

# RECORD RETENTION POLICY

The Record Retention Policy  
of  
National Backward Classes Finance and Development Corporation.



National Backward Classes Finance & Development Corporation  
(A CPSE of Ministry of Social Justice & Empowerment, Government of India)  
(An ISO 9001:2008 Certified Company)

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VISION STATEMENT

To play a leading role in upliftment of economic status of the target group of Backward Classes.

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MISSION STATEMENT

To provide concessional financial assistance to the eligible members of Backward classes for self-employment and skill development

Approved at the 106th Meeting of the Board of Directors held on ----, 2016

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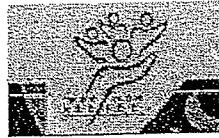
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CIN: U74899DL1992NPL047146

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## RECORD RETENTION POLICY OF NBCFDC

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### 1. Preamble

The policy will be known as "Record Retention Policy of National Backward Classes Finance & Development Corporation" (hereinafter referred as "Policy"). The Policy shall be applicable to all documents of NBCFDC maintained at the Registered Office and Regional Offices.

### 2. Objective

- 2.1 The objective of the Policy is to ensure that all important documents, generated or received by the Corporation, are maintained and preserved in compliance with the applicable statutory provisions and to facilitate destruction of documents that are no longer required, at an appropriate time in specified manner.
- 2.2 The policy establishes the guidelines for management, retention, preservation and destruction of documents, both in physical form and electronic form by the Corporation.
- 2.3 On formulation of policy utmost care has been taken to ensure that files are neither prematurely destroyed nor kept for period longer than necessary.

### 3. Scope

- 3.1 This policy shall apply to all documents that include records maintained in the form of files/registers/books or in the electronic form like stored in a computer or external hard disk at NBCFDC or Data Centre of NIC.
- 3.2 The preservation of documents, as mandated under the policy, shall apply to all documents regardless of its location, including Regional Offices.

### 4. Definition of Documents

- 4.1 "Documents" refer to all records that include papers, files, registers, agreements, circulars, judgments, orders, approvals, registration certificates etc. generated or received or maintained by the Corporation in the course of its business either in physical form or in electronic form.
- 4.2 Broadly, there are three kinds of records in the Corporation:
  - (i) Permanent Records include all documents that are intended to be kept permanently;
  - (ii) Records to be kept for Specified Period; and
  - (iii) Temporary Records include all documents that are intended to be superseded by final or permanent records, or which are intended to be used only for a limited period of time.

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Temporary records can be destroyed or permanently deleted if it is available in electronic form when a project or matter closes. Upon closing of such temporary files, the respective departments shall gather and review all such temporary records.

## 5. Preservation Schedule of Documents

- 5.1 Each Head of the Department/Desk-in-charge shall identify and at all times maintain a schedule of documents as per policy.
- 5.2 The Documents shall be preserved under following categories: (a) Documents whose preservation shall be permanent in nature; and (b) Documents with preservation period of specified years after completion of the relevant transactions.
- 5.3 The Corporation may keep documents specified in policy in the electronic form.
- 5.4 The minimum retention periods for documents identified for various departments have been specified in policy. However, retention of those documents that are not included in the identified categories should be determined by the Record Retention Committee constituted by the Managing Director primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors.
- 5.5 Where documents are maintained permanently in physical form, electronic version(s) of records also need to be maintained additionally.
- 5.6 Retention period has been fixed considering the usage value of each record. The usage value has been determined considering the compliance to statutory requirements and utility of the document based on the experience of the department.

## 6. Record Maintenance and Storage

- 6.1 All Documents must be properly classified and labeled mentioning the retention period of the document, indexed and stored by the respective departments/desks.
- 6.2 The Head of Department/Desk-in-Charge of each concerned department/desk shall ensure compliance of this Policy.

## 7. Disposal of Documents

- 7.1 The disposal/destruction of documents/records shall be an annual exercise. For this purpose, a multi disciplinary Record Retention Committee (RRC) shall be constituted by MD. The committee will be headed by AGM or above level official and include Departmental heads/ Desk Incharges of Finance, Projects, Administration and Company Secretary Department.

After the expiration of the indicated preservation period as per schedule to this policy, the documents will be disposed of / destroyed by the respective department on recommendation of Record Retention Committee and approval of the competent authority i.e. MD.

- 7.2 In case of an exceptional requirement to retain a record beyond the schedule, the RRC will record reason thereof and take specific approval of the M.D. to this effect.

- 7.3 The Record Retention Committee will also review the safety of the records and issue instructions to departments from time to time for proper storage and safety of records from various hazards like termite, seepage etc. The committee will also review and prepare an indicative list of important documents like Government Guarantees, MOAs, Bank Guarantees, Post Dated Cheques, Fixed Deposit Receipts etc. which are to be kept in Fire Proof Safe/Almirah for safe custody.
- 7.4 The Desk-in-Charges/Respective Departmental heads shall maintain a register containing the details of documents destroyed along with the date of destruction with the approval of the competent authority.
- 7.5 The retention periods specified under the policy are guideposts against which requirements of concerned department need to be compared. In exceptional cases, i.e. if the record has certain special features or such a course is warranted by the peculiar needs of the department, the record may be retained for a period longer than that specified in the schedule with the approval of the competent authority mentioning the reasons thereof.
- 7.6 In no case, a record will be destroyed without the approval of the competent authority. Any such violations shall be reported to the Record Retention Committee immediately by the Desk Incharge or any employee of the concerned department/desk. If any such violation is done, disciplinary action as per the CDA rules will be taken against the delinquent employee/official.
- 7.7 Physical records to be disposed off pursuant to the retention period specified in the retention schedule shall be disposed off using a shredder. The Record Retention Committee shall adopt appropriate procedure to permanently dispose off any non-paper physical records such as Audio/Video Tapes, Certificates etc. "Permanent Delete" function will be used to permanently dispose off electronic records.
- 7.8 Exception/Exclusions:- The policy does not cover social media like twitter, facebook etc.

**8. Amendments to the Policy**

- 8.1 In case of any modification / amendment / re-enactment of any existing acts, rules, regulations, guidelines, etc. or an enactment of any new act, rules, regulations, guidelines, etc., which are inconsistent with this policy, then such modified / amended / re-enacted provision or new provisions shall prevail over the policy.
- 8.2 The Managing Director is authorized to amend this Policy to be consistent with the prevailing provisions of Acts, rules, guidelines, regulations and in accordance with administrative / business requirements of the Corporation.

**9. Department wise Guideline for Retention Period**

Guidelines specifying department wise and record wise retention period are described as follows:

9.1 RECORDS RELATING TO HUMAN RESOURCE DEPARTMENT

S.No.	Description of record		Retention period
	Main Head	Sub Head	
1.	Creation and classification of posts	Continuance/abolition/revival of posts	Permanent, Particulars of Sanction also to be noted in Establishment/Sanction Register
		Conversion of temporary posts into permanent ones	10 Years, Particulars of Sanction to be noted in Establishment/Sanction Register
		Creation of posts : Orders	Permanent, Particulars of Sanction to be noted in Establishment/Sanction Register
		Other Orders	10 years
		Revision of scales of pay	Permanent, Particulars of Sanction also to be noted in Establishment/Sanction Register
		Upgrading of posts	10 Years, Particulars of Sanction to be noted in Establishment/Sanction Register
		Re-designation of Posts	10 Years, Particulars of Change to be noted in Establishment/Sanction Register
		Plan/non-Plan posts	3 Years, Particulars of Sanction to be noted in Establishment/Sanction Register
2.	Recruitment	Recruitment (general aspects) including provisions of the Constitution	Permanent
		Appointment of dependents of deceased employees	5 Years, application of the candidate and an authenticated copy of the order of appointment to be kept in the personal file.
		Estimate (annual) of vacancies	3 Years
		Employment priorities and maintenance of roster	Permanent
		Framing of recruitment rules	Permanent
		Notification to and release of vacancies by	Permanent



S.No.	Description of record		Retention period
	Main Head	Sub Head	
		(i) Local employment exchange (ii) D.G.E. & T.	
		Nomination of candidates by local employment exchange and their selection	3 Years
		Recruitment through Employment exchange	10 Years, the application of the successful candidate and an authenticated copy of the order of appointment to be kept in the personal file.
		Recruitment from open market, including advertisement and inviting of applications	
3.	Scheduled Castes/ Scheduled Tribes/ OBC/PH and other notified reserved categories	Reservation in services	Permanent
		Selection Committees for recruitment of personnel:	
		(a) Constitution	3 Years or 1 year after reconstitution whichever is later
		(b) Proceedings	Period of Limitation or 3 Years whichever is later.
		Relaxation of age/educational qualifications/experience/qualifying criteria	3 Years, suitable entry to be made in the appropriate service record (i.e. service book or service card) and an authenticated copy of the order to be placed in Service book/personal file
		Condonation of break in service	4 Years, suitable entry to be made in the appropriate service record (i.e. service book or service card) and an authenticated copy of the order to be placed in Service book/personal file
		Contractual Engagement/ Engagement of casual labour	3 Years or 1 Year after completion of Audit whichever is later.
4.	Retrenchment	General Principles	Permanent, copy of order also to be placed in the Personal File
		Orders	
5.	Verification/re-verification of character and	General Principles	Permanent
		Records	1 Year, suitable entry to be made in the appropriate service record and the

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S.No.	Description of record		Retention period
	Main Head	Sub Head	
	antecedents		verification report itself to be kept in the service book/personal file.
6.	Medical Examination	Rules	Permanent
		Records	1 Year, suitable entry to be made in the appropriate service record and the verification report itself to be kept in the service book/personal file.
7.	Personal files	All Staff Members	5 Years after issue of final pension/gratuity payment order or 5 Years after ceasing being an employee of corporation whichever is later
8.	Service records	All Staff Members	5 Years after issue of final pension/gratuity payment order or 5 Years after ceasing to be an employee of corporation whichever is later
9.	Postings and transfers	General aspects	Permanent
		Orders, If involving Change of Office	3 Years, suitable entry to be made in the appropriate service records and register of postings, and an authenticated copy of the order to be placed in the personal file.
		Orders, If not involving Change of Office	1 Year, suitable entry to be made in the appropriate service records and register of postings, and an authenticated copy of the order to be placed in the personal file.
10.	Seniority	General Principles, Rules & List	Permanent
		Representations	5 Years, If the representation results in the original seniority to be revised, an authenticated copy of the relevant order/decision will be kept in service book/personal file.
11.	Leave	Rules	Permanent
		Casual Leave	3 Years, suitable entries to be made in the appropriate record and leave account.
		Other Leaves	3 Years, suitable entries to be made in the appropriate service record and leave account.

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S.No.	Description of record		Retention period
	Main Head	Sub Head	
12.	Pay/special pay	Rules	Permanent
		Records	3 Years or 1 Year after completion of Audit whichever is later, suitable entries to be made in the appropriate service record and pay bill register and an authenticated copy of the order, where issued, to be placed in the personal file.
13.	Allowances/ Deductions	Rules	Permanent
		Claims	3 Years or 1 Year after completion of Audit whichever is later. Suitable authenticated copy of the order to be placed in the service record.
14.	Annual Performance Appraisal Report	Rules	Permanent
		Recording of Appraisal Reports	5 Years after issue of final pension/gratuity payment order or 5 Years after cessation of service of the employee in the corporation.
		Communication of adverse entries	
		Representation for expunction of adverse entries	
15.	Increment	Rules (general aspects)	Permanent
		Withholding of increments	10 Years; or 3 years after the final disposal of appeal or final judgment under the normal course of law, whichever is later.
		Representations and Petitions	3 Years, If the representation results in the original order to be revised, an authenticated copy of the relevant order/decision will be kept in the precedent book, personal file and suitable entries made in the appropriate service record.
16.	Probation/Confirma tion	General principles (Probation)	Permanent
		Rules (Confirmation)	
		Confirmation/extension of probation	5 Years, suitable entries to be made in the appropriate service record and an authenticated copy of the order to be kept in the personal file.
		Representations and Petitions	5 Years, If the representation results in the original order to be revised, an authenticated copy of the relevant

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S.No.	Description of record		Retention period
	Main Head	Sub Head	
			order/decision will be kept in the precedent book, personal file and suitable entries made in the appropriate service record.
17.	Promotion/ Reversion	General principles	Permanent
		Departmental Promotion Committee	Constitution: 3 Years or 1 year after the D.P.C. has been reconstituted, whichever is later Proceedings : 5 Years
		Orders	5 Years, suitable entry to be made in the appropriate service record and an authenticated copy of the order to be placed in the personal file.
		Representations and Petitions	3 Years, if the representation results in the original order to be revised, an authenticated copy of the relevant order/decision will be kept in the precedent book, personal file and suitable entries made in the appropriate service record.
18.	Training/ scholarships/ fellowships in India and abroad	Training of staff members involving expenditure	3 Years or 1 Year after completion of Audit Whichever is later.
19.	Departmental Examinations	Framing of rules	Permanent
		Holding of examinations	3 Years
		Results-declaration	3 Years, suitable entry to be made in the appropriate service record and an authenticated copy/extract to be kept in service book/personal file.
		Representations and Petition	3 Years, if the representation results in the original orders to be revised, an authenticated copy of the relevant order/decision will be kept in precedent book, the service book/personal file and suitable entries made in the appropriate service record.
20.	Deputations and Delegations	Rules regarding deputation, including deputation on foreign service in India and abroad.	Permanent

S.No.	Description of record		Retention period
	Main Head	Sub Head	
		Delegation in India/abroad	3 Years or 1 year after completion of audit and settlement of all audit objections, whichever is later.
		Deputation of officers	3 Years plus the period of deputation. Suitable entry to be made in the appropriate service record and an authenticated copy of the order to be placed in the personal file.
21.	Delegation of powers	Rules (general aspects)	Permanent
		F. R. & S. R.	
		Office Orders	
22.	Honorary/Awards	Rules (general aspects)	Permanent
		Honorary/awards given	3 Years or 1 Year after completion of audit whichever is later. Entries to be made in the Service Book of the concerned employee and a register to be maintained.
23.	Pension/Retirement	Rules and orders (general aspects)	Permanent
		Pre-verification of pension case	3 Years
		Family Pension	Till the youngest son/daughter attains majority or 5 years which is later.
		Commutation of pension	15 Years
		Gratuity	
24.	Resignation	Rules and orders (general aspects)	Permanent
		Resignation of staff	1 Year, a copy of the communication accepting the resignation be placed in the personal file.
25.	Extension of service	Rules and orders (general aspects)	Permanent
		Extension of service of staff	1 Year after retirement, a copy of the order to be placed in the personal file.
26.	Nomination of employees	General aspects	Permanent
		Census operations	1 Year
		Committees, working groups, etc.	3 Years
		Election work	1 Year

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S.No.	Description of record		Retention period
	Main Head	Sub Head	
		Invigilation	3 Years or 1 year after completion of audit whichever is later.
27.	Forwarding of applications	General aspects	Permanent
		For examinations	1 Year after announcement of result of the examination or selection for particular post. An authenticated copy of forwarding letter to be kept in the personal file.
		For Posts	
28.	No objection certificate (for registration with Employment Exchange Organization)	General aspects	Permanent
		Issue of NOC	1 Year, an authenticated copy to be kept in the personal file
29.	Review for determining suitability of employees for continuance in service	General aspects	Permanent
		If it results in pre-mature retirement	3 years, a copy of the relevant orders/decision to be kept in the personal file.
		It results in continued retention in service	1 Year, a copy of the relevant orders/decision to be kept in the personal file.
30.	Review of cadres/ services	General aspects	Permanent
		Combination of cadres/ services	
		Separation of cadres/ services	
31.	No objection certificate for issue of passport, arms licenses etc. to corporation's employees	General aspects	Permanent
		Issue of passport	5 Years or one year after completion of audit whichever is later.
		Issue of arms licenses	
		LTC/Medical/Children Education Allowance to spouse's organisation	
32.	Executive Development Programme for officials of SCAs/CAs	All Records	3 years or reimbursement of expenditure by NBCFDC whichever is later.

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S.No.	Description of record		Retention period
	Main Head	Sub Head	
33.	APAR of Senior Officers	--	Permanent
34.	ISO	ISO procedures  Quality Policy  QP Reviews	2 years after end of validity period
35.	LTC	Rules & Circulars	Permanent
		LTC Register & related records	One year after completion of block year/extended year

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9.2 Records relation to Administration Department

S.No.	Description Of Record		Retention Period
	Main Head	Sub Head	
1	Working environment	Rules (general aspects)	Permanent
2	Land & Building	Ownership/Long Term Lease	Permanent
		Taxes	8 Years
		Maintainence & Repairs	3 Years
		Hiring/Purchase/Sublease	3 Years after termination of agreement or 1 Year after compleion of Audit whichever is later.
3	Furniture, Stationary & Forms, Duplicating Machines, Calculating & Accounting Machines, Other Office Machines & Equipments	Rules for purchase/procurement, hire, condemnation& Disposal (general aspects) and amendments thereof.	Permanent
		Condemnation/ disposal of unserviceable articles	3 Years or 1 Year after completion of audit whichever is later.
		Hiring/purchase	
		Maintenance and repairs	
		Physical verification	
4	Black-listing of firms /contractors	Circulars (general aspects)	Permanent
		Individual Cases	3 Years
5	Contractors for supplies	Approved list	Permanent
		Registration	3 Years
		Waiver/reduction of penalty or condonation of irregularity	3 Years or 1 Year after completion of audit whichever is later.
6	Telephones	Office telephones installation and shifting of telephone bills	3 Years or 1 Year after completion of audit whichever is later.
		Residential telephones- installation of telephone bills	
		Repairs and maintenance	
		Internet Services	
		Telephone bill register	

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S.No.	Description Of Record		Retention Period
	Main Head	Sub Head	
7	Staff car	Rules (general aspects)	Permanent
		Ownership/Condemnation papers/documents	
		Non-official journeys	3 Years or 1 Year after completion of audit whichever is later
		Purchase of P.O.L./ accessories	
		Servicing, repairs and replacement of parts and relevant correspondence	
		Insurance	
		Log Book	
8	Unserviceable, obsolete and surplus articles	Rules (general aspects)	Permanent
		Approved list of auctioneers	3 Years or 1 Year after completion of audit whichever is later
		Engagement of auctioneers and notice of auction	
9	Printing and binding	Rules for printing and binding (general aspects)	Permanent
		Correspondence relating to printing and binding	3 Years
10	Library	Ordering and receipt of books	3 Years or 1 Year after completion of audit whichever is later
		Ordering and receipt of periodicals	
		Binding of books	3 Years
		Write off of books	Permanent
		Auction Newspapers/ Journals	1 Year after completion of audit
		Membership of Library association	
		Library accession register	Permanent
		Library Bulletin	1 Year
11	Office Management Services	Approved List	Permanent
		Award of work for various services	1 Year after the work order ceases to be in force

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S.No.	Description Of Record		Retention Period
	Main Head	Sub Head	
		Running Maintenance Work	3 Years or 1 Year after completion of audit whichever is later
		Statutory Records like EPF/ESI/Insurance etc.	Permanent
12	Security	Rules (general aspects)	Permanent
		Departmental security seals register	
		Register of identity cards	
		Confidential and secret box	3 Years or 1 Year after completion of audit whichever is later. Suitable entries regarding distribution and custody of boxes and keys to be made in the appropriate register
		Duplicate keys : maintenance thereof	
		Issue of identity cards - correspondence thereof	1 Year, suitable entries to be made in the register of identity cards.
		Loss of identity cards	
Temporary passes arrangements			

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9.3 Records relating to Finance Department

S.No.	Description Of Record		Retention Period
	Main Head	Sub Head	
1.	Salary and Employee related records including CMD's Personal Files	Salary Register	Permanent
		PRP, LTA & LTC, Employee related advances like HBA, GPA, etc.	
		Gratuity, Medical, PF Pension and Other Post Retirement facilities.	
		Bill having approval of competent authority Relevant Original Invoice and Supporting Documents.	8 Years from the end of relevant Financial year
2.	Cash & Bank Vouchers & Records	Original Payment Vouchers with supporting documents	8 Years from the end of relevant Financial year
		Cash Book	
		Bank Reconciliation, Bank Statement, Cash / Bank Receipt and Payment Book, Petty Cash, Regional Office Imprest Record.	
		Bank Book	Permanent
3.	Journal Book		8 Years from the end of relevant financial year
4.	General Ledger & Employee Advance Ledger		Permanent
5.	Loan Account Ledger		Permanent
6.	Vouchers (except loan vouchers)	All vouchers relating to Expenses etc.	8 Years from the end of relevant Financial year
7.	Registers	Cheque Issue / RTGS / Transfer Register	8 Years from the end of relevant Financial year
		Safe Custody Register Fixed Assets Register	Permanent

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8.	FDRs, PDCs, Bank Guarantees, Indemnity Bond		1 Year after Audit or Full Repayment / Execution of work by vendor whichever is later
9..	Taxation	Records relating to Direct Indirect Taxation.	8 Years from the end of relevant Financial year or till the completion of assessment whichever is later.
		Challan of Tax and Statutory payments like TDS, Service tax, PF, PT, etc. This also includes PF & ESI challan copy of contract labour.	
		Provident Fund Records of Company	Permanent
		Gratuity, PF Records of employees upto retirement etc.	5 Years after issue of final pension/gratuity payment order or 5 Years after ceasing being an employee of corporation whichever is later
10.	Other Misc. Files	Important Correspondence files with vendors, outside agencies, statutory authorities.	8 Years from the end of relevant financial year.
		Important Correspondence files with ministry, government. Instructions, Decisions, Circulars from Management.	Permanent
11.	Records relating to Recovery of Overdues		1 Year after Audit or Full Repayment whichever is later.
12.	Records pertaining to bifurcation of the corporation/state(s)	Relevant Govt. Orders & all records	Permanent.
13.	Budget and MOU Working Files		8 Years
14.	Grant in Aid, CSR Funding		8 Years after issue of final Utilization Certificate.

15.	Regional Office Records		8 Years
16.	Rules Files		Permanent
17.	Annual Accounts	Certified Financial Statements	Permanent
18.	Investment Files		8 Years
19.	Disbursement Register		Permanent
20.	Day Book		8 Years
21.	<u>Loan Records</u>		
	i) Non-functional & fully settled SCAs	Statement of Accounts	8 years after settlement of accounts
		Balance Confirmation Certificates	8 years after settlement of accounts
		Full & Final Settlement Record including latest statement of Account & Balance Confirmation Certificates	Permanent
		Loan vouchers, Demand Notices, Correspondence file	8 years after settlement of accounts
	ii) Other SCAs	All Records	Permanent
22.	Re-schedule ment of overdues/Deferrment/settlement	All Records	Permanent
23.	Utilisation Certificates	i) Functional SCAs	Permanent
		ii) Non-functional & closed SCAs	8 years after settlement of accounts
24.	MoU with Administrative Ministry	MoU Negotiation Meeting, signing of MoU, Monitoring of targets, Self-evaluation based on audit and final rating by Department of Public Enterprises (DPE)	Permanent
25.	Share Capital	Correspondence for release of share capital and submission of Utilization Certificates	Permanent
26.	Correspondence with DPE & PE Survey	--	5 years

9.4 Records related to Project Department

Sl. No.	Description of Record	Retention Period	
1.	General Loan Agreements (GLA)/Memorandum of Agreement (MOA)	Permanent	
2.	Block Government Guarantee/Government Orders/Bank Guarantee/Assurance/Any other Instruments provided to secure loan	Permanent	
3.	General/Miscellaneous Correspondence	10 Years	
4.	Policy Matters	Permanent	
5.	Scheme File:		
	(i) Schemes not sanctioned for want of information from SCAs/CAs	1 Year	
	(ii) Schemes not sanctioned due to unviable cost parameters	1 Year	
	(iii) Schemes sanctioned but funds not disbursed due to non-fulfillment of prudential norms or non-availment of funds by SCAs/CAs	2 Years	
6.	Monitoring & Tour Reports of NBCFDC officials	3 Years	
7.	Correspondence with Regional Offices	5 Years	
8.	<u>Annual Action Plan (AAP), sanction and disbursement files</u>		
	i) Functional SCAs	Permanent	
	ii) Non-functional & Closed SCAs	8 years after settlement of accounts by SCAs	
9.	List of Beneficiaries	Permanent in physical form or two years after digitalization	
10.	V.I.P. Reference (s)	3 years after disposal	
11.	Parliament Questions	Replies to Parliament Questions	5 years
12.	Communication with various Ministries of Govt. of India including periodic reports	---	5 years

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13.	Lending Policy	Lending Policy for SCAs	Permanent
		Lending Policy for Banks/RRBs	Permanent
		Lending Policy for NBFC/MFIs	Permanent
		Lending Policy for Skill Training Programmes	Permanent
14.	Consultative Committee for M/o. SJ&E	---	5 years
15.	Reports/ATR of Parliamentary Committee/BC Commission etc.	--	5 years after completion of Action Taken Report (ATR)
16.	Visits of Parliamentary Standing Committee	--	5 years
17.	Correspondence with B.C. Commission, Election Commission & SCOPE etc.	--	5 years
18.	SCAs/CAs Conference & Workshops	--	3 years
19.	SCAs/CAs Award Scheme	--	3 years
20.	All Other Miscellaneous files	--	3 years
21.	Cabinet Note	--	Permanent
22.	MoU/MOA with other Development Partners	--	1 year after expiry of Agreement

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9.5 Records Relating to Vigilance Department

S. No.	Description Of Record		Retention Period
	Main Head	Sub Head	
1.	Working environment	Rules (general aspects) and Policies	Permanent
2.	NBCFDC Conduct, Disciplinary and Appeal Rules	a. General notifications b. Schedule regarding appointing Authority, Disciplinary Authority and Appellate Authority c. Regarding charge sheets, documentary evidence, Enquiry Officer, examination of witnesses and show-cause notices d. Regarding penalties e. Regarding consultation with UPSC/CVC f. Regarding appeals and petitions g. Regarding suspension and subsistence allowance	Permanent
3.	Complaints	(a) Those leading to vigilance / Disciplinary enquiries	Permanent.
		(b) Anonymous or pseudonymous Complaints on which no action is taken.	To be destroyed at the end of three years
		(c) Other Complaints not resulting to Disciplinary enquiries.	3 years
4	Disciplinary Proceedings, Prosecutions, Appeal, Petitions	(a) Resulting in imposition of penalties.	Permanent
		(b) Resulting in exoneration of the accused officials with or without warning,	
5.	Vigilance Administration	a) General Aspects b) Acts, rules, manuals, Vigilance setup, c) Appointment of CVO/ Vigilance Officer	Permanent



S. No.	Description Of Record		Retention Period
	Main Head	Sub Head	
		1. List of officers of doubtful Integrity 2. List of Officers under Agreed List 3. Cases of difference of opinion with Central Vigilance Commission 4. Cases of difference of opinion with other Constitutional Bodies.	Permanent
		5. Granting of Vigilance clearance in respect of different classes of officers and the staff,	3 Years
		6. Cases where Vigilance Clearance is not granted	Permanent
		7. Annual Report of CVC	5 Years
6.	Vigilance Awareness Week	1. Report to CVC / Ministry on the Vigilance Awareness Week	5 Years
		2. Papers related to Essay Competition and other competition.	1-year from the Vigilance Awareness Week
7.	Monthly and quarterly vigilance report to CVC	-	5-years
8.	Surprise and regular inspections	Resulting into Vigilance cases and/or recovery	Permanent
		Not resulting into Vigilance cases and/or recovery	5-years
9.	Vigilance matter of the employees in case of death / superannuation/ cessation from the Corporation	In case death of employees	2-years after the demise of the employee
		superannuation/ cessation from the Corporation ( not involved in any court case(s)	5-years after of superannuation/ cessation of service from the Corporation
		superannuation/ cessation from the Corporation [however involved in any court case(s)]	5-years after the settlement of court case. However the Judgement of the Court to be retained.

9.6 Records Relating to Hindi Department

S.No.	Description Of Record		Retention Period
	Main Head	Sub Head	
1.	Progressive use of Hindi in government offices	General aspects and Hindi Committees	Permanent
		Hindi workshop	3 Years
		Hindi week/month	
		Circulation of orders by Hindi Department	5 Years
		Registration of telegraphic address in Hindi	1 Year
		Periodical reports regarding use of Hindi for official purposes	3 Years
		Constitution of Hindi Committee	5 Years
	Meeting and Follow up action of Hindi Committee	3 Years	
2.	Hindi Teaching Scheme	General aspects and Hindi Committees	Permanent
		Training Programme	3 Years
		Examinations	Applications: 1 Year Results: 5 Years
		Grant of advance increments	3 Years or 1 Year after completion of Audit, Whichever is later.
		Grant of awards	3 Years or 1 Year after completion of Audit, Whichever is later.
	Conduct of Hindi Competition	5 Years	
3.	Translation into Hindi	Books, reports, periodicals etc.	3 Years after the publication is printed/ cyclostyled
4.	Hindi Inspection	At Department Level	5 Years
		By Administrative Ministry	
		By Home Ministry	
		By Parliamentary Committee	

9.7 Records relating to Company Secretary Department

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S.No.	Description Of Record	Retention Period
1.	Approved agenda items which have been put up before Board Members.	Permanent
2.	Minutes of all meetings.	Permanent
3.	All files of the past and present Directors of the Corporation containing their appointment letters and other material and important correspondences.	Permanent*
4.	All original Agreements, MOUs, Contracts, Guarantees, Share/Security Certificates/ documents given for custody to Corporation Secretariat	Permanent
5.	Annual Reports of the Corporation.	Permanent
6.	Statutory Registers as per Companies Act, 2013	Permanent
	Instrument creating a charge from the date of satisfaction of charge.	8 Years*
	Register of Charge	Permanent*
	Register of Members	Permanent*
	Register of renewed and duplicate certificates	Permanent*
	Register of contracts in which directors are interested	Permanent*
	Register of Directors/MD/Manager/Secretary	Permanent*
	Register of Directors Shareholding	Permanent*
	Register of Inter corporate Loans & Investments	Permanent*
	Register of Allotment	Permanent*
	Register of Directors' Attendance	8 Years*
	Register of Proxies	8 Years*
	Register of Transfer of shares	Permanent *

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7.	All other documents and correspondences pertaining to Corporation Secretariat	8 Years
8.	Internal Auditors (Appointment and Reports)	8 Years
9.	Statutory Audit Reports	Permanent
10.	Share Capital	Permanent
11.	Cabinet Notes	Permanent
12.	Incorporation Files, Memorandum & Articles of Association	Permanent
13.	Annual Return	Last 8 Annual Returns*

\*As per the Secretarial Standard (SS)-1 & 4.

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9.8 Records Relating to RTI Cell

S.No.	Description Of Record	Retention Period
1.	RTI Cases disposed without attracting any 1st Appeal	3 Years
2.	RTI Cases attracting 1st Appeal	3 Years after disposal of 1st appeal
3.	RTI Cases attracting 2nd Appeal (without any remarkable decision)	3 Years or till the compliance of CIC orders, whichever is later
4.	RTI Cases attracting 2nd Appeal (involving a remarkable decision)	5 Years
5.	1st Appeal cases files	3 Years
6.	2nd Appeal cases files	3 Years or till the compliance of CIC orders, whichever is later
7.	Files relating to the administrative aspects of RTI Act, 2005 i.e. implementation, suggestions, guidelines, etc.	3 Years
8.	File Register of RTI Applications i.e. records other than file.	Permanent
9.	Inspection Register	3 Years

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9.9 Records Relating to Skill Training Department

S.No.	Description Of Record	RetentionPeriod
1.	Skill Development Training Policy, GOI guideliens	Permanent
2.	Training Files (Course wise, State wise and Training Institution wise)	8 Years after final Instalment is made to the Training Institution.
3.	PCC	5 Years
4.	General Correspondence Files	5 Years
5.	Ministry Correspondence (MPR, QPR, General Correspondence etc)	5 Years
6.	Officer Tour Files	3 Years or 1 Year after completion of Audit whichever is later.
7.	MoU with Training Partners	1 year after expiry of term
8.	List of Trainees/UC	Permanent
9.	CSR/ Grant in Aid from Ministry	8 Years after issue of Final Utilisation Certificate

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9.10 Relating to Information Technology (IT) Cell

S.NO.	Main Head	Sub-head	Retention Period
1	Policy Issues and Policy related Circulars	-	Permanent
2	Software Development/ Software Implementation	e-office in NBCFDC D-Space etc	
3	Miscellaneous Correspondence	-	3 Years
4	MIS to various Deptt.	-MPR to Cord Deptt. -QPR to Cord Deptt. -MIS Reports to Desks - MIS Reports to Zonal Offices	1 Year
		MIS/ Information to Corporate Services for Board Meeting	
5	Complaints	Complaints to Internet Service Provider Hardware/Software Complaints etc.	1 Year

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9.11 Relating to Court and Arbitration Cases

SI.NO.	Main Head	Sub-head	Retention Period
1	Court cases	Pertaining to the NBCFDC employees	Permanent
2	Court cases relating to SCA/ Channel Partners	Pertaining to SCA/ Channel Partners in which NBCFDC is also one of the respondents.	3-years after final disposal off the Court case
3	Court cases ( Civil / Criminal Proceedings) filed by NBCFDC	-	3-years after final disposal off the Court
4	Court cases ( Civil / Criminal Proceedings) filed by Other Individual/ Agency against NBCFDC	-	3-years after final settlement / disposal off the Court
5.	Misc. Documents/ Files	Pertaining to periodic reports (e.g. Monthly/ Quarterly etc.) to Ministry	3-years
		Miscellaneous Correspondence File	
6.	Court cases pertaining to employees in case of death / superannuation/ cessation from the Corporation	In case death of employees	5-years after the death / settlement of the Case whichever is later
		superannuation/ cessation from the Corporation [however involved in any court case(s)]	
7	Arbitration cases	-	3-years after settlement/final disposal off the matter

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9.12 Relating to Planning Department

SI.NO.	Main Head	Sub-head	Retention Period
1.	Evaluation Studies	Reports	Permanent
		Approved List & Minutes of Bids	Permanent
		Bid documents & General Correspondence	3 years after completion of work
2.	Publicity Grant to SCAs & Awareness Camps	--	8 years
3.	Advertisement	--	5 years
4.	Follow up of Recovery		5 years after settlement
5.	Follow up of Utilization Certificates	--	3 years
6.	CSR Policy	Govt./DPE Guidelines	Permanent
		CSR Policy	Permanent
		Minutes of CSR Management committee	8 years
		Minutes of Board level CSR Committee	Permanent
		Sanctioned proposals	5 years after receipt of final U.C.
	Unsanctioned proposals & general correspondence	3 years	

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9.13 Relating to M.D. Secretariat

SI.NO.	Main Head	Retention Period
1.	Office Orders/Circulars	Permanent
2.	General Correspondence	1 years after end of term of M.D.

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(after correction by GM(Pig) on 19/7/15 & MD on 21.2.7.15 in pages 3,,7 & 33(final & on 28.7.15 by AGM(HR))

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