

Sub: Record retention Manual (Personnel Department), CCSO,SAIL

Sl. No	GENERAL DOCUMENT/RECORDS	RETENTION PERIOD
1	Personnel Files/Service Book	Up to 05 years after separation.
2	Old CCRs (Non-Executives)	Preceding 03 years & Adverse CCR's-10years
3	DPC Files (Non-Executives)	05 years from the date of effected promotion
4	Grievances	Grievance case file -03 years after settlement
5	Disciplinary Case File (Vigilance/CBI Etc)	05 years from the disposal of the case
6	LTC/Medical Adv. & Adjust. Register	05 years
7	Vehicle/House Building Adv. Records/Files	03 years after adjustment of Adv.
8	Salary related records/Misc. files	10 years
9	Attendance Register	05 years
10	Diary/ Dispatch Register	05 years from the date of last entry
11	Court cases files	10 years from the date of final disposal of each case
12	Final settlement cases/VR cases	10 years from the date of separation
13	Contract related cases records	05 years from the date of closure of each contract
14	Purchase /Procurement files registers	03 years from the date of closure of each file
15	Telephone/Fuel entry Register	02 years from the date of closure of each file
16	Vehicle Running Log Books	03 years
16	All information /Records related to C.S.R.	05 years after completion of each project.
17	Pay fixation orders	10 years
18	Declaration of dependents for LTC/LLTC & Medical facility	Till the employee on roll
19	Nomination of employee for P.F. & Gratuity	Till the monetary liability of the company is not over
20	Mediclaime related issues	15 years
21	LTC/LLTC	05 years
22	Leave Records	Up to 02 years after separation
23	N O C applying for Indian Passport	01 years
24	Confirmation Order	Till the next promotion of the employee
25	Annual report of SC/ST, PWD, Minority	03 years
26	Merit & Merit –cum-scholarship	05 years
27	RTI/VIP/Min. Ref. Files Records	RTI- Application/1st Appeal - 03 years, 2 nd Appeal ----- 05 years, CIC Decision -Permanent Record & VIP/Min Ref-- -----05 years.

20/04/18

Retention of File of RAJBHASHA VIBHAG

क्रम संख्या	विषय	फाइलों की समयावधि
1	नगर राजभाषा कार्यान्वयन समिति की बैठक	02 वर्ष
2	हिंदी की तिमाही प्रगति रिपोर्ट	02 वर्ष
3	हिंदी कार्यशाला / संगोष्ठी	02 वर्ष
4	राजभाषा पखवाडा	02 वर्ष
5	हिंदी प्रोत्साहन भत्ता रिकॉर्ड	03 वर्ष
6	अखिल भारतीय हिंदी सेमिनार	02 वर्ष
7	संसदीय राजभाषा समिति द्वारा निरीक्षण	05 वर्ष

WDM *4/5/18*

Retention of Files by Operation Department

Sl. No	SUBJECT	RETENTION PERIOD
1	Contract/Agreements/MOUs with CIL Subsidiaries	20 years from the date of contract/Agreement
2	Agreement/MOUs with 3 rd Party for LP Sampling	do
3	Minutes for Joint determination of Moisture at LP (Before 3 rd Party sampling)	do
4	Minutes on Procedure of Joint Sampling at LP & SP (After formation of CCSO)	do
5	Coal Price CESS (Govt. Levies)	To be retained w.e.f.1995 (I-Vol.)
6	Grade Notification of CIL Subsidiaries	20 years
7	Coal testing at SAIL RDCIS, Ranchi	20 years
8	Joint Inspection at LP & SP (for Quality assessment)	20 years
9	Quality corresponding files-Washery wise & Colliery wise of CIL subsidiaries	05 years
10	Correspondence files of SAIL Plant wise	05 years
11	Analysis report of LP & SP	03 years after settlement of all disputes
12	Registers for Quality reports posting, LP & SP	03 years after settlement of all disputes
13	Copies of 3 rd party LP quality determination bills	10 years
14	"Wt. Only" privilege correspondence file	05 years
15	Weighment Genl. Correspondence file	05 years
16	Weighment Genl. Correspondence file CIL subsidiary wise	05 years
17	Tender files related to L. P. sampling	10 years
18	Escorting contract file	10 years after completion of contract
19	Recovery advice statement & related the Steel Plant weighment printouts	03 years from the date of settlement with coal company.
20	Monthly/loading point and forthright Steel plant weighment report and weighment printouts.	03 years from the date of settlement with coal company.
21	Control Room/नियंत्रण कक्ष	
21.1	Daily Flash, Program/Dispatch FF% of washed coal & Boiler Coal	01years
21.2	Monthly Program/Dispatch FF% of washed coal & Boiler coal	03years
21.3	Monthly date wise washed coal dispatch	03years
21.4	Monthly date wise Boiler coal dispatch	03years
21.5	Coal program/Movement sanctioned by Sail washed coal & Boiler coal monthly	03years
21.6	Incoming file	01years
21.7	Outgoing file	01year

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Documents Retention Policy of Records in Finance & Accounts.

Sl. No	SUBJECT	RETENTION PERIOD
1	MOU `s /Agreements with Coal Companies	20 years
2	Coal Bills	
3	Ledger	08 years
4	Cash Voucher	08 years
5	Bank Voucher	08 years
6	Journal Voucher	08 years
7	Audited Accounts	08 years
8	Salary output reports	05 years
9	Salary input reports	03 years
10	Employees T. A. Records	03 years
11	Medical Bills	03 years
12	Contingent Advance Adjustment records	03 years
16	Self certification-Monthly reimbursement	01 years
17	Escorting Bill records	05 years from closure of escorting contract
18	Income Tax records –TDS from contractors/employees salaries	05 years
19	Income Tax Declaration Forms	03 years
20	IUCA-records	04 years
21	GST Return	05 years
22	<u>P. F. Records:-</u> (a) Monthly Return (b) Annual Return (c) Annual A/cs. (d) Contribution Card (e) Investment Details	03 years 05 years 15 years 03 years 05 years
23	SESBF Records	05 years
24	Cash Book	08 years
25	Bank Book	08 years
26	Cash withdrawal Register	05 years from the date of closure of Register
27	Pension Annual Contribution Card	15 years

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8/5/2018