

STEEL AUTHORITY OF INDIA LIMITED
Research & Development Centre for Iron & Steel
Ranchi-834002

PERSONNEL & ADMINISTRATION DIVISION

RECORD RETENTION SCHEDULE

GUIDELINES FOR MAINTENANCE OF RECORDS

- All Files / Registers are to be maintained on financial year basis.
- In the court cases, the connected documents/files should be retained till disposal of the case by the highest Court of appeal.
- Records not listed with Retention Schedule shall have a retention period to be decided as per the requirement.

Retention, Disposal and Destruction of Records:

- All live as well as old records shall be reviewed periodically, at least once in a financial year by the concerned Group In-charge, preferably in April of the following year.
- The concerned Group In-charge shall monitor the Retention Schedule of the documents and after scrutinizing all records, due for disposal, shall record the information in the disposal register of their section and finally recommend for further retention/destruction of record to the Disposal Committee (DC). It shall be the responsibility of the concerned Group In-charge to initiate for disposal of the records and put-up to the DC.
- A two-member Disposal Committee (DC) shall be constituted for P&A Division as follows :
 1. Incharge of Establishment Section - as permanent member, and
 2. Incharge of concerned Section – member.

The above committee shall be responsible for disposal of records of all sections of P&A Division, other than that of Establishment Section. For the Establishment Section, Incharge of any other section of P&A Division, as nominated by the Head of Personnel, shall be the another member. The concerned section shall retain list of documents disposed of.

- Records due for destruction may be disposed off in an appropriate manner including shredding/other means, under the supervision of one executive identified for the purpose and duly certified as under :

“This is to certify that the above records were destroyed on ----/---/20--- by shredding/other means in my presence”.

- The records maintained in hard copy shall be under the purview of these guidelines and retained or disposed as per the above procedure.
- Methodology for Disposal :- ***By Shredder / or any other means, as decided later.***

RECORD RETENTION POLICY / SCHEDULE OF SAIL, RDCIS, RANCHI

EXECUTIVE DIRECTOR SECTT.

Sl. No.	Type of Record	Retention Period
1.	Record Notes of Chief Executive Meetings/Board Notes	3 Years
2.	Record Notes of Monthly Coordination Meetings.	3 Years

TECHNOLOGY AREAS

(All Groups/Divisions/Areas)

Sl. No.	Type of Record	Retention Period
1.	Project files	5 Years after completion.
2.	Patent / Copyright files	5 Years
3.	Publication related files	3 Years
4.	Equipment Calibration Records	5 Years
5.	Spares and consumables inventory records	3 Years
6.	Equipment Utilization Reports	5 Years
7.	External Job related Documents	3 Years
8.	Asset Record	Permanent

LABORATORY SERVICES GROUP

Sl. No.	Type of Record	Retention Period
1.	List of Instruments / equipment	Permanent
2.	Calibration Records	3 Years
3.	Calibration Certificates	5 Years

PROJECT COORDINATION GROUP

Sl. No.	Type of Record	Retention Period
1.	Project files	Project duration + 3 Years
2.	Book of milestones	3 Years
3.	Certified Annual Benefit	3 Years
4.	APP Documents	3 Years
5.	Extended Abstracts of Completed Projects	3 Years
6.	CSI Report	3 Years
7.	Performance Report	3 Years

ALL PLANT CENTRES

Sl. No.	Type of Record	Retention Period
1.	General Files	3 Years
2.	Project Files	5 Years after completion
3.	Patent	5 Years
4.	Copyright	5 Years
5.	Publication / Presentation of Papers	3 Years

TECHNOLOGY MANAGEMENT GROUP

Sl. No.	Type of Record	Retention Period
1.	Technology Transfer	15 Years
2.	Joint Development	15 Years
3.	Contract agreements/ MOUs : Joint research projects	10 Years
4.	External Earning: Royalty & Test Charges	8 Years
5.	TAP Programme designs & booklets on TAP	3 Years
6.	Programme Feedback	3 Years

KNOWLEDGEMENT MANAGEMENT GROUP

A. IPR

Sl. No.	Type of Record	Retention Period
1.	File for each Indian/ Foreign Patent filed	20 Years
2.	Register for Copyright filed & granted	Permanent

B. INFORMATION & DOCUMENTATION CENTRE

Sl. No.	Type of Record	Retention Period
1.	Accession Register	Permanent
2.	Written off books / journals	Permanent
3.	Assets Register	Permanent

C. TOTAL QUALITY PROCESS GROUP

Sl. No.	Type of Record	Retention Period
1.	List of Auditors	Updated
2.	Internal Audit Records	3 Years

CONSTRUCTION & MAINTENANCE DIVISION

Sl. No.	Type of Record	Retention Period
1.	Job Files	5 Years

COMMUNICATION DEPARTMENT

Sl. No.	Type of Record	Retention Period
1.	Press Release	2 Years
2.	Press Clippings	1 Year
3.	Tender Advertisement	3 Years

FINANCE & ACCOUNTS DIVISIONS

Sl. No.	Type of Record	Retention Period
1.	Accounts – Vouchers, JVs, Gen. Ledger, Trial, Annual Accounts and related papers/ documents	8 Years
2.	Assets Register	Permanent
3.	Statutory remittance viz I.Tax, GST etc.	3 Years

MATERIALS MANAGEMENT DIVISIONS

Sl. No.	Type of Record	Retention Period
1.	List of Registered Vendors	3 Years
2.	Purchase file/ Indent Register/ Electronic Record	5 Years
3.	Store file containing purchase order, dispatch documents and discrepancy report	8 Years
4.	Job contract files	5 years

PERSONNEL & ADMINISTRATION DIVISION

ESTABLISHMENT

(A) APPRAISALS, PROMOTIONS, PRC, DPC ETC.

Type of Record	Retention Period
Appraisals records of executives through EPAS	One year after separation
Appraisals records of non-executives	One year after separation
Year-wise PRC Assessment Sheets of executives through EPAS	10 Years
Year-wise constitution of DPC, Assessment Sheets & Minutes thereof executives	10 years
Promotion Orders	10 Years

(B) ESTABLISHMENT

Type of Record	Retention Period
Personal Files of Employees	3 Years after separation of the employee
Report of private foreign visits by the employees	5 Years
Personal Files of Employees having pending Court Cases	3 Years after disposal of the case

(C) ORGANIZATION STRUCTURE / MANPOWER PLANNING

Type of Record	Retention Period
Processing File for Organization Changes/ Transfers/ Postings/ Re-designation of Executive	3 Years after separation of the employee
Processing File for Circulation of Posts	5 years
Record of appointment	3 Years after disposal of the case

(D) POLICY / RULES / MANUALS

Type of Record	Retention Period
All policy/ rules/ guidelines	Permanent

(E) EMPLOYEES COMPENSATION / RULES

Type of Record	Retention Period
Salary and Wage Revision Record	Till next salary/ Wage Revision

(F) MISCELLANEOUS

Type of Record	Retention Period
Inter Plant Circulars	1 Year
MIS and other Reports	2 Years
Correspondence with IA/ CAG/ PDCA/ RTI related Files	5 Years
VIP References/ Transfer Requests	2 Years
Documents related with SC/ST/OBC	As updated from time to time till it is in operation

(G) RECRUITMENT

Type of Record	Retention Period
Record/ Notes to recruitment against a post :- – Proposal and approval related to recruitment – Record related to selection of candidate	3 months from the date of declaration of the result of the written test
Written test result of qualified candidate	1 Year after the issue of offers for appointment
Admit cards of non selected candidates	3 months from the date of declaration of the result of the written test
Application/ registration slips of non selected candidates	3 months from the date of declaration of the result of the written test
OMR sheets of the candidates appeared in the Written Test	3 months from the date of declaration of the result of the written test. To be retained by external agency
Post based Reservation Rosters	As updated from time to time, till it is in operation
Records related to Parliamentary questions	3 Years from the date of reply
Record related to Court Cases	3 Years from the date of final decision
Record related to VIP references	1 Year from the date of reply
Record related to information provided under RTI Act'05,if any	3 Years from the date of reply

HUMAN RESOURCE DEVELOPMENT

Type of Record	Retention Period
Files related to Foreign visits/ training	10 Years
In-house training	3 Years
MTI nomination	3 Years
External training/ seminar/ conference etc- within India	3 Years
MIS Report	3 Years
Training need analysis	3 Years
Annual Training Plan	3 Years
Policy files – TAC/ TAB etc.	Permanent

INDUSTRIAL RELATIONS, WELFARE & CLC

Type of Record	Retention Period
Documents related to Statutory Matters	Permanent
Corporate/ Local Guidelines/ Policy/ Rules/ Practices	Permanent
ASE/ Union/ other Local Agreement	Permanent
HBA files/ EFBS/ Group Insurance and other employee related files	One year after superannuation of employees/ till final settlement
Welfare matters files	2 Years
Contract Labour related files	3 Years
Contract/ Procurement related files	3 Years

ADMINISTRATION

(A) ESTATE

Type of Record	Retention Period
Land Record	Permanent
Long Term Leasing of Houses at SAIL Satellite Township	5 Years after expiry of Lease
Short Term Licensing of Houses at Shyamali Colony	3 Years after existing scheme is superseded
Licensing of Houses & Shops to external agencies	3 Years after expiry of license
Revenue from external agencies <ul style="list-style-type: none">• House Rent• Electricity Charges• Security Charges• Water Charges	3 years after payment of dues. In case of non-payment till dues are cleared
Correspondence with SAIL Corporate Office/ State Administration related to Estate Management	3 Years

(B) GENERAL ADMINISTRATION

Type of Record	Retention Period
Policy Guidelines	Permanent
Hiring of Vehicles	3 Years after expiry of contract
Repair & Maintenance of Company owned vehicles	3 Years from the date of bill of clearance
Purchase & Disposal of Vehicles – RC, Insurance & related records	1 Year after disposal of asset
Contract/ AMC files and related correspondence and bills	3 Years after expiry of contract
Approval/ bills related with general maintenance	3 Years after clearance of bills
Procurement and Disposal of Assets	1 Year after disposal of asset
Registers	
Assets Register	Permanent
Year-wise Log Book	2 Years

(B.1) Air Ticketing

Type of Record	Retention Period
Matters related with empanelment of Travel Agency for domestic air ticketing & other related services including bills.	3 Years

(B.2) Hospitality Services

Type of Record	Retention Period
Matters related with Empanelment of Hotels, Corporate tie-up with hotels at different locations	3 Years after expiry of contract
Rate Contracts for Catering, Hospitality Services and Banquet Functions including bills	3 Years after expiry of contract

(B.3) Maintenance of SAIL Guest House, TDC Programme & Management Trainees Hostel

Type of Record	Retention Period
Matters related with Contract including bills	3 Years after expiry of contract
Application received from room booking	3 Years

(B.4) Receipt & Issue Section

Type of Record	Retention Period
Contract with Courier Service	3 Years
Diary Register for Postal/ Courier Service (Out Going & incoming)	3 Years

HORTICULTURE

Type of Record	Retention Period
Job Contract including bills	3 Years
Purchase Records	3 Years

CORPORATE SOCIAL RESPONSIBILITY

Type of Record	Retention Period
Policy	20 Years
Office order/ Circular/ Directives/ Advisory etc.	5 Years
Budget	5 Years
Records of CSR Nodal Officers / CSR Committee meetings	5 Years
Project / Activity documents	5 Years

LAW & RIGHT TO INFORMATION

Type of Record	Retention Period
LEGAL MATTERS	
Court/ Arbitration cases	3 Years after final disposal
Correspondence with Corporate Office, other plants/ units of SAIL	3 Years
Workshop/ Programme related papers	2 Years
Report/ Returns- Monthly/ Quarterly/ Yearly	3 Years
Policy	Permanent
RTI MATTER	
Individual requests under RTI Act, 2005	3 Years after disposal
RTI Act, 2005 and Amendment	Permanent
Reference from SAIL / MOS & Other agencies on policy matters	Permanent
Decision of CIC	Permanent
Report/ Returns- Monthly/ Quarterly/ Yearly	3 Years

SECURITY

Type of Record	Retention Period
Job Contract Files	3 Years
Fire extinguishing equipment/ Asset records	Permanent
Record of issue of Identity Cards	Permanent
Material/ individual Gate Pass	3 Years
Celebration of Independence and Republic Day	3 Years
Deployment of Home Guards	3 Years
Vigilance / Audit matters	3 Years
Policy / Guidelines	Permanent

राजभाषा अनुभाग

रिकार्डों का प्रकार	रिटेंशन समयावधि
राजभाषा कार्यान्वयन समिति की बैठक से संबंधित	03 वर्ष
हिन्दी की तिमाही प्रगति रिपोर्ट	03 वर्ष
कार्मिकों को हिन्दी में कार्य करने हेतु कम्प्युटर पर प्रशिक्षण एवं अन्य कार्यशालाएं	05 वर्ष
विभिन्न प्रतियोगिताओं संबंधी रिकॉर्ड	03 वर्ष
कवि सम्मेलन / सांस्कृतिक कार्यक्रम का आयोजन	02 वर्ष
इस्पात विकास तकनीकी पत्रिका	03 वर्ष
हिन्दी प्रोत्साहन योजनाएं	03 वर्ष
बजट फ़ाइल	03 वर्ष
हिन्दी अधिकारियों की बैठक / सम्मेलन	03 वर्ष
डिप्लोमा कोर्स परीक्षा संबंधी फ़ाइल	03 वर्ष
हिन्दी कक्ष से संबंधित आदेश / परिपत्र	03 वर्ष
नगर राजभाषा कार्यान्वयन समिति की फ़ाइल	03 वर्ष
अनुवाद कार्य संबंधी कागजात	02 वर्ष
इस्पात मंत्रालय / राजभाषा विभाग / सेल मुख्यालय द्वारा राजभाषा निरीक्षण	05 वर्ष
राजभाषा अधिनियम की धारा 3 (3) का अनुपालन	05 वर्ष
राजभाषा क्लब हिन्दी पुस्तकों से संबंधित फ़ाइल	स्थायी
पॉलिसी फ़ाइल	स्थायी