

STEEL AUTHORITY OF INDIA LIMITED  
BOKARO STEEL PLANT  
BOKARO STEEL CITY

Ref. No. S-14 (2)/1989-1776

**OFFICE ORDER**  
No. 8/Manual

May 27, 2013

25

**Sub: Retention/Disposal of records of Personnel Deptt.**

Approval of the Competent Authority is hereby conveyed for the adoption of the revised record retention & disposal Manual of Personnel Deptt. as per details given in the **Annexure -A**.

2. This manual shall supersede the Record Retention & Disposal Manual issued by L&A Department for Common Records of BSL and Recruitment records issued vide No. 2/Manual (Ref. No. 18(25)/77-1112 dated 22.6.1990) and Ref. No. S-14(2)/6989-2628 dated 13.8.2008 respectively in respect of Personnel Department.

3. The soft copy of Record Retention and Disposal Manual of Personnel Department shall be available on BSL intranet under Personnel Department link.

21/21681 27/5/13  
(Shanta H. Sinha)  
AGM (L&A)

**Distribution:**

1. ED(P&A)
2. GM (HRD)
3. GM(L & A & CSR)
4. GM ( Pers.)
5. GM ( TA)
6. DGM ( Pers-Works)
7. DGM ( Pers-IR & NW)
8. AGM ( Pers-HRIS)
9. AGM ( Pers-OD)
10. AGM (Pers.-Rectt.)
- ✓ 11. AGM (Pers.-Rules) - with original notes and the file.
12. AGM (O&M)



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Record Retention & Disposal Manual  
Personnel Department



## BOKARO STEEL PLANT PERSONNEL DEPARTMENT

# RECORD RETENTION & DISPOSAL MANUAL

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# Section – A

## Introduction & Procedure

- Introduction
- Objective
- Scope & Coverage
- Classification of Records
- Retention Schedule
- Procedure for Disposal of Records
- Departmental Records Screening cum Disposal Committee

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## RECORD RETENTION MANUAL (PERSONNEL DEPARTMENT)

### INTRODUCTION:

Records are the recorded information (regardless of form or medium) created, received and maintained by any organisation in pursuance of its legal obligations. As such they constitute a very significant part of functioning of an office. Needless to say that records can be attributed to a stored memory of the past actions and decisions, hence they play an important role & also become a very significant part of an office. Under the circumstances, it is essential that for the purpose of proper custody and fast retrieval, a viable retention schedule is developed for the various records.

### OBJECTIVE:

With the passing of time a lot of records in the form of files, registers, folders etc are generated in an office and thus it is imperative to preserve records in appropriate manner and also weed out all such which are unwanted and have ceased to be active source of reference and irrelevant. So the process of records retention mainly involves the activity related to analysing all the records in use and maintaining the necessary one and destroying those which do not require its preservation. It is also a fact that retention of necessary records and destruction of unnecessary records helps us to achieve economy in the use of office space and equipments.

### SCOPE / COVERAGE

The manual has been designed to ensure a uniform approach in maintaining & disposal of records limited to personal files of employees / ex-employees of the company as well as other records which are generated in the offices of personnel department from time to time. Besides, the records related to major sections like Personnel-OD, Industrial Relations Section, Final Settlement Cell, Contract Labour Cell, Recruitment Section and RTI maintained in these offices of Personnel Department have also been covered.

### CLASSIFICATION OF RECORDS

1. Personal file along-with the documents contained in it for both Executives & Non-Executives
2. Common records / register pertaining to Executive & Non-executive establishments
3. Records / Registers related to Executive establishment (OD Section)
4. Records / Registers related to Non-Executive Establishment (Works / Non-works)
5. Records / registers related to other sections of Personnel Department like FSC, IR, CLC, Recruitment, RTI, etc
6. Common Records / Register for Personnel Department
7. Misc. Records / Registers

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## RETENTION SCHEDULE

Records will be maintained for periods varying from one year to the period of retention decided. The retention schedule incorporating details regarding type/description of records and their retention period for offices of Personnel (Works/Non-Works area), Personnel-OD, Industrial Relations Section, Final Settlement Cell, Contract Labour Cell, Recruitment, RTI, etc. has been prepared. The period of retention will be reckoned from the date of closure of a file/register.

## PROCEDURE FOR DISPOSAL OF RECORDS

Whenever action on a file or register or other records is complete in all respects, the same would be treated as closed & considered to be fit for deciding the disposal in each case separately as per the period laid down under retention schedule. The concerned In-charge shall certify the list of proposed records and forward it to DRSDC. For this purpose a **Departmental Records Screening cum Disposal Committee** is to be formed to which all such proposal for disposal / destroying of records after the retention period is over will be put up by various offices of Personnel Department for screening and disposal. The committee thereafter will screen the proposal and forward its recommendation for approval of the Head of Personnel. Consequent to approval, the committee DRSDC shall get the records disposed with the assistance of concerned in-charge of the section.

**However, any file, register or record required in connection with any disputes, legal or otherwise, or any matter for which clarification is pending, will not be processed for Disposal.**

### **(a) Identification of Records :**

The respective Personnel Executive of the Section shall identify the records that requires to be disposed as per the Retention Schedule and prepare a consolidated list of the same for getting clearance.

Further, **if a record relates to two or more subjects for which different retention periods have been prescribed, it will be retained for the highest of such periods. And, 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, in no case, however, will a record be retained for a period shorter than that prescribed in the schedule.**

### **(b) Obtaining Clearance**

The consolidated list prepared for disposal shall be sent to the following agencies for getting clearance / no objection. The said agencies shall sent the clearance / no objection with in a week to the concerned Section In-charge.

- Law (statutory / Legal implications)
- FSC
- Vigilance
- Security
- F&A (Pay, PF, Gratuity, Pension, etc.)
- Disciplinary Case (SPE)

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**(c) Forwarding of Identified Records to DRSDC (Departmental Records Screening cum Disposal Committee)**

The consolidated list, duly certified by the In-charge of the concerned section, along with clearance / no objection from the aforesaid agencies shall be forwarded to the DRSDC for screening. And obtaining approval of the Head of Personnel.

**(d) Processing by DRSDC**

The DRSDC shall screen the consolidated list forwarded by the respective In-charge of the Section as per the check list provided at Annexure-I. After screening, the DRSDC shall give its recommendation (**Annexure-II**) and forward the same to Head of Personnel for approval. On receipt of approval, DRSDC shall dispose the records in the prescribed manner as per Annexure-II with the assistance of In-charge of the section who shall make arrangements for disposal activity.

**(e) Disposal of record**

Disposal of records will be done in the presence of the DRSDC at time and place mutually decided by the Committee. After disposal, a **Disposal Report** will be prepared as per **Annexure-III**. A copy of the Disposal Report shall be pasted in the Disposal Register which will be in the custody of Head of DRSDC. The original file along-with all relevant records including Annexure-III shall be retained by the In-charge of the concerned section and kept in safe custody. **The aforesaid original file and the register shall be treated as permanent record.**

**DEPARTMENTAL RECORDS SCREENING CUM DISPOSAL COMMITTEE (DRSDC)**

For the purpose of disposal of records, a departmental committee of three officers of the department will be constituted by the Head of Personnel with the name 'Departmental Records Screening cum Disposal Committee'. The Committee shall be a Standing Committee and consist of Head of Personnel Works, senior most DGM of Personnel NW and representative of concerned section. The committee shall be headed by the senior most member of the Committee. The alternate members of the respective DGMs will be the next senior most Personnel Officer of that area (Works / Non-Works).

**Savings**

The Record Retention & Disposal Manual can be modified or amended with the approval of the Competent Authority.



## Section – B

### Retention Schedule

- ☐ Personal files (Executive & Non-Executives)
- ☐ Common Records / Registers (Exe & NE)
- ☐ OD Section
- ☐ Non-Executive Establishment
- ☐ Final Settlement Cell
- ☐ Contract Labour Cell
- ☐ Industrial Relations
- ☐ RTI & Ministerial References
- ☐ Recruitment
- ☐ Common Records / Registers for Personnel Deptt





### PERSONAL FILE

SL	DESCRIPTION OF RECORD	RETENTION PERIOD
1.	Personal File	05 years from date of separation of employee

Documents contained in personal file	
1.	Offer of Appointment
2.	Bio-data form as submitted at the time of appointment
3.	Medical fitness at the time of joining
4.	Joining report
5.	Date of birth certificate
6.	Mark sheet / certificate in support of qualification
7.	Caste / category certificate
8.	Disability certificate
9.	Displaced Person certificate
10.	Attestation form
11.	Police verification report
12.	Charge Sheet / memo issued (if any)
13.	Order passed by the DA / AA
14.	Order of selection against internal circular
15.	Incentive for professional qualification
16.	Incentive for small family norms
17.	All promotion orders
18.	Change of name
19.	Interplant transfer order
20.	Dependent list (addition deletion declarations)
21.	Proof of permanent address (only in case of change of address)
22.	Reinstatement order
23.	Reappointment order
24.	Decisions for ascertaining date of birth
25.	Order for change of permanent address
26.	Documents related to adopted children
27.	Workman Compensation Orders
28.	Any judgement passed by court of law in respect of an employee
29.	Documents related to out of court settlements
30.	Order related to change of name of self and spouse
31.	Declaration of dependant details for renewal of medical book
32.	Confirmation orders (after completion of probation)
33.	Internal transfer orders
34.	Applications for outside employment
35.	Pay fixation orders
36.	Study leave / Maternity Leave / Child Care Leave / Injury Leave
37.	NOC for Passport
38.	NOC for VISA
39.	NOC for perusing higher qualification
40.	Claim forms for Final Settlement of dues (Separation Cases)

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	Documents contained in personal file
41.	Documents related to Employees Compensation Payment
42.	LTC/LLTC/LTA related documents
43.	Final TA Bill
44.	Documents related to Processing of Resignation
45.	Documents related to Inclusion of Qualification
46.	Application for HRA
47.	Documents related to disciplinary Action (Copy of Chargesheet / Memorandum, Show Cause / Enquiry Committee constitution / Order of DA etc.)
48.	Documents related to Suspension / Revocation and orders related to payments
49.	Employer certificate related to Pension under EPS'95
50.	Separation order
51.	Employer / grantee statement related to LCS
52.	Application for post separation medical book issue
53.	Comments on Conciliation / Court matters
54.	Application for issue / renewal of medical book

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**COMMON RECORDS / REGISTERS (Executive & Non-Executive Establishment)**

SI No	DESCRIPTION OF RECORD	Retention Period
1.	Disciplinary case file / other case file	05 years after separation of employee
2.	Court case file	3 years from the date of final decision by court
3.	Disciplinary case register (to be closed at the end of every 5 <sup>th</sup> FY)	5 Years from the date of closure
4.	Grievance Register (to be closed at the end of every 5 <sup>th</sup> FY)	5 Years from the date of closure
5.	Counselling Register (to be closed at the end of every 5 <sup>th</sup> FY)	5 Years from the date of closure
6.	Non-Conformance Register (to be closed at the end of every 5 <sup>th</sup> FY)	5 Years from the date of closure
7.	Employees Compensation Register (to be closed at the end of every 5 <sup>th</sup> FY)	5 Years from the date of closure
8.	Welfare Register (to be closed at the end of every 5 <sup>th</sup> FY)	5 Years from the date of closure
9.	VR related documents	a) For VR Scheme involving monthly payment – 5 years from the date of last payment b) for VR Scheme involving one time lump sum payment – 5 years after the closure of the respective scheme.



**OD SECTION**

SL NO	DESCRIPTION OF RECORD	Retention Period
1.	Nominations for Awards / Rewards (Special Achievement Award/ Jawahar Award / Long Service Award )	05 years
2.	DPC file, constitution orders, approvals and other related documents	10 years
3.	PRC folder	
4.	Evaluation sheets of Management Trainees	
5.	Appraisal Dossier	
6.	Executive transfer register	
7.	Register for issuance of NOC for VISA	02 years from the date of last entry in the register
8.	Pension Register	
9.	House Maintenance Allowance Register	02 years
10.	Laptop Advance Applications	02 years
11.	Furniture / Furnishing Allowance Applications	
12.	Leave Encashment Applications/Approvals	02 years
13.	Documents related to retention of facilities on transfer	04 years
14.	Records for payment of TA/DA to ex-employees	02 years
15.	Meal coupon options	02 years
16.	Employee feedback forms / survey records	02 years
17.	Guard file of communications with CO, other units, external agencies	02 years
18.	Passport / Visa Register	

**PERSONNEL OFFICES : NON-EXECUTIVE ESTABLISHMENT**  
**(WORKS / NON-WORKS AREAS)**

SL NO	DESCRIPTION OF RECORD	Retention Period
1.	ACR Dossier	5 years excl current year
2.	DPC files – Within Cluster	5 years excl current year
3.	DPC files – Between cluster	5 years excl current year
4.	IR Report File	1 year excl current year

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**FINAL SETTLEMENT CELL**

Sl No.	DESCRIPTION OF RECORD	Retention Period	Remarks
1.	Card File of Ex-Employee	05 yrs	After obtaining clearance from PF, Pay Section & Estate A/c
2.	Red Medical Book Register	20 yrs	-
3.	Medi-claim Register	20 yrs	-
4.	Medi-claim Medical Book Register	20 yrs	-
5.	EFBS Files	03 yrs	After Maturity of EFBS membership
6.	EFBS Minutes File	03 yrs	After Maturity of EFBS membership
7.	Guard File	03 yrs	-
8.	Survey Report during Naye Safar Ki Shuruyat (एक नयेसफर की शुरुआत)	02 yrs	-

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**CONTRACT LABOR CELL**

SI No.	DESCRIPTION OF RECORD	Retention Period	Remarks
1.	Copy of WO	Nil	WO Copy remains with ERP in electronic form
2.	Muster Sheet	Nil	These are returned to contractor after verification for issue of CLC for RA / Final Bill
3.	WO wise file with photocopies of PF Challan, ESI Challan, TPL, Labour License and other necessary documents	3 years after completion of Work	
4.	Master data of individual contract worker	Permanent	
5.	ESI related document	Permanent	
6.	PF related document	Permanent	
7.	Notification of Wages under Min Wages Act	Permanent	-
8.	Agreement / Settlement with union on Contract Labour issues	Permanent	-
9.	Administrative decision on Contract Labour management / Circulars	Permanent	-
10.	Legal pronouncements / Settlement in Labor Court	Permanent	-

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### INDUSTRIAL RELATIONS

Sl. No.	Name of the Record	Retention Period
1.	Renewal of Licenses of Factories under Factories Act.	5 Years
2.	Conciliation.	2 Years
3.	Returns under Workmen Compensation Act.	5 Years
4.	Agreements between Management & Recognized Union	Permanent
5.	Charter of Demand submitted by Trade Unions.	1 Year
6.	Important Supreme/High Court judgments of interest.	Permanent
7.	Disbursement of Funeral Expenses.	2 Years
8.	Documentation and Review of Plant IR activities	1 Year
9.	Reports and Returns to NSSO.	5 Years
10.	Reports and Returns under Shops and Establishment Act.	5 Years
11.	Fortnightly and Compensation Report.	1 Year
12.	Check off System (Employee List)	2 Years
13.	Number of Structured Trade Union Meetings.	1 Year
14.	Annual Return under Factories Act	5 Years
15.	Half Yearly Return under Factories Act	5 Years
16.	Circulars/Guidelines/Policy Matters/Important Decisions	Permanent
17.	Correspondence with SAIL Corporate Office	5 Years
18.	Correspondence with State/District Authorities	5 Years
19.	Data on Unauthorized Absenteeism	2 Years
20.	Rajbhasha Compliance Report	1 Year

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**RIGHT TO INFORMATION**

SL NO	Name of the Record	Retention Period
1.	References received through Corporate Office	3 Years
2.	References received from MPs / MLAs / VIPs	5 Years
3.	File Notings / documents / records related to references	3 Years
4.	RTI applications / First Appeals / Replies	3 Years
5.	CIC decisions received	Permanent

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## RECRUITMENT

Sl. No.	Name of the Record	Retention Period
1	Records related to employment/recruitment of Local Displaced Persons done on being local displaced person against DPLR certification before Hon'ble Supreme Court's Judgement of March 5, 2008.	Permanent
2	Roster Registers (02/07/1997)	Permanent
3	Administrative Decisions	Permanent
4	SELECTION FILE : <ul style="list-style-type: none"><li>• Approval &amp; Relevant Note sheets.</li><li>• Copy of Corporate Office clearance.</li><li>• Copy of advertisement published.</li><li>• Copy of notification to Employment exchange. (In case of Non-Executives Recruitment.)</li><li>• Mark sheets of written test / interview &amp; Tabulation sheet.</li><li>• Selection notes.</li></ul>	10 years from the date of approval of selection.
5	<ul style="list-style-type: none"><li>• Application forms (In case of off-line application) of finally selected candidates</li><li>• Scrutiny List of applied candidates.</li><li>• Specimen call letter for written test / interview.</li><li>• Attendance Sheets of Written Test &amp; Interview</li><li>• List of short listed candidates for interview</li><li>• Interview particulars along with attachments of finally selected candidates</li><li>• Mark sheets of written test / interview &amp; Tabulation sheet.</li><li>• Selection notes.</li><li>• Offer of Appointment</li><li>• Medical Examination Report</li><li>• Joining Report</li><li>• Relevant correspondences/ Notices.</li></ul>	5 years from the date of approval of selection.
6	Contract File (in case of OUT SOURCING of Rectt. Exercise): <ul style="list-style-type: none"><li>• Processing &amp; Approval Notes</li><li>• Work Order &amp; relevant documents</li></ul>	5 years from the date of approval of selection.
7	<ul style="list-style-type: none"><li>• Application forms along with enclosures (In case of off-line application) of Not eligible/Not selected candidates</li><li>• Interview particulars along with attachments of not selected candidates</li><li>• A sample question paper/key &amp; Answer Sheet of Written Test(if provisioned in Outsourced Recruitment Exercise)</li></ul>	1 year from the date of approval of selection.
8	Returned or rejected DDs/BCs or other instruments submitted towards Application/processing fees (not applicable in case of on-line submission of Application/processing fees)	1 year from the date of approval of selection.
9	Internal Circular Related selection File	5 Years from the date of approval of selection.
10	Compassionate employment/Substitution of employment related records	7 Years from the date of approval of selection.
11	Misc. Applications for seeking employment related information	6 months from the date of receipt.



**COMMON RECORDS / REGISTERS : ALL PERSONNEL OFFICES**

SL NO	DESCRIPTION OF RECORD	Retention Period
1.	Diary / Despatch Register	02 Years
2.	Peon Book	02 Years
3.	Attendance Register	02 Years
4.	Leave Application	01 year excluding the current year
5.	Presentee , Supplementary statement	01 year excluding the current year
6.	Counter foils of Petrol Coupons	01 year excluding the current year
7.	Bills (entertainment, Printing, repairs & Maintenance of office furniture / equipments, consumables, spares, etc.)	05 years
8.	Log book for vehicles	3 years
9.	Record Disposal Original File, Register & Report containing list of records destroyed as per Retention Schedule	Permanent

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## Section – C

### Annexures

- Annexure-I : Check List for Disposal of Records
- Annexure-II : Recommendation of DRSDC
- Annexure-III : Record Disposal Report

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**Annexure - I**

**Check list for Disposal of Records**

SN	Description of Record	Retention Period	Disciplinary Case Pending	Clearance / no objection obtained from			
				Law	FSC	Vig	Security F&A

Signature & Seal of Section In-charge

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**Annexure - II**

**Recommendation of DRSDC**

SN	Description of Record	Retention Period	Recommendation of DRSDC (Recommended / Not Recommended for disposal)	Mode of Disposal

Signature of mem1  
Name mem1  
Design

Signature of mem2  
Name mem2  
Design

Signature of mem3  
Name of mem3  
Design

Date:

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**Record Disposal Report**

**Annexure - III**

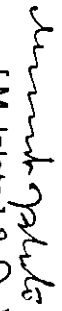
SN	Description of Record	No. of Pages	Retention Period	Mode of Disposal	Date of Disposal

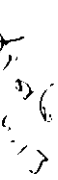
Signature of mem 1  
 Name mem 1  
 Design

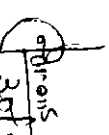
Signature of mem 2  
 Name mem 2  
 Design

Signature of mem 3  
 Name of mem 3  
 Design

Date:

  
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 AGM (P-Works)

  
 [ N Baa ]  
 AGM (O&M)

  
 [ JT Kongari ]  
 AGM (P-Rules)

  
 [ AK Bha ]  
 Manager (P-Recct)