



STEEL AUTHORITY OF INDIA LIMITED
Salem Steel Plant

Ref No: IE-6(4)-18

Date: 22.11.2022

Office Order

The Record retention policy for retention period of records for the respective department has been fixed as per the attached list along with this office order. Retention period mentioned against each records are applicable after the closure of the file.


This issues with the approval of the competent authority.


A.Ravichandran
GM (PR,GA,BE,BP,IED,Proj&ERM)

Distribution:

1. ED, SSP
2. ED, (M&HS)
3. All CGMs
4. All HODs
5. GM (Vig) & AVCO
6. All Committee members.

2	PL-3(1)	HSA FILES	Till recovery is complete	PHYSICAL	HOD PERSONNEL AND CONCENT DEALING OFFICERS
3	PL-3() PART FILE	DISCIPLINARY CASES	P		
		*If a case is pending against any employee, then the Personnel file is to be kept for 10 years , after disposal of the case, but judgements are to be kept permanently			
MANPOWER					
SL.NO.	FILE NO.	SUBJECT - DESCRIPTION			
1	PL-4(14)	TRANSFERS AND POSTING OF NON-EXECUTIVE/ EXECUTIVE EMPLOYEES	S	PHYSICAL	HOD PERSONNEL AND CONCENT DEALING OFFICERS
	PL-4(14)A	SENSITIVE POSTINGS / JOB SOLUTION	P		
2	PL-4(15)	HUMAN RESOURCE PLAN (HRP)	P		
3	PL-4(17)	SEPARATIONS	P		
4	PL-4(20)	IMPLEMENTATION OF ERP IN SSP	P		
5	PL-4(21)	JOB ROTATION POLICY OF EXECUTIVES IN SALEM STEEL PLANT	P		
6	PL-4(22)	MINUTES OF MEETING ON COST CONTROL	P		
7	PL-4(23)	MANPOWER REQUIREMENT	P		
8	PL-4(24)	OUTSOURCING JOBS	P		
9	PL-4(25)	INTERNAL ORDER	P		
10	PL-4(26)	HR PARAMETERS	P		
REPORTS & RETURNS & MISCELLANEOUS INFORMATION					
SL.NO.	FILE NO.	SUBJECT - DESCRIPTION			
1	PL-5(4)	INFORMATION FURNISHED TO PARLIMENTARY COMMITTEES	P	PHYSICAL	HOD PERSONNEL AND CONCENT DEALING OFFICERS
2	PL-5(12)	REPORTS AND RETURNS TO SAIL/GOVERNMENT IN RESPECT OF SCHEDULED CASTES/ SCHEDULED TRIBES	P		
3	PL-5(15)	REPLIES TO PARLIAMENT QUESTIONS RELATING TO PERSONNEL MATTERS	P		
4	PL-5(24)	REPORTS AND RETURNS UNDER THE FACTORIES ACT 1948	CLOSED		
5	PL-5(26)	MONTHLY REPORT OTHER THAN HR	10		
6	PL-5(27)	PERFORMANCE & PRODUCTION REPORTS & LABOUR	5		
7	PL-5(28)	ANNUAL COMPLIANCE REPORTS	P		
8	PL-5(29)	ECONOMICALLY WEAKER SECTION	5		
9	PL-5(30)	FIRSTDAY MEETING	10		
WAGE STRUCTURE					
SL.NO.	FILE NO.	SUBJECT - DESCRIPTION			
1	PL-6(2)	HOUSE RENT ALLOWANCE AND CITY COMPENSTORY ALLOWANCE RULES (HRA)	P	PHYSICAL	HOD PERSONNEL AND CONCENT DEALING OFFICERS
2	PL-6(7)	WAGE STRUCTURE FOR EXECUTIVES IN SALEM STEEL PLANT	5		
3	PL-6(8)	WAGE STRUCTURE FOR NON- EXECUTIVES IN SALEM STEEL PROJECT- RECOMMENDATIONS OF NJCS	5		
4	PL-6(9)	REVISION OF DA FOR EXECUTIVE EMPLOYEES OF SALEM STEEL PLANT	P		
5	PL-6(10)	REVISION OF DA FOR NON- EXECUTIVES EMPLOYEES OF SALEM STEEL PLANT	P		


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 सुदेश सुदेश
 Suresh
 वरिष्ठ प्रबंधक (कार्मिक)
 Sr. Manager (Personnel)

6	PL-6(13)	PAY ANOMALY	P		
7	PL-6(14)	PAY ANOMALY	P		
8	PL-6(15)	CENTRALISED PAY ROLL SYSTEM	P		
SERVICFE RULES					
SL.NO.	FILE NO.	SUBJECT - DESCRIPTION			
1	PL-7(2)	STANDING ORDERS	P		
2	PL-7(6)	TIME OFFICE PROCEDURES/ BIOMETRIC CARD	P		
3	PL-7(7)	INSTRUCTIONS FROM SAIL/ GOVERNMENT REGARDING VERIFICATIONS OF CHARACTER AND ANTECEDENTS OF EMPLOYEES			
4	PL-7(8)	RULES/ INSTRUCTIONS REGARDING LEAVE	P		
5	PL-7(15)	DELEGATION OF POWERS	P		
6	PL-7(17)	SABATICAL LEAVE	P		
7	PL-7(18)	ABSENTEEISM	10		
RULES & REGULATIONS					
SL.NO.	FILE NO.	SUBJECT - DESCRIPTION			
1	PL-8(17)	INCENTIVE SCHEME FOR ACQUIRING PROFESSIONAL QUALIFICATIONS	P		
2	PL-8(22)	EMPLOYEES GROUP INSURANCE SCHEME	P		
3	PL-8(23)	RULES ON COMPANY LEASED ACCOMODATION	NIL		
4	PL-8(30)	ELECTION OF TRUSTEES TO THE SALEM STEEL PROVIDENT FUND	P		
5	PL-8(32)	GROUP PERSONAL ACCIDENT INSURANCE FOR EXECUTIVE EMPLOYEES	P		
6	PL-8(36)	SCHEME FOR GRANT OF SCHOLARSHIP TO CHILDREN OF EMPLOYEES	P		
7	PL-8(38)	HOUSE ALLOTMENT RULES FOR NON- EXECUTIVE EMPLOYEES	P		
8	PL-8(41)	INCENTIVE SCHEME FOR NATIONAL & ALL-INDIA AWARD WINNERS	P		
9	PL-8(43)	POST RETIREMENT BENEFIT SCHEMES (SESBF)	P		
10	PL-8(46)	PROCEDURE FOR RECOED RETENTION AND DESTRUCTION	P		
11	PL-8(47)	GROUP PERSONAL ACCIDENT INSURANCE	5		
12	PL-8(48)	SAIL EMPLOYEES SUPERANNUATION INSURANCE	P		
13	PL-8(49)	EMPLOYEES PENSION SCHEME	P		
14	PL-8(50)	LEASING OF HOUSES	P		
15	PL-8(51)	RETENTION OF FACILITIES ON TRANSFER	10		
16	PL-8(52)	RULES	P		
17	PL-8(53)	DELEGATION OF POWERS	P		
18	PL-8(54)	GUIDELINES/ PROCEDURE FOR EMPANELMENT OF RETIRED OFFICERS AS INQUIRY OFFICERS (ROIO)	P		
TRAINING & MANAGEMENT DEVELOPMENT					
SL.NO.	FILE NO.	SUBJECT - DESCRIPTION			
1	PL-9(3)	APPRENTICES ACT 1961	P		

PHYSICAL

HOD PERSONNEL AND
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19/10

देवप्रिकी सुरेश
Debarikl Suresh
वरिष्ठ प्रबंधक (कर्मिक)
Sr. Manager (Personnel)

2	PL-9(6)	NOMINATION OF EXECUTIVES FOR TRAINING PROGRAMMEE ORGANISED BY ALL INDIA MANAGEMENT ASSOCIATION	5
3	PL-9(7)	NOMINATION OF EXECUTIVES FOR TRAIONING PROGRAMMEE ORGANISED BY INDIAN INSTITUTE OF MANAGEMENT	5
4	PL-9(9)	TERMS AND CONDITIONS OF DEPUTATION OF EMPLOYEES FOR TRAINING ABROAD	P
5	PL-9(10)	NOMINATION FOR DSW COURSE ORGANISED BY CALCUTTA UNIVERSITY	5
6	PL-9(12)	POST-EMPLOYMENT TRAINING OF EXECUTIVES OF PERSONNEL DEPARTMENT	5
7	PL-9(13)	PERSONAL DATA OF EXECUTIVES SEND TO SAIL,BPE, DEPARTMENT OF PERSONNEL & ADMINISTRATION REFORMSETC	5
8	PL-9(14)	ALL INDIA MANAGEMENT ASSOCIATION - DIPLOMA IN MANAGEMENT - CORRESPONDENCE	5
9	PL-9(15)	MEETING OF HEADS OF TRAINING PERSONNEL SENT TO SAIL	5
10	PL-9(16)	INVENTORY OF MANAGERIAL PERSONNEL SENT TO SAIL	10
11	PL-9(17)	FRENCH LANGUAGE TRAINING PROGRAMME	5
12	PL-8(18)	TRAINING OF GRADUATE APPRENTICES / GRADUATE ENGINEERS	20
13	PL-9(19)	TRAINING OF MANAGEMENT OF TRAINEES	20
14	PL-9(20)	GROWTH PLAN FOR MANAGEMENT TRAINING INSTITUTE, RANCHI	5
15	PL-9(22)	TRAINING UNDER UNIDO	**
16	PL-9(25)	TRAINING PROGRAMMEE WITH PL AND EQUIPMENT SUPPLIER	**
17	PL-9(26)	MEDICAL INSURANCE FOR EMPLOYEES DEPUTED FOR TRAINING ABROAD	P
18	PL-9(27)	TRAINING OF SENIOR OPERATIVE TRAINEES	20
19	PL-9(28)	TRAINING OF JUNIOR OPERATIVE TRAINEES	20
20	PL-9(29)	TRAINING OF SALEM STEEL PERSONNEL IN ORGANISATIONS OTHER THAN SAIL UNITS	**
21	PL-9(30)	TRAINING OF OUTSIDE PERSONNEL IN SALEM STEEL PLANT	**
22	PL-9(31)	CORRESPONDENCE ON PERSONNEL RESEARCH IN SSP	P
23	PL-9(32)	ANNUAL PROFORMA APPRAISAL - TRAINING DEVELOPMENT NEEDS	5
24	PL-9(33)	PAPERS ON ANNUAL MANAGEMENT DEVELOPMENT TRAINING PLAN-FROM 1985-86	**
25	PL-9(34)	SKILL DEVELOPMENT TRAINING PROGRAMME AT HRDC	P
26	PL-9(35)	UPGRADATION OF HRD SYSTEMS & TRAINING - RECOMMENDATION OF BRITISH STEEL CONSULTANTS	P
27	PL-(36)	PRACTICAL TRAINING TO MICAI STUDENTS	
**		Files were given to Training Development	
PERFORMANCE APPRAISAL			
SL.NO.	FILE NO.	SUBJECT - DESCRIPTION	
1	PL-10(1)	INSTRUCTIONS FROM SAIL / GOVERNMENT REGARDING PERFORMANCE APPRAISAL	P

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Manager (Personnel)

2	PL-10(3)	CORRESPONDENCE REGARDING APPRAISAL REPORTS OF EXECUTIVE EMPLOYEES	5
3	PL-10(4)	CORRESPONDENCE REGARDING CONFIDENTIAL REPORTS OF NON- EXECUTIVE EMPLOYEES	2
4	PL-10(5)	PROBATION CONFIRMATION OF EXECUTIVES	P
5	PL-10(6)	PROBATION CONFIRMATION OF INITIAL JOINING	P

PROMOTION

SL.NO.	FILE NO.	SUBJECT - DESCRIPTION	
1	PL-11(1)	PROMOTION POLICY	P
2	PL-11(2)	CONSTITUTION OF SELECTION COMMITTEE FOR PROMOTION OF EMPLOYEES	5
3	PL-11(3)	APPOINTMENTS TO SELECTION POSTS FROM AMONG NON-EXECUTIVES	10
4	PL-11(4)	RECOMMENDATIONS OF SELECTION COMMITTEES NON-EXECUTIVES	10
5	PL-11(5)	RECOMMENDATIONS OF SELECTION COMMITTEES EXECUTIVES	10
6	PL-11(6)	COMPLETION OF PROBATION PERIOD BY PROMOTED EMPLOYEES	5
7	PL-11(7)	PROPOSALS TO SAIL REGARDING PROMOTIONS OF EXECUTIVES	P
8	PL-11(8)	PROMOTION POLICY FOR NON-EXECUTIVES	P
9	PL-11(9)	PROMOTION POLICY FOR NON-EXECUTIVES TO EXECUTIVES	P
10	PL-10(11)	EPMS- EXECUTIVE PERFORMANCE MANAGEMENT	P

SECURITY

SL.NO.	FILE NO.	SUBJECT - DESCRIPTION	
1	PL-12(3)	MISCELLANEOUS EXPENDITURE - SANCTION REGARDING	3
2	PL-12(7)	INSTRUCTIONS FROM SAIL AND GOVERNMENT ON SECURITY	P
3	PL-12(10)	MATTERS CONNECTED WITH THE ISSUE OF IDENTITY BADGES TO EMPLOYEES	P
4	PL-12(13)	DECLARATION OF SSP AREA AS A PROTECTED / PROHIBITED AREA	P
5	PL-12(15)	MATTERS CONNECTED WITH THE FIRE WING UNDER CISF AT SALEM- CORRESPONDENCE- REGARDING	P
6	PL-12(17)	PERSONNEL OF THE GLOBE DETECTIVE AGENCY(P) LTD	5
7	PL-12(20)	MATTERS CONNECTED WITH THEFT IN SSP	P
8	PL-12(21)	VEHICLE PASS	5
9	PL-12(22)	MEDICLAIM FOR CISF PERSONNEL	5
10	PL-12(23)	CIVIL DEFENCE - CISF	P
11	PL-12(24)	PAPERS CONNECTED WITH DROP GATE (CISF)	P

WELFARE

SL.NO.	FILE NO.	SUBJECT - DESCRIPTION	
1	PL-13(1)	NATIONAL SMALL SAVING SCHEME	P
2	PL-13(2)	ESTABLISHMENT OF HOSPITAL FACILITIES	P

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sr. Manager (Personnel)

3	PL-13(4)	SETTING UP OF CONSUMER CO-OPERATIVE STORES AND FAIR PRICE SHOPS	P
4	PL-13(5)	SPORTS AND RECREATION	5
5	PL-13(6)	CONTRACT LABOUR (REGULATION AND ABOLITION) ACT 1970 AND CORRESPONDENCE THEREOF	P
6	PL-13(7)	SPECIAL CELL IN SAIL ON CONTRACT LABOUR	P
7	PL-13(8)	MONTHLY STATEMENTS ON CONTRACT LABOUR	10
8	PL-13(9)	WORKMEN'S COMPENSATION ACT / IOW	P
9	PL-13(11)	FAMILY WELFARE / EMPLOYEES MUTUAL BENEFIT SCHEME	P
10	PL-13(12)	MASTER PLAN FOR SALEM STEEL TOWNSHIP	P
11	PL-13(13)	THE EQUAL REMUNERATION ORDINANCE, 1975	P
12	PL-13(14)	SAFETY MEASURES	P
13	PL-13(15)	EDUCATION FACILITIES IN THE TOWNSHIP / SCHOOL COMMITTEE	P
14	PL-13(16)	REHABILITATION OF DISPLACED PERSONS	P
15	PL-13(17)	EMPLOYEES' STATE INSURANCE ACT, 1948	P
16	PL-13(18)	EMPLOYEES DEPOSIT - LINKED INSURANCE SCHEME 1976	P
17	PL-13(19)	CANTEEN FACILITIES	P
18	PL-13(20)	HOUSE BUILDING ADVANCE RULES	P
19	PL-13(21)	SCHEME FOR RECOGNITION OF LONG SERVICES RENDERED BY EMPLOYEES	P
20	PL-13(22)	SPECIFICATION AND SCALE OF UNIFORMS FOR EMPLOYEES	P
21	PL-13(23)	CONTRACTS AWARDED BY SALEM STEEL - CORRESPONDENCE THEREOF	10
22	PL-13(24)	FACTORIES ACT 1948 AND TAMIL NADU FACTORIES RULES	P
23	PL-13(25)	SCHEME FOR ADOPTION OF VILLAGES / PERIPHERAL DEVELOPMENT COMMUNITY DEVELOPMENT	P
24	PL-13(26)	FIRST AID STATION	P
25	PL-13(27)	CO-OPERATIVE CREDIT AND THRIFT SOCIETY	P
26	PL-13(28)	E.S.I. ACT, 1948	P
27	PL-13(29)	CONSTITUTION AND FUNCTIONING OF CANTEEN MANAGING COMMITTEE	P
28	PL-13(31)	GRANT OF ASSISTANCE TOWARDS FUNERAL EXPENSES FOR EMPLOYEES WHO DIE WHILE IN SERVICE	P
29	PL-13(32)	CORRESPONDENCE REGARDING STANDING COMMITTEE ON SAFETY FOR THE STEEL INDUSTRY	10
30	PL-13(33)	PROCEEDINGS OF THE SPORTS AND CULTURAL COMMITTEE	10
31	PL-13(35)	DEPARTMENTAL PICNICS	P
32	PL-13(36)	PAPERS ON INTRA-MURAL SPORTS	5
33	PL-13(37)	INSPECTION REPORT ON WELFARE AMENITIES PROVIDED INSIDES THE FACTORY	5
34	PL-13(39)	SERVICE DRESS FOR EMPLOYEES OF SSP	P
35	PL-13(40)	CORRESPONDENCES OF TOWNSHIP LIBRARY	10
36	PL-13(41)	CRICKET	3

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[Signature]


19/10/22

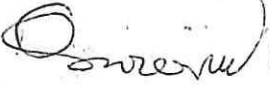
पर्सनल (कर्मिक)
Personnel (Personnel)

37	PL-13(42)	FOOTBALL	3
38	PL-13(43)	BALL BADMINTON	3
39	PL-13(44)	SHUTTLE BADMINTON	3
40	PL-13(45)	CARROM	3
41	PL-13(46)	CHESS	3
42	PL-13(47)	VOLLEYBALL	3
43	PL-13(48)	KABADI	3
44	PL-13(49)	BASKETBALL	3
45	PL-13(50)	TABLE TENNIS	3
46	PL-13(51)	BRIDGE	3
47	PL-13(52)	KARATE	3
48	PL-13(53)	CULTURAL ASSOCIATION	3
49	PL-13(55)	LABOUR MEET	3
50	PL-13(56)	ATHLETICS	5
51	PL-13(58)	PAPERS REG PURCHASE OF FLATS AT MADRAS	2
52	PL-13(60)	MEDICAL INSURANCE COVERAGE	P
53	PL-13(61)	EMPLOYEES' FAMILY BENEFIT SCHEME (EFBS)	P
54	PL-13(62)	GYMNASIUM	3
55	PL-13(63)	SAIL DAY	5
56	PL-13(64)	CLPF CASE	P
57	PL-13(65)	DR. BR AMBEDKAR BIRTHDAY CELEBRATION	5
58	PL-13(66)	WELFARE FACILITIES - HRM/CRM	P
59	PL-13(67)	DONATIONS/CONTRIBUTION TO OTHER AGENCIES	P
60	PL-13(68)	REGN. OF CONTRACTORS FOR CIVIL / MECH/ ELEC. WORKS	P
61	PL-13(69)	DIRECTOR(PERSONNEL)'S CUP	5
62	PL-13(70)	STEEL PLANTS SPORTS BOARD	P
63	PL-13(71)	PURCHASE OF SPORTS ITEMS	10
64	PL-13(72)	DR BR AMBEDKAR AWARD	P
65	PL-13(73)	DR. BR. AMBEDKAR SCHOOL SCHOLARSHIP	P
66	PL-13(74)	STAINLESS AQUATIC CENTRE	P
67	PL-13(75)	POLICY ON SPORTS & CULTURAL ACTIVITIES	P
68	PL-13(76)	C & R SPORTS	10
69	PL-13(77)	GROUND MAINTENANCE	10
70	PL-13(78)	COMPASSIONATE EMPLOYMENT TO DEPENDENTS OF CONTRACT LABOUR (DUE TO ACCIDENT)	P
71	PL-13(79)	DR. BR AMBEDKAR SCHOLARSHIP FOR SCHOOL CHILDREN	P
72	PL-13(80)	ETHICS CLUB COMMITTEE	P
73	PL-13(81)	INCENTIVE FOR GRANT OF PROFESSIONAL QUALIFICATION	P
74	PL-13(82)	PLANT VISIT	10
75	PL-13(83)	PLANT VISIT BY SPOUSE OF EMPLOYEES	5

PHYSICAL

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GM (PR GA RE DE IFC & ERM)


A. Jodha Suresh
वरिष्ठ प्रबंधक (वर्गिक)
Sr. Manager (Personnel)

76	PL-13(64)	KNOWLEDGE SHARING SESSIONS BY SUPERANNUATING EMPLOYEES (AMIRTHAM PAGIR)	5		
77	PL-13(65)	GUIDELINES FOR SETTLEMENT OF CLAIMS FOR COMPENSATION, IN CASE OF ACCIDENTS TO GENERAL PUBLIC	P		
78	PL-13(66)	AUTOMATIC TELLER MACHINE (ATM)	P		
INDUSTRIAL RELATIONS					
SL.NO.	FILE NO.	SUBJECT - DESCRIPTION			
1	PL-14(1)	IR IN SSP-SSNEU	P		
2	PL-14(2)	IR IN SSP-SALEM IRUMBALAI THOZHILALAR MUNNETRA SANGAM	P		
3	PL-14(7)	DISPLACED PERSONS ASSOCIATION	P		
4	PL-14(9)	MATTERS RELATING TO SEFI	P		
5	PL-14(10)	SCHEME FOR WORKERS PARTICIPATION IN MANAGEMENT	P		
6	PL-14(11)	IR IN SSP - SALEM IRUMBU URUKKALAI ANNA D.M.K LABOUR UNION	P		
7	PL-14(12)	SALEM STEEL EXECUTIVES' ASSOCIATION	P		
8	PL-14(13)	GRIEVANCE SETTTLING MACHINERY AND CONSITUTION OF GRIEVANCE COMMITTEE	P		
9	PL-14(15)	INCENTIVE / REWARD SCHEME	P		
10	PL-14(17)	IR IN SSP - STEEL PLANT EMPLOYEES UNION - CITU	P		
11	PL-14(18)	AGREEMENT / SETTLEMENT ENTERED INTO WITH THE RECOGNISED UNION	P		
12	PL-14(20)	CORRESPONDENCE ON STRIKE IN SSP	P		
13	PL-14(24)	EMPLOYEES' SUGGESTION SCHEME	P		
14	PL-14(25)	PAPERS CONNECTED WITH SC/ST ASSOCIATION	P		
15	PL-14(27)	NON-FINANCIAL INCENTIVE SCHEME / ZERO ACCIDENT SCHEME	P		
16	PL-14(28)	SSP DISPLACED PERSONS SANGAM	P		
17	PL-14(29)	SAIL RETIRED EMPLOYEE ASSOCIATION (FORSE - FEDERATION OF RETIRED SAIL EMPLOYEES)	2		
18	PL-14(30)	CORRESPONDENCE REGARDING SSP SC/ST EMPLOYEES' PARISHED	P		
19	PL-14(31)	JAWAHAR AWARD DISTINGUISHED EXECUTIVE EMPLOYEE AWARD SCHEME 1988	P		
20	PL-14(33)	SSP NATIONAL CONTRACT WORKERS' UNION (INTUC)	P		
21	PL-14(34)	UNION OF LAND GIVEN TO SSP AND DEPLOYED FORMERS	P		
22	PL-14(35)	SALEM STEEL PLANT PATTALI TRADE UNION	P		
23	PL-14(39)	GOOD WORK AWARD SCHEME	P		
24	PL-14(40)	DR. AMBEDKAR STAINLESS INDUSTRIAL CO-OP. SERVICE SOCIETY LTD.	P		
25	PL-14(41)	SSP CONTRACTORS ASSOCIATION	P		
26	P2-14(42)	SALEM STEEL PLANT OTHER BACKWARD CLASSES EMPLOYEES' WELFARE ASSOCIATION	P		
27	P2-14(43)	CORRESPONDANCE WITH DCLC (CENTRAL), CHENNAI	P		
28	P2-14(44)	DR. AMBEDKAR AWARD	P		

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14. DE. OF. ED. PROJECTS & ERM

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Debarikl Suresh

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Manager (Personnel)

29	PL-14(45)	JAWAHARLAL NEHRU AWARD FOR NON - EXECUTIVE EMPLOYEES	P
30	PL-14(46)	GOOD JOB DONE AWARD	P
31	PL-14(47)	BEST PERFORMER AWARD (OR) GOOD PERFORMANCE FOR THE MONTH	P
32	PL-14(48)	SELECTION IN SSP (COMMUNICATION)	P
33	PL-14(49)	CONSTITUTION OF WORKS COMMITTEE AT SALEM STEEL PLANT	P
34	PL-14(50)	SCHEME FOR SAIL CORPORATE AWARDS FOR EXCELLENCE	P

Note: 1.The documents has to be retained for the minimum period as mentioned above.
2.The documents will be disposed off as per the procedure.


A. Ravichandran

जीएन (पीआर, जीए, बीई, पीए, जईईडी, परियोजनाओं & ईआरएम)
GM (PR, GA, BE, RP, IED, PROJECTS & ERM)


19/10/22
देवारिकी सुरेश
Debariki Suresh
वरिष्ठ प्रबंधक (कार्मिक)
Sr. Manager (Personnel)