



No. 23-04/12-Admn.I

MOST IMMEDIATE

14.10.2015

To,

All PGM'S/Sr.GM'S/GM'S
BSNL CO, New Delhi

Subject:- Revision/updation of Record Retention Schedule of various units of BSNL CO, regarding.

1. The Record Retention Schedule of BSNL CO as prepared by WS&I unit was sent to National Archives of India (NAI) for vetting. NAI has deputed Dr. Pradeep Kumar, Archivist w.e.f. 14th to 24th Sept, 2015 for conducting an on the spot study for vetting the Records Retention Schedule of records of BSNL.
2. Dr. Pradeep Kumar has visited the BSNL CO and after vetting the records of some of the units of BSNL CO., like IT-CFA, Marketing Cell he found that the Record Retention Schedule of BSNL needs to be updated as organizational structure of BSNL has undergone lots of changes and some new units have come up about which there is no mention in record retention schedule and some units like Telegraph Services have discontinued.
3. In this regard, all units of BSNL CO are requested to go through the retention schedule of their unit as mentioned in Records Retention Schedule of BSNL CO and suggest the retention period for which files of their unit are to be kept under Subject/Record Groups and also make additions in the Subject/Record Groups heads as required by them. The classes of Retention period are as follows:

Class: A-Keep	:	Class 'A' (Keep & Micro film)
B-Keep	:	Class 'B' (Keep but do not Micro film)
C	:	Class 'C' (Keep for specified period only)
4. Copy of Records Retention Schedule of BSNL CO can be downloaded from www.intranet.bsnl.co.in. Respective units make additional changes under main head as required by them. The revised retention schedule shall be sent to AGM(Admin-I) within a week time and the soft copy shall be sent to e-mail ss_rawat66@rediffmail.com or sandeep@bsnl.co.in within a week time.
5. It is further mentioned that as per "Operation Samundra Manthan" policy in BSNL CO., the records of each unit are to be kept properly and those not required shall be weeded out.
6. Keeping in view above, it is felt necessary that record retention schedule shall be revised before it is being vetted by the NAI and implemented in BSNL CO.
7. This may be treated as most urgent.
8. This is issued with the approval of competent authority.

(S S Rawat)
AGM (Admn-I)



No. 23-04/12-Admn.I

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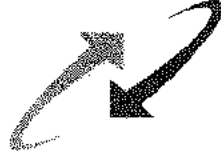
To,
CGM'S
All Telecom Circle/Metro Districts
BSNL

Subject:- Record Retention Schedule of various circles of BSNL CO, regarding.

1. As per "Operation Samundra Manthan" policy of BSNL the records of each circle are to be kept properly and those not required shall be weeded out.
2. Queries has been raised by some circles regarding the policy/guidelines under which records shall be kept by them or weeded out.
3. In this regard all the Circle heads are requested to send the record retention schedule in respect of files they are dealing with. Copy of Records Retention Schedule of BSNL CO can be downloaded from www.intranet.bsnl.co.in . Circles can also take the help of record retention schedule as given in DoPT website viz http://darpq.gov.in/darpqwebsite/cms/Document/file/RRS_WC.pdf.
4. All the Circles are requested to go through the retention schedule of their unit and suggest the retention period for which files are to be kept under Subject/Record Groups and also make additions in the Subject/Record Groups heads as required by them. The classes of Retention period are as follows:

Class: A-Keep	:	Class 'A' (Keep & Micro film)
B-Keep	:	Class 'B' (Keep but do not Micro film)
C	:	Class 'C' (Keep for specified period only)
5. It is requested to send the retention schedule to AGM(Admin-I) at Fax No. 23734260 within a week and the soft copy shall be sent to e-mail ss_rawat66@rediffmail.com or sandeep@bsnl.co.in for compilation.
6. It is further mentioned that the Record Retention Schedule of BSNL CO have to be vetted by National Archives of India(NAI) before its implementation in BSNL CO and its field units.
7. In view of the above, all the circles are requested to send the Record Retention Schedule within a week so that it got vetted by NAI before it is implemented in BSNL.
8. This is for kind information and further necessary action of all concerned.
9. This is issued with the approval of Competent Authority.


(S S Rawat)
AGM (Admn-I)



BHARAT SANCHAR NIGAM LTD.

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Website: www.bsnl.co.in

ANNEXURE- III**RECORDS OTHER THAN FILES**

Sl. No.	Description of Records	Retention period	Remarks
1.	Civil credit notes (Form S.142) and stock register thereof	C-3 or one year after completion of audit, whichever is later.	
2.	Register of monthly expenditure (Form GFR 9)	To be weeded out after the Appropriation Accounts for the year have been finalised.	
3.	Register for watching progress of expenditure (Form GFR 11)	To be weeded out after the Appropriation Accounts for the year have been finalised.	
4.	Register for watching progress of expenditure on local purchase of stationery.	C-3 or one year after completion of audit, whichever is later	
5.	Register for reconciliation of accounts	To be weeded out after the Appropriation Accounts for the year have been finalised	
6.	Cash Book	C-10	Refer GFR appendix 13, Annex-1
7.	Cash receipts (Form TR 5), counterfoils and stock register.	C-3 or one year after completion of audit, whichever is later.	
8.	Petty vouchers not furnished to audit	C-3 or one year after completion of audit whichever is later.	
9.	Appropriation Accounts	C-3	
10.	Pay Bill Register	C-35	
11.	Office copies of establishment pay bills and related schedules (in respect of period for which Pay Bill Register is not maintained.		
12.	Schedules to the establishment pay bills for the period for which Pay Bill Register is maintained	C-3 or one year after completion of audit whichever is later.	
13.	Acquittance roll	C-3 or one year after completion of audit, whichever is later.	
14.	Postal life Insurance register	C-3 after all the policies entered therein have matured for payment	
15.	Increment register	C-1	
16.	Increment list	C-3 or one year after completion of audit, whichever is later.	

Sl.No.	Description of record	Reference to relevant para of the manual	Retention period (years)
19.	File movement register	100 (1)	1
20.	Register for watching the progress of recording----	104 (2)(b) and (3)	3
21.	Index slips	107	5 years or till printed departmental index becomes available whichever is latter.
22.	Consolidated departmental index....	107	Permanent
23.	Precedent book	110	Permanent
24.	List of files transferred to (a) Departmental record room---	112 (3)	25
	(b) National Archives----	112(5)	Permanent
25.	Record review register---	112 (4)	1
26.	List of files received for review.	113 (5)	1
27.	Register of spare copies of publications, circulars, orders etc.	113 (9)	1
28.	Record requisition slip----	115	To be destroyed after the requisitioned file has been returned to the National Archives.
29.	Record requisition card----	115	To be destroyed after all the space for entries have been used and the last file requisitioned has been returned to the sectional/departmental records
30.	Weekly arrear statement.....	123 (1)	1
31.	Case sheets of cases pending disposal over a month----	124(2)(a)	1
32.	Numerical abstract of cases pending disposal for over a month----	124 (4)(d)	1
33.	Consolidated numerical abstract of cases pending disposal for over a month in the various sections of the department---	124 (8)(a)	3

APPENDIX 28

Retention Schedule for Records prescribed in the month of manual of office procedure [Vide para 111 (1) (c)]

Sl.No.	Description of record	Reference to relevant para of the manual	Retention period (years)
1	2	3	4
1.	Dak register-----	14 (6)	1
2.	Invoice----	15(1)	1
3.	Section diary-----	17 (1)	3
4.	Movement slip of receipts---	20(3)	To be destroyed after the relevant receipts have been received in the section concerned
5.	Assistant's diary-----	23 (2)	1
6.	Standing guard files----	35 (1) (a)	Permanent. The earlier version of these records will normally be weeded out as soon as the revised version becomes available
7.	Standing note-----	35 (1) (b)	
8.	Distribution chart-----	81 (1)	1
9.	Typist's diary-----	81 (2)	1
10.	Issue diary-----	82 (1)	1
11.	Despatch register	86 (2)	5
11 (a)	Section Despatch Register	91 (1)(d)	5
12.	Postal registration books----	86 (4)	5
13.	Receipts of telegrams----	86 (6)	1
14.	A Register of daily abstract of stamps used----	86 (7)	5
15.	Messenger book-----	87 (1)	1
16.	Stamps account register	90 (1)	5
17.	Weekly statement of cases disposed of without reference to Minister.....	91 (2) (b)(i)	1
18.	File register-----	97	Permanent

ANNEXURE - II

Sl.No.	Description of record	Reference to relevant para of the manual	Retention period (years)
34.	Call book----	125 (1)	3
35.	Monthly Progress report on recording of files---	126 (1)	1
36.	Register for keeping a watch on communication received from MPs	127	1
37.	Register for keeping a watch on communications received from VIPs	128	1
38.	Monitoring of Court/CAT cases	129	Permanent
39.	Register of Parliamentary Assurances	130(1)	1
40.	Check-lists for periodical reports	131	1
41.	Inspection reports----	135	one year after the date of inspection

Note: The retention period will be reckoned with reference to the date from which the record ceases to be current/active. Where, however, it is proposed to weed out a register wherein certain entries are still current, e.g. file movement register where certain files entered therein have not been recorded or the register of assurances, where certain assurances have not been implemented, the current entries will first be transferred to the new register and the old register weeded out thereafter.

DRAFT



BNARAT SANCHAR NIGAM LTD.

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(A Government of India Enterprise)

**RECORD RETENTION SCHEDULE OF VARIOUS
UNITs IN BSNL CORPORATE OFFICE**

**FOR
FORWARDING TO
NATIONAL ARCHIVES OF INDIA
FOR VETTING**

INSTRUCTIONS

1.	Categorization of records have been done in accordance with <u>Central Secretariat Manual of Office Procedure (CSMOP)</u> . Wherever necessary reference has been made to <u>General Financial Rules (GFR) Appendix 13</u> . Both GFR Appendix 13 and CSMOP Appendix 28 have been incorporated as Annexure I & II.
2.	Those items of the functional file index, for which it has not been possible to prescribe rigid retention periods, have been omitted from this schedule.
3.	Where necessary, additional main heads and sub-heads have been opened under the appropriate 'group headings' and 'main heads' respectively.
4.	Retention periods for records (other than files) e.g. registers, for which no files are to be opened and which, therefore, are not covered by the functional file index, have been shown under the appropriate group headings at the end.
5.	Unless otherwise stated the records described in column 2 of the schedule refer to files. Where necessary, other ancillary records pertaining to such files like mortgage deeds or bonds, nomination form, etc. would have to be retained as specifically indicated in column 4 against the relevant items.
6.	The retention period specified in column 3, in the case of a file, is to be reckoned from the year in which the file is closed (i.e. action thereon has been completed) and not necessarily from the year in which it is recorded.
7.	In the case of records other than files, for example, registers, the prescribed retention period will be counted from the date on which it has ceased to be current.
8.	If a record relates to two or more subjects for which different retention periods have been prescribed, it will be retained for the highest of such periods.
9.	In exceptional cases, i.e. if the record has certain special features or such a course is warranted by the peculiar needs of the concerned unit, the record may be retained for a period longer than that specified in the schedule, in no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
10.	If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised on the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and, where necessary, revised suitably.

Class: A-Keep : Class 'A' (Keep & Micro film)
 B-Keep : Class 'B' (Keep but do not Micro film)
 C- : Class 'C' (Keep for specified period only)

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1. Administration (Admn.)

Admn-II/ II/ Protocol / Parliament Section

Sl. No	Subject/ Record-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Policy matters i.e.(BSNL)/MRS, Security and facilities regarding Senior Officers etc.	B-Keep		
2.	Purchase related files, i.e., procurement of stationery items, office equipments, furniture, cell phones, Air tickets and printing etc.,	C-5 (Subject to Audit)		
3.	Bills files related to Hiring of accommodation, security, lease accommodation, office House keeping & Photocopying, spiral binding & book binding work etc.,	C-5 (Subject to Audit)		
4.	Purchase of Misc. items i.e. Crockery, snacks & lunch for meeting/ conference etc.,	C-5 (Subject to Audit)		Subject to suitable entries being made in the appropriate Stock Register.
5.	Hiring of vehicles	C-5 (Subject to Audit)		
6.	Payment of mobile phone bills for senior officers	C-5 (one year after completion of Audit whichever is later)		Subject to the condition that a register containing name of the official given residential connection and important aspects of the Sanction Order is maintained.
7.	Arrangement of foreign exchange for BSNL officers for going aboard.	C-5(one year after completion of Audit whichever is later)		
8.	Stock register, Assets register & Expenditure register etc.,	C-5(one year after completion of Audit whichever is later)		
9.	Receipt/ Reply of Parliament Questions	C-5		
10.	Issuing guidelines to field units regarding parliamentary matters	B-Keep		

RCA – Record Creating Agency- i.e. BSNL Corporate Office.

NAI – National Archives of India

2. Architecture (Arch.)

A & E Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Creation/ retention of posts in Architectural wing of BSNL	B keep		
2.	Mater relating to pay fixation of officers of Arch wing in BSNL Corp. office	C-8		
3.	Matters relating to staff matters taken up by associations	C-8		
4.	Grant of NOCs for various activities viz Passports/Going abroad, higher studies etc.	C-5		
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16.	Framing of duties of Officers/Staff of different cadres of Architectural wing.	B keep		
17.	Matters relating to conduct of the Departmental Examination for promotions in Architectural wing	B keep		

3. Broadband (BB)

Sl. No	Subject/ Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Procurement file	B keep		
2.	Tender/Projects file	B keep		
3.	Monitoring the performance of system	C-3		
4.	Coordinating with Venders to solve problem Being forwarded by field units.	C-3		
5.	Monitoring the performance of services	C-3		
6.	Maintenance guidelines	B keep		
7.	Maintenance policy	B keep		
8.	Maintenance issues.	C-3		
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14.	Budget allotment	C-3		
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16.	Write off losses.	B keep		
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19.	LTP Reports	C-3		
20.	Meetings/Conference	C-3		
21.	Tariff proposals/package	B keep		

4. Bandwidth & Business Development (BBD)

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	New Business proposals/Opportunities	C-5		
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17.	Project related to MPLS VPN to Corporate			
18.	Co-ordination with industry association like CII, FICCI, ASSOCHAM, etc.			

5. Budget Banking Finance (BBF)

a) Capital Budget (CB) Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Budget Estimates, Revised Estimates and Final Grants	C-10		
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3.	Expenditure Statements & Variations	C-5		
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b) Revenue Budget (RB) Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
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2.	Expenditure Statements	C-3		
3.	Reconciliation	C-3		
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c) Banking Operations Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
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2.	Collection Bank Books	C-8		
3.	Bank Statements	C-8		
4.	Circle Statements	C-8		
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7.	Bank Reconciliation Statement	C-8		

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
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d) Banking Finance Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
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7.	Annual Confirmation Certificates received from the Circles/Units in respects of Funds transferred to them	C-8		
8.	Audit related records	C-8		

e) TM Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Agreement with Banks for CMS	C-2 (since the termination of agreement)		
2.	Agreement with Banks for other Service	C-2 (since the termination of agreement)		
3.	Bid Documents	C-2 (since the floating of Tender)		
4.	Investment File	C-3		
5.	All other files	C-3		

f) VLF Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	All matters/files/records relating to VLF Section.	C-5		

6. Building Works (BW)

a) Building Works (BW) Section

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Transfer/Deputation/Posting	C-5		
2.	Promotions	C-5		
	i) Preparation of Roster	B-keep		
3.	Recruitment/Counting of Past Services/Appointment/Compassionate Appointment	C-5		
4.	Seniority/Quasi Permanency/Confirmation/Probation Clearance	C-5		
5.	Pay&Allowances/Increments/OTA/Pay fixation(Restructuring)	C-5		
6.	Recruitment Rules	B-keep		
7.	Disciplinary cases/Inquiries	C-10		
8.	Creation/Retention/Abolition of Posts (Gazetted)	B-keep		
9.	Miscellaneous	C-5		
10.	Review of the cases on attaining the age of 50 years.	C-5		
11.	Creation/Retention/Sanction of Non-Gazetted posts	B-keep		
12.	Work-charged Staff	C-5		
13.	Suit Cases and Court/CAT cases	C-10		
14.	Resignation/Reinstatement/Retrenchment and condition of breaks(Retirement/Voluntary retirement)	C-5		
15.	Periodical Returns	C-2		
16.	Conversion of temporary posts & Permanent posts (Gazetted & Non-Gazetted)	B-keep		
17.	Parliament Questions	C-5		
18.	Leave/Study Leave	C-2		
19.	VIP/MP/Minister's Cases	C-2		
20.	Re-organization of P&T Divisions/Circles including creation and abolition of divisions	B-keep		
21.	P&T Civil Wing Welfare Fund	C-2		
22.	Reservation/de-reservation of SC/ST posts	C-5		
23.	Death/Expiry cases	C-5		
24.	P/F of Civil Wing Executives	C-5		

b) IFA Section

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Arbitration Awards cases	C-5 (after finalization)		
2.	Enlistment of contractors/ Blacklisting of contractor and performance report of contractors.	B-keep		
3.	Monitoring of works, Audit objections & inspections reports.	C-10 (after completion of work)		
4.	Complaints and claims, regarding works	C-5 (after finalization)		
5.	Plan, budget, sanctions and annual reports	C-10 (after completion of work)		
6.	Vigilance, CTE cases, DAP/Audit paras	B-keep		
7.	VIP cases/Minister cases	C-5 (after finalization)		
8.	Commissions, Committees, meetings and their reports	C-5 (after finalization)		
9.	Parliament Questions	C-5 (after finalization)		
10.	Circulars (Financial, Welfare and general service matter related)	B-keep		
11.	Court cases	C-5 (after finalization)		
12.	RTI cases	C-2		
13.	Delegation of Financial Powers	B-keep		
14.	Misc. Matters / Staff Matters	C-2		

7. CIVIL (C)

a) Building General (BG) Section

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Administrative Building - Estimate & SOA case	B-keep		
2.	General cases relating to construction of Administrative Building	C-5		
3.	Land cases - Ruling/Policies	B-keep		
4.	Minister's//MP's/VIP cases received from MOC/MOS(C)'s office	C-5(after finalization)		
5.	Court cases	C-5(after finalization)		Subject to : The file not being closed until the award /judgment becomes final in all respects by limitation or final decision in appeal /revision and b)Cases involving important issues or containing material of a high precedent / reference value being retained for an appropriately longer period either initially or at the time of review.
6.	Parliament Cases/Questions	C-5(after finalization)		
7.	Draft Audit Paras/C&AG Paras	B-keep		
8.	Staff Quarters	B-keep		
9.	Staff matters	C-3		
10.	Misc. meetings	C-3		
11.	L&B Assets	A-keep		

b) Building Telecom. (BT) Section

Sl. No	Subject/Records- groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Telephone Exchange Building - Estimate & SOA case	B-keep		
2.	General cases relating to construction of Telephone Exchange Building	C-5		
3.	Land cases - Ruling/Policies	B-keep		
4.	Minister's/ MP's/VIP cases received from MOC/MOS(C)'s office	C-5(after finalization)		
5.	Court cases	C-5(after finalization)		Subject to : The file not being closed until the award/judgment becomes final in all respects by limitation or final decision in appeal/revision and b) Cases involving important issues or containing material of a high precedent /reference value being retained for an appropriately longer period either initially or at the time of review.
6.	Parliament Cases/Questions	C-5(after finalization)		
7.	Draft Audit Paras/C&AG Paras	B-keep		
8.	Rental Building cases - Policy/Ruling	B-keep		
9.	Building Taxes Cases	C-3		
10.	Rental Building - other cases	C-3		
11.	Staff matters	C-3		
12.	Misc. matters	C-3		

8. Corporate Accounts (CA)

a) CA Section

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Circular files	B-keep		
2.	Accounting Policy Files	B-keep		
3.	Profit and Loss Account Files	B-keep		
4.	Transfer of Assets and Liabilities to BSNL	B-keep		
5.	Transfer of Year-end balances	C-10		
6.	Settlement of Accounts with MTNL	C-10		
7.	Settlement of Accounts with VSNL	C-8		
8.	Audited Accounts of Circles and Corporate Office	C-8		
9.	Trial balance of Circle Accounts and Corporate Office	C-8		
10.	Monthly Account of Circles and Corporate Office	C-1		
11.	Remittance details received from Circles	C-2		
12.	Files relating to remittances	C-2		
13.	Settlement of claim with DoT	C-8		
14.	Settlement of claim with DoP	C-8		
15.	Parliament Questions/Assurances	C-1		
16.	Claim for SAARC countries	B-keep		
17.	CGEGIS matters	C-2		
18.	Correspondences in the matter related to RTI Act	C-1		
19.	Files relating to EPF	B-keep		
20.	Head of the Circles' Conference (HOCC) file	C-1		
21.	Maintenance of Registers - JS, etc.	B-keep		
22.	Fixed Assets files	C-10		
23.	CWIP	C-2		
24.	Miscellaneous	C-3		
25.	Share Capital Structure	B-keep		
26.	Payment of Dividend	C-8		
27.	Opening of New A/c codes	C-10		
28.	Account Closure files	C-2		
29.	Receipt of monthly trial balances	C-1		
30.	Audit Files (C&AG)	C-3		
31.	Internal Auditor Appointment and correspondence	C-5		
32.	Internal Audit Reports	C-1		
33.	License fee and spectrum charges	C-8		
34.	Accounting separation	C-8		
35.	Cost Records	C-3		
36.	BSNL GSLI	C-5		
37.	Staff matters	C-2		

b) PAY BILL (PB) Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Assistants' Diary Register	C-1		
2.	Pay Bill Register	B-keep		
3.	Monthly Salary Bills	B-keep		
4.	Supplementary Arrear Bills	B-keep		
5.	Loan Register (Canara Bank)	C-20		
6.	IT Calculations/Form-16	C-10		
7.	L.P.C. Register	C-10		
8.	LPCs	C-10		
9.	Diary Register	C-3		
10.	Peon Book	C-3		
11.	File Movement Register	C-3		
12.	File Index Register	C-3		
13.	Supplementary Bill Register (P&A)	C-1		
14.	Supplementary Bill Register (GPF)	C-1		
15.	Misc. Receipts	C-1		

c) LOANS & ADVANCES (L&A) SECTION

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1)	Medical advances/reimbursement	C-10		
2)	LTC/TA-TTA/Tuition fees	C-5		
3)	Miscellaneous files	C-3		
4)	Motor vehicle/Computer	'B' Keep		Refer GFR appendix 13, Annex-1. Subject to (1) Suitable entries being made in Pay Bill Register and (ii) in case of motor car/motor cycle/scooter and House Building Advance: (a) copies of sanction being placed in personal files and (b) mortgage deeds and other agreements executed being kept separately in safe custody for the valid period.
5)	House Building Advance	B- keep		
6)	Policy decisions/rules	B- keep		

d) SO CASH Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Third Party Bills/Contingent Bills	C-5		
2.	Other miscellaneous Bills	C-1		
3.	Cash Book	C-10		Refer GFR appendix 13, Annex-1.
4.	Register of Cheques received & Cleared (Form ACG-28)	C-5		
5.	Register of Cheque/Receipt Book	C-5		
6.	Diary Register/Peon Book	C-3		

e) AO CASH Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Bank Registers SBI/PNB(for Cheques issued daily)	B-keep		
2.	Bill Register(for all supplementary Bills of Pay and allowances of staff)	C35		
3.	TA/Transfer TA Advance register	C8		Subject to (1) Suitable entries being made in Pay Bill Register.
4.	LTC Advance Register	C8		
5.	Car Advance/Motor Cycle/Scooter/HBA/Computer advance/Recovery register	B keep		
6.	Record of Cheques cancelled	B keep		
7.	Detailed book	C3		
8.	EPF compilation record	C 1		
9.	FVC Register (TDS& Non TDS)	C-8		
10.	Permanent Imprest register	C-8		
11.	Diary register/Peon diary	C-3		

f) R&P Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Audited(Statutory Audit) Trial Balance with related balance sheet and schedules	B-keep		
2.	Monthly Trial Balance	C-8		
3.	Cash Books	B-keep		
4.	Bank Books	B-keep		
5.	LSPC Records	B-keep		
6.	ATD Registers	C-8		
7.	Bank Reconciliation Book	C-8		To be weeded out after the appropriation accounts for the year have been finalized.
8.	Journal Book	C-8		
9.	Bank collection voucher files	C-8		
11.	Statutory files	C-8		
12.	P&T Audit files.	C-3		
13.	Internal Audit files/Reports (External Auditors)	C-3		
14.	Internal Audit files/Reports (IA section of BSNL)	C-3		
15.	EPF FILES	B		
16.	Licence fee files	C-10		
17.	ADC FILES	C-8		
18.	LSPC files	B		
19.	ATD file/Vouchers etc.,	C-8		
20.	Miscellaneous files	C-3		

9. Cellular and Mobile Telephone Service (CMTS)

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Ruling/Policy matters	B-keep		
2.	Project Monitoring	C-5		
3.	Internal Audits	C-5		
4.	P&T Audit reply	C-5		
5.	Audit Para files	C-5		
6.	Parliament related matters	C-3		All replies should be recorded in guard folder before scrapping
7.	VIP Cases	C-3		
8.	Post Sanctioning file	C-5		
9.	Staff Matters	C-3		
10.	Planning files	C-6		
11.	Procurement related files	C-10		
12.	MIS records files	C-5		However, monthly records are to be recorded in guard file.
13.	Project co-ordination files	C-5		
14.	Correspondence with QA/TEC/AT	C-5		
15.	Circle General Correspondence files	C-5		
16.	Other General correspondence files	C-5		

**10. Cellular and Mobile Telephone Service
Operation & Maintenance
(CMTS-O&M)**

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Files pertaining to Policy matters	B-keep		
2.	VVIP/Minister's case	C-3		
3.	Audit Paras	C-5		
4.	Court cases	C-5		
5.	Parliament Questions	C-3		
6.	International/National Roaming Agreements	B-keep		
7.	Annual Maintenance Contracts	B-keep		
8.	Maintenance of CMTS Net-work	C-5		
9.	Monitoring of Operations (Reports)	C-3		
10.	Guidelines on Operational Matters	B-keep		
11.	Study of Technology Advancement	C-5		
12.	Tenders/Expression of Interest	C-10		
13.	Ruling/Guard Files	B-keep		
14.	Miscellaneous files	C-5		

11. Commercial (Comml.)

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Fixation of tariff for new services	B-keep		
2.	Tariff & Commercial policy - IMPCs/Leased Line/MPLS/VPN /Call Centre	B-keep		
3.	Revision of tariff of existing services	B-keep		
4.	Tariff & other related matters of existing services/New Services	C-5		
5.	Clarification on tariff orders	B-keep		
6.	Individual cases of relaxation of existing instructions	C-5		
7.	Delegation of powers to field units	B-keep		
8.	Centrex/DID EPABX/STD Charges/Shifting Charges	B-keep		
9.	Preparation of Commercial terms and conditions for private service providers	B-keep		
10.	Policy regarding infrastructure sharing	B-keep		
11.	Issues relating to individual cases of provision of infrastructure to private operators and other matters	C-5		
12.	Introduction of new schemes/packages for creating additional demand	C-5		
13.	Policy - Revenue sharing	B-keep		
14.	Individual cases - revenue sharing	C-5		
15.	Analyzing market trend on tariff matters	C-3		
16.	Policy - NLDO/ILDO	B-keep		
17.	NLDO/ILDO - other matters	C-3		
18.	Court cases (after the final settlement)	C-5		
19.	Audit cases (after the final settlement)	C-3		
20.	TRAI cases (after the final settlement)	C-3		
21.	Staff matters	C-1		
22.	MOS/MOC/VVIP cases	C-3		
23.	Periodic returns/reports	C-1		
24.	Parliament Question/Assurances	C-5		
25.	Public complaint/suggestions	C-1		
26.	General correspondence	C-1		

12. Company Secretariat and Legal
Department (CS and Legal)

SL. No.	Subject/Records-groups	Retention period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	ROC Filings -Filing of Statutory Forms and Returns with the Registrar of Companies	B-Keep		
2	Correspondence with the Department of Public Enterprise-General and compliance of their instructions etc	B-Keep		
3	Data for Public Enterprises survey	B-Keep		
4.	Bonds-Bonds related work done in 2000	B-Keep		
5	Directors -appointment of Directors-Obtaining information from them-their Cessation etc., and correspondence with the Government/DPE on the matter	B-Keep		
6	Preliminary Expenses in the formation of the Company regarding	B-Keep		
7	Miscellaneous Maharatna/Navratna status related documents	B-Keep		
8	Supply of data for manpower requirements etc	B-Keep		
9	Creation/ incorporation of a new company	B-Keep		
10	Subscription to sites magazines, obtaining of corporate memberships etc	B-Keep		
11	Other General Matters such as stationery indent, repair complaints, supply of documents to other units etc.	C-1		
12	ICSI- Matters Imparting 15 months Management Training and 3 months practical training to the CS qualified candidates	C-5		
13	Circulars of the Secretariat - Circulars on the Corporate Governance issues	B-Keep		
14	Empanelment of Advocates for the CO- Empanelment, queries for fees payments related matters	B-Keep		
15	Board Meeting -Notices-Circulation of Agendas related matters	B-keep		
16	MC Meeting - -Notices	B-Keep		

13. Customer Services (CS)

a) PHA - Section

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Policy regarding allotment, sanction of new telephones in various categories	B-Keep		
2.	Provision of new telephones connections in various districts	C-3		
3.	Transfer, shifting and restoration of telephones			
	i) Policy	B keep		
	ii) Individual cases	C-3		
4.	Temporary and casual telephones			
	i) Policy	B-Keep		
	ii) Individual cases	C-3		
5.	Service telephones			
	i) Policy	B-Keep		
	ii) Individual cases	C-3		
	iii) Temporary connections	C-1		
6.	Misuse of telephones			
	i) Policy	B-Keep		
	ii) Individual cases	C-3		
7.	Arbitration relating to telephones disconnected	C-5		
8.	Court cases	C-10 - after the final settlement of cases under normal course of law.		
9.	Amendment to ITRs relating to telephones	B-Keep		
10.	Cases under RTI Act, 2005	C-1		
11.	Miscellaneous complaints	C-1		

b) PHB - Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Local areas of telephone exchange systems (i) Policy (ii) Demarcation	B-keep C-10		
2.	Secraphones and scramblers (i) Policy Allotment (ii) Permissions	B-keep C-10		
3.	Allotment and operations of PCOs (STD/ISD/Local) (i) Policy (ii) Other Misc. references	B-Keep C-3		
4.	Printing of telephone directories (i) Policy (ii) Other Misc. references	B-keep C-3		
5.	Subscriber owned and franchise basis (i) EPABX policy (ii) Other Misc. references	B-keep C-3		
6.	Policy relating to provision of telephone attachment and allotments (including by private parties) at subscriber's premises	B-keep		
7.	Parliament Questions (i) Starred (ii) Unstarred	C-3 C-3		
8.	PAC cases, C&AG, DAP and Local Audit Paras relating to items dealt in privilege motion, Cut motion	C-5		
9.	Court cases	C-5		
10.	Arbitration cases	C-5		
11.	RTI cases	C-3		
12.	General complaints and other Misc. references	C-1		
13.	Matters related to Parliamentary Committees (i.e., Standing Committee, Consultative Committee, Committee on Public Sector Undertakings, Joint Parliamentary Committee, etc.)	C-3		

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
14.	Gender Budgeting Cell (i) Policy (ii) Misc.	B-keep C-3		
15.	VIP cases	C-3		
16.	Imprest	C-3		
17.	Earned Leave records	C-1		
18.	Sanction of out-of-turn PCOs	C-3		

c).PHC - Section

Sl. No	Subject/Records/groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Policy matters regarding leased circuits, network etc.	B-Keep		
2.	Other matters regarding lease circuits,(a) Misc. matters	C-5		
3.	Policy of internet Dhabas	B-Keep		
4.	Statistical Monitoring of Internet Dhabas	C-5		
5.	Provision of telecom facilities for Elections and international conferences a) Policy b) Misc.	B-Keep C-3		
6.	Telecom facilities in connection with visits of President Vice President and Prime Minister (a) Policy (b) Misc.	B-Keep C-3		
7.	Long distance satellite telephones and related matters (a) Policy (b) Sanction & Other Misc. matters	B-Keep C-5.		
8.	ARW equipment for Civil Defence (a) Policy (b) Other Misc. matters	B-Keep C-5		
9.	VIP complaints	C-3		
10.	General complaints & others Miscellaneous references	C-1		
11.	Honorarium, incentive to staff	C-3		
12.	Parliament /Questions/ queries raised by Parliament Committees	C-3		
13.	Draft Audit Paras and CAG Paras ATNs	C-5		

14. Establishment Finance and Taxation
(EF & Taxation)

Sl. No.	Subject/Records/groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Policy matters regarding leased circuits, network etc.	B-Keep		
2.	Assessment/Appellate proceeding	'B' keep		
3.	Court cases	'B' keep		
4.	Correspondence with Tax Authorities/Ministries/ Govt. departments	B-keep		
5.	COD Cases	'B' keep		
6.	CENVAT credit Statements	C-10		
7.	Copy of TDS certificates	C-10		
8.	Tax Audit Reports	C-10		
9.	Copies of Balance- Sheet of circles	C-10		
10.	Miscellaneous Files on other matter	C-10		

15. Electrical (Elect.)

a) Staff & Establishment (S&E) Cell

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Creation of Group A,B,C,&D Posts in BSNL	B-Keep		
2.	Retention of Post of Group A,B,C, & D s in BSNL	B-Keep		
3.	Permanency of Posts of Group A,B,C & D in BSNL	B-Keep		
4.	Redeployment of Electrical units/ Diversion cases	B-Keep		
5.	Matters related to Pay fixation in Group A Officers in corporate office	C-8		
6.	Co-ordination with SR Cell for union/ Association matters	C-5		
7.	Permission for studies	C-5		
8.	Forwarding of application/NOC for Passport/Visits Abroad for Executive officers	C-5		
9.	Personal matters relating to posting and transfer	C-5		
10.	Framing & Amendments of Recruitment Rules for All Cadres	B-keep		
11.	Seniority list for all Cadres	B-keep		
12.	Deputation of all Cadres	C-8		
13.	Conduct Rule for all Cadres	C-5		
14.	Co-ordination with Vigilance Unit for Vigilance/disciplinary cases in respect of all Cadres	C-8		
15.	ACP Cases	B-keep		
16.	VIP references for MOS(C)/ MOC (Estt. related & Personnel)	C-5		
17.	Parliament Questions (Estt. & Personnel related)	C-8		
18.	Maintaining of Rosters of different cadres	B-keep		

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
19.	Court cases concerning service matters of officers of all cadres	C-8		Subject to The file not being closed until the award / judgment becomes final in all respects by limitation or final decision in appeal/revision and b) Cases involving important issues or containing material of a high precedent/reference value being retained for an appropriately longer period either initially or at the time of review.

b). Technical Matters

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Advise on all Electrical, Electro-mechanical & related Services to BSNL Board	B-keep		
2.	CTE cases	B-keep		
3.	Vigilance activities for entire Electrical Wing including Co-ordination with Vigilance Wing & CVC in electrical matters	B-keep		
4.	Draft Audit Para/PAC/C&AG cases relating to Staff Qtrs./Admin. Offices, Store Depots and other Technical Buildings	B-keep		
5.	Acceptance Testing Procedure for A/C, E/A, EI, Fire, etc.	B-keep		
6.	Processing of tenders beyond the power of Chief Engineer (elect.)	B-Keep		
7.	Technology Up-gradation and improvement in work procedure and updating of manuals.	B-Keep		

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
8.	Technical matters in respect of <ul style="list-style-type: none"> • Electrical installation • sub-station • Air conditioning • fire fighting & detection system • Engine alternator Set • Lighting system • Earthing • pumps • building automation system • Lighting and Surge protection system 	B-keep		
9.	Policy of Guidelines on maintenance of Electromechanical installation.	B-Keep		
10	Formulating the rules and regular updating of Contract documents/forms etc.	B-Keep		
11.	Interpretation of orders/contract clauses	B-Keep		
12.	Issuing General Circulars relating to contract	B-Keep		
13.	Framing of rules for enlistment of contractors and its Updating	B-Keep		
14.	Cases relating to enlistment of Class - 1 Contractors.	C-5		
15.	Court cases/ settlement of Disputes relating to Electrical contract works	C-6		
16.	Complaints relating to works.	C-6		

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
17.	Arbitration cases beyond the power of PCE(E)/CE (C)	C-5		Subject to : The file not being closed until the award/judgment becomes final in all respects by limitation or final decision in appeal/revision and b)Cases involving important issues or containing material of a high precedent/reference value being retained for an appropriately longer period either initially or at the time of review.
18.	Write off loss of stores beyond power of PECE(E)/ CE(C)	C-5		
19.	Matters relating to Seminar /Conferences.	C-5		
20	Draft Audit Paras/PAC/C&AG cases relating to Staff qtrs. Admn. Offices, Store Depots and other Technical/Non technical Bldgs.	C-5		
21	Review and monitoring of Progress of Electrical works i/c Energy conservation and Monitoring t	C-5		
22.	Monitoring of Expenditure on Electrical works.	C-5		
23.	Matter relating of Annual and five year Plans	C-5		
24.	Budgeting -Electromechanical works related to staff Qtrs/Administrative offices/Telecom store other Non-technical Building and Technical Bldgs.	C-5		
25.	Finalization of annual Operating Plan/Strategic Bldg. plan Rates.	C-5		
26.	Inspection report of supervision of products.	B-Keep		
27	Inspection of CE (E)/PCE (E) office in respect of technical matters	C-5		

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
28.	a) Processing of Confidential Report of contractors for various services like E/A A/C set. b) framing rules for Confidential Report of Contractors of above category	C-5 C-5		
29.	Standardization/ Specification of products.	B-Keep		
30	Scrapping cases of electromechanical assets of BSNL.	C-5		
31.	Technical Circulars and documentation	B-keep		
32.	Policy matters Relating to Quality assurance.	B-Keep		
33.	Processing of Reports relating to Quality inspection of works.	B-Keep		
34.	Inspection/reports of new products/RCs	B-Keep		
35.	Approval of energy efficient products (Electrical & electromechanical Products) on all India basis	B-Keep		
36.	Monitoring, analyzing & completion of energy audit reports from various field units.	C-5		
37.	Formulating policies, Guidelines for conducting energy Audit.	B-Keep		
38.	Policy planning of Training of electrical Wing officers	C-5		
39	VIP References for MOS © / MOC (Technical matters)	C-5		
40.	Parliament Questions relating to Electro-mechanical works.	C-5		
41.	Vehicles - Norms & Sanction .	C-5		
42.	Maintaining imprest of Sr. DDG (Elect.)	C-5		

16. Establishment (Estt.)

a) PAT- Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Revision of pay scales and grant of IDA pay scale corresponding to CDA pay scales for BSNL employees.	B-keep		Subject to particulars of Sanction being noted in Establishment / Sanction Register.
2.	Policy matters on pay & allowances/ Perks for BSNL employees	B-keep		
3.	Grant of Productivity Linked incentive Scheme	C-10		
4.	Policy matters on Special Pay/Personal pay/HQ allowance	B-keep		Until superseded
5.	Policy matters on LTC/TA/DA in respect of case received from field units.	C-10		
6.	Policy matters on pay fixation, pay anomalies.	B-keep		Until superseded
7.	Relaxation for grant of advances for purchase of PC/conveyance/other items in respect of cases received from the field units only.	C-5		
8.	Clarification on Medical reimbursement cases under CS(MA) Rules-received from field unit.	C-5		
9.	Grant of HRA/CCA/HRA in lieu of rent free accommodation	C-5		Or one year after completion of audit whichever is later.
10.	Grant of Special Compensatory allowance/HCA/RLA/DAA	C-5		
11.	HBA Cases-clarification	C-5		
12.	ACP Scheme -clarification	C-5		
13.	Grant of Deputation Allowance/ other allowances	C-5		Or one year after completion of audit whichever is later

b) Pension Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	File Index Register	C-5		
2.	Section Diary Register	C-5		
3.	Schedule of Leave Salary & Pension Contribution	C-10		
4.	Individual Pension Cases	C-10		
5.	Revised Pension cases of Group 'A' & Group 'B' Officers	C-10		
6.	Grievance cases relating to Pension	C-5		
7.	Policy decisions relating to pension, etc.	B-keep		Refer GFR Appendix 13, Annex-I
8.	Pay fixation cases of Group 'A' Officers	C-5 or one year after completion of Audit which ever is later.		Subject to a suitable entries being made in the appropriate service records and Pay Bill register and an authenticated copy of the order, where issued being placed in the personal file.

c) Personnel-III Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	File Index Register	C-5		
2.	Parliament Questions	C-5		
3.	Recruitment Rules	B-Keep		
4.	VVIP/Minister's Cases	C-3		
5.	Audit Para's	C-5		
6.	Court Cases	C-5		
7.	Files pertaining to policy matters	B-keep		

d) Personnel-IV Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Framing/Amendment/Relaxation of Recruitment Rules.	B-keep		
2.	Files pertaining to policy matters of JTO cadre, Non-Executive employees of erstwhile Group 'D', Casual Labour & Compassionate Appointment (CGA).	B-keep		
3.	Minutes of High Power Committee (HPC) for offering compassionate appointment.	B-keep		
4.	Files relating to Individual case rejected by HPC on CGA.	C-5		Subject to the application of the candidate and an authenticated copy of the order of appointment being kept in the personal file.
5.	Files relating to individual case approved by HPC on CGA	C-5		
6.	Individual Court case	C-5		
7.	Parliament Question	C-5		
8.	Audit Paras	C-5		
9.	File relating to disposal of individual VVIP/ Minister reference	C-5		
10.	Index register/ Diary register	C-5		

e) TE-I – Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Evolution of norms	B-keep		
2	Duties & responsibilities of various Posts/cadres	B-keep		
3	Continuance/abolition/revival/ retention of posts	C-10		Subject to particulars of Sanction being noted in Establishment /sanction Register. Refer GFR Appendix 13, Annex-I
4	Conversion of temporary posts into permanent ones.	C-10		Subject to particulars of Sanction being noted in Establishment / Sanction Register. Refer GFR Appendix 13, Annex-I
5	Audit Para	C-10		
6	Creation of posts	C-10		Subject to particulars of Sanction being noted in Establishment / sanction Register. Refer GFR Appendix 13, Annex-I
7	Diversions	C-10		
8	Up gradation of posts	C-10		Subject to particulars of Sanction being noted in Establishment/ Sanction Register. Refer GFR Appendix-13, Annex-I
9	Re-designation of posts	C-10		Subject to particulars of Sanction being noted in Establishment/ Sanction Register.
10	Bifurcation of circles Telecom Distt.s/Sub Divisions.	C-10		
11	Queries/clarification regarding the Existing norms.	C-10		
12	Parliament question/VIP Reference.	C-5		
13	Clarification sought by Circles.	C-5		
14	Monthly Report for Cabinet	C-3		

Sl. No	Subject/Record-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
	summary			
15	Union/Association items/National Council Matters/ Committee Meeting briefs/Minutes etc.	C-3		
16	Misc.	C-3		

f).TE-II - Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Policy decision.	B-keep		
2.	Fixation/ Revision of norms by SIU/IWSU.	B-keep		
3.	Audit Pare.	C-10		
4.	Creation/Permanency/retention / diversion of posts	C-10		Subject to particulars of Sanction being noted in Establishment / Sanction Register. Refer GFR Appendix13, Annex-I
5.	Overtime allowance.	C-10		
6.	Holidays.	C-10		
7.	Rent free accommodation & HRA in lieu thereof.	C-10		
8.	Transport facilities/subsidized Transport	C-10		
9.	Court Cases.	C-5		Or till decision is pronounced and implemented whichever is earlier.
10.	Union items/National Council matters/Committee meeting briefs/Minutes etc.	C-5		
11.	Parliament Question/VIP references.	C-5		
12.	Duty Hours, Night duty co-efficient, Meal Relief and weekly offs.	C-5		
13.	Clarification sought by Circles.	C-3		
14.	Misc.	C-3		
15.	Queries/clarification regarding the existing norms.	C-1		

17. Finance Personnel (FP)

SEA & Trg. Fin Section

Sl. No	Subject/Records-groups	Retention period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Recruitment Rules and amendments thereof	B-keep		
2.	Policy Decisions	B-keep		
3.	Matter related to Deputations External candidates regarding their appointment in BSNL	B-keep		
4.	Gradation list	B-keep		
5.	Audit Paras	C-10		
6	Court cases	C-5 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.
7.	Roster Registers	B-keep		
8.	Matters related to DR JAO	C-5		
9.	Parliament Questions	C-5		
10	Transfer/Posting	C-3		
11.	Vacancy posting	C-3 *		
12	Clarification sought by circles	C-3		
13	RTI cases	C-5		
14.	Union/Association items/National council matters/Committee meeting briefs/Minutes etc.	C-2		
15	Miscellaneous works	C-2 *		
16.	VIP reference	C-1 *		
17	Leave cases of CO BSNL	C-2*		
18.	Leave cases of IFAS of Circles	C-2*		
19.	Increment cases	C-10		Subject to an authenticated Copy of the Order being kept in the personnel file and a suitable entry being made in the appropriate Service Record .
20	DPC /Promotion files/ Appointment of Consultants	B-keep		
21	Service books	Service Book of: (a) officials entitled to	C-3	After issue of final pension/gratuity payment Order. Refer GFR

Sl. No	Subject/Records-groups	Retention period		Remarks
		Suggested by RCA	Recommended by NAI	
		retirement/terminal benefits. (b) Other employees	C-3	appendix 13. Annex-I After they have ceased to be in service
22.	Old CRs of retired officers	C-2		
23.	Old CRs of Expired officers	C-1		
24	Personal file	(a) Those eligible for retirement/terminal benefits: C-5 after issue of final pension/gratuity payment order (b) Others; C-5 after they ceased to be in service.		On the expiry of the specific retention period, Personnel files of officials who have made significant contribution in any field of activity (e.g. Administrative, Economic, Scientific, Social etc.) and have won national /international recognition should be sent to the National Archives.
25	Correspondence file relating to Disc. Cases/Confidential matters like appeals against adverse entries etc.	C-8		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. 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 being made in the appropriate Service Record 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.
26	Property returns (general aspects) APR statements of Gr A,B,C	B-keep (a) in respect of employees entitled to retirement benefits: C-3 after the issue of final		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.

Sl. No	Subject/Records-groups	Retention period		Remarks
		Suggested by RCA	Recommended by NAI	
		pension/gratuity payment order (b) in respect of Other employees: C3 after they ceased to be in service.		
27	Absorption file BSNL	B-keep		
28	Complaint cases	C-1 *		
29	Continuance/abolition/revival retention of posts in IP&TAFS	C-10		
30	Conversion of temporary posts into permanent ones	C-10		
31	Creation of posts in IP&TAFS	C-10		
32	Diversion of IPSt P&TAFS posts	C-10		
33	UP gradation of posts	C-10		
34	Monthly Reports for Cabinet Summary	C-3		
35	Index Register/Guard File	B-keep		
36	Diary Register/Peon Book/file Movement Register	C-2		
37	Basic Training	B-keep		
38	Planning for JAOs training in advance	C-1		
39	Deciding the training period for JAOs in different phases	B-keep		
40	Issuance of various orders to tainting of JAOs	B-keep		
41	Short Team Trainings	C-3*		
42	Training at Departmental Institutes.	C-3 *		
43	Long Term & Foreign Trainings Record	B-keep		
44	NATFM Issues	B-keep		
45	National commission of SC/ST correspondence files	C-5 *		
46	Deputation- Foreign/other PSUs	C-2		
47	Pay Fixations	C-3 or one year after completion of audit, whichever is later.		Subject to a suitable entries being made in the appropriate service records and Pay Bill register and an authenticated copy of the order, where issued being placed in the personal file.

18. Internal Audit (IA)

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Ruling/Guard files	B-keep		
2.	C&AG reports including ATN files and registers after closure of reports.	C-2		
3.	BAP/DAP files & registers after closure/conversion of DAP into C&AG Para	C-2		
4.	BSNL IA reports -Circle Offices & DDGs of Corporate Office after closure of reports	C-2		
5.	P&T Audit report of IA Section	C-2		
6.	Half yearly Audit reports of CAs' North & East Zone after audit of accounts and compliance	C-2		

19. International Long Distance (ILD)

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	International Carrier Relations: a) signing of NDA b) Bilateral Service Agreement	C-10 C-10 C-10		
2.	Agreements with Indian ILDOs including VSNL for infrastructure	C-10		
3.	ILD Rates from Indian/International ILDOs for routing	C-10		
4.	Monthly routing of ILD Traffic	C-10		
5.	Implementation of Lawful Interception (LIM) in ILD Gateway Switches	C-10		
6.	Up-gradation of Level - I TAXs to ILD capability	C-10		
7.	IPLC LIM Equipment	C-10		
8.	ILD Complaints/Tariff issues	C-10		
9.	India Termination Rates	C-10		
10.	Bharat-Lanka Submarine Cable System (BLCS) Project.	C-10		

20. International Relations (IR)

a) IR -Section

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Co-ordination with international bodies like ITU/UNDP	C-10		
2.	Co-ordination with regional forums like APT, SAARC, etc.	C-10		
3.	Co-ordination with Ministry of External Affairs, VSNL & other Technical agencies	C-5		
4.	Foreign travel budget-presentation of estimates	C-3		
5.	Projects emanating from APT, etc.	C-5		

b) Departmental Examination (DE)

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	File regarding issue of Holding Notice	C-3		
2.	File/Document regarding issue of Roll No.s	C-3		
3.	Answer Book	C-1		
4.	Mark sheet & Security Code list received from the examiner	C-3		
5.	Question Paper/Answer Keys/Paper Setting file	C-3		
6.	Model Question Paper	C-3		
7.	Tabulation register	C-10		
8.	Result file	C-10		
9.	Representations and Petitions	C-3		
10.	Standing Guard File	B-keep		
11.	Section Diary	C-3		
12.	Assistant Diary	C-1		
13.	File Register	C-10		
14.	File Movement Register	C-1		
15.	VIP Register	C-3		
16.	Confidential/Secret receipt Diary	C-3		
17.	Court Case file	C-3		
18.	RTI Case file	C-3		
19.	Parliament Assurance Register	C-1		

c) Recruitment (Recrt.) Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1	Files relating to engagement of outside Exam Agency	C-10		
2.	Files relating to conduct of Examination and results	C-10		
3	Copies of OMR/Answer Books	C-1		
4.	Copies of used/unused Question Paper	C-1		
5.	Files relating to Court Cases	C-10		
6	Misc. files	C-3		
7.	Files relating to information supplied under RTI 2005	C-3		
8.	Files relating to appointment of Examination Coordinators	C-3		
9.	Files relating to VIP cases	C-3		
10	Files relating to representations and petitions	C-3		
11.	Section diary	C-3		
12.	Assistant Diary	C-1		
13.	File (Index) register	C-15		
14.	File Movement Register	C-1		
15.	VIP receipt diary	C-3		
16.	Peon book	C-5		
17.	Standing Guard File	B-keep		
18.	Register of Parliamentary Assurance.	C-1		

21. Information Technology (IT)

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Files relating to policy in respect of computerization, information technology, etc.	C-10 B		
2.	Files relating to Parliament Questions/CAG Para	C-10		
3.	Files relating to Court cases	C-10 / Jd -B		
4.	Files relating to computerization activities of field Units	C-5		
5.	Miscellaneous files (IT-2)	C-5		
6.	Files relating to all CDR (Call Data Records) matters including tenders, etc., such as CDR, Tender 11-1, Storage Tender 11-2, Data Centre 11-3, etc.	C10		
7.	Files relating to all IOBAS (Inter Operator Billing & Accounts System) matters	C-10		
8.	Files relating to M/s. Oracle Rate Contract negotiation and other correspondence	C-10		
9.	Other miscellaneous matters (IT-3)	C-10		
10.	Files relating to i) Statutory Audit ii) P&T Audit iii) Internal Audit iv) CAG Para, etc.	C-5		
11.	Files relating to Budget of BSNL Circles	C-5		
12.	Files relating to IT Audit	B-keep		
13.	Tender offers, in case of procurement of computer peripherals for BSNL HQ	C-10		
14.	Purchase order files in case of procurement of computer peripherals for BSNL HQ	C-10		
15.	Bank Guarantee file of procurement of computer peripherals for BSNL HQ	C-5		
16.	Miscellaneous files (IT-1)	C-5		

22. Long Term Planning (LTP)

Long Term Planning (LTP) Section

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	MOU (Memorandum of Understanding) files relating to MOU Document signed between DOT and BSNL	C-10		
2.	Annual Plan files relating to Document of Annual Plan	C-10		

23. Management Information System (MIS)

a) MIS - Section

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Monthly MIS Report of Target & Achievements with reference to Equipped Capacity & Direct Exchange Lines (DELs) in respect of telephones	C-3		
2.	Monthly MIS Report of Status of Equipped Capacity, DELs & Waiting List in respect of telephones.	C-3		
3.	Top Management Report	C-3		
4.	Main MIS Report i) (a) All India Monthly Service Performance Report (b) Monthly Service Performance Report and Commercial Performance Report in detail in respect of all Circles and Metro Districts. ii) Report on Development Activities iii) Monthly Report on Requirement & Supply iv) Monthly & Cumulative Financial Report	C-3		
5.	Monthly MOC Report	C-3		
6.	Quarterly BSO Report	C-3		
7.	Quarterly TRAI Report	C-3		
8.	Half-yearly Data Bank Report	C-3		
9.	Rural Tele-density Report	C-3		
10.	On-line MOC - MIS Report	C-3		
11.	Annual Account Separation Report of TRAI	C-3		

b) RTI - Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	File Register	C-10		
2.	RTI Applications Status Register	C-10		
3.	Section Diary Register	C-5		
4.	Policy/ruling matters relating to RTI	B-keep		
5.	File of individual cases seeking information under RTI ACT 2005	C-3		
6.	General Correspondence	C-5		

24. Marketing (Mktg.)

Marketing (Mktg.) Section

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Empanelment of Advertisement agency & monitoring of its activities.	C-5		
2.	Empanelment of marks Research Agency & Media Houses.	C-5		
3.	Empanelment of PR agency Coordination/ Interaction with agencies for advertising media planning, media buying and release of advertisements.	C-5		
4.	Financial approvals relating to Advertisement in Electronic channels / print media	C-5		
5.	Sales & Distribution Policy including electronic Pin distribution and its implementation.	C-5		
6.	General cases relating to Sales & Distribution Policy including Electronic Pin Distribution and its implementation..	C-3		
7.	Court cases on marketing Activities.	C-5		
8.	Printing of Annual Report / Pamphlets / Brochures	C-1		
9.	Exhibitions/ Seminars / BSNL day / World Tele com Day. Rural Tele-density Report	C-1		
10.	Audit cases / RTI Cases.	C-1		
11.	Parliament Question.	C-5		
12.	Sponsorship of events / release of advertisements in souvenirs, magazines.	C-1		
13.	Advertisement in outdoor media	C-3		
14.	Policy matters on Marketing and PR.	C-5		
15.	Issue magazine " Connecting India"	C-1		
16.	Prepare the Advertisements, TVC and release the advertisements of BSNL service and brands in Newspapers/ Radio / TV Channel.	C-5		

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
17.	Preparation of Welcome Kit for Mobile Services.	C-1		
18.	Interaction with Press for Press release.	C-1		
19.	Issue of briefs/ Lectures/ Message of CMD and Board of Directors.	C-1		
20.	Collection & distribution of Information from circle relating to BSNL scheme.	C-1		
21.	Negotiation and rate finalization for all media	C-3		
22.	Monitoring of Implementations of Policies.	C-5		
23.	All Public Graveness references including VIP references relating to Marketing	C-1		
24.	Parliament Question relating to Marketing	C-1		
25.	Files dealing with sponsorship.	C-1		
26.	Files dealing with advertisement souvenirs/ magazines	C-1		
27.	Files dealing with advertisement in souvenirs/ magazines (approved by CMD / Dir.(F)	C-5		
28.	Files on empanelment of PR Agency	C-5		
29.	Files on empanelment of advertising agency & media house	C-5		
30.	Files on empanelment of market research agency	C-5		
31.	Files dealing with advertisement in electronic channel	C-5		
32.	Files dealing with corporate advertisement in print media	C-5		
33.	Files dealing with VIP references	C-5		
34.	Files dealing with policy matter on marketing & PR	B-Keep		
35.	Files dealing with advertisement in other medium (Railway coaches/ Airport trolleys etc.)	C-5		

25. Material Management
a)MMC - Section

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1	Ruling Policy matters	B-Keep		
2.	Developments orders for Indigenous stores (i) Tenders offers (ii) Purchase orders files pertaining to Gram Panchayat Switching Equipment & Transmission Equipments.	C-10 C-10		
3.	Miscellaneous Matters	C-3		
4.	Material Planning forecasting & Monitoring	C-5		
5.	Allocation & diversion of supplies	C-3		
6.	Court Cases/Arbitration Cases	C-3		
7.	Audit Paras	C-5		

b) MMD- Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Tender offers	C-10		
2.	Files relating to the Performance Bank Guarantee	C-5		
3	Files relating to the issue of terms of credits	C-5		
4	Miscellaneous files	C-3		
5..	Ruling /Policy matters	B-Keep		
6.	Purchase Order files	C-10		
7.	Files relating to PBG	C-5		
8	System development of Exchanges	B-Keep		
9.	Maintenance of Numerical Accounts	C-10		
10.	Development of indigenous production Capacity	B-Keep		
11.	Registration/Black Listing of firms	C-10		
12.	DOT -ITI Pricing Agreement	B-Keep		
13.	Custom duty/Insurance after finalization of the CST case	C-5		

c) MMT Section

Sl. No	Subject/Records/groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Ruling/Policy Matters	B-keep		
2.	Files relating to Bank Guarantee and their refund	C-10		
3.	Misc. Matters	C-3		
4.	Court Cases	C-10		
5.	File relating to NIT/Bid document	C-10		
6.	Parliament Cases/Audit Paras	C-5		
7.	Bid documents (Original)	B-keep		

d) MMS - Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Policy regarding procurement of items of stores	C-5		
2.	Processing of Tenders of U/G Cables	C-10		
3.	Finalization of orders	C-5		
4.	Allotment of items	C-5		
5.	Forecast of items of stores	C-3		
6.	Policy Regarding write off cases	C-10		
7.	Policy regarding disposal of Unserviceable stores	C-10		
8.	Draft Audit Paras on loss of Stores	C-5		
9.	Court cases	C-3		
10.	TEC meetings	C-5		

26. Maintenance Switching (MS)

a) MSE - Section

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1	Technical issues of Switches	C-7		
2	Annual Maintenance Contract/Annual Repair Contract	C-10		
3	Technical feasibility of tariff implementation	C-5		
4	Secret and Confidential issues	B-Keep		
5	Audit Paras	C-5		
6	Fire issues	C-5		
7	Exchange failure & monitoring issues	C-5		
8	Acceptance Testing of Switches	C-10		
9	Policy issues of Power Plant	B-Keep		
10	Parliament Questions	C-5		
11	VIP Cases	C-5		
12	General Complaints	C-3		
13	Scrapping of exchanges	C-10		
14	Budgetary support	C-5		
15	Maintenance related policy matters	B-Keep		

b) MSS Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Quality of service parameters for basic services – i) Fixing of targets of performance parameters ii) Monitoring the achievement of performance parameters. iii) Monitoring of fault rate of SSAs/DHQ towns. iv) Monitoring of fault rate of Capital/Circle HQs/NCR Towns.	C-10 C-10 C-5 C-5		
2.	Disposal of obsolete stores by outside agencies viz. M/s MSTC:- i) Policy ii) Correspondence	B-Keep C-5		
3.	Appraisal of towns by outside agencies:- i) Policy ii) Appraisal reports of towns	B-Keep C-5		

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
4.	Life of telecom assets:- i) Policy ii) Correspondence	B-Keep C-5		
5.	Cable allotment for maintenance purposes:- i) Policy ii) Correspondence	B-Keep C-5		
6.	Cable allotment for National Highway widening:- i) Policy ii) Correspondence	C-10 C-5		
7.	Pole less activity :- i) Policy ii) Correspondence	B-Keep C-5		
8.	Achievement of single digit fault rate.	C-10		
9.	Life of Telephone instruments - Policy	B-Keep		
10.	Procurement of cord less/CLI telephone instruments – Policy.	B-Keep		
11.	Procurement of DLCs – Policy.	B-Keep		
12.	Observation files – i) Policy ii) Reports of observation of telephone systems	B-Keep C-5		
13.	TRAI – Policy/instructions	C-10		
14.	Awards for best maintained telephone systems.	B-Keep		
15.	Audit Paras	B-Keep		
16.	Parliament Questions/Court cases/VIP – Minister's cases. Consultative, Estimate & Standing Committees.	C-10		
17.	Cabinet summary reports & Important events.	C-5		
18.	Conferences/Meetings etc.	C-5		
19.	Staff matters/Administrative works.	C-5		
20.	Monsoon Control Room i) Policy ii) Correspondence	B-Keep C-5		

c) MST Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1	Details of fixed assets register	B-Keep		
2	Physical verification certificate	B-Keep		
3	Component-wise brief summary	B-Keep		
4	Implementation of numbering plan	B-Keep		
5	Change of 4 digits to 3 digits area STD code of SDCA	B-Keep		
6	Monitoring, examination, implementation of charging plan in BSNL	C-10		
7	Re-organisation of SDCA/ LDCA as proposed by various telecom circles	B-Keep		
8	(a) Transfer of exchange from one SDCA to another. (b) Merger of SDCAs (c) Change of charging centers. (d) Creation of new SDCAs	B-Keep		
9	Numbering plan for DSPT(Digital Satellite Phone Terminal)	B-Keep		
10	Cases for dynamic wiring etc.	B-Keep		
11	Reconciliation of X, Y Coordinates	B-Keep		
12	Various reports regarding activity & important events	C-5		
13	Parliament/TRAI/Court/VIP/Minister/Chairman/Consultative Committee	C-10		
14	National Directory enquiry	C-10		
15	Allotment of 3/4 digit codes	B-Keep		
16	Trunk Exchanges(Policy matter)	B-Keep		
17	Trunk Traffic Management.	C-5		
18	Sanchar Doot Award/Ati Vishisht Sanchar Seva Padak/Sanchar Veer Award	B-Keep		
19	Computerized Trunk Manual exchange.	C-5		
20	Audit Paras/Social Audit Panel	B-Keep		
21	Staff Matters/Administrative work	C-5		
22	Conferences/Meetings	C-5		

d) MVT- Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1	Sanction of vehicles for field units.	C-5		
2	Replacement of premature scrapped vehicles	C-5		
3	Write off loss due to theft etc.	C-5		
4	Inspection/visits to Circles	C-1		
5	General returns	C-1		
6	Budget under MVL head	C-3		
7	Parliament Questions	C-3		
8	MP Cases/ MOSC/MOC/VIP cases	C-1		
9	Motor accidental claim/suit notices/legal notices etc.	C-5		
10	Suit Notices/Legal notices	C-1		
11	Policy regarding life/procurement /use/maintenance/ disposal etc. of Departmental vehicles/clarification with regard to norms.	B-Keep and C-3		
12	Data calculation regarding fleet strength/consumption of petrol/diesel etc.	C-1		
13	IR	C-1		

27. Network Management (NM)

a) ML - Section

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Commissioning, shut down, diversion, scrapping etc. of transmission systems: (a) Policy matters (b) Individual Cases	B- Keep C-5		
2.	Files relating to Projects undertaken	B-Keep		
3.	Transfer of / Permission to use BSNL infrastructure by Govt. Deptt / PSU / Private parties etc.: (a) Policy (b) Individual Cases	B- Keep C-5		
4.	Telecom Coordination with SAARC Countries: (a) Policy Matter / Minutes of the meetings (b) Action taken/ individual cases	B- Keep C-5		
5.	International telecom links: (a) Policy matter / settlement of accounts (b) Traffic statements / individual cases	B- Keep C-5		
6.	Losses due to Natural Calamities / Insurgent activities: (a) Inquiry reports on losses (b) Write off sanction cases	C-7 B-Keep		
7.	Draft Audit Paras / CAG Paras / their status & ATNs	C-5 after vetting		
8.	Monitoring of telecom services, disruption reports & action	C-5		
9.	Disaster Management & Allied issues (a) Policy (b) Individual cases	B- Keep C-5		
10.	Operation & Maintenance of OFC / MW / Satellite systems by maintenance Regions: (a) Policy matters (b) Performance reports / monthly statements	B- Keep C-5		
11.	CPTCC cases : (a) Policy matters (b) Individual cases	B- Keep C-5		

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
12.	Testing and measuring instruments (Procurement & Mtce.) : (a) Policy matters (b) Individual cases	B- Keep C-5		
13.	Staff matters relating to mtce. Regions: (a) Policy matters (b) Individual cases	B- Keep C-5		
14.	Rulings for laying OFC & construction practices	B-Keep		
15.	Relaxation cases of OFC / MW systems in Regions / Circles (a) Policy matters (b) Individual cases	B- Keep C-5		
16.	Details / Data of transmission systems/ routes in Regions	C-5		
17.	A/T Schedules of transmission systems	B-Keep		
18.	DCC Meetings	C-5		
19.	Regional Trunk Planning Committee (RTPC) Meetings	C-5		
20.	Cases of damage to BSNL cables by Private parties / Govt. Organizations : (a) Policy matters (b) Individual Cases	B- Keep C-5		
21.	Fault Control procedures in maintenance Regions: (a) Policy matters (b) Individual cases	B- Keep C-5		
22.	Technical / Administrative inspections of offices in Mtce. Regions: (a) Policy matters (b) Individual cases	B- Keep C-5		
23.	Leasing of systems / routes to Govt. Deptt. / PSU / Private parties: (a) Policy Matters (b) Individual cases	B- Keep C-7		
24.	CGMMs / HOC Conferences/ Coordination meetings of Regions & Projects / DGMs traffic meetings of Mtce Regions: (a) Policy Matters (b) Individual cases	B- Keep C-5		
25.	Monitoring of monthly MIS reports of Regions	C-3		

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
26.	Shifting of Cables on National / State Highways: (a) Policy (b) Individual cases	B- Keep C-5		
27.	Parliament Questions & their replies	C-5		
28.	Allocation of media for internet backbone, STM-1, STM-16, connectivity between nodes on NIB	C-5		
29.	Issues relating to Vehicles in Maintenance Regions: (a) Policy Matters (b) Individual Cases	B- Keep C-5		

b) NM - Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	General report related to POIs.	C-5		
2.	Improvement of CCR policy	B-keep		
3.	Monitoring of Call Completion Rate (CCR)	C-5		
4.	Traffic routing instructions.	B-keep		
5.	Numbering Plan	C-10		
6.	MSC Codes	C-10		
7.	SP Codes	C-10		
8.	Kisan Call Centre	C-3		
9.	Provision of POIs	C-3		
10.	Tender files	C-10		
11.	General Reports	C-3		
12.	Minister's cases/General complaints	C-3		

c) DC - Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Safe Custody Certificate of Ministerial War Book- 1997	C-10		
2.	Quarterly Return on Security from BSNL Installations	C-10		
3.	Guidelines for functioning of Security Agencies- issued by DGR	C-10		
4.	Reports from National/State Security Agencies and actions taken	C-10		
5.	Preparation of lists of A,B & C category Telecom. Installations	C-10		

d) ILD - Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Tender files	C-10		
2.	Files related to ILD Services	C-5		
3.	Miscellaneous files	C-3		

e) WLL- Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Parliament Questions & their replies	C-5		
2.	Minister cases/ VIP/ General complaints	C-3		
3.	Operation & Maintenance of WLL system (a) Policy matters (b) AMC files (c) Performance reports/ monthly statements	B-Keep C-8 C-3		
4.	Operation & Maintenance of VPTs (a) Policy matters (b) Reports	B-Keep C-3		
5.	Draft Audit Paras/ CAG Paras/ their status & ATNs	C-5		
6.	General Reports	C-3		
7.	Miscellaneous files	C-3		
8.	Tenders (Procurement)	C-10		

f) Datacom Section

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Ruling/Policy matters	B-keep		
2.	Procurement/Tender files	C-10		
3.	Operations and Maintenance of leased circuits	C-3		
4.	Draft Audit Paras/CAG Paras/Status of ATNs	C-5		
5.	Miscellaneous files	C-3		
6.	The Staff matters related to individual cases	C-3		
7.	Instructions relating to KU band V SAT network	C-10		

28. New Services (NS)

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Audit files (Draft Audit Paras, C&AG Paras, etc.)	C-5		
2.	Agreement (VAS) of BSNL with franchisee	C-5		
3.	Budget files	C-2		
4.	Court cases/Arbitration file	C-5		
5.	General Cases	C-3		
6.	Misc. cases file	C-3		
7.	Minister's/MP's/VIP cases received from MOC/MOS(C)'s office	C-5		
8.	Parliament Case/Question file	C-5		
9.	Staff matter file	C-3		

29. Organization & Methods (O&M)

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Framing of Conduct, Disciplinary & Appeal (CDA) Rules for BSNL and amendment thereto.	B-keep		
2.	Report/Printed booklet on CDA Rules, BSNL.	B-keep		
3.	Report/Printed booklet on Standing Orders.	B-keep		
4.	Compilation of the list of activities dealt with by various Sections/ Cells of BSNL Corporate Office.	C-10		
5.	Report/Printed booklet on the Section-wise activity list.	B-keep		
6.	Ensuring implementation of National Archives of India Resolution with regard to Record Management.	C-10		
7.	Compilation and periodic revision of the Retention Schedule of Records on behalf of BSNL Corporate Office.	C-10		
8.	Appraisal and weeding of the records in accordance with the procedure laid down.	C-10		
9.	(a) Work related to appointing Disciplinary/Appellate/ Reviewing Authorities for BSNL employees including Group 'A' Officers. (b) Report on above	B-keep B-keep		
10.	(a) Compilation of HR Manual for BSNL (b) Report/printed booklet on Above.	B-keep B-keep		
11.	(a) Preparation of Guide-lines/Instructions for acquiring immovable/movable property. (b) Report on above	B-keep C-10		
12.	Preparation and updating of Organizational Chart of BSNL Corporate Office	C-5		
13.	Misc. matters	C-5		
14.	Staff Matters	C-5		
15.	Parliament Questions/matters	C-5		
16.	VVIP Cases	C-5		
17.	Periodical Returns	C-5		
18.	Official Language Cases	C-5		
19.	Section's Diary Register/File Index Register/File Movement Register/Hindi Register/Dispatch Register, etc.	C-5		

30. Personnel (Pers.)

a) CSS Section

Part I - Records relating to establishment and house-keeping work

Sl. No.	Subject/Records-Groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	<u>Creation and classification of posts :-</u> a) Continuance/abolition/revival of posts b) Conversion of temporary posts into permanent ones c) Creation of posts d) Revision of scales of pay e) Upgrading of posts f) Re-designation of posts	C-3 C-10 C-10 Permanent in the case of departments issuing the Orders and departments concerned: Other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. C-10 C-10		Subject to particulars of Sanctions Register being Noted in Establishment/ Sanction Register Refer GFR Appendix 13, Annex -1
2.	<u>Recruitment :-</u> a) Recruitment (general aspects) including provisions of the Constitution b) Appointment of dependents of deceased employees c) Framing of recruitment rules	B-keep C-5 B-keep C-3		Subject to the application of the candidate and an authenticated copy of the Order of the appointment being kept in the personal file.

Sl. No.	Subject/Records-Groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
	d) Selection Committees for recruitment of personnel: - i) Constitution ii) Proceedings	C-3		
3.	Scheduled Castes and Scheduled Tribes: - a) Representation in posts and services - Policy and implementation of safeguards b) Reservation of vacancies (including grouping of posts, and exclusion of posts from reservation order) c) De-reservation of vacancies d) Complaints from associations regarding non-observance or reservation in services e) Annual statement regarding representation of Scheduled Castes/ Scheduled Tribes	B-keep C-5 C-5 C-3 C-1		
4.	Personal files (Executive) a) Those eligible for retirement/terminal benefits: after issue of final pension / gratuity payment order b) Others: after they have ceased to be in service c) Correspondence regarding requisition, transfer, return, etc.	C-5 C-5 C-1		On the expiry of the specific retention period, Personnel files of officials who have made significant contribution in any field of activity (e.g. Administrative, Economic, Scientific, Social, etc.,) and have won national/ international recognition should be sent to the National Archives.
5.	Personal files (Non-executives) : - a) Non-Executives b) Correspondence regarding requisition, transfer, return, etc	C-5 C-1		On the expiry of the specific retention period, Personnel files of officials who have made significant contribution in any field of activity (e.g. Administrative, Economic, Scientific, Social, etc.,) and have won national/ International recognition should be sent to the National Archives.

Sl. No.	Subject/Records-Groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
6.	Service records: - a) Change in name of the government servant b) Alteration in the date of birth c) Change in qualification of government servant d) Civil list, gradation/seniority list: (i) In the case of departments preparing and bringing out the compilation (ii) In the case of other departments, (i.e. those supplying information for such compilation) e) Nomination relating to family pension and DCR gratuity f) G.P. Fund nomination	C-3 C-3 C-3 C-3 C-1 C-1 C-1		<p>Subject to suitable entry being made in the appropriate Service Record and an authenticated Copy of the Order being kept in Vol-II of Service Book/personnel file.</p> <p>Subject to suitable entry being made in the appropriate Service Record and an authenticated Copy of the Order being kept in Vol-II of Service Book/personnel file. Refer GFR appendix 13,Annex-1</p> <p>Subject to suitable entry being made in the appropriate Service Record and an authenticated Copy of the Order being kept in Vol-II of Service Book/personnel file. Refer GFR appendix 13,Annex-1</p> <p>Refer GFR Appendix13, Annex-1</p> <p>Refer GFR Appendix13, Annex-</p> <p>Subject to the nomination in Original or an authenticated copy thereof(where the original is kept with the audit), as the case may be , being placed in the vol.II of the Service book/Personal file. Refer GFR Appendix13,Annex-1</p> <p>Subject to (a) the Original nomination being placed in the Vol II of the Service Book</p>

Sl. No.	Subject/Records-Groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
				of Group D of government servants and (b) the nomination in Original or an authenticated copy thereof being placed in the Vol II of the Service Book/Personal file in the case of other government servants. Refer GFR Appendix 13, Annex-1
7.	Postings and transfers :- a) Group A b) Group B c) Group B (Non Gazetted) d) Group C e) Group D	(a) If involving change of office: C-3 (b) In other cases : C-1		Subject to a suitable entry being made in the appropriate service records and register of postings and an authenticated copy of the order being placed in the personal file. Subject to a suitable entry being made in the register of postings.
8.	Seniority - a) General principles b) Representations	B-keep C-5		If the representation results in the original seniority being revised, an authenticated copy of the relevant order/decision will be kept in vol.II of Service Book/Personal file.
9.	Leave (other than study leave and casual leave): - a) Group A b) Group B c) Group B (Non Gazetted) d) Group C e) Group D f) Leave roster	C-3 To be destroyed at the end of the year		
10.	Casual leave (including special leave) : - a) Rules b) Group A c) Group B d) Group B (Non Gazetted) e) Group C f) Group D	B Keep (a) Casual leave: To be destroyed at the end of the year (b) Special casual leave: C-1		

Sl. No.	Subject/Records-Groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
11.	Pay/special pay: - a) Rules (general aspects) b) Group A c) Group B d) Group B (Non Gazetted) e) Group C f) Group D	C-3 C-3 or one year after completion of audit, whichever is later.		Subject to a suitable entries being made in the appropriate service records and Pay Bill register and an authenticated copy of the order, where issued being placed in the personal file.
12.	Confidential/ assessment report: - a) Rules (general aspects) b) Recording of confidential reports in respect of Group 'A' officers. c) Recording of confidential reports in respect of Group 'B' officers. d) Recording of confidential reports in respect of Group 'B' (non-gazetted). e) Recording of confidential reports in respect of Group 'C' staff. g) Communication of adverse entries h) Representation for expunction of adverse entries	B-keep C-1 C-1 C-1 C-1 C-3 C-3		
13.	Increment: - a) Rules (General aspects) b) Withholding of increments	B-keep C-10; or C-3 after the final disposal of appeal or final judgment under the normal course of law, whichever is later		Until superseded by new ones. Subject to suitable entries being made in the appropriate Service Record and an authenticated Copy of the Order being kept in the personnel file.

Sl. No.	Subject/Records-Groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
	c) Representations and petitions	C-3		If the representation results in the Original Order being revised, an authenticated copy of the relevant order/decision will be kept in the Precedent book, personal file and suitable entries made in the appropriate service record.
14.	Probation/ Confirmation: - a) General principles (probation) b) Rules (Confirmation)	B-keep B-keep		Permanent in the case of department issuing the Orders and Instructions: other departments need keep only the standing orders, weeding out the superceded ones, as and when they become obsolete. Subject to suitable entry being made in the appropriate Service Record and an authenticated Copy of the Order being kept in the personal file.
15.	Promotion/reversion: - a) General principles b) Departmental Promotion Committee c) Group A d) Group B e) Group B (Non Gazetted) f) Group C	B-keep (a) Constitution: C-3 or one year after the D.P.C. has been reconstituted, whichever is later. (b) Proceedings : C-5 c-5 C-5 C-5 C-5		Subject to suitable entry being made in the appropriate Service Record and an authenticated Copy of the Order being kept in the personal file.

Sl. No.	Subject/Records-Groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
	g) Group D h) Representations and petitions	C-5 C-3		If the representation results in the Original Order being revised, an authenticated copy of the relevant order/decision will be kept in the Precedent book, personal file and suitable entries made in the appropriate service record.
16.	Training/scholarships/fellowships in India and abroad	C-3		
17.	Departmental Examinations : Framing of rules	B-keep		
18.	Deputations and delegations :- a) Rules regarding deputation, including deputation on foreign service in India and abroad. b) Delegation in India/abroad (i) Executives (ii) Non Executives	B-keep C-3; or one year after completion of audit and settlement of all audit objections, whichever is later. C-3 plus the period of deputation.		Until superceded Subject to particulars being noted in the register prescribed for the purpose. Before weeding out files, reports should be removed and kept in the departmental record room for five years. on the expiry of this period, the report should be reviewed and if necessary weeded out, in consultation with the National Archives. Subject to a suitable entry being made in the Service Record and an authenticated copy of the order being placed in the Personal file
19.	Honorarium/awards	C-3 or one year after completion of audit, whichever is later.		Awards subject to:- (a) entries being made in the Service Book/CR Dossier of the employee concerned. and (b) a register being maintained
20.	Resignation: - Rules and orders (general aspects)	B-keep		A copy of the communication accepting the resignation may be placed in the personal file.

Sl. No.	Subject/Records-Groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
	(i) Executives (ii) Non Executives	C-1 C-1		
21.	Extension of service : Rules and orders (general aspects)	B-keep		Subject to a copy of the order being placed in the personal file.
22.	Nomination of employees : General aspects	B-keep		
23.	Forwarding of applications : a) General aspects b) For examinations c) For posts	B-keep C-1 after announcement of result of the examination or selection for particular post.		Permanent in the case of department issuing the Orders and Instructions: other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete. Subject to an authenticated copy of forwarding letter being kept in the personnel file.
24.	Review of cadres/ services : General aspects	B-keep		Permanent in the case of department issuing the Orders and Instructions: other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.
25.	No objection certificate for issue of passport, arms licenses, etc., to govt. servants : - a) General aspects b) Issue of passport c) Issue of arm licenses	B-keep C-5 or one year after completion of audit, whichever is later.		

Part-II: RECORDS OTHER THAN FILES

Sl. No.	Subject/Records-groups	Retention period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Establishment/Section Register	B-keep		Where for any reason the old register is reviewed, the old volume will be kept for three years.
2.	Rosters fro Scheduled Castes and Scheduled Tribes	C-10		
3.	Records of Oath /affirmation of allegiance to the constitution	C-3		Subject to suitable entries having been made in the appropriate Service Record.
4.	Service Book of: (a) officials entitled to retirement/terminal benefits	C-3		After issue of final pension/gratuity payment Order. Refer GFR appendix 13, Annex-I
	(b) Other employees	C-3		After they have ceased to be in service
5.	Confidential reports/Character Rolls (a)After retirement (b)After death © After resignation/discharge from service	C-5 C-3 C-5		
6.	Leave account of (a)the officials entitled to retirement /terminal benefits	C-3		After issue of final pension/gratuity payment Order.
	(b) Other employees	C-3		After they have ceased to be in service.
7.	Casual leave account	C-1		To be destroyed at the end of the year
8..	Special casual leave register	C-1		

(b) Pers.-I / Pers.-II Section
Part I - Records relating to establishment and house-keeping work

Sl. No.	Subject/Records-Groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	<u>Creation and classification of posts</u> :- a) Re-designation of posts	C-3		Subject to particulars of Sanctions Register being Noted in Establishment/Sanction Register
2.	Recruitment :- a) Recruitment (general aspects) including provisions of the Constitution b) Framing of recruitment rules c) Recruitment otherwise than through UPSC d) Selection Committees for recruitment of personnel: - i) Constitution ii) Proceedings	B-keep B-keep C-10 C-3 C-3		Permanent in the case of department issuing the Orders and Instructions; other departments need keep only the standing orders, weeding out the superceded ones, as and when they become obsolete. Until superceded in the case of department issuing the Orders and departments concerned; other departments need keep only the standing Orders, weeding out the superceded ones as and when they become obsolete. Subject to the application of the successful Candidate and the authenticated copy of the order of appointment being kept in the personnel file.
3.	Scheduled Castes and Scheduled Tribes: - a) Representation in posts and services - Policy and implementation of safeguards	B-keep		Until superceded in the case of department issuing the Orders, Instructions etc.; other departments need maintain only the standing Orders and instructions, weeding out the superceded ones as and when they become obsolete

Sl. No.	Subject/Records-Groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
	b) Reservation of vacancies (including grouping of posts, and exclusion of posts from reservation order) c) De-reservation of vacancies d) Complaints from associations regarding non-observance or reservation in services e) Annual statement regarding representation of Scheduled Castes/ Scheduled Tribes	C-5 C-5 C-3 C-1		
4.	Personal files (Executive) a) Those eligible for retirement/terminal benefits: after issue of final pension / gratuity payment order b) Others: after they have ceased to be in service c) Correspondence regarding requisition, transfer, return, etc.	C-5 C-5 C-1		On the expiry of the specific retention period, Personnel files of officials who have made significant contribution in any field of activity (e.g. Administrative, Economic, Scientific, Social, etc.,) and have won national/international recognition should be sent to the National Archives.
5	Service records: - a) Change in name of the government servant b) Alteration in the date of birth c) Change in qualification of government servant	C-3 C-3 C-3		<p>Subject to suitable entry being made in the appropriate Service Record and an authenticated Copy of the Order being kept in Vol-II of Service Book/personnel file.</p> <p>Subject to suitable entry being made in the appropriate Service Record and an authenticated Copy of the Order being kept in Vol-II of Service Book/personnel file. Refer GFR appendix 13, Annex-1</p> <p>Subject to suitable entry being made in the appropriate Service Record and an authenticated Copy of the Order being kept in</p>

Sl. No.	Subject/Records-Groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
	d) Civil list, gradation/seniority list: (i) In the case of departments preparing and bringing out the compilation (ii) In the case of other departments, (i.e. those supplying information for such compilation)	C-3 C-1 C-1		Vol-II of Service Book/personnel file. Refer GFR appendix 13,Annex-1 Refer GFR appendix 13,Annex-1 Subject to the authenticated copy of the relevant certificate being kept in Vol.II of Service Book/Personnel File.
7.	Postings and transfers : - Group A	C-3 C-1		a) If involving change of office b) In other cases
8.	Seniority - a) General principles b) Representations	B-keep C-5		If the representation results in the Original Seniority being revised, an authenticated copy of the relevant Order/decision will be kept in Vol II of the Service Book/Personnel File.
9.	Leave (other than study leave and casual leave): - a) Group A	C-3		Subject to suitable entries being made in the appropriate service record and leave account.
10.	Casual leave (including special leave) : - a) Rules(including general aspects) b) Group A (a) Casual leave (b) Special casual leave	B Keep C-1		Permanent until superceded by subsequent Orders. : To be destroyed at the end of the year
11.	Pay/special pay: - a) Rules (general	C-3		

Sl. No.	Subject/Records-Groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
	aspects) b) Group A	C-3 or one year after completion of audit, whichever is later.		
12.	Confidential/ assessment report: - a) Rules (general aspects) b) Recording of confidential reports in respect of Group 'A' officers. c) Communication of adverse entries d) Representation for expunction of adverse entries	B-keep C-1 C-3 C-3		Permanent in the case of department issuing the Orders and Instructions: other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.
13.	Increment: - a) Rules (General aspects) b) Withholding of increments c) Representations and petitions	B-keep C-10; or C-3 after the final disposal of appeal or final judgment under the normal course of law, whichever is later C-3		Until superseded by new ones. Subject to suitable entries being made in the appropriate Service Record and an authenticated Copy of the Order being kept in the personnel file. If the representation results in the Original Order being revised, an authenticated copy of the relevant order/decision will be kept in the Precedent book, personal file and suitable entries made in the appropriate service record.
14.	Probation/ Confirmation: - a) General principles (probation) b) Rules (Confirmation)	B-keep B-keep		Permanent in the case of department issuing the Orders and Instructions: other departments need keep only the standing orders, weeding out the superseded ones, as and when

Sl. No.	Subject/Records-Groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
	c)confirmation/extension of probation of Group A d) Representations and Petitions	C-5		Subject to suitable entry being made in the appropriate Service Record and an authenticated Copy of the Order being kept in the personal file. If the representation results in the Original Order being revised, an authenticated copy of the relevant order/decision will be kept in the Precedent book, personal file and suitable entries made in the appropriate service record.
15.	Promotion/reversion: - a) General principles b) Departmental Promotion Committee c) Group A d) Representations and petitions	B-keep (a) Constitution: C-3 or one year after the D.P.C. has been reconstituted, whichever is later. (b) Proceedings : C-5 C-5 C-3		Permanent in the case of department issuing the Orders and Instructions: other departments need keep only the standing orders, weeding out the superceded ones, as and when they become obsolete. Subject to suitable entry being made in the appropriate Service Record and an authenticated Copy of the Order being kept in the personal file. If the representation results in the Original Order being revised, an authenticated copy of the relevant order/decision will be kept in the Precedent book, personal file and suitable entries made in the appropriate service record.
16.	Training/scholarships/fellowships in India and abroad	C-3		
17.	Departmental Examinations : Framing of rules	B-keep		Until superceded by new ones

Sl. No.	Subject/Records-Groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
18.	<p>Deputations and delegations :-</p> <p>a) Rules regarding deputation, including deputation on foreign service in India and abroad.</p> <p>b) Delegation in India/abroad</p> <p>(iii) Executives</p>	<p>B-keep</p> <p>C-3; or one year after completion of audit and settlement of all audit objections, whichever is later.</p> <p>C-3 plus the period of deputation.</p>		<p>Until superceded</p> <p>Subject to particulars being noted in the register prescribed for the purpose. Before weeding out files, reports should be removed and kept in the departmental record room for five years. on the expiry of this period, the report should be reviewed and if necessary weeded out, in consultation with the National Archives. Subject to a suitable entry being made in the Service Record and an authenticated copy of the order being placed in the Personal file.</p>
19.	Honorarium/awards	C-3 or one year after completion of audit, whichever is later.		<p>Awards subject to:-</p> <p>(a) Entries being made in the Service Book/CR Dossier of the employee concerned. and</p> <p>(b) A register being maintained.</p>
20.	<p>Resignation: -</p> <p>Rules and orders (general aspects)</p> <p>(i) Executives</p> <p>(ii) Non Executives</p>	<p>C-3</p> <p>C-1</p> <p>C-1</p>		<p>A copy of the communication accepting the resignation may be placed in the personal file.</p>
21.	<p>Extension of service :</p> <p>Rules and orders (general aspects)</p>	C-3		
22.	<p>Forwarding of applications : -</p> <p>a) General aspects</p>	B-keep		<p>Subject to an authenticated copy of forwarding letter being kept in Permanent in the case of department issuing the Orders and Instructions: other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.</p>

Sl. No.	Subject/Records-Groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
	b) For examinations c) For posts	C-1 after announcement of result of the examination or selection for particular post.		Subject to an authenticated copy of forwarding letter being kept in the personnel file.
23.	Study Leave a) Rules(general aspects) b) Group A	B-keep		Subject to suitable entries made in the appropriate service record and leave account and an authenticated copy being kept in the personal file.
24.	No objection certificate for issue of passport, arms licenses, etc., to govt. servants :- a) General aspects b) Issue of passport c) Issue of arm licenses	B-keep C-5 or one year after completion of audit, whichever is later.		

Part-II: RECORDS OTHER THAN FILES

Sl. No.	Subject/Records-groups	Retention period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Establishment/Section Register	B-keep		Where for any reason the old register is reviewed, the old volume will be kept for three years.
2.	Rosters fro Scheduled Castes and Scheduled Tribes	C-10		
3.	Casual leave account	C-1		To be destroyed at the end of the year
4..	Special casual leave register	C-1		

c) Welfare & Sports/Staff Grievances (WL & Sports/SG) Section

Sl. No.	Subject/Records-groups	Retention period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Orders/Ruling/Policies decision file	B-keep		Subject to follow up action, where necessary being taken on appropriate subject files to which relevant extracts may be taken.
2.	Welfare/Sports Board Meeting file	C-5		Subject to follow up action, where necessary being taken on appropriate subject files to which relevant extracts may be taken.
3	Allocation of Welfare/sports Grant	B-keep		
4.	Recruitment pf Sports Persons	C-10		
5.	Payment of Scholarship	C-7		After completion of Audit which ever is later.
6.	Payment of Book Award/Incentive	C-5		
7.	Miscellaneous Files	C-3		

d) Official Language (OL) Section

Sl. No.	Subject/Records-groups	Retention period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Parliamentary Inspections	C-5		Permanent in the case of department issuing the Orders and Instructions: other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.
2.	Quarterly report of the Circles	C-3		
3.	Quarterly report of Corporate Office	C-3		
4.	Hindi Pakhvada	C-3		
5.	Hindi workshop	C-3		
6.	Meeting of the Official Language implementation Committee	C-3		
7.	Hindi Vishesh Seva"177"	C-3		
8.	Annual Programme	C-1		
9.	Offices notified under Rule 10(4)	C-3		
10.	Inspections of the Sections of the corporate Office	C-3		
11.	Purchase of Hindi Books	C-3		
12.	Official Language Inspections of Circle Office.	C-3		
13.	Miscellaneous	C-1		
14.	Hindi Typing and training	C-3		
15.	Hindi shorthand training	C-3		
16.	Hindi Prabodh, Praveen, Pragya	C-5		Subject to the condition that a register containing names of Officials and their results is maintained permanently.
17.	Incentive scheme	C-5		
18.	Training Courses/Programmed organized by training Centres.	C-3		
19.	Translation works	C-3		After the publication is printed / cyclostyled.

e) SCT - Section

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Policy relating reservation of SCs/STs	C-10		
2.	Cases relating to physically handicapped persons	C-5		
3.	Minorities cases	C-5		
4.	Staff matters	C-5		
5.	Socio-economic matters	C-5		
6.	Association matters	C-5		
7.	Training	C-5		
8.	VIP cases	C-3		
9.	Parliament Questions	C-3		
10.	Inspection of Reservation rosters	C-3		
11.	Grievances/Complaints/Harassment cases	C-3		
12.	Misc. matters	C-1		

31. Public Grievances (PG)

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Parliament Questions	C-3		
2.	MOC/MOS (C&IT) Cases	C-3		
3.	Public Grievances (PG) cases	C-3		
4.	Public Grievances methodology & Strategies	C-10		
5.	Court Cases	C-10		
6.	Miscellaneous files	C-5		

32. Regulation (RegIn)

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	(a) Managing regulatory environment to various licenses (b) Interconnection Arrangements (c) Tariff reporting (d) Interoperator arrangement for various services	B-keep B-Keep C-3. B-Keep		
2.	Commercial terms and condition for interconnection with Private Service Providers	B- keep		
3.	Instruction / clarification for revenue sharing with Pvt. Operators	B-Keep		
4.	Instruction / clarification for inter connection issues	B-Keep		
5.	Analysis Market trend on traffic matters	C-3		
6.	Implementation of TRAI Directions /Regulation	B-Keep		
7.	Getting License for new services like ILD & Internet Telephony	B-Keep		
8.	Court case	C-10		
9.	Communication between TRAI & BSNL on Regulation/ Commercial matters	B-Keep		
10.	Consultation papers/ Complaints / Disputes of Pvt. Operators	C-5		
11.	Parliament Question /CAG Para/Audit Reports/ PMR, etc.	C-3		

33. Restructuring (Restg)

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Engagement of M/s. KPMG as Consultant on HR Strengthening in BSNL - Processing and Implementation of its report on the following subjects:- (a) HR Policy (b) Staffing Norms in BSNL (c) Manpower Planning (d) Performance Management (e) Incentive Systems	B-Keep		
2.	Framing of Policy relating to BSNL Group Insurance Scheme in lieu of CGEGIS	B-Keep		
3.	Formation of Trust for managing Provident Fund in BSNL.	B-Keep		
4.	Planning/Framing of VRS in BSNL	B-Keep		
5.	Framing policy relating to Recruitment of Management Trainees in BSNL.	B-Keep		
6.	Restructuring related issues of BSNL	B-Keep		
7.	Implementation of DPE guidelines on Performance Management System for Higher Officers in BSNL.	B-Keep		
8.	Review of Reporting system in BSNL	B-Keep		

34. Rural Network (RN)

a) TFP - Cell

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Files relating to MOC/MOS/VIP/VIP, other Cells & VIP authorities cases	C-3		
2.	Files relating to co-ordination work of USO claims of all the Circles	B-keep		
3.	Files relating to Staff matters	C-2		
4.	Files pertaining to monthly progress report for NCR & NER	C-2		
5.	Files relating to provision of Urban Amenities in rural areas (PURA) Scheme	C-5		

b) GP - Cell

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Tender files	C-10		
2.	MIS Reports files	C-5		
3.	Files relating to Data projection (Census - 2001)	C-10		
4.	Files pertaining to Parliament Questions	C-5		
5.	Files relating to Policy matters	B-keep		
6.	Files relating to Audit paras	C-10		
7.	Misc. files	C-5		

c) RDTE - Cell

Sl. No	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Files relating to conversion of C-DOT RAX	C-5		
2.	Files pertaining to Parliament Questions & Assurance	C-5		
3.	RE & BE files	C-5		
4.	Files relating to write off loses of equipments P/P & Battery Plant (caused by fire, accident, theft, Natural Calamity, etc.) and Audit Para	C-10		
5.	Files relating to planning guidelines for new rural exchanges	B-keep		
6.	Files relating to DSPT	C-10		

35. Strategic Planning Finance (SPF)

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Files relating to CAG Para	C-2		
2.	Files relating to COD cases	C-2		
3.	Court Cases	C-10		

36. Staff Relations (SR)

Sl. No.	S u b j e c t/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	(a) Records relating to National Council Meeting (b) Minutes of National Council Meeting	C-10 B-Keep		
2.	(a) Records relating to Standing Committee meetings (b) Minutes of Standing Committee meetings	C-10 B-Keep		
3.	Matters related with recognized non-executive union	C-5		
4.	Issues related/raised with non-recognized non-executive unions	C-3		
5.	Issues related/reised by Association of Executives	C-5		
6.	Wage Revision	B-keep		
7.	Policy decisions/guidelines issued from SR Cell to Circles/Units of BSNL	B-keep		
8.	Membership verification of majority non-executive unions in BSNL	C-5		
9.	Membership verification of majority executive associations in BSNL	C-5		
10.	Industrial Disputes/court cases after final decision	C-10		
11.	Parliament Question replies	C-3		
12.	Cases of retention of quarter beyond permissible submitted to HPC of BSNL Corporate Office	C-5		
13.	Minister cases after final disposal	C-2		
14.	Cases related to absorption of Group "A", "B", "C: and "D" employees in BSNL	B-keep		
15.	Strike/Dhema	C-5		
16.	Complaint Cases of Unions /Associations	C-5		

37. SWITCHING (SW)

a) TPS (G) - Section

Sl. No.	S u b j e c t/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Parliament Questions	C-10		
2.	Minister's Cases	C-10		
3.	Conference & Meeting/Consultative Committee, etc.	C-5		
4.	Estt. Standards - Creation/retention/abolition of posts	C-10		
5.	Estt. matters regarding posting/transfer/leave & training	C-5		
8.	Reports/returns	C-3		
7.	Audit matters (PAC, DAP, CAG Para & Internal)	C-5		
8.	Miscellaneous	C-5		
9.	Work Study - IWSU	C-5		
10.	Matters relating to Budget	C-5		
11.	Switching/Exchange planning (VOIP/ATM/EPBT), CLIP phones, etc.	C-10		
12.	C-DOT/MAX-L/XL Planning	C-10		
13.	Staff Union Head in BSNL	C-3		
14.	Monthly Cable-laying statement	C-5		
15.	General complaints	C-3		
16.	Court Case/Arbitration	C-10		
17.	General files relating to underground PIJF Cable	C-10		
18.	Circle-wise Cable requirement/Allotment	C-10		
19.	Execution of external plant work of Cable laying & ducting	C-10		
20.	HDSL System	C-10		

b) ES - Section

Sl. No.	Subject/Records-groups	Retention period		Remarks
		Suggested by RCA	Recommended by NAI	
1	Staff matters in E.S. Section	C-5		
2	Training of Officers of E.S. Cell	C-5		
3	Misc.	C-5		
4	O&M	C-5		
5	Guidelines for N/Tech, retrofitting etc.	C-10		
6	Parliament Question ESL Group	C-5		
7	Tech, specifications of modern technology	C-10		
8	Correspondence with N/Tech vendors.	C-10		
9	General File of N/T	C-10		
10	Performance report of new Tech.	C-10		
11	Tech. specification for E-10B exchange of South Zone	C-10		
12	Monitoring of E-10B and New Tech. in South and commissioning.	C-10		
13	Correspondence & allotment of E-10B exch.	C-10		
14	Planning & Material Management	C-5		
15	Correspondence of E-10B for South Zone	C-3		
16	DCC meeting	C-5		
17	Budgeting/Rebudgeting/Supplementary budgeting	C-5		
18	Sanction pf project estimate by the circle	C-10		
19	Circle wise complaints	C-5		
20	Social Audit Para	C-5		
21	Training Programme	C-10		
22	General correspondence on Tender	C-10		
23	Procurement of equipment	C-10		
24	Minister/VIP cases	C-5		
25	DAP & C&AG Paras	C-10		
26	Parliament Question (Main)	C-7		
27	Parliament Question (Part Reply)	C-5		
28	Consultative Committee for Parliament/Rule	C-10		
29	Minister's complaint/VIP cases	C-5		
30	Misc. VIP complaint cases/Cases pertaining to other section	C-5		
31	General statements	C-5		
32	Arbitration cases (Gujarat)	C-10		
33	Gujarat circle general correspondence.	C-5		
34	Gujarat circle -DAP & ATN	C-10		

Sl. No.	Subject/Records-groups	Retention period		Remarks
		Suggested by RCA	Recommended by NAI	
35	Personal –ADG	C-5		
36	Correspondence with MP Telecom. Circle.	C-5		
37	Correspondence with Chhatisgarh Telecom. Circle.	C-5		
38	DELs/NSC Targets fixed for the current financial year.	C-5		
39	Correspondence with Maharashtra Telecom. Circle	C-5		
40	Staff related correspondence and their requirements of P.C. etc.	C-5		
41	Correspondence with Rajasthan Telecom. Circle	C-5		
42	Case for Budgeting/Rebudgeting & suppl. Budgeting in MP, Chhatisgarh/Maharashtra and Rajasthan circles.	C-5		
43	Correspondence on various matters with N.T.Exchange in MP/ Chhatisgarh/ Maharashtra and Rajasthan circle & other units/of BSNL CO & field..	C-5		
44	Correspondence on various matters with N.T. exchange with out siders (suppliers).	C-5		
45	Correspondence on Prog. Report/supply /Annual Plan. with above 4 circles /on E-10B/N.T exchange/ITI/Suppl.	C-5		
46	General Correspondence	C-10		
47	Parliament Question	C-10		
48	Wireless Local Loop (WLL)	C-10		
49	MP/Minister/VIP cases.	C-10		
50	M.O.U.	C - 3		
51	Audit Correspondence	C - 5		
52	General Technical Matters/ Circulars	C - 3		
53	TRAI Cases/ Correspondence	C - 3		
54	Correspondence. with DOT on various matters [NTP-2005 (Draft-Paper)/MOU/MFN etc]	C - 5		
55	World Bank/ Externally Assisted Projects- reg. (up to 20.9.05)	C - 3		
56	Monthly Development Report	C - 5		
57	Important & Significant Activities/ Achievements Report, Review Meeting etc.	C - 5		
58	Annual Plan/ DELs & NSC Targets	C - 5		
59	Miscellaneous Matters/ Circulars	C - 3		

Sl. No.	Subject/Records-groups	Retention period		Remarks
		Suggested by RCA	Recommended by NAI	
60	MIS Reports	C - 5		
61	Briefs	C - 3		
62	HOCC	C - 3		
63	Formulation of 10 th Five Year Plan (2002-07)	C - 5		
64	MQ-03 Statements	C - 3		
65	Correspondence in r.o. WLL/DLC	C - 5		
66	Intranet Portal for BSNL (SWG PLG)	C - 3		
67	Revision of SBP & AOP Book	C - 5		
68	Delegation of Financial Powers	C - 5		
69	Standing Committee	C - 5		
70	Funding Correspondence	C - 3		
71	189KL Add-on Orders as 25% to 685KL Tender	C - 3		
72	Committee on Public Undertakings- Examination of BSNL	C - 3		
73	Finalization of Prices of E-10B Exchanges	C - 3		
74	Scrapping of E-10B Exchanges	C - 5		
75	TEC Correspondence/NCES Bulletin	C - 3		
76	C-DOT L/XL	C - 3		
77	NCES Bulletin	C - 3		
78	Correspondence with M/s Lucent	C - 3		
79	Correspondence/ Supply Schedule of Other Vendors	C - 3		
80	RLU/ WAN/ANY MEDIA/ ONU	C - 3		
81	Tender General Correspondence	C - 5		
82	AMC Copies/Correspondence	C - 3		
83	Field Problems/ Technical Support	C - 5		
84	Correspondence regarding P.Q	C - 3		
85	PRESENTATION	C - 3		
86	Extra-large Tandem Switch/ P.O.I.	C - 5		
87	Requirement of V5.2 Interface Equipment	C - 5		
88	ISDN Correspondence	C - 3		
89	Correspondence with DCC	C - 3		
90	Procurement of ISDN Cards	C - 3		
91	Correspondence in r.o. Decentralized Items	C - 5		

38. Tariff & Costing (T&C)

R&C - Section

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Policy matters - Files relating to Fixation/Revision of Tariff of Basic/Leased Circuit/Cellular/WLL Services, etc.	'B'-Keep		
2.	Policy matters on rental and guarantee (R&G) files.	'B'-Keep		
3.	Fixation/revision of rental for L&W leased to Railways and other parties	'B'-Keep		
4.	Fixation/Revision of rates for telegraph (Inland and foreign) including transit and terminal charges	'B'-Keep		
5.	Fixation/Revision of agency charges of Telegraph Messages handled in Combined Offices and other offices and costing of other Telegraph Services.	'B'-Keep		
6.	Minister's/MPs'/VIP cases related to Tariff matters.	C-3		
7.	Parliament Questions	C-3		
8.	Miscellaneous Files	C-3		
9.	Tariff matter relating to TRAI, Interconnectivity Usages Charges (IUC), Access Deficit Charges (ADC) issues as per TRAI Regulation.	'B'-Keep		
10.	Court Cases	C-10		
11.	Miscellaneous Files relating to other issues, i.e., cost studies relating to Telephone/Telegraph/ Interconnection Charges/Revenue Sharing, etc.,	C-3		

39. Telecom. Factory (TF)

a) TFP - Section

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Planning & finalization of Annual Production of Annual Production programme/monitoring of production achievement.	C-5		
2.	Processing and sanctioning of project estimates for Product diversification and process modernization	C-10		
3.	Disposal of plant & machinery, vehicles, surplus stores & scrap, etc., beyond CGM's power.	C-10		
4.	Matters relating to QA, TEC and DCC and pertaining to Exhibition, Seminar and Training, etc.	C-5		
5.	Taking up manufacture of new items or development of new products/Joint Ventures in TF	B-keep		
6.	Performance of Service Support Centres, fixing target for repair and maintenance activities	C-5		
7.	Co-ordination with Circles regarding all matters related to Telecom. Factories	C-5		
8.	Compilation/allocation of stores being supplied by TF to Circles	C-5		
9.	Grant of NOC to Circles for outside purchase of TF Stores	C-5		
10.	Procurement case beyond the power of CGM TFs	C-10		
11.	Any other Technical/Planning matter pertaining to Telecom Factories	C-10		
12.	Court Cases	C-10		
13.	Policy matters	B-keep		
14.	Matters related to land of Telecom Factories	B-keep		

b) TFC - Section

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Incentive Scheme in Telecom. Factories	B-keep		
2.	Cases concerning Sales Tax, Excise duties, etc., on items manufactured in Telecom Factory	C-10		
3.	Financial Powers of CGMs of TF	C-10		
4.	Review of financial parameters of factories, profit and loss account and balance sheet of factory	C-10		
5.	Allotment of funds for capital works, working expense and closure of work order etc.,	C-5		
6.	Cost comparison of TF Products	C-5		
7.	Write-off of losses on account of damage to plants, raw material, finished goods, etc., caused by fire, accident, theft, riots and other unforeseen events, beyond CGM's power	C-10		
8.	Monitoring of realization of dues from Circles for supply of stores and repair and maintenance works	C-10		
9.	Any other accounting and financial matter pertaining to factories	C-5		
10.	Nodal Cell for custom and excise Tariff and notifications for BSNL Co.	C-5		
11.	CAG/DAP Paras	C-10		
12.	Periodical Reports, COD cases, Misc. matters	C-5		

40. Telecom. Revenue Finance (TRF)

(a) Basic Service

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1	Formulation and implementation of policy, systems and procedures relating to Billing, Collection, Disconnection, Surcharge, Incentive/ Discount, Assurance and Accounting of Revenue arising from basic, Value added, WLL Services.	C-5		
2	Implementation of Policy and procedure relating to collection of Service Tax, Sales Tax and TDS on Telecom revenue.	C-5		
3	Liaison with Circles for collection of billing information concerning MP Constituency Telephones and related policy and procedural matters.	C-3		
4	Sub ledger of MP Billing (Hard copy) (Soft Copy):	C-10 : B - Keep		
5	Co-ordination with LOP (MTNL) concerning billing MP Telephones settlement of related complaints etc.	C-5		
6	Matters relating to VIP's queries as well as other cases relating to Excess Billing and other TR Complaints	C-3		
7	Scrutiny, data collection pursuit and disposal of VVIP cases involving policy matters (e.g. demands for Bill collection counters, application of rural tariff etc.)	C-3		
8	Fixation of Telephone Revenue Liquidation Targets for Circles on yearly basis.	C-3		
9	Collection of monthly data concerning Revenue Flash Figures, Sub-ledger of telephone revenue and various Revenue related statements and scrutiny thereof	C-3		
10	Fixation of targets under Annual Action Plan for Excess Billing Complaints and Monitoring their settlement through Monthly Statements obtained from Circles and related correspondence	C-3		
11	Monitoring settlement of refund cases of Circles	C-3		

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
12	Review and Monitoring of TR related performance of Circles based on Monthly Sub-Ledger figures.	C-2		
13	Computerized compilation of Sub-ledger Data (Hard copy) (Soft Copy):	C-10 B - Keep		
14	Matters relating to Cases of Public Accounts Committee (PAC), Estimates Committee, Standing Committee and Committee on Public Sector Undertakings (COPU), their field visits and Oral hearings etc.	C-3		
15	Finance Advice relating to TR related issue in Corporate Office BSNL.	C-3		
16	Formulation and implementation of policy and procedure for write off of irrecoverable telephone revenue.	B - Keep		
17	Review and coordination of computerization efforts in Billing and Accounting	C-3		
18	Parliament Questions and assurances.	C-5		
19	Local Audit Inspection , Reports, Compliance reports etc.	C-10		

(b) Cellular Mobile Telecom Service

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1	Formulation and implementation of policy, system and procedure relating to Billing, Collection, Disconnection, Late fee, Incentive/Discount, Assurance and Accounting of Revenue arising from GSM Postpaid services.	C-5		
2	Formulation and implementation of policy, system and procedure relating to Collection, Assurance and Accounting of Revenue arising from GSM Prepaid services.	C-5		

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
3	Matters relating to VIP as well as other cases relating to billing and other complaints pertaining to GSM services.	C-3		
4	Scrutiny, data collection, pursuit and disposal of VVIP cases involving policy matters (e.g. demand for Bill collection counters).	C-5		
5	Computerized Sub ledger Data / ledger; CMTS (Hard copy) (Soft copy)	: C-10 : B - Keep		
6	Review and monitoring of revenue, collection and outstanding of GSM mobile service of 26 Circles based on monthly Sub-ledger Review Reports.	C-3		
7	Furnishing of data / reply to Parliament Questions and Assurances relating to TR-CMTS.	C-3		
8	Preparation of various MIS reports relating to GSM services (Finance related). (Hard Copy) (Soft Copy)	: C-3 B - Keep		
9	Furnishing of revenue, collection and outstanding details of GSM services to DOT / Telecom Commission. (Hard Copy) (Soft Copy)	C-3 B - Keep		
10	Obtaining statements from Circles, scrutiny and generation of miscellaneous special reports/ information.	C-3		
11	Formulation and implementation of policy and procedures to write off irrecoverable dues of GSM services.	B - Keep		
12	Fixation of targets for liquidation of outstanding dues, collection efficiency and ARPU in GSM services	C-3		
13	Co-ordination with 26 Circles and 5 Zonal Billing Centres relating to billing and accounting of GSM services.	C-3		

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
14	Finance Advice on issue relating to GSM services revenue referred by other branches in Corporate Office	C-3		
15	Formulation and implementation of policy and procedures for reconciliation of: 1. CDRs rated and billed. Working connection as per MSC and connections billed Relating to CMTS billing software	C-5		

(c) I U C Billing

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1	Issue of IUC billing instructions on the basis of Interconnect Agreement(s) and regulatory instructions issued by Regulation Branch.	B - Keep		
2	Examining billing queries received from field units concerning Inter-Operator billing and issue of clarifications thereto and other miscellaneous cases.	C-2		
3	Compilation of monthly Sub—Ledger Review Reports (SLRS) from Circles for monitoring billing and collections to /from Private Service Providers.	Hard copy : C-10 Soft copy : B - Keep		
4	Monitoring performance of Circles in the matter of realization of IUC revenues from various Private Service Providers.	C-10		
5	Settlement of Private Operator's IUC claims by BSNL.	C-5		
6	Issue of modifications to procedure order concerning CDR based Inter-Operator billing through IOBAS.	B - Keep		
7	Audit Para on IUC billing	C-10		
8	Court Cases	C-10		or after final settlement of cases, whichever is later
9	Compilation of DATA on ADC for furnishing to TRAI /Standing Committee/Parliament Questions / Audit	C-5		
10	Compilation of DATA concerning any other billing information	C-5		

41. Training (Trg.)

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Parliament Questions & Assurances	C-5		
2.	Cases relating to Syllabus & training procedure of restructured cadres	C-10		
3.	Court cases	C-10		
4.	Cases relating to training of JTOs including their syllabus & Training procedure	C-10		
5.	Summer training for Engineering Graduates	C-3		
6.	Cases relating to ADE(T) syllabus	C-10		
7.	Cases relating to training/Seminars, etc., organized by outside agencies within the country	C-5		
8.	Cases relating to provision of equipment, etc., in Training Centres and Technical and Technology training	C-5		
9.	Management courses for JAG & above level officers	C-5		
10.	Monitoring of training in CTTCs/DTTCs periodical reports & inspection reports. Compilation & analysis of the information including cadre restructuring training progress.	C-3		
11.	Staff matters relating to Training Cell	C-3		
12.	Matters relating to engagement of Apprentices in BSNL	C-10		
13.	Pursuing cases relating to creation & retention of posts in RTTCs, BRBRAITT, ALTTC and Transfer/posting of faculty	C-10		
14.	Reports on Official Language	C-3		
15.	Cases relating to Audit Para, Audit objections and Internal Check objections relating to training	B-keep		
16.	Cases relating to training of Non-BSNL candidates in Telecom Training Centres & fixation of training charges thereof.	B-keep		
17.	Cases relating to provision of vehicles in the training centre.	C-5		
18.	Cases relating to provision of land and construction of buildings for the training classes	D-keep		
19.	Opening & closing of Training Centres & training policy cases	B-keep		

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
20.	Co-ordination work for training area relating to budget, annual plans, five-year plans, foreign loans & general cases relating to special pay, stipend, honorarium, pay & allowances, etc., for trainees/trainers	B-keep		
21.	Periodical reports>Returns regarding Parliament Assurances/Major achievements, pending court cases, etc.	C-3		
22.	Cases relating to Heads of Circles Conference	C-5		
23.	Individual cases of Training Centres	C-5		
24.	IDA loans & equipment projects relating to training centres	B-keep		
25.	Processing cases for conducting seminars with international experts in ALTTC/BRBRAITT	B-keep		
26.	Laying down the policies on training & according approval to new training programmes including course contents	B-keep		
27.	Issues relating to Training Council meeting	C-5		
28.	Ministers' cases	C-3		
29.	Miscellaneous cases	C-3		

42. Telegraph Services (TS)

a) T-I - Section

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Policy matters relating to Telegraph Officers/Telecom. Centers.	B Keep		
2.	Monitoring of SFT/SFMS Systems.	C-3		
3.	Allocation of Ports/Channels for SFT, SFMS	C-3		
4.	Provision and maintenance of Uninterrupted Power Supply (UPS)	C-5		
5.	Maintenance of SFT/ SFMs systems/ Concentrators/Electronics Teleprinters /Bureau Fax Machines.	C-10		
6.	Training of Traffic personnel on GFT/SFMS and other systems Preparation/revision of syllabus.	C-3		
7.	Opening of CTO/DTO/Telecom. Centers and related matters statistical data.	C-3		

b) T-II - Section

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Outward and Inwards collect Telegraph (A) Rules and Regulation (B) Individual cases	B-Keep C-3		
2.	Statutory Rules and Regulation	B-Keep		
3.	Indian Telegraph	B-Keep		
4.	Revision of Manuals etc.	B-Keep		
5.	Press Telegrams (A) Rules (B) Individuals cases	B-Keep C-3		
6.	Abbreviated addresses	C-5		
7.	Telegraph Service Messages	C-3		

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
8.	List of Telegraph Offices open for International Services.	C-5		
9.	Licensed Telegraph Offices Ruling	B-Keep		
10	Weather Telegrams	C-3		
11.	Late fee system (A) Policy (B) Individual cases	B-Keep C-3		
12.	Telegraph Forms	B-keep		
13.	Disposal of Traffic by Post and Special	C-5		
14.	Brief for interviews/ meetings etc.	C-5		
15.	Telegraph Traffic Procedures	B-keep		
16	NCR Machines	C-5		
17	<u>Foreign</u> Telegrams (A) Ruling (B) Individual cases	B-Keep C-3		
18.	Franking privileges	C-3		
19	Priority Telegrams:- (1) Ruling (2) others	B-Keep C-3		
20	Message Control System	C-5		
21.	Greeting Telegrams and Allied matters:- (A) Ruling (B) Individual cases	B-Keep C-3		
22 .	Agreement with other countries	B-Keep		
23.	Devnagri Telegraph Service (A) Ruling (B) Other matters	B-Keep C-3		
24.	Telegraph Guide	B-keep		
25.	Inspection of circle by Inspection Organization.	C-3		
26.	Efficiency in Telegraph Traffic Service.	C-3		
27	Noting Report Follow up action on performance of Noting report	C-5		

c)TSP - Section

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Modernization of Telegraph network, Telecom. Circles, other activities.	C-10		
2.	Development of formatted terminals and other terminals	C-5		
3.	Rural Telegraph Network Introduction of new services.	C-5		
4.	Training of DOT/telegraph personnel.	C-3		
5.	Building Blocks Installations and Commissioning of SFMS/ EKBC / Concentrators etc.	C-5		
6.	Use of PC in CTO/DTO and PCO Monitors.	C-5		
7.	Provision of UPS/Line protection devices, G. D. tubes.	C-3		
8	Up gradation of existing ST-T-141/SFMS and other systems/provision of Devnagri software for SFMS/SFT	C-5		
9.	Bureau Fax services.	C-3		
10.	Testing instruments for telegraph Network	C-10		
11.	D.C.C. meetings and other working Group meetings.	C-3		
12.	Conference of Heads of Circles.	C-3		
13	Procurement of SFMS/EKB/EKBC/FT etc. cases.	C-5		
14.	Brief for Minister on Telegraph Services and other cases addressed to Ministers.	C-5		

43. Transmission (TX)

TPL/ OF/ R/ TAX - Section

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Files pertaining to procurement of equipment	C-10		
2.	Files pertaining to correspondence with field units/DOT	C-5		
3.	Progress report/MIS report	C-5		
4.	All type of Statements	C-5		
5.	Ruling File	B-Keep		
6.	Files relating to SACFA matters	C-3		
7.	Arbitration Cases	C-5		
8.	Court Case	C-10		
9.	Files of Project Estimate sanctioned by Corporate Office	C-10		
10.	Copies of Purchase Orders issued by MM Cell	C-10		
11.	MOU Signed	B-Keep		
12.	Board /MC memo	C-10		
13.	Validation on Report/CET Report	C-10		

44. VIGILANCE (Vig.)

a) Vig.-I - Section

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Files related to General complaints where cases have been forwarded to Circles for necessary at their end.	C-3		
2.	Files related to complaints where investigation reports have been called and closed after examination.	C-3 after the final disposal of appeal or final judgment under the normal course of law.		If as a result of the complaint a warning is issued to the Government Servant a copy of the relevant order will be placed in the personal file.
3.	Files related to complaints where investigation reports have been called and disciplinary action have been proposed.	C-5 after the 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.
4.	Statement files containing pending disciplinary cases received from Circles and data kept in computer.	C-2		
5.	Files related to CVC advice & monitoring of pending disciplinary cases.	C-5		
6.	Final orders received from disciplinary authority in decision of disciplinary cases.	C-3 after the 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.
7.	Agreed list of suspected officers & list of public servants doubtful integrity data kept in computer.	C-10		

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
8.	Approval of disciplinary cases and initiation of disciplinary cases for officers of BSNL HQ after finalization of case.	C-5		
9.	Issue of Vigilance clearance for officers of NOC, promotion, retirement, etc.	C-3		
10.	Posting of vigilance officers of all Circles in BSNL.	C-3		

b) Vig.-II - Section

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Complaints received from CVC – General (with the instruction to take action at our end) - Important complaints other than (a) above	C-5 C-5		
2.	Minister(s)/VIP cases	C-5		
3.	Complaints received from Deptt. of Telecom.	C-5		
4.	Submission of information under RTI Act, 2005.	C-5		
5.	Parliament Question	C-5		
6.	Parliament Assurance	C-5		
7.	Staff Matters	C-1		
8.	Rules - Formation & Clarification	B-keep		
9.	Reports & Returns	C-3		
10.	Misc. matters	C-3		

c) Vig.-III - Section

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	CBI Cases :- a) Issue of prosecution sanction orders b) Review of suspension cases	C-10 after the final disposal of appeal or final judgment under the normal course of law. C-10		Subject to a copy of the final judgment being placed in personal file and a suitable entry being made in the appropriate Service Record
2.	Appeal/Representations for review of Disciplinary cases	C-5		If, as a result of the appeal the

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
				Original Order is modified, a copy of the revised Order will be placed in the Personal file and a suitable entry being made in the appropriate Service Record 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
3.	Vigilance meetings/HOCC agenda/Vigilance Awareness Week	C-3		
4.	Court Cases	C-10		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
5.	Audit Replies	C-3		
6.	Cases related to ratification & disciplinary Action for non-absorbed employees	C-5		
7.	Representation of Adverse Entries	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 being made in the appropriate Service Record

45. Work-Study & Inspection (WS & I)

WS & I SECTION

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
1.	Files/Minutes regarding Heads of Circles' Conferences (HOCCs).	C-5		Subject to follow up action where necessary, being taken on appropriate subject files to which relevant extracts may be taken.
2.	Files/Reports regarding Annual Administrative Inspections (AAI) of the offices of CGMs of Circles/Districts/Field Units.	C-5		
3.	Files regarding monitoring of CGMs' reports on his inspection of his own office.	C-3		
4.	Files regarding monthly surprise visits carried out by SAG/HAG officers.	C-3		
5.	Files regarding monitoring Quarterly Review Notes received from Circles/Field Units.	C-3		
6.	Files regarding all policy matters and clarifications relating to Inspections to field Units and amendment of Inspection Questionnaire.	B-keep		
7.	Review of "Technical Inspection Book".	B-keep		
8.	Delegation of financial powers to BSNL officers.	B-keep		
9.	Preparation and submission of Annual Programme of Work-studies/Annual Administrative Inspections for the approval of BSNL Board.	C-5		
10.	To carry out work-studies for evolution of norms/work-measurement studies for creation/retention/abolition of posts in all cadres of BSNL.	C-5		Subject to a copy of the report being kept in the departmental library. Cases containing material of a high precedent/ reference value may be retained for an appropriately longer periods, either initially or at the time of review.

Sl. No.	Subject/Records-groups	Retention Period		Remarks
		Suggested by RCA	Recommended by NAI	
11.	Vetting Committee meetings for implementation of norms prepared by WS&I Section in their Work Study Report.	C-5		Subject to a copy of the report being kept in the departmental library. Cases containing material of a high precedent/reference value may be retained for an appropriately longer periods, either initially or at the time of review.
12.	Undertaking work-measurement studies, organizational analysis and method studies in respect of various Sections in BSNL Corporate Office.	C-5		Subject to a copy of the report being kept in the departmental library. Cases containing material of a high precedent / reference value may be retained for an appropriately longer periods, either initially or at the time of review.
13.	'Channel of Submission & Level of Final Disposal' of cases in BSNL Corporate Office.	C-10		
14.	Misc. matters	C-5		
15.	Staff Matters	C-5		
16.	Annual Report	C-5		
17.	Parliament Questions/matters	C-5		
18.	VVIP Cases	C-5		
19.	Periodical Returns	C-5		
20.	Official Language Cases	C-5		
21.	Section's Diary Register/File Index Register/File Movement Register/Hindi Register/Dispatch Register, etc.	C-5		

APPENDIX-13
(See Rule 284)
DESTRUCTION OF OFFICE RECORDS CONNECTED WITH ACCOUNTS

The destruction of records (including correspondence) connected with accounts shall be governed by the following Rules and such other subsidiary rules consistent therewith as may be prescribed by Government in this behalf with the concurrence of the Comptroller and Auditor General.

1. The following shall on no account be destroyed:-
 - (i) Records connected with expenditure which is within the period of limitation fixed by law.
 - (ii) Records connected with expenditure on projects, schemes or works not completed, although beyond the period of limitation.
 - (iii) Records connected with claims to service and personal matters affecting persons in the service except as indicated in the Annexure to this Appendix.
 - (iv) Orders and sanctions of a permanent character, until revised.
2. The following shall be preserved for not less than the period specified against them:-

Sl. No.	Description of records		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
1.	Payments and recoveries	(i) Expenditure Sanctions not covered by Paragraph 1 above (including sanctions relating to grants-in-aid)	2 years, or one year after completion of audit, whichever is later.	
		(ii) Cash Books maintained by the Drawing and Disbursing Officers under Central Treasury Rule 77	10 years.	

ANNEXURE - I

Sl. No.	Description of records		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
		(iii) Contingent expenditure	3 years, or one year after completion of audit whichever is later	
		(iv) Arrear claims (including sanction for investigation, where necessary)	3 years, or 1 year after completion of audit, whichever is later.	
		Papers relating to: (v) GPF Membership (vi) GPF Nomination	1 year. 1 year.	Subject to:- (a) Original nomination being placed in Vol. II of the Service Book of Group 'D' Government servants; and (b) Nomination in original or an authenticated copy thereof being placed in Vol. II of the Service Book/Personal File in case of other Government servants.
		(vii) Adjustment of missing credits in GPF Accounts	1 year.	
		(viii) Financing of Insurance Policies from GPF Accounts.	1 year.	Subject to authenticated copy of the sanction being placed on the personal file.
		(ix) Final withdrawal from GP Fund, e.g., for house building, higher technical education of children, etc.	1 year.	
		(x) GPF annual statements	1 year.	
		(xi) TA/Transfer TA claims	3 year, or one year after completion of audit, whichever is later.	

Sl. No.	Description of records		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
2.	Budget Estimates/Revised Estimates		3 years	The retention period here relates to the Budget/Revised Estimates as compiled by the Budget/Accounts Section for the Department as a whole.
3.	Service Books of:			
	(a) Officials entitled to retirement/terminal benefits.		3 years after issue of final pension/gratuity payment order	
	(b) Other employees		3 years after they have ceased to be in service	
4.	Leave Account of:			
	(a) Officials entitled to retirement/terminal benefit		3 years after issue of final pension/ gratuity payment order	
	(b) Other employees		3 years after they have ceased to be in service	
5.	Service records	(a) Nomination relating to family pension and DCR gratuity. (b) Civil List Gradation/Seniority List- (i) in the case of Departments preparing and bringing out the compilation (ii) in the case of other Departments (i.e. those supplying information for such compilation.)	1 year. 3 years. 1 year after issue of relevant compilation.	Subject to the nomination in original or an authenticated copy thereof (where original is kept with the audit) as the case may be being placed in Vol. II of the Service Book/Personal File.

Sl. No.	Description of records		Retention period	Remarks
	Main head	Suh-head		
(1)	(2)	(3)	(4)	(5)
		(c) Alternation in the date of birth.	3 years.	Subject to suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of Service Book/Personal File.
		(d) Admission of previous service not supported by authenticated service record, e.g. through collateral evidence	3 years; or 1 year after completion of audit, whichever is later	-do-
		(e) Verification of service.	5 years	Subject to a suitable record being kept somewhere, e.g. in the Service Book or History Sheet.
6.	Expenditure statements	(a) In respect of lower formations	To be weeded out at the end of financial year.	
		(b) In respect of Department itself	To be weeded out after the Appropriation Accounts for the year have been finalized	
		(c) Register of monthly expenditure (Form GFR 9)	To be weeded out after the appropriation Accounts for the year have been finalized.	
7.	Surety Bonds executed in favour of a temporary or a retiring Government servant		3 years after the Bond ceases to be enforceable.	

Sl. No.	Description of records		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
8.	(a) Pay Bill register (b) Office copies of Establishment pay bills and related schedules (in respect of period for which pay bill register is not maintained)		35 years 35 Years	
	(c) Schedules to the Establishment pay bills for the period for which pay bill register is maintained.		3 years, or one year after the completion of audit, whichever is later	
	(d) Aquittance Roll		3 years, or one year after the completion of audit, whichever is later.	
9.	Muster Rolls		Such period as may be prescribed in this behalf in the departmental regulations subject to a minimum of three financial years of payment excluding the financial year of payment.	
10.	Bill Register maintained in Form TR-28-A		5 years	

Sl. No.	Description of records		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
11.	Paid cheques returned by the Bank to the Audit/Accounts Office		5 years	The counterfoils of paid cheques should be preserved for the same period as prescribed for preservation of paid cheques, viz., 5 years. However, in cases where the counterfoils are required to be preserved in connection with settlement of some enquiry, etc. these should not be destroyed unless otherwise advised by the authorities conducting the enquiry. The other instructions contained in this Appendix will continue to be applicable in this case before the counterfoils which are more than five years old are actually destroyed.
12.	Files, papers and documents relating to contracts, agreements, etc.		5 years after the contract/agreement is fulfilled or terminated. In cases where audit objections have been raised, however, the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the audit authorities or have been reviewed by the Public Accounts Committee.	
13.	Sub-vouchers relating to the Secret Service Expenditure		3 years after the expiry of the financial year in which the expenditure was incurred. subject to completion of administrative audit and issue of audit certificate by the nominated Controlling Officer.	

INSTRUCTIONS:

- 1) The retention period specified in Column (4), in the case of a file, is to be reckoned from the year in which the file is closed (i.e. action thereon has been completed) and not necessarily from the year in which it is recorded.
- 2) In the case of records other than files. e.g. registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
- 3) In exceptional cases, a record may be retained for a period longer than that specified in the schedule, if it has certain special features or such a course is warranted by the peculiar needs of the department. In no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
- 4) If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised in the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and, where necessary, revised suitably.

Notes:-

- 1) Before any pay bills/pay bill registers are destroyed, the service of the Government servants concerned should be verified in accordance with Rule 81.
- 2) The periods of preservation of account records in Public Works Offices are prescribed separately by Government.
- 3) Where a minimum period after which any record may be destroyed has been prescribed, the Head of a Department or any other authority empowered by him to do so, may order in writing the destruction of such record in their own and subordinate offices on the expiry of that period counting from the last day of the latest financial year covered by the record.
- 4) Heads of Departments shall be competent to sanction the destruction of such other records in their own and subordinate offices as may be considered useless, but a list of such records as property appertain to the accounts audited by the Indian Audit and Accounts Departments shall be forwarded to the Audit Officer and or the Accounts Officers, as the case may be, for his concurrence in their destruction before the destruction is ordered by the Head of Department.
- 5) Full details shall be maintained permanently, in each office, of all records destroyed from time to time.

ANNEXURE TO APPENDIX -13
DESTRUCTION OF RECORDS REFERRED TO IN PARA 1 (iii) OF THIS APPENDIX

Sl. No	Description of records		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
1.	Creation and Classification of posts.	(i) Continuance/abolition/revival of post	1 year	Subject to particulars of sanctions being noted in Establishment/Sanction Register
		(ii) Conversion of temporary posts into permanent ones	10 years	-do-
		(iii) Creation of posts	10 years	-do-
		(iv) Revision of scales of pay	Permanent in the case of Departments issuing orders and Departments concerned; other Departments need keep only the standing orders, weeding out superseded ones as and when they become obsolete.	-do-
2.	Review for determining suitability of employees for continuance in service	(v) Upgrading of posts	10 years	-do-
		Establishment/Sanction Register	Permanent	Where, for any reason the register is re-written, the old volume will be kept for 3 years.
3.	Arbitration and litigation cases		3 years	Subject to: (a) the file not being closed until the award/judgment becomes final in all respects by limitation or final decision in appeal/revision; and (b) cases involving important issues or containing material of a high precedent/reference value being retained for an appropriately longer period either initially or at the time of review.

Sl. No	Description of records		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
4.	Notices under Section 80 of Civil Procedure Code		1 year	If such a notice is followed up by a civil suit, it would be come arbitration/litigation case and would, therefore, need to be retained for 3 years.
5.	Recruitment	Condonation of break in service	5 years	Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of Service Book/Personal File.
6.	Advance	(i) Car Advance Rules (ii) Conveyance Advance Rules (iii) Cycle Advance Rules (iv) Festival Advance Rules (v) GPF Advance Rules (vi) House Building Advance Rules (vii) Motor Cycle/Scooter Advance Rules (viii) Pay Advance Rules (ix) T.A. Advance Rules (x) Travel Concession Rules (xi) Other Advance Rules (xii) Grant of car Advance (xiii) Grant of conveyance allowance	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. 1 year	Subject to: (i) Suitable entries being made in pay bill register; and (ii) in case of motor car/motor cycle/scooter and house building advances. (a) copies of sanction being placed on personal files;

Sl. No	Description of records		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
		(xiv)Grant of cycle advance (xv)Grant of festival advance (xvi)Grant of GPF advance (xvii)Grant of house building advance (xviii)Grant of motor cycle/scooter advance (xix)Grant of pay advance (xx)Grant of T.A. advance (xxi)Grant of LTC advance (xxii)Grant of other advances		and (b)mortgage deeds and other agreements executed being kept separately in safe custody for the period they are valid.
7.	Surety Bonds executed in favour of a temporary or a retiring Government servant		3 years after the Bond ceases to be enforceable	
8.	Pension/retirement	(i)Rules and Orders (general aspects) (ii) In respect of Groups 'A' 'B', 'C', 'D' Govt. servants	Permanent in the case of Departments issuing the rules, orders and instructions; other Departments need keep only the standing rules and orders weeding out the superseded ones as and when they become obsolete.	
		(a) Pre-verification of pension cases.	3 years	

Sl. No	Description of records		Retention period	Remarks
	Main head	Sub-head		
(1)	(2)	(3)	(4)	(5)
		(b) Invalid pension	Till one year after the last beneficiary of the family pension ceases to be entitled to receive or 5 years whichever is later	
		(c) Family pension		
		(d) Other pension		
		(e) Gratuity	5 years	
		(f) Commutation of pension	15 years	

Note:- The principle to be adopted in respect of files having financial implications and hence liable to be called by audit for inspection is that such files should be retained for a period of five years after they have been recorded. If, at any time during the period of five years, an audit objection having reference to the transaction dealt with in that file arises, is received, the file will not be destroyed until after the audit objection has been settled to the satisfaction of the audit. Also, if local audit does not take place within the period of five years, the Head of the Office should ascertain from the audit authorities whether they have any objection to the files relating to the earlier years, due for weeding out by the application of the five year formula, being destroyed or retained for a further period for scrutiny by the audit party and, if so, for what period.

While records may be reviewed and weeded out at periodical intervals in the light of the retention periods prescribed to avoid their build-up, the attempt should be to make a continuous and conscious effort throughout the year to weed out unnecessary records. In other words, the working rules should be "weed as you go".

INSTRUCTION:

1. The retention period specified in Column (4), in the case of a file, is to be reckoned from the year in which the file is closed (i.e., action thereon has been completed) and not necessarily from the year in which it is recorded.
2. In the case of records other than files, e.g., registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
3. In exceptional cases, a record may be retained for a period longer than that specified in the schedule, if it has certain special features or such a course is warranted by the peculiar needs of the department. In no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
4. If a record is required in connection with the disposal of another record the former will not be weeded out until after all the issues raised in the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously "reviewed and, where necessary, revised suitably".

