

**Manual 6**

**A statement of the categories of documents that are held by it for under its control**

[Section 4(1)(b)(vi)]

**A statement of the categories of documents held**

S.No	Nature of Record	Details of information available	Unit/section where available	Retention period, where available
1.	Files relating to cases under DRI Act	All appeals filed under DRI Act	DRI Branch	2 years after closure of the case
2.	Files relating to complaints against various Deptts. of NCT of Delhi	Complaints filed by the public against deptt. of Govt. of Delhi.	Complaint Branch	-do-

**Retention schedule for substantive record of Public Grievances Commission**

S. No	Name of the Branch	Description of record	Retention period	Remarks
1.	Administration /Vigilance/ Caretaking/ Accounts/ R&I & Library Branch	Files/records relating to Service matters/ Accounts/Caretaking/ Receipt and Diary etc.	These branches will follow Retention Schedule as prescribed by the Ministry of Personnel, Public Grievances and Pension, Govt. of India/AR Department, Govt. of NCT of Delhi	-
2.	DRI Branch	Files/records relating to Delhi Right to Information Act, 2001	03 years	In those cases where Commission has recommended action, the files/records will be considered for close after the action on the recommendation of the Commission. Such files may also be retained for three years and will be reviewed thereafter.
3.	Complaint Branch	(i) Files/records relating to Complaints/grievances under Direct Disposal category	01 year	-
		(ii) Files/records relating to Complaints/Grievances registered in Commission	03 years	-
4.	RTI Branch	Files/records relating to Right to Information Act, 2005		
		(i) Files/records relating to Files relating to PIO	02 Years	This will, however, be subject to filing of any appeal before the First Appellate Authority
		(ii) Files relating to Secretary (PGC)/First Appellate Authority	02 Years	This will, however, be subject to filing of any appeal with Central Information Commission, the Second Appellate Authority.