

ಟಿ.ಎ. ಐಟಿಐ ಲಿಮಿಟೆಡ್ आईटीआई लिमिटेड **ITI LIMITED**

Dooravaninagar, Bangalore – 560 016
ಅಂತರ ಕಚೇರಿ ಟಿಪ್ಪಣಿ / INTER OFFICE NOTE

From: CMR-HR [ED & PR]

To: Heads of Divisions /Departments:

AGM-SAS/ AGM-TDP& Mktg./ DGM-I&C /DGM-F/DGM-CS&QA/ CMO-MS/
CMR-HR [B]/CMR-IED/CMR-Tech.

Ref: BGP/HR/P/1.

Date: 23.12.2011

Subject: Retention schedule of records:

The Right to Information Act, 2005 provides for maintaining all records duly catalogued and indexed in a manner in the form which would facilitate the Right to Information under this Act. The requests for providing the information have been on the increase every year thereby necessitating the adoption of retention schedule of records. It was therefore felt necessary to put in place the retention schedule of records which would help in timely disposal of requests received from time to time.

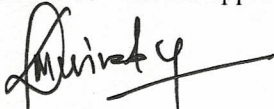
A committee was constituted for submitting the recommendation for adopting the retention schedule in the Company. **The report of the committee has been accepted and approved by the Competent Authority.**

The retention schedule of records is enclosed herewith. As per the list the following departments have to retain the files /documents as specified in the list.

1	General – all departments	14	Safety department
2	Production unit	15	Training Centre
3	Works management	16	Transport department
4	Sales/Purchase	17	Finance department
5	Civil Engineering	18	Materials Managements department
6	Intercom section	19	Human Resource department
7	Plant	20	Internal Audit department
8	Medical department	21	Marketing and ROC
9	Defence production coordination	22	Operation department
10	Central Chemicals Technology	23	Project and Planning department
11	Test Room / Met. lab	24	Public Relations
12	Standards	25	C-Vigilance
13	Research & Development	26	Official Language department [E- Hindi]

Heads of divisions / Departments are requested to implement the retention schedule of records in their divisions / departments with immediate effect.

This issues with the approval of the Competent Authority.



M.D:DWIVEDY
Chief Manager-HR [ED & PR]
Public Information Officer

Cc to: PS to GM-B/PS to GM-R&D/ CMR-HR [S&SM]/CMR-HR [ED & PR]

PLANTS / UNITS
1 GENERAL - ALL DEPARTMENTS

Sr. No	Subject Records Groups	Retention period
1	Management Instruction/Delegation of Powers	B
2	Instructions or Divisional Managers/Work Managers/Heads of Departments	B
3	Procedure orders	B
4	Staff Matters	C-3
5	Staff Attendance /leave Records	C-3
6	Circulars from various Departments	C-3
7	Administration Circulars	C-3
8	Dispatch Register (inward/outward)	C-3
9	General Inter- Department Correspondence	C-3
10	Accidence Reports	C-5
11	Disciplinary Action	C-3 after final disposal of the case
12	Govt/Internal Audit Correspondence	C-3 or 1 Year after audit is over. Which ever is later
13	Stock Register (Department)	B
14	Overtime Bookings	C-1
15	Absenteeism Report	C-1
16	VIP Visits	C-1
17	Departmental Instructions	C-3
18	Material Pass Out/Pass in	C-3
19	Budgets/ Estimates	C-5

Note: The classification is as under:

'A' Category	Records under this category are meant for permanent Preservation and are to be microfilmed.
'B' Category	Records under this category are also meant for permanent Preservation, but not to be microfilmed.
'C' Category	Records under this category are to be maintained for the Specified period not exceeding 10 Years

E.g.: C-5: Indicated under 'Retention Period' refers to Category 'C' and the period being 5 years.

2 PRODUCTION UNIT

Sr. No.	Subject/Records Groups	Retention Period
1	Monthly Production Statements	C-3
2	Annual Production Statements	B
3	Efficiency Statistics	C-5
4	Production Review Meetings	C-3
5	Annual Labour Analysis	C-3
6	Annual Supply Programmers	C-3
7	Loan from International/Govt.Agencies	B
8	Security/Vigilance/Discipline Action/Report	C-3 or 1 year after final settlement of the case
9	Suggestions offered	C-3
10	Div.Budgets/Estimates	C-3

3 WORKS MANAGEMENT

Sr. No.	Subject/Records Groups	Retention Period
1	Works Orders	C-3 or 1 year after completion of works orders
2	Customers Indents	C-3
3	Delivery Notes	C-3
4	Quality Control Reports	C-3
5	Drawing & Specifications	B
6	Idle time Bookings	C-3
7	Inspection & Testing Reports	C-3
8	Process Sheet Layout Drawings	B
9	Customer Complaints	C-3 or 1 year after final settlement of the case

4 SALES/PURCHASE

Sr. No.	Subjects/Records Groups	Retention Period
1	i. Sales/work orders ii. Register	C-3 after closure of supplies and final settlement of Bill B
2	Purchase (SPC Agenda/Minutes) Note: (Important Minutes B)	C-5
3	Purchase Orders with requisition	C-5 After completion of supply/settlement of claims
4	Purchase Order Commitment	C-5 C-10
5	Purchase Register with connected details	C-10
6	Insurance Claims Registers	C-3 after the claims are fully realized
7	Bank Guarantees obtained	C-3 Expired guarantee to be returned within 3 months
8	Tender received registers	C-5 after completion Of job
9	Orders file with Challans, Bills etc... prices	C-5 after completion of supply settlement of claims

5 CIVIL ENGINEERING

Sr. No.	Subjects/Records Groups	Retention Period
1	Tender contract agreements. Bill etc	C-5 After completion of job
2	Bill registers	C-3 or 1 year after audit is over. Whichever is later
3	Budget Estimate (Capital/Revenue)	C-3
4	Work Orders	C-3 or 1 year after closure of supplies and final settlement of Bill
5	Tender Notification etc	C-3
6	Measurement Books	B

6 INTERCOM SECTION

Sr. No.	Subject/Records Groups	Retention Period
1	Outward Trunk Calls, Bills, Complaints and Recoveries.	C-3
2	Direct Telephone Connections and Telex services(Office/Residence)	B
3	Telephone connection (PAX/PAB/Office residence)	B
4	Time Recording System/ Punch Clock	C-3
5	Public Address System	B
6	Civil Defence Measures	C-3
7	Telephone Allotment Committee	C-5

7 PLANT

Sr. No.	Subject/Records Group	Retention Period
1	Machine Break- down report	C-3
2	Replacement of machines	B
3	Shifting of machines	C-3
4	Technical Correspondence (Machine Control)	C-3
5	Shop Order Copies etc.	C-3
6	Enquiries for new machine tools etc.	C-3
7	Import Licence/Foreign Exchange allocation	C-3
8	Factory Efficiency Statements/Analysis	C-5
9	Machine utilization statements	C-3
10	Incentive schemes & other related papers (High Lights to be retained as a permanent measure)	C-5
11	Work study of various Departments	C-5
12	Work Simplification	C-5
13	Statistical Data	C-5
14	Organization and Staff Matters	C-5

8 MEDICAL DEPARTMENT

Sr. No.	Subject/Records Groups	Retention Period
1	Medical Exam Reports of Recruits Note: (Register- B)	C-3 or 1 year after retirement/death/ Termination of the employee
2	Compulsory Medical Exam Cards	C-3
3	Operation Register	B
4	Admission Register	B
5	Births and Death Register	B
6	Birth and Death Statement	B
7	Accident Register	B
8	ECG Cards/X-Ray/ENT Reports	C-3
9	Other registers like Denta, ENT,OPD,Med Diaries etc	C-5
10	Hospital Equipment Register	B
11	Case Sheets	C-5
12	Hospital Charges Registers (Medical records pertaining to dependent of employees also to be preserved for the same duration as prescribed for the employees).	C-10

9. DEFENCE PRODUCTION COORDINATION

Sr. No.	Subjects/Records Groups	Retention Period
1	Correspondence with Defence Authorities	C-5
2	Policy Matters concerning Defence equipments	B
3	Policy matters concerning user Hand Book and Tech.Manuals	B
4	Quality Progress Returns	C-10

10. CENTRAL CHEMICALS TECHNOLOGY

Sr. No.	Subjects/Records Groups	Retention Period
1	Analysis Reports Note: (Important Reports B)	C-3
2	Technical Advice	B

11 TEST ROOM/MET.LAB

Sr.No.	Subjects/Records Groups	Retention Period
1	Test Reports Note: (Important Reports- B)	C-3
2	Files pertaining to Test Equipments Note: (Till the machine is scraped/disposed off]	C-3

12 STANDARDS

Sr.No.	Subjects/Records Groups	Retention Period
1	Technical Catalogues	C-5
2	Specification Master	B
3	Test Reports	C-5
4	Vendor Rate list	C-3

13 RESEARCH & DEVELOPMENT

Sr. No.	Subjects/Records Groups	Retention Period
1	Drawings/Designs Reports etc., on Projects/Developments, Customer Engg/Import substitution	B
2	Technical Magazines/Literatures/Journals	C-3
3	R&D Monthly Reports	C-3
4	Customer Enquires	C-3
5	Technical Know-how transfers papers pertaining to Defence research	B
6	Papers pertaining to Defence research	B
7	Equipment evaluation studies/reports	B

14 SAFETY DEPARTMENT

Sr.No	Subjects/Records Groups	Retention Period
1	Accident Report ESI/Factory's Act>Returns	B
2	Correspondence with Inspector of Factories & other statutory authorities	B
3	Management sanctions regarding Personnel protective equipments	B

15 TRAINING CENTRE

Sr.No	Subjects/Records Groups	Retention Period
1	Training Programmes/Progress Reports/Contract or Apprentices	C-1

16 TRANSPORT DEPARTMENT

Sr.No.	Subjects/Records Groups	Retention Period
1	Accident Reports/Registers [Note: Register-B]	C-10
2	Fuel Statements	C-1
3	Vehicle allotment requisitions	C-1
4	Expired bus passes/acknowledgements	C-1
5	Information regarding recovery/refund of transport charges	C-1
6	Vehicle job cards/repairs	C-3
7	No. Accident Bonus Rent/Hiring	C-3

17. FINANCE DEPARTMENT

Sr.No	Subjects/Records Groups	Retention Period
1	Cash/Bank Books and Related Vouchers	C-8
2	Ledgers	C-8
3	Journal along with relevant vouchers	C-8
4	Audited accounts along with the schedules of units and company	C-8
5	General Correspondence with the Units	C-5
6	Ministry and other outside agencies Correspondence	C-5
7	MOU files	C-5
8	Internal Extra Budgetary Resources (IEBR)	C-5
9	Monthly Information System (MIS) on Monthly working Results	C-3
10	Statutory and Govt.Auditors Correspondence	C-5
11	Banks and other lenders Correspondence	C-5
12	Reports to Ministry & Correspondences	C-5
13	Income Tax Assessment	C-10
14	Gratuity Correspondence Files	C-5
15	Bonds and Deposits Correspondence	C-8
16	Insurance Correspondence	C-5

18. MATERIALS MANAGERMENTS DEPARTMENT

Sr. No.	Subjects/Records Groups	Retention Period
1	Annual Maintenance Contracts	C-5
2	Office orders Note: (Important Policy decision-B)	C-1
3	Consumable and Stationary	C-3

19. HUMAN RESOURCE DEPARTMENT

Sr.No	Subjects/Records Groups	Retention Period
1	Records relating to Promotion/ Up-gradation & Recruitment	C-10
2	Manpower Data Including Seniority and Transfer	C-5
3	Policy Matters Management Decision and other connected Records relating to HR matters.	B
4	Rosters (SC/ST/OBC & PH) I. Policy II. Others	B C-10
5	Annual/Half yearly Returns and other correspondence with ministry relating to (SC/ST/OBC/PH) Minority/Ex servicemen etc.	C-5
6	Parliamentary Committee Reports on (SC/ST/PH) etc.	C-5
7	Corporate HR Policy circulars	B
8	Pay revision and including all allowances for officers	C-10
9	Wage revision for non officers MOU/Settlements	B
10	DA Revision I. Policy II. Orders	B C-5
11	Fringe Benefits	C-10
12	Medical Rules I. Rules II. Orders	B C-5
13	Service Rules (a) CDA Rules for Officers (b) Standing Orders for Non-Officers	B B
14	VRS Files	C-10
15	Court Cases (Note: Cases of Precedent values Judgment copy-B)	C-3 after final settlement of the case under normal course of law
16	Administration matters (Note: Important decisions- B)	C-5
17	Agreement/Settlement on time Bound Promotions for non officers	B
18	Leave records	C-5

20. INTERNAL AUDIT DEPARTMENT

Sr. No.	Subjects/Records Groups	Retention Period
1	Manual including internal Audit manual	B
2	Management orders /Instructions	C-5
3	Corporate Internal Audit Instructions	C-5
4	Incoming Circulars from Corporate/Units	C-5
5	Delegations of Power	C-5
6	Audit Committee Minutes of Board of Directors	C-3
7	Member of Audit Board (MAB) Review Meeting Minutes	C-3
8	Various Draft Audit Paras released by Govt.Audit	C-3
9	Action Taken Note (ATNs) from Ministry	C-5
10	Sunday Debtors Status	C-3
11	Capital Budget	C-3
12	Capital Expenditure	C-3
13	Capital Items write off	C-5
14	Inspection Reports of Various Units/Divisions	C-3
15	Proprietary Audit of Corporate Office	C-3
16	Units/Departments Correspondence	C-1
17	Quarterly Progress Report to Ministry for Capital Expenditure	C-3

21.MARKETING AND ROC

Sr. No.	Subjects/Records Groups	Retention Period
1	Correspondence File with Customer of each product	C-5
2	Tender Bid File-Successful	C-10
3	Tender Bid File-Unsuccessful	C-5
4	Purchase Order Copy File	C-10
5	MOU/Agreement File	C-10
<p>Note: ROC will exercise the retention schedule as per the guidelines for Operation, Finance,HR,MM & Marketing.</p>		

22. OPERATION DEPARTMENT

Sr.No	Subjects/Records Groups	Retention Period
1	Advance Purchase Orders and Purchase Orders	C-5
2	Govt.Instrumentations reg. Projects (Note: Important instructions B)	C-10
3	MOU & Targets	C-10
4	Order Book Position	C-10
5	Performance Report	C-5
6	Committee on Public Sector Undertaking (COPU)	C-5
7	Audit	C-3 or 1year after audit is over, whichever is later
8	Annual Plan	C-5

23. PROJECT AND PLANNING DEPARTMENT

SrNo	Subjects/Records Groups	Retention Period
1	Five Year Plan	C-10
2	Annual Plan	C-5
3	Capital Budget	C-5
4	Capital Sanctions with reference to periodical Capital Budget	C-3 or 1 year after audit is over, whichever is later
5	Industrial Policies reg. National Telecom, Reserve Bank of India/ Secretary of Industrial Assistant etc., I. Policy II. Others	B C-10
6	MOUs/Transfer of Technology Agreements with Collaborators	C-10
7	Monitoring of Projects	C-10

24. PUBLIC RELATIONS

SrNo	Subjects/Records Groups	Retention Period
1	Greeting Cards files	2 years
2	House journal Printing Tender files	2 years
3	Paper/Magazines Tender files	2 years
4	Exhibition	2 years
5	All Ticket Tender file	2 years
6	Advertisement file	

11
25. C- VIGILANCE

Description of record				
Main head	Sub head	Retention period		Remarks
11. Central Civil Services [Classification Control & Appeal] Rules-Clarification & Interpretation of	11. General notification	Permanent in the case of departments issuing the rules, orders and instructions; other Departments need keep only the standing rules, etc., weeding out the Superseded ones as and when they become obsolete.		
	12. Schedule regarding Appointing Authority, Disciplinary Authority and Appellate Authority			
	13. Regarding charge sheets, documentary evidence, Enquiry Officer, examination of witnesses and show cause notices.			
	14. Regarding penalties			
	15. Regarding consultation with UPSC			
	16. Regarding appeals and Petitions			
	17. Regarding suspension Subsistence & allowance			
12. All India services (Discipline and Appeal) rules, 1955 Clarification and interpretation of	11. General	Permanent in the case of departments issuing the rules, orders, instructions etc other departments need keep only the standing orders & instructions etc., weeding out the superseded ones as and when they become obsolete.		
	12. Regarding Rules 1 to 7			
	13. Regarding Rules 8 to 11			
	14. Regarding Rules 12 to 18			
	15. Regarding Rules 19 to 23			
13. Complaints	11. Group A	a) Those leading to vigilance/ disciplinary enquiries (b) Anonymous or pseudo-nonymous complaints on which no action is taken. C. Other complaints	C-3 after the final disposal of appeal or final judgment under the normal course of law. To be destroyed at the end of the year C-3	If as a result of the Complaints a warning is issued to the Govt. servant a copy of the relevant order will be placed in the personal file.
	12. Group B			
	13. Group C			
	14. Group D			
	15. General- against two or more classes			

C- VIGILANCE CONT

1	2	3		4
14. Disciplinary proceedings	11. Group A	(a) Resulting in Imposition of penalties:	C-3 after final disposal of appeal or final judgment under the normal course of law.	Subject to an authenticated copy of the order regarding imposition of penalty or warning being placed in the personal file and a suitable entry being made in the appropriate service record
	12. Group B			
	13. Group C			
	14. Group D			
	15. Joint enquiry			
15. Prosecutions	11. Group A	b) Resulting in exoner-ation of the accused officials with or without warning:	C-3	Subject to a copy of the final judgment being placed in personal file and a suitable entry being made in the appropriate service record.
	12. Group B			
	13. Group C			
	14. Group D			
	15. Joint enquiry			
16. Appeals	11. Group A	C-3	If as a result of the appeal the original order is modified, a copy of the revised order will be placed in the personal file and a suitable entry made in the appropriate service record.	- Do -
	12. Group B			
	13. Group C			
	14. Group D			
17. Petitions	11. Group A	C-3	If as a result of the petition the original order is modified, a copy of the revised order will be placed in the personal file and a suitable entry made in the appropriate service record.	
	12. Group B			
	13. Group C			
	14. Group D			
18. Court cases	11. Group A	C-3 after final disposal of appeal or final judgment under the normal course of law.		Subject to a copy of the court order being placed in the personal file and, where necessary a suitable entry being made in the appropriate service record.
	12. Group B			
	13. Group C			
	14. Group D			

C- VIGILANCE CONT

1	2	3	4
19. Central Civil Services (Conduct) Rules, 1964- Clarification and Interpretation of	11. General notifications	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing orders etc., weeding out the superseded ones as and when they become obsolete.	
	12. Regarding Rules 1 to 7		
	13. Regarding Rules 8 to 11		
	14. Regarding Rules 12 to 18		
	15. Regarding Rules 19 to 25		
20. All India Services (Conduct) Rules, 1954 Clarification and Interpretation of	11. General notifications	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing orders etc., weeding out the superseded ones as and when they become obsolete.	
	12. Regarding Rules 1 to 7		
	13. Regarding Rules 8 to 14		
	14. Regarding Rules 15 to 20		
21. Central Civil Services (Safeguarding of National Security) Rules, 1953- Clarification and Interpretation of	11. General notifications	Permanent in the case of departments administering the subject and issuing the rules, orders and instructions; other departments need keep only the standing orders etc., weeding out the superseded ones as and when they become obsolete.	
	12. Regarding Rules 1 to 2		
	13. Regarding Rules 3 to 4		
	14. Regarding Rules 5 to 7		
22. Employment of dependents in private firms /foreign missions in India	11. Intimation	C-3	
	12. Sanction		
23. Participation in politics	11. Intimation	C-3	
	12. Sanction		
24. Radio broadcasts contribution of articles, editing or managing of newspapers, publications	11. Sanction	C-3	
25. Evidence before Committee of Enquiry	11. Sanction	C-3	
26. Subscriptions	11. Sanction	C-3	
27. Gifts	11. Intimation	C-3	
28. Private trade employment	11. Sanction	C-3	

C-VIGILANCE CONT

1	2	3		4
29. Moveable/ Immoveable property	11. Property Returns (General aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing orders etc., weeding out the superseded ones as and when they become obsolete.		
	12. Returns of Group A 13. Returns of Group B(gazetted) 14.Returns of group B [Non gazetted 15 Returns of group C	a) In respect of employees entitled to retirement benefits; b) In respect of other employees.	C-3 after the Issue of final pension/ gratuity payment order C-3 after the employee ceased to be in service	Should preferably be dealt with on a separate file for each official to be kept open through out the official career of the government servants
	16. Intimation 17.Sanction	C-3		Should preferably be dealt with on a separate file for each official to be opened under the appropriate subject/ functional heading and kept open through out the official career of government servants
	31. Vigilance Administration	11. General aspects 12. Acts, rules, Manuals. 13..Vigilance set up	Permanent in the case of departments Issuing rules, orders and Instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.	
14.Meetings		a) For departments organizing such meetings:	Appropriate period be prescribed by departments concerned in their record retention schedule	
		b) for other departments;	C-1	Subject to follow-up action where necessary, being taken on appropriate subject files to which relevant extracts may be taken

C-VIGILANCE CONT

1	2	3	4
	15. Appointment of vigilance officers in Ministries/ Depts.	C-3	
	16. List of officers of doubtful integrity	C-10	
	17. Cases of difference of opinion with Central vigilance Commission	C-10	
	17 (a) Cases of difference of opinion with other Constitutional Bodies	C-10	
	18. Granting of vigilance clearance in respect of different classes of officers and the staff.	C-3	
	19. Annual reports of CVC	C-5	
32. Prosucution of further studies	11. General aspects	Permanent in the case of departments issuing the orders, Instructions etc; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	12. Permission	C-3 or one year after completion of study whichever is later.	Subject to suitable entry being made in the appropriate service record and authenticated copy of the order being placed in the Personal file.
33. Membership of Territorial Army. Auxiliary Air force and Naval Reserve.	11. General aspects	Permanent in the case of departments issuing the orders, Instructions etc; other departments need keep only the standing orders and instructions weeding out the superseded ones as and when they become obsolete.	
	12. Permission	C-3 or one year after the official has ceased to be a member of such organization whichever is later.	

**26. OFFICIAL LANGUAGE DEPARTMENT
E- HINDI**

Description of record			
Main head	Sub-head	Retention period	Remarks
1	2	3	4
11. Progressive use of Hindi in government offices	11. General aspects and Hindi Committees	Permanent in the case of departments issuing the orders, Instructions etc; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	11.(a) Hindi workshop [b] Hindi Week	C-3	
	12. Circulation of orders	To be destroyed at the end of the year.	
	13. Registration of telegraphic address in Hindi	C-1	
	14. Periodical reports regarding use of Hindi for official purposes	C-3	
	15. Constitution of Hindi Committee	C-5	
	16. Meeting and Follow up action of Hindi Committee	C-3	
12. Hindi Teaching Scheme	11. General aspects and Hindi Committees	Permanent in the case of departments issuing the orders, Instructions ; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete	
	12. Training program	C-1	
	13. Examinations	(a) Applications: C-1 (b) Results: C-5 for departments conducting the examination, C-1 for other departments.	Subject to the condition that a register containing names of officials and their results is maintained permanently.
	14. Grant of advance increments	C-3 or one year after completion of audit, whichever is later.	Subject to suitable entry being made in the appropriate service record and authenticated copy of the order being placed in the Personal file.
	15. Grant of awards	(a) For departments making the award: C-3 or one year after completion of audit whichever is later.	Subject to a suitable entry being made in the appropriate service record and an authenticated copy being kept in Personal file.
		(b) For departments in which the recipient is employed: C-1	
16. Conduct of Hindi competition	C-5		
13. Translation into Hindi	11. Books, reports, periodicals etc,	C-3 after publication is printed /cyclostyled.	