

M-13013/1//2021-MS (O&M)
Ministry of Electronics and Information Technology
Electronics Niketan, 6-CGO Complex,
MS(O&M) Section

New Delhi – 110003
Dated: 16/09/2021


CIRCULAR

Subject: Compilation of the Retention Schedule for Records relating to substantive functions of MeitY– amendment in the records existed in the Security Section, MeitY.

In continuation of this Ministry's circular of even number dated 01/12/2017 (as amended from time to time) on the above subject. The updated Record Retention Schedule in respect of Security Section, MeitY is given as under:

Types of records existed in the Security Section, MeitY	Retention Period (No. of Years)	Remarks
(1)	(2)	(3)
i. VIP REGISTER	03	After the register ceases to be current.
ii. DAILY VISITER REGISTER	03	--DO--
iii. GATE REGISTER (Kept on the main gate of MeitY)	02	--DO--
iv. KEY BOARD REGISTER (Kept in the Key Board Room of MeitY for issuing/ re-depositing of duplicate keys to the officers of MeitY)	02	--DO--
v. KEY BOARD DUTY REGISTER (duty record of officials posted in Key Board Unit)	02	--DO--
vi. RECEPTION RECORD FOLDER (various requisition and miscellaneous papers)	01	--DO--
vii. KEY BOARD TERRACE KEY REGISTER (Daily used by CISF for hoisting of National Flag, used by others for special work like repair/ maintenance, installation of communication equipment etc.)	02	--DO--
viii. KEY BOARD COMPENSATORY LEAVE REGISTER (for Key Board Staff)	02	--DO--
ix. VEHICLE KEY REGISTER	02	--DO--
x. TEMP. PASS APPLICATION FOLDER	01	--DO--
xi. PARKING LABEL APPLICATION FOLDER	01	--DO--
xii. PARKING LABEL REGISTER	01	--DO--
xiii. EXCESS PREVIOUS SERIES OF PARKING LABES (After starting of issue of new series of Parking Labels)	01	After new Series of Parking Label commenced

This issues with the approval of Competent Authority.



(Naresh Kumar)

Deputy Director

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Encl : As Above

To:

1. Director & CSO
2. All Groups/Divisions/Sections of MeitY.
3. Security Officer, MeitY
4. Security Supervisors/ Security Section – for compliance
5. MeitY Website Cell-for displaying the same on the website of MeitY.
6. Intra-MeitY Portal

Copy to:

1. All GCs in MeitY.
2. DG, STQC Dte./ DG, NIC
3. O&M Section DAR&PG, Sardar Patel Bhawan, New Delhi-110001