

GUIDELINES FOR “ DESTRUCTION OF OLD RECORDS”

The Broad principle to be followed in destruction of old record is that no papers or files which are out of Utility are stored in the Corporation office. The detail instructions as to type, procedure to be followed for destruction of papers/files will be as below:

LOANS/ DISBURSEMENT/ RECOVERY/ SUBSIDY/ REFINANCE / MICRO FINANCE DEPTS.

IN RESPECT OF FILES

- A) All files of the Depts. shall be destroyed subject to meeting all the following criteria :
- i) Eight years after total loan amount has been repaid.
 - ii) There are no connected Court Cases.
 - iii) There is no connected CAG (Comptroller & Auditor General) para/observations or any Vigilance or any other enquiry pending.
- B) The Files to be destroyed shall also include all Loan files where eight years period has lapsed after loan is sanctioned but not availed and conditions ii) and iii) above are met.

ENGINEERING / ESTABLISHMENT DEPTS.

1. A) The Files of Establishment Dept. similarly shall be destroyed subject to meeting all the following criteria :
- i) Eight years after last date of documents and completion of transaction in file.
 - ii) There is no connected court cases.
 - iii) There are no connected CAG para/observations or any Vigilance or any other enquiry pending.
- B) In case of security files, there should not be Court Cases pending even connected with units where security is or was provided.

2) In case of Engineering Dept.

A) Files and documents of Individual projects undertaken shall be destroyed subject to meeting all the following criteria:

- i) Eight years after completion of the project and last date of document whichever is later.
- ii) There are no connected Court Cases.
- iii) There is no CAG para/observation or any Vigilance or any other enquiry pending.
- iv) Matter of Earnest Money/Security Deposit if outstanding from the project, shall be first dealt with for repayment or forfeiture.

B) Also for files of Maintenance/Purchase or Miscellaneous subjects shall be destroyed subject to meeting all the following criteria:

- i) Eight years after last date of documents and completion of transaction in file.
- ii) There is no connected court cases.
- iii) There are no connected CAG para/observations or any Vigilance or any other enquiry pending.

SECRETARIAL DEPT.

A) The general files of Secretarial Dept. like files of ROC returns, correspondence with directors and Govt. shall be destroyed subject meeting all the following criteria:

- i) Eight years after last date of documents in file.
- ii) There are no connected Court Cases.
- iii) There is no connected CAG para/observations or any Vigilance or any other enquiry pending.

B) Copies of Annual Returns prepared under Sections 159 and 160 and copies of all certificates and documents required to be annexed thereto under section 160 and 161 to be destroyed after 8 years from date of filing with the Registrar of Companies further subject to ii) and iii) above.

LEGAL DEPT.

- A) All legal loan documentation files shall be destroyed subject to meeting all the following criteria :-
- i) Eight years after Reconveyance Deed or Release of Original documents after total loan has been repaid.
 - ii) There are no connected Court cases.
 - iii) There is no connected loan documentation/live account in respect of same borrower or associate firm/Company.
 - iv) The files to be destroyed shall also include all legal documentation files where 8 (eight) years period have lapsed after loan is sanctioned but not availed and condition (ii) and (iii) above are met.
- B) All legal Court case files shall be destroyed subject to meeting all the following :-
- i) Eight years after settlement of Account and further last decree/order of any Court (Trial Court, Appellate Court or Supreme Court).
 - ii) There is no connected court case.
 - iii) There is no original document of any nature kept in the Court files.
- C) All Original document files kept in Locker Room shall be destroyed subject to all the following criteria:-
- i) Eight years after loan account is closed. No Dues Certificate issued in respect of Hypothecation cases.
 - ii) Eight years after Loan Account is closed, Reconveyance Deed executed after No Dues Certificate and Original Title documents released to the Authorized borrower/s Financial Institutions/Banks.
 - iii) There is no connected Court case pending or filed.
 - iv) Eight years after Regd. Notice to the Borrowers having repaid the loan and not responding to collect their Originals.

- v) Eight years after Original Title documents if any in Original files are sent by Registered Post Acknowledgement Due on the last known address.
- vi) All original documents if returned unserved to be stored in a box file in locker room with the endorsement A.D. Card.

PERSONNEL DEPARMENT

Following documents/files of Personnel Dept., shall be destroyed based on following criteria:

- i) Confidential Reports of the employees of the Corporation subject to meeting all the following criteria:
 - a. Eight years have been completed after attaining superannuation or cessation of the employees from service for any other reason.
 - b. There is no court case/ vigilance inquiry/ Disciplinary proceedings any outstanding CAG para specially connected with the employees.
- ii) Inquiry proceedings and its findings, after 8 years of its conclusion, subject to that there is no appeal pending against the inquiry proceedings or its conclusion and orders.
- iii) Personal files of the employees subject to condition i) a and b above:
- iv) Casual Leave files/Insurance files etc. after 8 years from last date in file.
- v) The files having papers of loans or advances, 8 years after repayment of loan/advance and return of original documents deposited by employee, if any.
- vi) Files of Chairman/Vice Chairman after 8 years from their cessation as Chairman /Vice Chairman , as case be subject to i) “b” above
- vii) Recruitment files after 8 years of retirement of all concerned employees if there are no court cases/vigilance inquiries/ Disciplinary proceedings/ outstanding CAG paras specially connected with the employees.
- viii) Documents submitted by unsuccessful applicants for employment in Corporation 8 years after submission and further that there is no court case, vigilance inquiry, outstanding para about concerned employment.

PUBLIC RELATIONS DEPT.

- A) The files of Public Relations Dept. shall be disposed off subject to meeting all the following criteria :
- i) Eight years after the date of last document and completion of transaction in the file.
 - ii) There are no connected Court Cases.
 - iii) There is no CAG para/observation or any Vigilance or any other enquiry pending.
- B) The other Documents in Public Relations Dept. shall be disposed off after Eight years from date of the documents subject further meeting ii) and iii) above.

**RTI CELL/SUBSIDIARY COMPANIES/RESOURCES/ASSEMBLY QUESTIONS /
COMPUTER SECTION / MDS SECRETARIAT**

Shall also dispose off its files/ documents subject to meeting all the following criteria:

- i) Eight years after last date of documents and completion of transactions in file.
- ii) There is no connected court cases.
- iii) There are no connected CAG para/observations or any Vigilance or any other enquiry pending.

ACCOUNTS DEPT.

Following shall be destroyed :

- A) The following documents of the Dept. be destroyed as same are in existence prior to computerization of accounts system.
- i) Hand Written cash books
 - ii) Hand Written General Ledger Books
 - iii) Old hand written receipt books.
- B) All transaction vouchers which are more than 25 years old.

IN RESPECT OF REGISTERS ETC.

1. The Registers of Inward /Outward /Internal Movement Registers maintained by different Departments of the Corporation be destroyed after 8 years from last entry into such register.
2. Office copies of correspondence. Official Gazettes be destroyed, after 8 years from date of such documents.
3. Orders received by different Departments (other than by Personnel Depts.) about Re-organization, Distribution of work are to be destroyed after a period of 8 years from date of such orders.

GENERAL GUIDELINES TO BE FOLLOWED

1. The destruction of files/Registers shall be done on annual basis.
2. The Destruction of files shall be done by and under guidance and supervision of respective Head of Dept.; who may specifically nominate officer from their Dept. to get associated with the work.
3. The concerned Head of Dept. shall maintain a Register of Documents to be destroyed in format here below:

Sr. No.	Particulars of Documents	Date and mode of destruction with initials of Head of Dept. or any other authorized person.
(1)	(2)	(3)

4. For destroying the files on annual basis, the files be retrieved from Central Record Room by concerned Depts., with proper documentation, if such files are in Record Room.
5. Irrespective of fixation of criteria for destruction of files of various Departments, the concerned Head of Depts. could take a decision not to destroy the file or part of the file, but only with specific approval of Managing Director.