

Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Directorate General of Foreign Trade  
(O&M Section)

Udyog Bhawan, New Delhi  
Dated: 29.08.2014

O & M Instruction No. 7 /2014

**Subject: Record Retention Schedule for Litigation Section and RTI Cell.**

Attention is invited to AR&PG's instructions on revised Record Retention Schedule in the year 2012. As per these instructions the Record Retention Schedules for the Litigation Section and RTI Cell are revised / framed as under.

RTI Cell

Sl. No.	Subjects/records group	Retention period	Remarks
1	RTI Cases disposed without attracting any 1 <sup>st</sup> Appeal	C-3	
2	RTI Cases attracting 1 <sup>st</sup> Appeal	C-3	Since they may attract 1 <sup>st</sup> Appeal so require a fair retention period.
3	RTI Cases attracting 2 <sup>nd</sup> Appeal (without any remarkable decision)	C-3 or till the compliance of CIC orders, whichever is later.	
4	RTI Cases attracting 2 <sup>nd</sup> Appeal (involving remarkable decision)	C-5	Judgement/CIC ruling "B"
5	1 <sup>st</sup> Appeal Cases files	C-3	As these may attract 2 <sup>nd</sup> Appeal
6	2 <sup>nd</sup> Appeal Cases files	C-3 or till compliance of CIC orders	
7	Files relating to the administrative aspects of RTI Act, 2005 i.e. implementation, suggestions, guidelines, etc.	C-3	
8	File Register of RTI Applications i.e. records other than file.	B-Keep	

Litigation Section

Sl. No.	Subject	Retention period	Remarks
(1)	(2)	(3)	(4)
1.	Litigation files (writ petition, appeals/suits etc.)	C-3	Subject to: (a) the file not being closed until the award/judgment becomes final in all respects by limitation or final decision in appeal/revision, and (b) cases involving important issues or containing material of a high precedent/reference value being retained for an appropriately longer period either initially or at the time of review.
2.	17. Legal Notices under Section 80 of Civil Procedure Code given prior to filing of writ petitions, suits etc.	C-1	If such a notice is followed up by a civil suit, it would become arbitration/litigation case, and would, therefore, need to be retained for 3 years.
3.	References made by Branches Port. Offices on points involving legal matters.	C-3	All the files relating to references by RAs on important points involving legal matters shall be retained for 3 years; which may be reviewed for further retention for longer period, if required depending upon the referral relevance of the matter.
4.	Reference from Central Board of Revenue, Ministry of Finance etc.	C-5	Such references may be retained for a period of 5 years.
5.	Compendium of Court Judgements	B-Keep	Permanent

  
(Tika Ram Majhi)

Deputy Director General of Foreign Trade

To

1. All officers/ Sections at Hqrs.
2. All Zonal/Regional offices
3. EDI for updating DGFT website
4. National Archives of India, New Delhi

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