



STEEL AUTHORITY OF INDIA LIMITED  
DURGAPUR STEEL PLANT  
MATERIALS MANAGEMENT DEPARTMENT

No : MM/Record Retention Guidelines


Date : 05.01.2013

Office Order

Sub: Record Retention Guidelines for Materials Management Department

The records maintained in the Materials Management department shall be retained as per the enclosed record retention schedule given in the Annexure-I [ 3 pages ].

This issues with the approval of competent Authority.

  
(A Chandrakar)  
Sr Manager (Tech)  
ED (MM) Sectt

Distribution:

1. ED- F&A
2. GM (MM)
3. ACVO
4. DGM I/C (I.A.)
5. All officers of MM Deptt

**Record Retention Schedule - Materials Management Deptt**

Cases related to litigation/Vigilance/CBI/Audit/Customs claims/Insurance claims and other disputes to be retained till final disposal of case including period of appeal or five years from the date of completion of contractual obligation whichever is later. In case of court cases clearance of Law department to be obtained before final disposal of files.

**(I) Purchase Department**

**Retention period : Permanent**

1. Files of Registered Vendors  
Custodian: Vendor registration section
2. List of other Vendors ( in electronic form)  
Custodian: C & IT Department.
3. Record of ancillary units  
Custodian: I/C Ancillary development

**Retention period : 04 (Four) Years**

1. Purchase case files are to be kept for four years after completion of contractual obligations.  
Custodian: Dealing Purchase Officers
2. Indent Progress Register  
Custodian: Dealing Purchase Officers

**Retention period : 03 (Three) Years**

1. Files of Registered Vendors not renewed their registration (3 yrs after expiry of registration/renewal)  
Custodian: Vendor registration section

**Retention period: up to 02 (Two) years**

1. Data pertaining to tender opening  
Custodian: Dealing Purchase Assistants/Officers

**(II) Stores Department**

**Retention period : Permanent**

1. Bin cards for Stores (Either in physical form or electronic form)  
Custodian: Respective Stores In charge

**Retention period : 04 (Four) Years**

1. Railway receipt register  
Custodian: Respective Stores I/C
2. Purchase Order file in stores & Supply documents file  
Custodian: Respective Stores I/C
3. Consignment note/MR receipt and register  
Custodian: Respective Stores I/C
4. Running A/C bill/Joint measurement Register  
Custodian: Respective Stores I/C
5. Daily Collection receipt/Day book Register  
Custodian: Respective Stores I/C
6. Goods Receipt Note  
Custodian: Respective Stores I/C

7. Discrepancy letter & Register  
Custodian: Respective Stores I/C
8. Stores Issue Voucher  
Custodian: Respective Stores I/C
9. Material Return Note/Register  
Custodian: Respective Stores I/C
10. Insurance Claim Register (4 yrs or till the claim is finalised whichever is later)  
Custodian: Respective Stores I/C

**Retention period : 03 (Three) Years**

1. All adjustment vouchers/Physical inventory documents  
Custodian: Respective Stores I/C
2. Railway receipt register  
Custodian: Respective Stores I/C
3. Marine transit claim/Insurance claim file  
Custodian: Respective Stores I/C
4. Indemnity bond Register  
Custodian: Respective Stores I/C
5. Asset Transfer Voucher  
Custodian: Respective Stores I/C
6. Despatch notes & Dispatch register  
Custodian: Respective Stores I/C

**Retention period: 02 (Two) years**

1. Convey note  
Custodian: Respective Stores I/C
2. Wagon unloading register  
Custodian: Respective Stores I/C
3. Gate pass book and register  
Custodian: Respective Stores I/C
4. Unloading Register  
Custodian: Respective Stores I/C
5. Lot formation register  
Custodian: Respective Stores I/C
6. Loan/Urgent Issue Register  
Custodian: Respective Stores I/C

**[III] Technical Services Group**

**Retention period : Permanent**

1. List of Item codes and related attributes (In electronic form)  
Custodian: TSG (UCS group)

**Retention period : 03 (Three) Years**

1. Materials Purchase requisition & register

**(IV) Inspection Department**

**Retention period: Permanent**

1. Measuring Instruments Register  
Custodian: I/C Inspection
2. List of currently approved Laboratories for testing and records  
Custodian: I/C Inspection

**Retention period: up to 04 (Four ) years**

1. Inspection PO file  
Custodian: I/C Inspection
2. Testing Register & test reports  
Custodian: I/C Inspection
3. Calibration records of measuring instruments  
Custodian: I/C Inspection

**Retention period: up to 03 (Three ) years**

1. Inspection certificate register  
Custodian: I/C Inspection
2. Approved Sample register  
Custodian: I/C Inspection
3. Records related to quality complaints  
Custodian: I/C Inspection
4. Sample testing Register  
Custodian: I/C Inspection

**Retention period: up to (01 ) year**

1. Call letter Register for outstation Calls  
Custodian: I/C Inspection

**General Documents**

**Retention period : 03 (Three) Years**

1. Audit Reply files  
Custodian : I/C Administration of Purchase/ Stores & Inspection
2. Incoming/Outgoing Dak registers  
Custodian : I/C Administration of Purchase/ Stores & Inspection
3. Reply to RTI queries  
Custodian : I/C Administration of Purchase/ Stores & Inspection
4. Report of ISO Audits  
Custodian : I/C ISO matters of Purchase/ Stores & Inspection
5. Records pertaining to SA 8000 Quality & process improvement  
Custodian : I/C SA 8000 matters of Purchase/ Stores & Inspection