipulates that Records Retention Schedule should be revised at least once in five years, so as to include in it the expanding activities of the organization, reallocation of subjects and Organisational changes which take place from time to time.

Accordingly, on the spot study of Records of Directorate General of Employment And Training (Ministry of Labour & Employment) was conducted by S/Shri T. Hussain and Girender Singh, Archivists, during December 2005 and January 2006 for the revision of Records Retention Schedule.

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 the Records Retention Schedule Common to All Departments issued by the Department of Administrative Reforms and Public Grievances (Ministry of Personnel, Public Grievances and Pensions) and General Financial Rules, 1963 (Rule 284 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/records group of any Section/Unit of the Directorate General of Employment and Training (Ministry of Labour and Employment), New Delhi has escaped attention or has been left out inadvertently 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 Nation Archives of India.

### Procedure of Study:

The officer of National Archives of India examined the Files/File Registers of various Sections/Divisions of Directorate General of Employment and Training (Ministry of Labour and Employment) to ensure that all possible recurring subject-heads covering the activities of these offices 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 and Recommendations:

1. The files should be recorded and their retention periods be prescribed in accordance with the enclosed Records Retention Schedules and also as per paras 103-105 of the Central Secretariat Manual of Office Procedure (XII Edition 2003) hereafter M.O.P.
2. All the Sections may be directed to maintain the File Register as prescribed in para 97 and Appendix 22 of the M.O.P.
3. Proper index slips should be prepared for records, which are to be categorized as 'B' and 'A'. In this connection procedure as laid down under paras 106-108 of the M.O.P. may be followed.
4. A regular Programme of recording/reviewing/weeding of records should be undertaken by each Section and the progress in this regard should be monitored.
5. Timely transfer of all semi-current records from the Sections to the Departmental Records Rooms may be ensured as per provisions of para 112 of the M.O.P.
6. Proper functional Records Room should be set up in Directorate General of Employment and Training.
7. Departmental Records Officer (DRO) may also be nominated as per provision of Section 5 (1) of Public Records Act, 1993.
8. DRO nominated may be got trained in the Orientation Course on Records Management conducted National Archives of India.
9. Suitable and trained staff should be posted to discharge various functions of the Departmental Records Rooms. The staff may be got trained in various Short-terms courses conducted by the School of Archival Studies, National Archives of India, New Delhi.

\*\*\*\*\*

[Go to Top](#)

**NATIONAL ARCHIVES OF INDIA  
GOVERNMENT OF INDIA  
JANPATH, NEW DELHI-110001**

**Prefatory Note**

The records created by the Directorate General of Employment & Training (Ministry of Labour and Employment), New Delhi (hereinafter 'Records Creating Agency or RCA') fall under three categories i.e. (i) Records relating to house keeping 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.

2. 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 (edition, 2005) issued by the Department of Administrative Reforms and Public Grievances of the Ministry of Personnel, Public Grievances and Pension and Rules 284 and Appendix-XIII of the General Financial Rules, 1963 issued by the Ministry of Finance respectively should be followed.

3. 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 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.

4. 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.

5. The Retention Period for category 'A' and 'B' files is 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.

6.(i) 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. All Class 'C' files must be reviewed by the concerned sections on the expiry of the specified retention period. 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.

(ii) '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.

7. All sections may be advised to transfer their 1 year old files to the Departmental Records Room so that the precious working space in the Sections is not unduly cluttered by the semi-current files.

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. 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 or cyclostyled 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 Schedule should be followed meticulously at the time of recording and classification of files 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.

It may be concluded that the present exercise of compiling the Records Retention Schedule would prove worthwhile only if it is implemented in letter and spirit.

\*\*\*\*\*

[Go to Top](#)

**1 ADVANCE VOCATIONAL TRAINING SCHEMES/TECHNICAL STORE (AVTS) SECTION**

Sl. No.	Subjects/Records Groups	Retention Period	Remarks
1.	<p>Advance Vocational Training Schemes:</p> <p>a. Policy matters regarding the project. i.e. Project Agreements/ Expansion/Introduction of Projects/Assistance of ILO in formulation of the Projects/Development Programmes and their implementations.</p> <p>b. Implementation of Training Programmes in States/ Union Territories.</p>	B  C-5	
2.	<p>Committees/Conferences/Meetings</p> <p>a. National Meeting of AVTS/ Experts' meetings/ General purposes Committee/ Standard Committee. Minutes/Agenda/ Follow up action.</p> <p>b. Regional Meetings.</p>	C-10  C-10	<p>Important minutes/ decision may be kept in Guard File.</p> <p>-do-</p>
3.	<p>Training/Scholarship/Fellowship</p> <p>Policy matters relating to Training/Scholarship/Fellowship.</p>	B	
4.	Procurement of Indigenous Equipments.	C-5	
5.	Preparation of syllabus/Tools and equipment for the course.	C-5	
6.	<p>Review and Evaluation of Project Activities</p> <p>a. Project Activities</p> <p>b. General Aspects</p>	C-10 C-3	Report may be kept in Guard file.
7.	Complaints/Representation	C-3	
8.	<p>Purchase of Indigenous Equipments for various Institutions</p> <p>a. Screening of proposals.</p> <p>b. General correspondence on the subject.</p>	C-3 C-3	

9.	<p>Purchase of Stores</p> <p>a. Policy matters relating to purchase of stores.</p> <p>b. Matter relating to purchase Committee.</p>	<p>B</p> <p>C-3 or 1 year after audit is over, whichever is later.</p>	
10.	<p>Transfer of Stores in between the Institutions</p> <p>a. Instruction Manual.</p> <p>b. Procurement of surplus stores from other Departments.</p> <p>c. General references on the subjects.</p>	<p>B</p> <p>C-3</p> <p>C-3</p>	
11.	<p>Purchase of store against Foreign Exchange</p> <p>a. Budget Provisions for the Foreign Exchange</p> <p>b. DGTD Clearance etc.</p>	<p>C-3 or 1 year after audit is over, whichever is later.</p> <p>-do-</p>	
12.	<p>Procurement /Supply of tools and equipments through international agencies</p> <p>a. Inventory Register</p> <p>b. Maintenance of Expenditure sanction letters</p> <p>c. General Correspondence</p>	<p>B</p> <p>C-10</p> <p>C-1</p>	
13.	<p>Physical verification of Reports of items received in the DGE&amp;T</p>	<p>C-3</p>	
14.	<p>Disposal of goods approved by the DGE&amp;T</p>	<p>C-3</p>	<p>Sanction letter may be kept in Guard File.</p>

[Go to Top](#)



## 2. APPRENTICESHIP PROGRAMME (AP) SECTION

Sl.No.	Subjects/Records groups	Retention period	Remarks
1.	Acts: a. The Apprenticeship Act, 1961 b. Amendment c. Interpretations d. Exemption e. Press Cuttings relating to Act	A B C-10* C-5 C-5	* Precedent cases may be kept in Guard File.
2.	Apprenticeship Rules under Act a. Apprenticeship Rules, 1992 b. Interpretations	B C-5	
3.	Syllabus for Apprenticeship Courses	B	
4.	Assessment Reports of training facilities for implementing Training Programme	C-5	
5.	Contract of Apprenticeship-Registration of Contract by Central Private establishments – Policy matters/Guidelines	B	
6.	Payment of stipend to Apprenticeship General reference reg.	C-3	
7.	Regularization of State Apprenticeship Programme	C-5	
8.	Qadir Committee	B	
9.	Final Report of Naik Committee	B	
10.	Collection Statistical Data of Apprentices at State/Central level.	B	
11.	Absorption of Trade apprenticeship under Apprenticeship Act, 1961 a. Policy b. Other matters	B C-3	
12.	Implementation of Apprenticeship (Amendments) Act-Miscellaneous matters connected with Graduate/Technicians	C-10	
13.	Regional Advisory Committees on Apprenticeship Training a. Constitution b. Agenda c. Minutes d. Follow up action	C-5 C-3 C-5* C-5	* Important minutes may be kept in guard file.

14.	Central Apprenticeship Council/Working Groups etc.  a. Constitution b. Agenda c. Minutes d. Follow-up action e. Issuing instructions for implementation of the recommendation of CAC to the State/Union Territories etc.	C-5 C-3 C-3* C-5 C-5	* Important minutes may be kept in guard file.
15.	State Apprenticeship Councils –  Comments of the DGE&T on the Meetings/Minutes.	C-3	
16.	Designation of additional Trade under the Apprenticeship Act, 1961.	B	
17.	Specific Apprenticeship Training Programme for Physically handicapped/ Ex-servicemen/ Women/ SC/ ST/ Minorities etc. a. Policy b. Others	B C-3	
18.	Policy matters relating to Rebate in Apprenticeship Training period to an apprentice who has obtained the National Trade Certificate.	B	
19.	Progressive Trade Test Policy	B	
20.	Court cases regarding Apprenticeship Training etc.	C-3 after final judgement of the court under normal course of law	Precedent cases may be kept in Guard file.
21.	Letters from MP's /VIP's/PM Secretariat etc.	C-5	Precedent cases may be kept in Guard file

[Go to Top](#)

### 3. Central Employment Exchange (CEE) Section

Sl.No.	Subjects/ Records Groups	Retention Period	Remarks
1.	Notification of vacancies for employment	C-3	
2..	Advertisement of Vacancies	C-5	
3.	Issue of non-availability certificates	C-1	
4.	Releasing of vacancies not falling within the purview of CEE	C-1	
5.	Correspondence with employers regarding vacancies.	C-3	
6.	Order Cards/Files for employers	C-3	
7.	Booking Register	C-5	
8.	Placement Register	C-5	

[Go to Top](#)

#### 4. CENTRAL PROJECT IMPLEMENTATION UNIT (CPIU)

SI.No.	Subjects/ Records Groups	Retention Period	Remarks
1.	Various Training Projects being implemented a. Policy/Agreements b. Progress Monitoring c. Correspondence with World Bank	B C-5 C-5	
2.	Meetings/Seminars/Committees a. Constitution b. Minutes c. Follow up action	C-5 B C-5	
3.	Curriculum Development – Material relating to training Schemes under VTP	C-5	
4.	Sanction/Re-imburement/Sanctions of Funds to the State Government under Training Projects	C-3 or 1 year after audit is over, whichever is later	
5.	Budget Provisions for Centrally sponsored Scheme/Five Year Plan/Annual Plans under various training programme.	C-5	

[Go to Top](#)

## 5. CURRICULUM DEVELOPMENT (CD) SECTION

SI.No.	Subjects/Records Groups	Retention Period	Remarks
1.	Committees/Sub-Committees/ Conference of NCVT etc. a. Constitution b. Agenda c. Minutes d. Follow up Action	C-5 C-5 C-10* C-5	* Important Minutes may be kept in Guard file.
2.	Various Curriculum Developments – Approved by NCVT/CAC	C-5	
3.	Trade Testing Procedure for various Trades	C-5 after Publication	4 copies may be kept in Library.
4.	Rebate in training period	C10	
5.	Publication of related instructional material/ question bank for trades/ syllabi etc. a. Agreement with private publishers b. Coordination work relating to printing. c. Royalty Accounts	B  C-3  C-3 or one year after audit is over, whichever is later	
6.	Review and approval of reference books for Training Programme of various trades.	C-3 after publication	4 printed copies may be kept in the library as B
7.	Designation of additional trades under Apprenticeship/Craftsman Scheme ATs/CTS	C-5 after revision of the trade syllabi	
8.	Review/Revision of Curriculum various schemes	C-5 after revision	
9.	Suggestions/Comments received from various concern on the revised trade syllabi	C-1	

10.	Clarifications on implementation of different training programmes/schemes to the State Directors and others.	C-5	
11.	Arranging different Training programmes for staff of ITIs.	C-3	
12.	Reference from MPs VIPs/Parliament/PM/ Secretariat etc.	C-3	
13.	Work related to inter-ministerial meetings	C-3	
14.	Issue of International cooperation	C-10	
15.	Revision and Publication of Training Manual	C-5 after revision	

[Go to Top](#)

## 6. COORDINATION SECTION

SI.No.	Subjects/ Records Groups	Retention period	Remarks
1.	Annual Report	C-3 after publication	4 copies may be kept in library
2.	Editors Conference in social sectors	C-5	
3.	Achievement of DGE&T	B	
4.	Citizen Charter	C-1	
5.	Organizational History of DGE&T	B	
6.	Staff Association matters	C-1	
7.	Annual Statement of SC/ST/OBC	C-3	
8.	Annual/ Half Yearly statement of Physically Handicapped	C-3	
9.	Optimization of civilian posts	C-3	
10.	India-Reference Manual	C-3	
11.	Returns and Records	C-3	
12.	Skill Development Fund	C-5	
13.	Publication on Vocational Training	C-3 after publication	4 copies may be kept in library
14.	Exhibition of activities of DGE&T	C-3	

[Go to Top](#)

## 7. EMPLOYMENT EXCHANGE-I (EE-I) SECTION

SI.No.	Subjects/Records Groups	Retention Period	Remarks
1.	Policy matters pertaining to National Employment Service: <ol style="list-style-type: none"> <li>a. Decisions</li> <li>b. Follow up action.</li> <li>c. Proposal for opening of new Employment Exchanges and closure of Employment Exchanges.</li> <li>d. Modernization of Employment Exchanges/ development of software.</li> <li>e. Examinations of reports/ studies on the functioning of Employment Exchanges.</li> <li>f. Examinations of proposals pertaining to Employment Service received from individuals/private institutions etc.</li> </ol>	B B C-3  C-10  C-5  C-3	
2.	Utilization of Employment Exchanges by employers	C-3	
3.	Grant of priority for purposes of submission by Employment Exchanges	C-10	
4.	General matters relating to Scheduled Castes/Scheduled Tribes and Ex-Servicemen.	C-10	
5.	Matters pertaining Working Group on National Employment Service	C-10	
6.	Employment Assistance – Forwarding of representations to the concerned State Directors/Other Ministries <ol style="list-style-type: none"> <li>a. Received directly from individuals etc.</li> <li>b. Received through VIPs(PM Office/ President Office/ Ministers/ MPs/ MLAs)</li> </ol>	C-3  C-5	
7.	Complaints on assistance or on functioning of Employment Exchanges in various States/Union Territories	C-5	
8.	Special Employment Exchanges for physically challenged – Policy	B	



9.	Employment Exchange Procedure :  1. Clarification sought by Employment Exchanges/ Director of Employment. 2. Relaxation from Employment Exchange Procedure for direct recruitment in special cases.	C-5  C-5	
10.	Employment Exchange Minutes (EEM) a. EEM Compendium b. EEM Register c. Issue of EEM d. Supply of copies on demand	B B C-10 C-3	
11.	Residual Matters pertaining to Labour Depot, Gorakhpur	C-10	
12.	Matters pertaining to private placement Agencies a. Policy b. Updating the number of private placement agencies. c. Clarification etc.	B C-5 C-3	
13.	Revision/Updation of National Employment Service Manual (NESM) a. Master copies of NESM b. Circulation of NESM c. Calling inputs from the concerned Officers/ Sections/Departments d. Finalization of revision e. Printing of revised NESM	C-3 C-10 C-10 C-3 B	
14.	Miscellaneous Matters pertaining to NES	C-3	

[Go to Top](#)

## 8. EMPLOYMENT EXCHANGES –II (EE-II) SECTION

SI.No.	Subjects/Records Group	Retention Period	Remarks
1.	Recruitment Rules framing and revision	B	
2.	Scheme – Assistance to physically challenged persons  a. Policy b. Opening of New Vocational Rehabilitation Centres/ Skill Training Workshops/Rural Rehabilitation Centres Production Centres under annual plans. c. Setting up of advisory Boards/ Medical Boards for Rehabilitation of physically challenged persons.	B  B  C-5	
3.	Reports on Technical and Administrative Vocational Rehabilitation Centres	C-3	
4.	References received from PM/ State Government/UT/MPs	C-3	Important cases may be kept in Guard file.
5.	Matters relating to associations of various Rehabilitation centres.	C-3	After final action on the issue is settled.

[Go to Top](#)

## 9. EMPLOYMENT MARKETING INFORMATION (EMI) DIVISION

SI.No.	Subjects/Records Groups	Retention Period	Remarks
1.	Amendments to Employment Exchange Compulsory Notification of Vacancies Act, 1959	B	
2.	Court Cases	C-3 after final judgement of the court, under normal course of Law.	
3.	Quarterly statements for publishing all India Quick Estimate of Employment	C-3	
4.	Quarterly statements received from States/ UTs for publishing Quarterly Employment Review and of Annual Employment Review.	C-1 after publication	4 copies may be kept in Library as B
5.	Receipt of ER-II returns from States/UTs for publishing All India Report on Occupation – Educational pattern of Employees in India.	C-5 after release of report.	

[Go to Top](#)

## 10. EVALUATION AND IMPLEMENTATION (E&I) SECTION

SI.No.	Subjects/ Records Group	Retention Period	Remarks
1.	Conduct of Integrated Evaluation of Employment Exchanges UEIGBx – Policy/Guidelines.	C-10	
2.	Correspondence to be made with State Directorates for compliance of suggestions/recommendations made in the Evaluation Reports (individual cases)	C-3	Reports B
3.	Consolidated Report on functioning of EM Ex/UEIGBx.	C-3	Reports B
4.	Advisory Committees on Employment Service at different level (Local Districts/States)	C-3	Reports B

[Go to Top](#)

## 11. VIGILANCE & FOREIGN TRAINING ASSIGNMENTS (VFTA) SECTION

SI.No.	Subjects / Records Groups	Retention Period	Remarks
1.	Fellowship under various Projects in DGE&T in field institutions – Individual case	C-3	
2.	Technical Schemes, arising out of Agreements/treaties with other countries/world bodies	B	
3.	Training abroad – Nomination of officials for training abroad and reports thereon	C-5	
4.	Visit of Foreign Dignitaries, Experts Trainees under various programme/ Schemes	C-5	
5.	References from ILO and other World Bodies	C-1	
6.	Foreign Assignments – Forwarding of applications of the personnel	C-3	
7.	Training Programmes under the Technical Cooperation Schemes (TCS)	C-5	
8.	Admission of Foreign trainees in various technical institutes in India	C-5	
9.	Seminars/Training/ Workshops	C-3	

[Go to Top](#)

## 12. MAN POWER (GENERAL) SECTION

SI.No.	Subjects/ Records Groups	Retention Period	Remarks
1.	Meetings/Committees/Seminars of Ministry of Labour & Employment and other Ministries	C-5	
2.	Working Group of National Employment Service	C-5	
3.	Request and offers received from other Ministries/ Departments and General Agreement on Trade in Service/ World Trade Organisation.	C-5	
4.	Meeting of the Focus Groups	C-5	
5.	Follow up action of ILO and other International Organization/ agencies – Seminar/Workshops/ Meetings	C-5	Reports B
6.	Matters/ Meeting of Institute of Apprenticeship Manpower Research (IAMR)	C-1	
7.	Policy matters on Manpower	C-10	
8.	Programme – comments National Employment Guarantee Act, 2005 – Correspondence with Ministry of Rural Development	C-10	
9.	Studies regarding Manpower Employment and related matters	C-3	
10.	Comments Employment Schemes	C-3	
11.	MPs/MLA/PMO letters, VIP Reference	C-3	
12.	Correspondence with State Government on Employment matters	C-3	
13.	Representation/Resolution from Employees and their organizations	C-1	
14.	Representation/ Resolutions from Employers and their Organizations	C-1	
15.	Memorandum/ Representation from individuals/Organisations	C-1	
16.	Technical Reports - Comments on	C-1	
17.	Computerization of Employment Exchange in State Government.	C-3	
18.	Miscellaneous matters	C-3	
19.	National e-Governance Plan of Ministry of Science and Technology – Comment	C-5	

### 13. PLANNING CELL TRAINING (PCT) SECTION

Sl.No.	Subjects / Records Groups	Retention Period	Remarks
1.	<p>Plan Scheme</p> <p>a) Proposals/ Formulation of Plan Schemes (Central and Centrally Sponsored) relating to Vocational Training :</p> <p>(i) Approved</p> <p>(ii) Un-approved proposals</p> <p>b) Review/monitoring of Plan Schemes</p> <p>c) Foreign Aided Projects</p> <p>d) Formulation of Schemes in Implementation of the recommendation of various committees</p> <p>e) Annual action Plan under Plan scheme.</p>	<p>B</p> <p>C-5</p> <p>C-5</p> <p>B</p> <p>B</p> <p>C-3</p>	
2.	<p>Budget</p> <p>a. Annual Plan Proposals/ Revised Estimates (RE) and Final Estimates (FE) in respect of Schemes</p> <p>b. Meetings of Heads of Offices regarding requirements of various institutions</p> <p>c. Miscellaneous matters on Plan Scheme</p>	<p>C-3</p> <p>C-1</p> <p>C-5</p>	

[Go to Top](#)

## 14. PLANNING CELL EMPLOYMENT (PCE) SECTION

SI.No.	Subjects / Records Groups	Retention Period	Remarks
1.	<p>Plan Schemes</p> <p>a. Coordination of States' Plan Discussions with various States/Union Territories-Comments on the state Plan</p> <p>b. Preparation/ coordination of material for Budget Estimates/ Revised Estimates of Employment Exchange in Plan Schemes.</p> <p>c. Preparation and coordination of Central Sector-Annual Plan Schemes of the Employment Directorate.</p> <p>d. Preparation/ Coordination of material for Budget Estimates/Revised Estimates of Employment Exchanges in the Plan Schemes</p> <p>e. Working Groups on Employment Service in the context of 10<sup>th</sup> Plan</p> <p>f. Coordination of miscellaneous administrative and Technical work.</p>	<p>C-5</p> <p>C-5</p> <p>C-5</p> <p>C-5</p> <p>C-10</p> <p>C-3</p>	
2.	<p>Committees/Conferences/Meetings</p> <p>a. Committee/Conferences/ Meetings and other special committee relating to National Programme</p> <p>b. Miscellaneous matters</p> <p>c. Opening of a Centre for the various Bank competitive examinations in States/Union Territories</p> <p>(i) Policy</p> <p>(ii) General Correspondence</p>	<p>C-5</p> <p>C-1</p> <p>B</p> <p>C-3</p>	<p>Important Minutes</p> <p>B</p>

[Go to Top](#)



## 15. STATISTICAL SECTION

SI.No.	Subjects / Records Groups	Retention Period	Remarks
1.	Statistical Information received from Employment Exchanges  a. Monthly b. Quarterly c. Half Yearly d. Annual	C-1 C-1 C-3 C-3	
2.	Information supplied to various agencies	C-3	
3.	Preparation of Annual Report	C-3 after Publication	4 copies may be kept in Library

[Go to Top](#)

## 16. SURVEY AND STUDY DIVISION

SI.No.	Subjects / Records Groups	Retention Period	Remarks
1.	Area Skill Surveys	B	
2.	Census of Central Government Employees (Yearly as on 31 <sup>st</sup> March every year)	C-3 after publication	4 copies may be kept in library
3.	Printing of forms and dispatch of Forms and Data processing	C-3	
4.	Progress of Survey, monitoring	C-5	
5.	Bulletin on job opportunities in India a. Quarterly b. Annual	C-3 C-3	
6.	Returns forms  Returns forms (1 to 3) from State Apprenticeship Advisors/ Regional Directorate of Advisors.	C-5	
7.	Preparation of Consolidated Returns a. Tabulation of returns received from State Apprenticeship Advisors/ Regional Directorate of Advisors. b. General Correspondence	B  C-1	

[Go to Top](#)

### 17. Training Craftsmen (TC-I) Section

SI.No.	Subjects / Records Groups	Retention Period	Remarks
1.	Affiliation of Private Institutions/ITIs/ ITCs with DGE&T a. Procedure regarding affiliation b. List of recognized Institutions c. Court cases	B B C-5 after final judgement of the court under normal course of law	
2.	Pre-cum-Post released Training Schemes for Defence personnel a. Policy b. Individual cases	B C-5	
3.	All India Skill Competitions- Preparation of results of Craftsmen and Apprenticeship Programme	B	
4.	Inspection of Model Training Institutions/ITIs a. List of Institutions b. Routine General Inspections	B C-3	
5.	Committees/ Commissions/ Conferences/ Meetings a. National Council of Vocational Training (NCVT) Meetings b. Sub-Committees meetings for affiliation	C-10 C-5	
6.	Implementation of recommendations of Sub-Committee	C-10	
7.	Concession to SC/ST/Physically challenged/Ex-servicemen/ Migrants etc. a. Policy matters b. Other matters	B C-3	
8.	Computer Programme under Craftsmen Training Scheme (CTS) a. Policy b. Clarifications regarding day to day implementation c. Issuing sanction for purchase of computers d. Obtaining feedback of schemes and Follow up action	B C-3 C-5 C-3	

9.	State Annual Plans/ Five Years Plans a. Discussions with Planning Commission b. Follow up action	C-5 C-10	
10.	Representations from individuals/ Organizations etc. regarding affiliation	C-3	
11.	Cases of reference from MPs/VIPs/PMO etc.	C-3	
12.	Material for Annual report/Standard Reference Notes/Budget Debates of DGE&T with respect to CTS.	C-3	

[Go to Top](#)

## 18. TRAINING CRAFTSMEN DESK (TC-II)

Sl.No.	Subjects / Records Groups	Retention Period	Remarks
1.	<p>Schemes</p> <p>a. General Policy matters regarding stipends</p> <p>b. Proposals from States/UTs (Administrative and Financial Proposals)</p> <p>c. General reference from States/Union Territories</p>	<p>B</p> <p>C-5</p> <p>C-3</p>	
2.	<p>All India Skill Competitions</p> <p>a. Policy matters on the subject such as framing of Rules for giving of Awards</p> <p>b. Directives issued by DGE&amp;T</p> <p>c. Check/Stock Register</p> <p>d. Award of Medal/Certificates</p>	<p>B</p> <p>B</p> <p>B</p> <p>C-5</p>	
3.	Reference from MPs/VIPs/Parliament/PMO/President Secretariat etc.	C-3	
4.	Revision of pay scale of staff	C-5 after revision	
5.	<p>Creation of various technical posts in ITIs</p> <p>a. Policy</p> <p>b. Others</p>	<p>B</p> <p>C-5</p>	
6.	Financial aid to the additional trades in various ITIs	C-3	
7.	Appeals/ Court cases	C-3 after final judgement of the court under normal course of Law	Precedent cases B
8.	Arrangement for meetings in Financial terms	C-3 or 1 year after audit is over, which ever is later	

[Go to Top](#)

## 19. TRADE TESTING CELL (TTC)

Sl.No.	Subjects / Records Groups	Retention Period	Remarks
1.	Conducting of trade test of various training schemes under the aegis of NCVT  a. Appointment of paper setters b. Moderation of question papers by the Moderation Board c. Preparation of Trade Test Schedule and dispatch of question papers d. Declaration of results of field Institutes of DGE&T	  C-5 C-5  C-5  C-10	
2.	Issue of blank Certificates for States Governments/Field Institutes of DGE&T	C-10	
3.	Printing of question papers and Certificates	C-5	
4.	Counter signature on Certificates by Secretary, NCVT	C-10	
5.	General correspondence with States on conducting Trade Test/ TA for Examiners/ Remuneration etc.	C-3	

[Go to Top](#)

## 20. TRAINING UNIT

SI.No.	Subjects / Records Groups	Retention Period	Remarks
1.	Training Programmes/ Schemes a. Policy b. Admission/discharge of trainees- Qualification for admission	B C-3	
2.	Buildings of all institutes-repairs, maintenance/ additions/ alterations etc.	C-3	
3.	Training of Technical staff and offices in Industries/Organisations for updating their skills	C-3	
4.	Technical Inspection report of field Institutes, its scrutiny and follow up.	C-3	
5.	Monthly Progress report on training matter of field institutes and related matters.	C-3	
6.	Publicity matters relating to Training Directorate and Advertisements.	C-3	
7.	Preparation of information-training facilities, revision updating of Brochure.	C-1	
8.	Arrangements for visit of foreign delegations, training courses for foreign trainees, etc.	C-3	
9.	Compilation of information regarding concessions to SC/ST trainees in field institutions – Report submitted to Commissioner for SC/ST	C-3	
10.	Material regarding training unit for the Annual Report.	C-3	

[Go to Top](#)

## 21. VOCATIONAL GUIDANCE (APTITUDE TESTING) SECTION

SI.No.	Subjects / Records Groups	Retention Period	Remarks
1.	Policy matters and Testing Programme relating to selection of craftsmen trainees for admission to ITIs/MTIs/RVTIs	B	
2.	Policy matters and testing programme relating to selection of Apprenticeship Trainees in Industries.	B	
3.	Validation Analysis for preparation of Norms/Selection Indices-ITI/MTI, Aptitude Test Batteries (old and new)	C-5	
4.	Preparation of Norms/Selection Indices for use in selection programme in industries	C-5	
5.	Dispatch and maintenance of Aptitude Test Materials in States	C-5	Register may be marked as B
6.	Collection of New Test Literature available in India/abroad regarding	C-5	
7.	Development/Modification of Aptitude Test Guidance Tools/Vocational Interest check-list	C-10	Test material B. Copies to be kept in Departmental Library
8.	Adaptation of general Aptitude Test Battery a. Policy b. Modification c. Distribution of Batteries to Employment Exchanges	B B C-5	
9.	Enquiries about Aptitude tests/Guidance Tools	C-3	
10.	Proposals for Research/Follow up studies regarding effectiveness of Aptitude Test	C-5	
11.	Individual/ Group Guidance	C-1	



12.	Training Seminar on Aptitude Testing Programme for a. ITI personnel, Employment officers b. Officers from Industrial Organisations c. Participation in career fairs/exhibition	C-3 C-3 C-3	Report/follow up study B
13.	Proposals for inclusion in the Agenda papers/Action on the recommendations of different Committees/Conferences etc. other than Advisory Committee.	C-3	Precedent may be kept in Guard File.
14.	Participation in Meetings/ Conferences/ Evaluations/ Seminars/ Training Courses Organized by other organizations – Nomination for	C-1	
15.	Foreign/ International Agencies – Assistance Meetings/Conference etc.	C-1	
16.	Collection of data/preparation of material for the Annual Report/ Standard Reference Note etc.	C-1	
17.	Requisition / Printing of Test Material	C-3	
18.	Schemes for expansion of new programmes	C-10	
19.	Preparation of software in respect of Educational and Vocational facilities available for the unemployed youth.	B	

[Go to Top](#)

## 22. VOCATIONAL GUIDANCE (GUIDANCE SERVICE) SECTION

SI.No.	Subjects / Records Groups	Retention Period	Remarks
1.	Working of Vocational Guidance Units in States – six monthly returns	C-3	
2.	Training Courses/Conference (only for comments)	C-3	
3.	Case studies from employment units/ University Employment Information and Guidance Bureau (UEIGBx)	C-3	
4.	Queries from individuals	C-3	
5.	Working of UEIGBx, Narrative Report	C-3	
6.	Recommendations regarding VG from ILO etc.	C-3	
7.	State Coordination Committee	C-3	
8.	District Coordination Committees/ Minutes etc.	C-3	
9.	Working Group of Employment matters connected with VG	C-3	
10.	Annual Plan of VG	C-3	
11.	Directory of qualifications	C-3	Report may be sent to the Library as B
12.	Literature brought out by Guidance Agencies for comments	C-3	
13.	Supply of Vocational Guidance Literature	C-3	
14.	Vocational Guidance Programme relating to special categories of candidates	C-3	Report may be sent to the Library as B
15.	Special studies to be conducted to judge the effectiveness of VG programmes.	C-3	Report may be sent to the Library as B
16.	Use of Audio visual aids in Vocational Guidance and Employment counselling	C-3	Report may be sent to the Library as B

[Go to Top](#)

## 23. WOMEN OCCUPATIONAL TRAINING SECTION

SI.No.	Subjects / Records Groups	Retention Period	Remarks
1.	Training Programme  (a) Vocational/Industrial Training in Rural Administration etc.  (i) Schemes under various Training Programmes (ii) General Correspondence  (b) Extension of monitoring of Progress of the Implementation of the Vocational Training Programme for Women  (c) Expansion of vocational new training programme courses for women.  (d) Admission to various courses for training.	    B  C-3  C-3  C-3  C-3	
2.	Plan Schemes – National/ International  a. Opening of Vocational Training Institutions/Model Training Institutions b. Keeping of additional faculty on contract basis c. Contracting out Hostel and other work of the Institutes d. Social development for implementation of Training Programmes for women e. Training of Trainers – NVTI/RVTIs f. Project with Institution/ Industrial bodies	          B  C-3  C-3  C-5  C-3  C-5	

\*\*\*\*\*

[Go to Top](#)