



PERSONNEL DIRECTORATE

GUIDELINES ON MAINTENANCE OF RECORDS w.r.t RECORD RETENTION SCHEDULE

- a) All Files / Registers are to be maintained on financial year basis.
- b) In the court cases, the connected documents/files should be retained till Disposal of the case by the highest Court of appeal.
- c) 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, including those kept in the record room shall be reviewed periodically, at least once in a financial year by Group Coordinators (GCs) preferably during the month of April of the following year. The GCs shall scrutinize all records due for disposal and instruct his nominated executive to record the information in the disposal register and recommend on retention/destruction of records. 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. The records maintained in hard or soft form shall be under the purview of these guidelines and retained or disposed accordingly.

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

(signature)

Name:
Designation:
Dated:
Seal:

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CORPORATE CADRE SERVICES [CCS] GROUP

S.No	Type of Record	Retention Period
1.	Appraisal records of executives in E-6 and above in CCS database	Till the employees on rolls
2.	Year-wise PMC Records of E-6 and above grades dealt by CCS	10 years
3.	Year-wise DPC-Assessment Sheet & Minutes of E6 & above grades	10 years
4.	Job description for Director positions of Steel Authority of India Limited.	Permanent
5.	Organizational structure–E8/E9	Permanent
6.	Master Office Order File	5 year
7.	Processing File for Organisational Changes / Transfers / Postings / Re-designation of Corporate Cadre Executives (E6 & above)	1 year
8.	Processing File for Inter-Unit Transfers of E5 Level executives & below	1 year
9.	Processing file for Resignation cases	1 year
10.	Processing File for Study Leave cases	5 years
11.	Processing file for filling up Board Level Positions in SAIL	2 years or till tenure period in case of appointment
12.	Processing file for forwarding of applications	1 year
13.	Processing file for Circulation of Posts	1 year
14.	Processing files for appointment of consultants/advisors	1 year after expiry of the term
15.	Processing file for deputation cases (Individual case-wise)	Till deputation period

Methodology for Disposal: - By Shredder

CORPORATE INDUSTRIAL RELATIONS AND WELFARE [IR &W] GROUP

SL.No.	Type of Record	Retention Period
1.	Annual report on SC/ST	3 years
	Letter to Plants/Units	
	Reports from Plants/Units	
	Compiled report to DPE/ MOS	5 years
2.	Annual report on PWD	3 years
	Letter to Plants/Units	
	Reports from Plants/Units	
	Compiled report to DPE/ MOS	5 years
3.	Merit & Merit cum Means Scholarship	5 years
	Circular for inviting applications on yearly basis	
	Applications received from the employees	
	Approval for constitution of the Committee	
	Report of the Committee	
	Approval on recommendations of the report of the Committee	
	Letters to the concerned Heads of the Institutions seeking Performance and Conduct report of the awardees	
	Performance & Conduct Reports of the awardees	
	Note to Finance for release of payment on half yearly basis	
4.	JLN S&T Scholarship	5 years
	Letters to HoPs of Plants/Units including CO inviting applications on yearly basis	
	Applications received from plants/units	
	Letters to the concerned IITs for verification of All India Ranks of the students	
	List of students in order of Merit	
	Approval on list of awardees as per the scheme	
	Letters to the concerned HoPs forwarding the list of awardees for grant of scholarship as per the scheme.	

5.	SC/ST Undergraduate Engineers Scholarship	5 years
	Letters to Heads of the institutions requesting for applications of eligible students as per the scheme	
	Merit List	
	Approval of Merit list for award of scholarships as per the scheme	
	Letters to the concerned Heads of the Institutions seeking Performance and Conduct report of the awardees	
	Performance & Conduct Reports of the awardees	
	Note to Finance for release of payment	
6.	Report on Grievances	2 years
	Reports received from the Plants/Units/MPP Group	
	Reports sent to MoS on Monthly and Quarterly Basis	
7.	Contract Workers Status	2 years
	Reports received from the Plants/Units/MPP Group	
	Monthly report of the contract labour status	
	Submission of Contract Workers Status to SAIL Board as part of HRD report	
8.	Renewal of SSP Group Personal Accidental Insurance policy for CO	
	Applications received from the employees	Till membership exists
	List of members under the policy	2 years
	Note to finance for release of premium to SSP	
	Letter to SSP along with list of members for enrolment under the policy	
	Letters to SSP forwarding claims of the members under the policy	
	Intimation from SSP about settlement of claims	
9.	Daily IR Monitoring	1 year
	Report of incidents, if any, received from plants/units	
	Report of incidents, if any, submitted to Chairman, D (P), D (T) & ED (P&A)	

10.	<u>JO Policy</u> Policy file Written test Results from Agency OMR sheets to be retained by agency Correspondence regarding J.O. Policy (including replies to RTI queries, Vigilance, National Commission etc.) Court Cases	Permanent Till next written test Till 6 months of declaration of result 1 year Till closure of court case
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Methodology for Disposal: - By Shredder



सेल SAIL

CORPORATE EMPLOYEE SERVICES [ESS] GROUP

S.No	Type of Record	Retention Period
1.	Appraisal records of employees up to E-5 grade.	Till the employees on rolls
2.	Assessment sheets of PMC of executives up to E-5	10 years
3.	Constitution of DPC of employees up to E-5	10 years
4.	DPC minutes and approval thereof of employees up to E-5	10 years
5.	Leave records	Till the employees on rolls
6.	Forwarded application for outside Employment	03 years
7.	NOC for applying Indian Passport	01 year
8.	Medical Advance order	01 year
9.	3 (P.S) forms	Permanent
10.	4(P.S) & 5(P.S) forms	Permanent
11.	10 (D) forms & 13(R) forms	02 years after separation subject to start of pension
12.	HBA orders	03 months after separation except in exceptional cases
13.	Promotion orders	02 years after separation
14.	List of employees receiving Long Service Awards	10 years
15.	Pay fixation orders	10 years
16.	LTE orders	Latest order till the employees on rolls
17.	HRA orders	Latest order till the employees on rolls
18.	LTC/LLTC orders	Validity of 04 yrs. block + 01 yr. extension
19.	Nomination of employees for PF & Gratuity	Till the monetary liability of the company is not over
20.	Declaration of dependents for LTC/LLTC & Medical facilities	Till the employees on rolls
21.	Conveyance Advance order	10 years
22.	Payment of incentive For acquiring higher qualification	Till the employees on rolls
23.	Sanction of EL encashment	10 years
24.	Confirmation orders	Till next promotion of employee or exceptional cases
25.	Transfer orders	05 years
26.	Charge Memorandum	Till the employees on rolls

27.	Punishment / Exoneration orders	Till the employees on rolls
28.	Personal File	10 years after separation subject to settlement of Final Claim/ payment.
29.	HRIS Data base	Permanent
30.	Files of superseded copies	05 years.

Employee includes Executives & Non-executive

Methodology for Disposal: - By Shredder



सेल SAIL

CORPORATE ITB & MEDICAL GROUP

S.No.	Type of Record	Retention Period
1.	Origin of SAIL Employees Superannuation Benefit Fund (SESBF)	Permanent
2.	Agenda Papers of SESBF	2 years
3.	Minutes of SESBF meetings	2 years
4.	Nominations of Trustees/Managing Trustees of SESBF	3 years
5.	Settlement of SESBF dues	1 year
6.	Miscellaneous correspondence relating to SESBF	2 years
7.	Purchase of annuities from LIC	Permanent
8.	Origin of D&O scheme	Permanent
9.	Renewal of D&O Policy	3 years after closure of contract
10.	Miscellaneous PPs relating to D&O	2 years
11.	Origin of Employees Family Benefit Scheme (EFBS)	Permanent
12.	EFBS clarifications	5 years
13.	EFBS data	1 year
14.	Origin of Mediclaim	Permanent
15.	Renewal of Mediclaim	3 years after closure of contract
16.	Premium payment relating to mediclaim	2 years
17.	Enrolment of mediclaim	2 years
18.	Data relating to mediclaim renewal	2 years

19.	Complaints relating to mediclaim	2 years
20.	Joint meeting on disputed cases	2 years
21.	Group Insurance Scheme of LIC in lieu of statutory scheme Employees Deposit-Linked Insurance (EDLI) Scheme	Permanent
22.	Origin of SAIL Pension Scheme	Permanent
23.	Minutes of SAIL Pension Trust	Permanent
24.	POP for NPS Tender	3 years after closure of contract
25.	File of superseded documents	Permanent

However, for disputes/ legal matters, court cases, arbitration, etc., retention shall be till disposal of disputes/ cases.

Methodology for Disposal: - By Shredder

CORPORATE PERSONNEL POLICY GROUP

S.No.	Type of Record	Retention Period
1	SAIL Travelling Allowances Rules	10 yrs
2	SAIL Leave Rules	10 yrs
3	Casual Leave Rules	10 yrs
4	Rules for Encashment of Leave	10 yrs
5	Leave Travel Concession Rules	10 yrs
6	Scheme for Sponsoring Executives for Higher Specialised Education/Training	10 yrs
7	Incentive Scheme for Acquiring Professional Qualification	10 yrs
8	Granting assistance towards Funeral Expenses of Employees who die while in Service	3 yrs
9	SAIL CDA Rules, 1977	10 yrs
10	SAIL Gratuity Rules	10 yrs
11	Rules - Determination of Date of Birth	10 yrs
12	Rules regarding Change of Name	10 yrs
13	Transfer of Leave from SAIL to another PSU/Govt.	10 yrs
14	Scheme for Farewell to Retiring Employees	10 yrs
15	Long Service Award Scheme	10 yrs
16	SAIL Resignation Rules	10 yrs
17	SAIL Equal Opportunity Policy	10 yrs
18	SAIL Policy for Prohibition, Prevention and Redressal of Sexual Harassment of Women at Workplace	10 yrs
19	Guidelines for Uniform Dress Code for Executives	5 yrs
20	Rules for Retention of facilities on Transfer	5 yrs

Methodology for Disposal: - By Shredder

CORPORATE WAGES GROUP

Sl.No.	Type of Record	Retention Period
1.	Folder/file containing briefs prepared/ updated – Parliament Session wise	1 Year
2.	Replies to Parliamentary Questions relating to Personnel- Parliament session wise	3 Years
3.	Replies to various questionnaires/ observations of different Parliamentary Committees relating to Personnel	3 Years
4.	Replies to Parliamentary Questions– Other than Personnel	1 Year
5.	a. Directives/O.M. received from DPE b. Orders issued for quarterly DA	Permanent
6.	DA related guidelines	Permanent
7.	Salary revision	Permanent
8.	Wage Revision	Permanent
9.	NJCS meetings a. Notes of Conclusion b. Arrangements/payments	Permanent
10.	Follow up for NJCS & SEFI Meetings	Permanent
11.	Clarifications a. Wage Revision b. Salary Revision	Permanent
12.	Charter of Demands	Tenure of Agreement

Methodology for Disposal: - By Shredder

CORPORATE HRD GROUP

S.No.	Type of Record	Retention Period
1.	Records relating to Foreign visits	5 yrs.
2.	Records relating to Foreign Training	5 yrs.
3.	Records relating to nomination of employees of SAIL Corporate Office for Training Programs in New Delhi	1 yr.
4.	Files relating to nomination of employees of Corporate Office for special / external Training Programs(within India)	2 yrs.
5.	Files relating to Special Management Programs	3 yrs.
6.	Membership records	2 yrs. After termination of the membership

Methodology for Disposal: - By Shredder

CORPORATE CSR GROUP

Sl. No.	Type of Record	Retention Period (Years)
1	Policy documents : Govt./ MoS/ SAIL/ CSR/ Office order/ Circular/ Directives/ Advisory etc	10
2	Correspondence : Ministry of Steel/ Government Departments/ Chairman's office/ Other Directorates & Plants/ Units	3
3	Parliament committees/ matters/ questions	3
4	RTI Issues/Replies	3
5	Budget	7
6	Audit : Internal/ External (Govt. Audit)	5
7	Board : minutes/ATRs	10
8	MIS : Monthly/ Quarterly/ Yearly Reports	3
9	Meetings: minutes/ATRs of CSR Nodal officers/ Apex Group/ HoP/ CEs/ any other/ External organisations	3
10	Financial assistance notes/decisions	5
11	CSR documents: Publications/Booklets/Films/ PPTs/Videos	5
12	Awards/ accolades	3
13	Membership: Global Compact Society, India & UN Global Compact Society	As required

** All files/documents to be scanned and soft copies to be maintained for future reference.*

Methodology for Disposal: - By Shredder

CORPORATE RECRUITMENT GROUP

Sl. No.	Type of Record	Retention Period
1	Records/notes related to recruitment against a post : -Proposal and approval related to recruitment -Record related to selection of candidate	3 Years after the issue of offers of appointment
2	Written test result of qualified candidates	1 years after the issue of offer of appointment
3	Admit cards of non selected candidates	3 months from the date of the result of the declaration written test
4	Applications/registration slips of the non selected candidates	3 months from the date of the result of the declaration written test
5	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 the external agency.
6	Post based Reservation Rosters	As updated from time to time, till it is in operation
7	Records related to Parliamentary questions	3 Years from the date of reply
8	Records related to court cases	3 years from the date of final decision
9	Records related to VIP references.	1 Years from the date of reply
10	Records related to information provided under RTI Act '05, if any.	3 Years from the date of reply

Methodology for Disposal: - By Shredder

CORPORATE MANPOWER PLANNING [MPP] GROUP

Sl.No	Type of Record	Retention Period
1	Felicitation of PM Shram Award/ Viswakarma Rashtriya Puraskar winners related files & PM Shram Award winning Nominations documents	3 years
2	Best Employee / Group Awards for Corporate Office employees related files	3 years
3	Policy files for Labour Productivity / Voluntary Retirement Scheme	5 years
4	Monthly Board Note files/ Labour Productivity Calculation files	3 years
5	Annual Human Resource Plan files/Recruitment Proposal related files/ HOP Meeting relatee file/ Production & Productivity Meeting related files/ VR related correspondence files	3 years
6	Periodic Manpower/ HRD report/Manpower study/ Survey files & records	5 years
7	Correspondence with IA/ CAG/ PDCA related files	10 years
8	Incentive / Reward/ APLRS/ Profit Sharing/ PLBS / Adhoc Recoverable Advance related files	10 years
9	Parliament Question / QPR/ RTI/Suggestion Scheme/ Award Accolade related file.	3 years
10	HR Excellence Nomination related files and records	3 years
11	HRP for Expansion Project related files	5 years
12	Monthly Incentive calculation files	3 years
13	Incentive Scheme for National & All India Award Winners	10 years

Methodology for Disposal: - By Shredder

CORPORATE VIP-RMC GROUP

Sl.No.	Type of Record	Retention Period
1.	References received from President's Secretariat	03 years
2.	References received from Prime Minister's Office (PMO)	03 years
3.	References received Steel Minister/Steel Minister's Office	03 years
4.	References from MPs/ Ministers/ MLAs	03 years
5.	Ministry of Steel References	03 years
6.	References received from Trade Unions	03 years
7.	References received from Individuals	03 years
8.	File/Noting/Documents/Record(s)	03 years

Methodology for Disposal: - By Shredder

सेल SAIL

CORPORATE RTI CELL

Sl.No.	Type of Record	Retention Period
1.	References received from Individual/Indian Citizen, Corporate office, decision from all department/Section, Plants/Units and its connected File/Noting/Documents/Records	03 years
2.	References received from Steel Minister's Office, Govt of India Ministries and Different PSU	03 years
3.	RTI Act & amendment thereof	Permanent
4.	Guidelines on RTI Act	Permanent
5.	CIC Regulation, 2007	Permanent
6.	Important Decision of CIC	Permanent

Methodology for Disposal: - By Shredder

CORPORATE ESTATE MANAGEMENT GROUP

Type of Record	Retention Period
Files related to Policy Formulation / Different Schemes / important activities having long-term impact, such as: 1. Board approvals on policy issues. 2. Leasing of land in SAIL 3. Land Record Management System 4. Leasing of Houses 5. Licensing of Houses & Shops 6. Scheme for regularization of unauthorized construction in leased houses. 7. Files related to important directions from MoS, Govt. of India, CAG, etc. 8. Files related to Internal Audit, Statutory Audit, Government Audit, etc of Real Estate.	10 years
1. Plant / Units individual files 2. Files related to activities having impact in medium term 3. Files related to valuation of real estate properties.	5 years
1. Files related to replies given to Parliament Questions, RTI Questions. 2. Special Correspondence with Ministry of Steel containing implementation status of different issues. 3. Processing of payments for jobs undertaken on LRMS & valuation of real-estate properties. 4. Minutes of Heads of Town meeting 5. Office Orders / Circulars 6. Government / VIP References 7. Usual correspondence with Govt. of India which can be disposed of after 1-2 years.	2 years

Methodology for Disposal: - By Shredder

CORPORATE ADMINISTRATION GROUP

S.No.	Type of Record	Retention Period
1	Policy Guidelines	Permanent
2	Records related to property/property tax	Permanent
3	Records related to Transport	
a	Purchase of POL - Vouchers & Bills	Three(3) years from the date of bill clearance
b	Hiring of vehicles	Two(2) years after expiry of the contract
c	Repair & Maintenance of company owned vehicles	Three(3) years from the date of bill clearance
d	Purchase & disposal of Vehicles - RC, Insurance & related records	One year after the write off of the asset.
4	Travel - Records related to the contract of Air Ticketing & Foreign Exchange	Two(2) years after expiry of the contract
5	Credit Cards related records	One (01) year after expiry of the card of after retirement of individual
6	Records related to official meetings outside office, workshops, dinners, functions, etc	Two years from the date of completion
7	Club membership related records	One (01) year after expiry of the card of after retirement of individual
8	Contract/AMC/Tender files & related correspondence & bills.	Two(2) years after expiry of the contract
9	Maintenance of approvals/bills related files	Two (2) years after clearing the bills.
10	Procurement of assets/disposal of assets	Two(2) years after disposal of assets
11	Bills related to telecommunication, electricity, water, gas, stationery, courier, postage, gift/mementoes & other misc. bills.	Two (2) years after clearing the bills.
12	Township/office building	
a	Allotment/vacation of flats	As & when it becomes obsolete
b	Repair & Maintenance and modification of office buildings & company owned houses.	Two(2) years from the date of bill clearance

13	Registers	
a	Assets register	Permanent
b	Visitor book & other general records	Three(3) years
c	Stationery issue register	Three(3) years
d	vehicle logbook	Two (2) years
e	Other files/registers of day to day administration	Three(3) years / as per requirement

Methodology for Disposal: - By Shredder



सेल SAIL

निगमित हिंदी कक्ष

क्र. सं.	विषय	फाइलों की समयावधि
1	हिंदी की तिमाही प्रगति रिपोर्ट	01 वर्ष
2	सेल राजभाषा कार्यान्वयन समिति की बैठक	02 वर्ष
3	कवि सम्मेलन का आयोजन	01 वर्ष
4	हिंदी कक्ष से संबंधित कार्यालय आदेश/परिपत्र	02 वर्ष
5	हिंदी प्रशिक्षण प्रबोध, प्रवीण, प्राज्ञ एवं पारांगत	01 वर्ष
6	संसदीय राजभाषा समिति द्वारा निरीक्षण	05 वर्ष
7	इस्पात मंत्रालय/ राजभाषा विभाग/ सेल मुख्यालय द्वारा राजभाषा निरीक्षण	01 वर्ष
8	हिंदी अधिकारियों की बैठक/सम्मेलन	02 वर्ष
9	अखिल भारतीय हिंदी सेमिनार	01 वर्ष
10	हिंदी कार्यशाला /संगोष्ठी	02 वर्ष
11	कार्मिकों को हिंदी टाइपिंग / आशुलिपि/ कम्प्यूटर का प्रशिक्षण	01 वर्ष
12	बिलों का भुगतान	02 वर्ष
13	बजट फाइल	02 वर्ष
14	हिंदी कोर ग्रुप की बैठक का आयोजन	01 वर्ष
15	इस्पात भाषा भारती	02 वर्ष
16	हिंदी में मौलिक पुस्तक लेखन पुरस्कार योजना	02 वर्ष
17	हिंदी प्रोत्साहन योजना	02 वर्ष
18	राजभाषा नियम 10 (4) के अंतर्गत कार्यालयों को अधिसूचित/ विनिर्दिष्ट करना	05 वर्ष
19	राजभाषा अधिनियम की धारा 3 (3) का अनुपालन	02 वर्ष
20	हिंदी में सर्वाधिक कार्य करने वाले कार्मिकों / विभागों को पुरस्कार/शील्ड	02 वर्ष

नष्ट करने की पद्धति: कतरा कतरा करके

PARLIAMENT CELL

Sl No.	Head	Record Retention for Period (Years)	Remarks
1.	Replies to Questions of Lok Sabha and Rajya Sabha (Admitted and Answered)	03	
2.	Replies to Assurances	Till dropping / closing of such Assurances	On receipt of status from MoS
3.	Replies to Others (Not Admitted/Matter for reference/Reference under Rule 377 etc.)	01	
4.	Furnishing of material for speech of President/Prime Minister etc.	02	
5.	Background Notes/Replies to List of Points before/after PSC/CC Meetings/Presentations/ATNs etc.*	05*	For PSC & CC Meetings
6.	Bills for reimbursement from LS/RS Sectt & organisations	One year beyond date of Reimbursement of Bills	
7.	Brief on Likely issues of SAIL (prepared for limited internal circulation Session Wise)	Session to Session	Session to Session as information gets updated

*Upon computerisation of relevant data the period of retention will be 3 years.

सेल SAIL