



No. A.15018/1(Circular)/2023-Ad.I
सरकार/Government of India
गृह मंत्रालय/Ministry of Home Affairs
समन्वय निदेशालय/Directorate of Coordination
पुलिस बेतार/Police Wireless




खण्ड सं-9, के० सं० का० परिसर/Block No. -9, C.G.O. Complex,
लोधी रोड, नई दिल्ली/Lodhi Road, New Delhi-3
दिनांक /Dated: 30th October, 2023

CIRCULAR

Subject: Special Campaign 3.0 on Swachhata and reducing pendency-reg.

In pursuance of ongoing **Special Campaign 3.0** and **Swachhata he Seva**, all Section Incharges Hqrs/ISPW Incharges/ZAOs are hereby directed to review and weed out the old files/record in physical manner, in lines of approved Record Retention Schedule (copy enclosed) and Department of Administrative Reforms & Public Grievances guidelines. All the duly endorsed respective details to be reached out with the Nodal Officer on Routine basis.

2. The Assistant Director (L&B) will be Nodal Officer and Record Officer in respect of Directorate.
3. This issue with the approval of Competent Authority.


30-10-23

(Mahesh Kumar Pachar)
Joint Assistant Director (Admin)

Copy to:-

1. PPS to Director
2. PS to Addl. Director(HQ) / PS to Addl. Director(OPS)
3. All JDs/DDs/All Sections/All ISPWs/RPWTIs
4. AD (IT): for upload on the website of DCPW.
5. File

**Directorate of Coordination Police Wireless (DCPW)
RECORD RETENTION SCHEDULE AS PER DAR&PG**

1. ADMINISTRATION DIVISION:				
(i) Admin-I & II Section				
S/No.	SUBJECT	Present Retention Period	Proposed Retention Period	REMARKS
1	Service Books	A	A	
2	Leave records	B	B	
3	Increment	B	B	
4	Honorarium/awards	B	B	
5	Pension/retirement	B	B	
6	Resignation	B	B	
7	Study leave	B	B	
8	Transfer	B	B	
9	Absorption.	-	B	
10	Appointments on compassionate ground.	C-5	B	
11	Establishment lists.	B	B	
12	Establishment matters.	B	B	
13	Confirmation.	B	B	
14	Departmental / UPSC Promotions of Group B & C (DPC).	B	B	
15	Recruitment (Group A, B & C).	B	B	
16	Pay Commission related matters.	B	B	
17	Recruitment Rules.	B	B	
18	APAR's (Group B & C)	B	B	
19	Review for determining suitability of employees for continuance in service	-	B	
20	No objection certificate for issue of passport, arms licenses etc. to govt. servants.	-	C-1	
21	Casual leave and R/H correspondence / sanction files.	-	C-1	
22	E/L correspondence / sanction files.	-	C-1	
23	Applications for allotment of residential accommodation Types I-VII	-	C-3	
24	Provision of glass tumblers and jugs	-	C-3	
25	Indent for stationery on Controller of stationery	-	C-3	
26	Local purchase	-	C-3	
27	Supply of stationery	-	C-3	
28	Liveries/Procurement of material / Stitching and tailoring	-	C-3	
29	Deputation.	C-3	C-3	
30	CPGRAM.	-	C-3	
31	Seniority list	C-3	C-3	
32	MHA I/Cards, DCPW I/Cards, MHA I/Cards, DCPW I/Cards.	C-1	C-5	
33	Personal file	-	C-5	after retirement
34	Complaints	-	C-5	
35	Disciplinary proceedings	-	C-5	
36	Prosecutions	-	C-5	
37	Appeals	-	C-5	
S/No.	SUBJECT	Present Retention	Proposed Retention	REMARKS

		Period	Period	
38	Petitions	-	C-5	
39	Court cases	-	C-5	
40	Moveable/Immovable property	-	C-5	
41	Appointment of vigilance officers in Ministries/ departments		C-5	
42	CPRTI teaching allowance matters.	C-3	C-5	
43	List of officers of doubtful integrity	-	C-10	
44	Granting of vigilance clearance in respect of different classes of officers and the staff:	-	C-10	
45	MACP	-	C-10	
46	Maintenance of Roster	C-10	C-10	

(ii) LAND & BUILDING SECTION

S/No.	SUBJECT	Present Retention Period	Proposed Retention Period	REMARKS
1.	Land & Building Records, Registry Paper, maps, other property ownership records, Allotment of land, Land acquisition related matters	A	A	
2.	Record of permanent nature, guard files, files related to Asset Register	A	A	
3.	Rules for Procurement, hire, condemnation of furniture, SOP for procurement of furniture for ISPW Station etc.	B	B	
4.	E/L, Sanction files & correspondence related to Leave records of the staff posted at L&B Section	C-1	C-1	
5.	Casual Leave & R/H of the staff posted at L&B Section	C-1	C-1	
6.	House Keeping Services	C-3	C-3	
7.	Files related to processing bills for water charges	C-3	C-3	
8.	Provisioning of Sentry Post/ Security Guards	C-3	C-3	
9.	Purchase of consumables, electrical, cleaning material and stationery items from local market/ through GeM portal and Purchase of items related to COVID – 19 from local market / through GeM portal	C-3	C-3	
10.	Local office orders, circulars, minutes of local meetings, committees, RTI, Annual reports, Budget & fund allocation related correspondence, Annual Action Plan, LTC & Medical reimbursement claims of the staff posted at L&B Section	C-3	C-3	
11.	Misc. Files	C-3	C-3	
12.	Procurement of furniture	C-5	C-5	
13.	Complaints & Disciplinary Proceedings	C-5	C-5	
14.	Files related to commendation roll, awards, Honorarium, Nominations etc.	C-5	C-5	
15.	Record related to construction, repair and maintenance, correspondence with CPWD and other agencies	C-5	C-10	
16.	Files related to processing bills for Property Tax, Service Tax, Annual Ground Rent, License Fee, Service Charge etc.	C-5	C-10	
17.	Recoupment of stock & Condemnation related matters	C-5	C-10	
18.	Audit related correspondence	C-10	C-10	

(iii) ACCOUNTS SECTION

1	Pay / Special pay		-	C-3 Or one year after completion of audit, whichever is later
S/No.	SUBJECT		Present Retention Period	Proposed Retention Period REMARKS
2	Allowances		-	C-3 Or one year after completion of audit, whichever is later
3	Increment	Advance Increment	-	C-3 Or one year after completion of audit, whichever is later
		Withholding the increment	-	C-10 Or C3 after the final disposal of appeal or final judgment under the normal course of law, whichever is later
4	Delegation of Powers	Declaration of officers as Controlling, Drawing & Disabusing Officer	-	C-3 or till they are superseded (whichever is later) for department issuing the orders need keep only the standing orders, weeding out the superseded ones as and when they become obsolete
5	Honorarium		-	C-3 or one year after completion of audit, whichever is later
6	Pension/Gratuity	Pre-verification of pension cases	-	C-3
		Invalid Pension	-	Till one year after the last beneficiary of the family pension cases to be entitled to received it or 5 years whichever is later
		Family Pension	-	
		Other Pension	-	
		Gratuity	-	C-5
Commutation of pension	-	C-15		
7	Budget estimates & Revised estimates		-	C-3
8	Expenditure Statements		-	➤ To be weeded out at the end of the financial year
			-	➤ To be weeded out after appropriation accounts for the year have been finalized
9	Reconciliation		-	➤ To be weeded out at the end of the financial year
			-	➤ To be weeded out after appropriation accounts for the year have been finalized
10	Re-appropriation		-	C-3
11	Supplementary Grants		-	C-3

12	Accounts & Audits	Audit Objections & Audit Paras	-	C-10
		Local Audit (annual)	-	C-3
		Public Accounts Committee	-	C-10
			-	C-3
	Appropriation Accounts	-	C-3	
13	Pay & Recoveries	Air Passage bills & cancellation charges	-	C-3 or one year after completion of audit whichever is later
		Contingent Expenditure	-	C-3 or one year after completion of audit whichever is later
		Electric Charges recovery	-	C-1
		GPF Annual Statement	-	C-1
		Grant-in-aid contributions/donations	-	C-3 or one year after completion of audit whichever is later
		HRA & Other allowances, LPC, Pay claims	-	C-5 after the settlement of case or one year after audit whichever is later
	Refunds, refreshment bills, TA/Transfer TA claims, reimbursement of legal expenses, reimbursement of tuitions fee, acceptance of credit/debit, write off losses, expenditure sanction	-	C-3 or one year after completion of audit whichever is later	
14	Pay Bill Register (PBR)		-	35 Years
15	Acquaintance Roll		-	C-3 or one year after completion of the audit whichever is later
16	Bill register maintained in TR-28-A		-	C-5

(iv) STORES SECTION

S/No.	SUBJECT	Present Retention Period	Proposed Retention Period	REMARKS
1.	Record Ledger of Central Store Section	A	A	
2.	Permanent Record Ledger of Reserve Stock (VHF/UHF/HF) sets	A	A	
3.	Rules for Condemnation of wireless equipment (SOP)	B	B	
4.	Recoupment of stock & Condemnation related matters	C-10	C-10	
5.	Record related to e-auction/ public auction	C-10	C-10	
6.	Destruction of Wireless equipments	C-10	C-10	
7.	Procurement of Wireless Equipment	C-10	C-10	
8.	Procurement of accessories for Wireless Equipment	C-10	C-10	
9.	Renewal of Equipment License (DPL)	C-10	C-10	
10.	Record of wireless equipment issued to State Police/CAPFs	C-10	C-10	
11.	Demand/ Receipt/ Issue Vouchers	C-5	C-5	
12.	Work Order issued to Central Work Shop Section	C-3	C-3	
13.	File related to issue of Gate-Pass	C-3	C-3	

14.	File related to monthly record check of ISPW Stations	C-5	C-5	
15.	E/L, Sanction files & correspondence related to Leave records of the staff posted at Central Store Section	C-1	C-1	
16.	Casual Leave & R/H of the staff posted at Central Store Section	C-1	C-1	
17.	Complaints & Disciplinary Proceedings	C-5	C-5	
18.	Files related to Commendation, Awards, Honorarium, Nominations etc.	C-5	C-5	

(v) I.T. (Information Technology) Section

1	e- Asset Register, Record of permanent nature, guard files etc.	B	B	
2	Misc Matter	C-3	C-3	
3	GEM related Issues	C-5	C-5	
4	Admin Related Matter	C-5	C-5	
5	Purchase Matter	C-5	C-5	
6	AMC/Repair of IT/Office Equipment	C-5	C-5	
7	IT Equipment/ Inventory Register	C-10	C-10	
8	Website Related Matter	C-10	C-10	
9	AUDIT	C-10	C-10	
10	CONDEMNATION	C-10	C-10	
11	IT Achievements related Matter	C-10	C-10	

2. COORDINATION DIVISION :

S/No.	SUBJECT	Present Retention Period	Proposed Retention Period	Remarks
1	Police band	-	B	
2	Reports Published by DCPW- TSC, ESC, Syllabus Committee	-	B	
3	Visit of State / UT Police etc	-	C-3	
4	Cabinet Note Cabinet Sec. related matters	-	C-3	
5	DCPW Action Plan/ Result Framework Document	-	C-3	
6	Physical verification	-	C-3	
7	DCPW Matters (performance review/ Vigilance report/other important issues)	-	C-3	
8	International Public safety Wireless leaders Forum Meeting	-	C-3	
9	Critical Communication world	-	C-3	
10	Emergency services Mobile communication Program	-	C-3	
11	PRO	-	C-3	
12	Rashtriya Raksha University	-	C-3	
13	National cyber Coordination committee	-	C-3	
14	Short Film on DCPW/ Raising day of DCPW/ Police Expo/ CPRTI Lecture/ Vision Documents of DCPW	-	C-3	
15	Annual Report /Admin. Matters / Meetings	-	C-3	
16	Coordination committee Meeting	-	C-3	
17	DGP / IGP Conference	-	C-5	
18	Proposals of Communication equipment / Technology / matters of Police Organizations (State/UTs Police/ CAPFs/ Border Guarding Forces)	-	C-5	
19	Misc. matters of State/UT Police & CAPFs	-	C-5	
20	Parliament Question	-	C-3	
21	DCPW matters (Mandate /5 year plan)	-	C-5	

22	Audit Reply	-	C-5	
23	World Radio Communication Conference (WRC)/International Telecommunication Union (ITU)/ Specifying the trunking Technologies as per ITU in TEC IR/ ITU related matters	-	C-5	
24	Purchase of technical books/ Publishing & Issuance of Radio Procedure Book	-	C-5	
25	Standardization matters	-	C-5	
26	CCTNS/ Disaster management	-	C-5	
27	Implementation of SGOS	-	C-5	
28	National Study Group (NSG)	-	C-5	
29	GSAT-06 matters	-	C-5	
30	DSPT Matters	-	C-5	
31	Budget	-	C-5	
32	Effective use of Space Technology	-	C-5	
33	CDN Section proposals/roles	-	C-10	
34	Scheme of Modernization of Police Forces	-	C-10	
35	Technical matters (Technical Specifications & Trail Directives of Digital Radio /Mesh Radios)	-	C-10	
36	WPC Related matters (Spectrum Charges/Waiving of Late Fee/Online filling/Submission of hard copies/Allotment/ Freq band etc.	-	C-10	
37	National Frequency Allocation Plan (NFAP)	-	C-10	
38	Plan & Non-Plan schemes	-	C-10	
39	PPDR Broadband	-	C-10	
40	Spot Beam satellite	-	C-10	

3. CIPHER DIVISION:

(i) Cipher & Crypto Centre

S/No.	SUBJECT	Present Retention Period	Proposed Retention Period	Remarks
1	Honorarium/awards	B	B	
2	Transfer Files	B	B	
3	Establishment List	B	B	
4	APARs (Group A, B &C)	-	B	
5	Cipher Policy matter Files	-	B	
6	Introduction of Cryptography in States/UTs	-	B	
7	Procurement of Crypto Equipment	-	B	
8	REVISED IB LIST "A" AND "B"	-	B	
9	Result Notification of all courses	-	B	
10	Breach of Security	-	B	
11	All Correspondence with JCB for Main-JCB	B	B	
12	All Correspondence with JCB for Local Production)	B	B	
13	Proposal for replacement of existing SECFA/SECTEL	B	B	
14	Casual leave and R/H Corres./Sanc. Files	C-1	C-1	
15	E/L Corres./Sanctioned files	C-1	C-1	
16	Duty Roster	C	C-1	
17	Answer Sheet of all courses	-	C-1	
18	Delay Message Report	-	C-1	

19	Scrutiny of Cipher Traffic	-	C-1	
20	Daily Equipment Report	-	C-1	
21	Daily Delay messages Report	-	C-1	
22	Intend for stationery	-	C-3	
23	Local Purchase	-	C-3	
24	RTI/Complaint	-	C-5	
25	Moveable/Immovable Property Retun	-	C-5	
26	Deputation files	-	C-5	after Retirement
27	MHA I, DCPW I/Card related Corres.	-	C-5	
28	Temporary Duty	-	C-5	
29	Nomination of Examiner for State level/DCPW & State Level TTB	-	C-5	
30	All Correspondence with users for Main-JCB	C	C-5	
31	All Correspondence with users for Local Production	C	C-5	
32	Correspondence related to Procurement	C	C-5	
33	SECTEL correspondence	C	C-5	

(ii) Central Workshop Section

S/No.	SUBJECT	Present Retention Period	Proposed Retention Period	REMARKS
1	Misc corress.	-	C-3	
2	APAR Corress.	-	B	
3	Corress with CAPFs	-	C-3	
4	Accounts Corress.	-	C-5	
5	Questionnaire	-	C-1	
6	Departmental Quarters	-	B	
7	Parliamentary Matters/Questions	-	C-3	
8	Regarding Audit	-	C-1	After Audit
9	Imprest File	-	C-1	
10	Technical Visit	-	C-3	
11	Periodic Monitoring of Performance of the officials on deputation in DCPW	-	C-5	
12	Budget Expenditure	-	C-3	
13	Immovable Property Return	-	C-5	
14	Annual Report	-	C-3	
15	Vigilance Report	-	C-3	
16	Regarding Job cards	-	C-3	
17	RTI Corress.	-	C-5	
18	MHA Corress.	-	C-5	
19	Daily Location Report	-	C-1	
20	Various Purchase files	-	C-3	
21	Circular/Order	-	C-1	

22	Posting of Technical manpower	-	C-3	
23	Monthly/quarterly/yearly Reports of Workshop	-	C-1	
24	Coress. With other sections	-	C-1	
25	E- office	-	B	
26	Hindi Corress.	-	C-3	
27	Duty Roster	-	C-1	
28	Personnel Files	-	C-5	After Retirement
29	Amrit Mahotsav	-	C-3	
30	Purchase of Test/Measuring Instruments	-	B	
31	Artificial Intelligence	-	C-3	
32	AI for Natural Disaster Management	-	C-3	
33	Trade Test Board	-	C-3	
34	Equipment testing files of CAPFs/STATE POLICE etc.	-	C-3	
35	Regarding Repair/BER of Items	-	C-3	
36	Test infrastructure	-	C-3	
37	PERT Progress	-	C-3	
38	Telecom Engineering Centre	-	C-3	
39	Coress. Related to Equipments	-	C-3	
40	Regarding Progress of Workshop		C-3	
41	Workshop Renovation	-	C-3	
42	ITU-WRC-23 Preparations	-	C-3	
43	SOPs of various testing	-	B	
44	Examination of Wireless sets (NIA)	-	B	
45	Science congress	-	C-3	
46	Training of Test/Measuring Equipments	-	C-3	
47	Regarding Meeting/ PDI/ QRs/TDs	-	C-3	
48	Webinar	-	C-1	
49	Live Demonstration	-	C-1	
50	Visit to radio communication test facility at DCPW	-	C-1	
51	Nomination in BIS	-	C-1	
52	Nomination for training	-	C-1	
53	Job cards/ Work orders	-	C-3	
54	Test Reports	-	C-3	
55	Job Registers	-	C-3	

4. TRAINING DIVISION:

S/No.	SUBJECT	Present Retention Period	Proposed Retention Period	REMARKS
1	Land and building records registry paper, maps, other property ownership records	-	A	To be retained permanently
2	Guard file, record of permanent nature	-	A	
3	Telephone/Water/Electricity Bill and all other periodic bills related records	-	C-1	
4	Technical Periodicals, magazines, etc.	-	C-1	

5	Housekeeping services, canteen, Hostel related services	-	C-3	
6	Leave records, LTC, reimbursements, claims, local office orders, circulars, minutes of local meeting, seminars, committees, representations, presentations, RTI reply, Annual Reports etc. CCTV, security,.	-	C-3	
7	All purchase related records, hiring the services, MoUs, store related files and records (except ledgers)	-	C-3	To be retained for three years or till audit completed whichever is later.
8	Records not related to syllabus committee report, special courses, workshops, seminars, competitions etc.,	-	C-3	
9	Land & building records related to construction, repair maintenance, correspondence with CPWD and other agencies	-	C-5	To be retained for five years or till work is not completed whichever is later
10	Pay/Special pay, Honorarium/ Awards, training allowances, faculty posting, Nominations , Audit reports, store receipts, etc.	-	C-5	
11	All training policy related records	-	C-10	
12	Records Related to courses conducted as per syllabus committee report, courses linked with promotions, gradation and proficiency related training, results, question banks, answer sheets, mark sheets, study material notifications.	-	C-10	
13	Library books	-	C-10	To be retained for ten years or till declared condemned for disposal by the competent authority whichever is later.

5. COMMUNICATION DIVISION:

(i) Communication Section/ Communication Centre

1	General Transfer	-	B	
2	Disciplinary Cases	-	B	
3	motorcycle for ISPW stations & CC - Procurement and Condemnation	-	B	
4	IB Guide Lines and Correspondence	-	B	
5	Correspondences pertaining to CMO Directorate	-	B	
6	Joining/ Relieving of officials, Temporary Duties, Leave	-	C-3	
7	RTI, CVC, Sexual Harassment Reports	-	C-3	
8	LTC, TA/DA Claims, ACRs of ISPW Officials	-	C-3	
9	Hindi Correspondence	-	C-3	
10	Repairing, Maintenance of motorcycles of all ISPW Stations & CC	-	C-3	History Book of Motorcycle at ISPW Station- B
11	Scrutiny of Messages / traffic returns of CC	-	C-3	

12	Details of staff posted at all ISPW Stations/ CC / HQR's Sections	-	C-5	Register of officials posting details - B
13	Nomination for Training	-	C-5	Training Completion Register - B
14	Stationary Items, Paper, Cartridge for all ISPW Stations &CC	-	C-5	
15	Monthly Traffic Data	-	C-5	Summary of Traffic Data – B
(ii) Maintenance Section				
16	Procurement of Operational Equipment – HF/VHF/UHF Communications Eqpt, PCs , UPS, DG Set, AC, Aerial Mast etc. of ISPW Stations.	-	B	
17	Shifting of ISPW Station related matter	-	B	
18	WPC related issue for HF License of HF Network	-	B	
19	Opening of new ISPW Station correspondence	-	B	
20	Charge handing / taking over	-	B	
21	Inspection/ Visit of ISPW Station.	-	B	
22	Budget related matter File	-	B	
23	Maintenance of Operational Equipment - HF/VHF/UHF Communications Eqpt, PCs , UPS, DG Set, AC, Aerial Mast etc. of ISPW Stations.	-	C-3	History Book of concerned Equipment at ISPW Station- B
24	Night weightage of ISPW Station personals,	-	C-3	
25	Leave Record of Section Staff	-	C-3	
26	Quarterly Coordination/ VC with ISPW Stations	-	C-5	
27	Condemnation and Disposal board proceeding of ISPW Stations	-	C-10	
28	AMC of AC Plant at HQRS	-	C-10	
(iii) POLNET Planning & POLNET HUB				
29	VSAT Licence Fees	-	B	
30	NOCC Charges	-	B	
31	Spectrum Charges	-	B	
32	Space Segment Charges / Transponder Rental	-	B	
33	SACFA Matters	-	B	
34	Correspondence with DoT – Satellite Division, WPC, NOCC etc. & ISRO	-	B	
35	Old Polnet Correspondences	-	B	
36	Upgradation of Polnet	-	B	
37	Correspondence with MHA	-	B	
38	Correspondence with Suppliers	-	B	
39	Budget Correspondence	-	B	
40	CPWD Works at Hub	-	B	
41	Stores Ledgers of Polnet Equipment & Allied Equipment	-	B	
42	Technical Logbook	-	B	
43	Condemnation and Disposal of items at Hub	-	B	
44	Procurement of Operational Equipment at Hub	-	B	
45	Joining/ Relieving of officials, Temporary Duties, Leave	-	C-3	
46	RTI , CVC, Sexual Harassment Reports	-	C-3	

47	LTC, TA/DA Claims, ACRs of ISPW Officials	-	C-3	
48	Hindi Correspondence	-	C-3	
49	Details of staff postings & Duty Rosters	-	C-5	Register of officials posting details - B
50	Stationary Items, Paper, Cartridge, consumables etc.	-	C-5	
51	Correspondence with ISPW Stations	-	C-10	
52	Monthly VSAT Reports	-	C-10	Summary of Reports – B
53	Maintenance of Operational Equipment at Hub	-	C-10	History Book of Equipment- B
