

National Bal Bhavan
Kotla Road, New Delhi-110002

F.No.7/NBB/Estt/Office Order/2026/658

Dated : 14.10.2026

Office Order

Subject : Record Retention Schedule for the files/records of the different Sections of National Bal Bhavan and Jawahar Bal Bhavan - Mandi except Establishment Sec., Accounts Sections & Maintenance Section.

Sl.No.	Subjects of Files	Retention Period
1.	Files of significant importance relating to initiation/creation/development of specific activity, programmes & policies etc.	Permanent
2.	Files for conduction of Workshops and Programmes	Upto 05 Years after the date of closing the file subject to completion of transaction audit without any objection , whichever is later as well as keeping data thereof duly signed by the Sectional Incharge and Head of Office
3.	Files relating to booking of rooms and collection of booking amount for bookings in Hostel and for different venues of National Bal Bhavan and Jawahar Bal Bhavan-Mandi	Upto 05 Years after the date of closing the file subject to completion of transaction audit without any objection , whichever is later.
4.	Files relating to collection of booking amount of rooms in Hostel and different venues of National Bal Bhavan and Jawahar Bal Bhavan-Mandi	Upto 05 Years after the date of closing the file subject to completion of transaction audit without any objection , whichever is later.
5.	Files relating to purchase of bread, milk and vegetables, grocery items and different kind of material and payment of bills to respective agencies/vendors.	Upto 05 Years after the date of closing the file subject to completion of transaction audit without any objection , whichever is later.
6.	Files of payment of PNG Bills, Electricity Charges and Water Bills respectively to IGL, BSES and Delhi Jal Board in respect of NBB and JBB-Mandi	Upto 05 Years after the date of closing the file subject to completion of transaction audit without any objection , whichever is later.
7.	Files relating to payment of AMC charges to respective AMC Contractors for different contacts.	Upto 05 Years after the date of closing the file subject to completion of transaction audit without any objection , whichever is later.
8.	Files relating to get approvals for purchase of different items/equipments etc.	Upto 05 Years after the date of closing the file subject to completion of transaction audit without any objection , whichever is later.

9	Files and registers for repair and maintenance of equipments	Upto 05 Years after the date of closing the file subject to completion of transaction audit without any objection, whichever is later.
10	Files of Advances and settlement of advances obtained for workshops/programmes / bookings etc.	Upto 01 Year after the date of closing the file subject to completion of transaction audit without any objection, whichever is later.
11	File Movement Registers	Upto 01 Year after closing the concerned financial year
12	Peon Books	Upto 01 Year after closing the concerned financial year
13	Sectional Dak Register	Upto 01 Year after closing the concerned financial year
14	Attendance Registers	Upto 01 Year after closing the concerned financial year
15	Sectional Diary	Upto 03Years after closing the concerned financial year
16	Records relating to membership/enrolment of children as member of National Bal Bhavan, Jawahar Bal Bhavan-Mandi and Bal Bhavan Kendras i.e. Admission Forms and allied documents etc.	Upto 05 years after the date of closing the file subject to completion of transaction audit without any objection, whichever is later as well as keeping data thereof duly signed by the Sectional Head, Head of Office and Director, NBB as well as keeping data thereof duly signed by the Dealing Hand, Sectional Incharge and Head of Office
17	Registers/records pertaining to collection of enrolment fees obtained from parents for taking membership for their children.	Upto 05 years after the date of closing the file subject to completion of transaction audit without any objection , whichever is later as well as keeping data thereof duly signed by the Dealing Hand, Sectional Incharge and Head of Office .
18	Purchase of Gifts/Mementos for guests to be invited for programmes/workshops & other official purposes etc.	Upto 01 year after the date of closing the file subject to completion of transaction audit without any objection , whichever is later
19	Purchase of any material by the activity sections for activities/ programmes/ workshops & other official purposes etc.	Upto 05 years after the date of closing the file subject to completion of transaction audit without any objection , whichever is later as well as keeping data thereof duly signed by the Dealing Hand, Sectional Incharge and Head of Office.
20	Office Orders and Circulars to be issued by the Programme Section from time to time	Upto 01 years after the date of closing the file.
21	Files of Bal Bhavan Kendras relating to part time engagement of Part Time Instructors	Permanent
22	Files of Bal Bhavan Kendras relating to Extension of part time engagement of Part Time Instructors from time to time.	Permanent
23	Files of Bal Bhavan Kendras relating to Extension of part time engagement of Part Time Instructors from time to time.	Permanent
24	Personal Files of Part Time Instructors of Bal Bhavan Kendras	Upto 10 years after the date of dis-continuation of part time services subject to settlement of issue of EPF & ESI contribution issues, if any.

25	For relating to dis-continuation of part time services of Part Time Instructors of BBKs either on attaining the age of 60 years',resignation and for any other reasons.	Upto 10 years after the date of dis-continuation of part time services subject to settlement of issue of EPF & ESI contribution issues, if any.
26	Files of Bal Bhavan Kendras relating to payment of monthly remunerations to Part Time Instructors.	Upto 05 years after the date of closing the file subject to completion of transaction audit without any objection , whichever is later as well as keeping data thereof duly signed by the Dealing Hand, Sectional Incharge and Head of Office
27	Files of Bal Bhavan Kendras relating to internal transfers of the Part Time Instructors in different Bal Bhavan Kendras.	Upto 05 years after the date of closing the file.
28	Files of Bal Bhavan Kendras relating to payment of conveyance charges and Helpers' Bills to Part Time Instructors.	Upto 01 years after the date of closing the file subject to completion of transaction audit without any objection , whichever is later.
29	Old Files of Bal Bhavan Kendras relating to supervisory visits of different Bal Bhavan Kendras.	Upto 05 years after the date of closing the file.
30	Files of Bal Bhavan Kendras relating to opening and closing of Bal Bhavan Kendras.	Upto 10 years after the date of closing the file subject to keeping data thereof duly signed by the Dealing Hand, Sectional Incharge and Head of Office.
Instructions for submission of weeding of the files/records :-		
1.	Retention period may be reckoned from the date of closing the file/register/records subject relevant instructions as mentioned against each subject-wise columns.	
2.	Files/records to be destroyed shall be reviewed very cautiously to avoid any problem in future.	
3.	Proposal to be submitted for weeding out the old files/records shall be submitted with justification referring above retention period through concerned dealing staff/Instructor, Sectional Incharges to the concerned Competent Authority.	
4.	As per NBB's Office Order dated 01.11.2025, the existing Deputy Director (Admn.) has been authorized by the Director,NBB as Competent Authority to give approval to the proposals of weeding out the old files/records.	
5.	Any other files of any account which are not covered in the above, list of the same may be inform to Estt. Sec. for guidance.	

This issues with the approval of the Director, NBB.


 (Mukesh Gupta)
 Deputy Director (Admn.)

Copy to

1. All the Sectional Heads/Incharges of different Sections of NBB & JBB-Mandi for information and necessary action and to aware the staff of their Sections.
2. PA to Director,NBB
3. Concerned & Guard File
4. Web-Master,NBB- for uploading Website of National Bal Bhavan