



Policy on Life Insurance Corporation's Preservation of Documents

Table of Contents

Sr. No	Particulars	Page No.
1	Introduction	3
2	Name, Scope and Objective of the policy	3
3	Preservation of Documents	3
4	Modes of Preservation	4
5	Custody of Documents	4
6	Destruction of Documents	4 - 5
7	Amendment and Review	5
8	Interpretation	5
9	Annexure- I & II	116 pages

LIFE INSURANCE CORPORATION OF INDIA

POLICY ON PRESERVATION OF DOCUMENTS

1. INTRODUCTION:

This policy is framed in compliance with Regulation 9 of the Securities and Exchange Board of India (“SEBI”) (Listing Obligations and Disclosure Requirements) Regulations, 2015 which deals with the Preservation of Documents for a listed entity and provides that:

“The listed entity shall have a Policy for preservation of documents, approved by its board of directors, classifying them in at least two categories as follows:-

- a) Documents whose preservation shall be permanent in nature;
- b) Documents with preservation period of not less than eight years after completion of the relevant transactions:

Provided that the listed entity may keep documents specified in clauses (a) and (b) in electronic mode.”

2. NAME, SCOPE AND OBJECTIVE OF THE POLICY:

2.1 This policy shall be called “Policy on Life Insurance Corporation’s Preservation of Documents”. The object of this policy is to identify the documents to be preserved and determine the period for preservation of records/documents of the Corporation and to ensure that the Preservation of records is done in an efficient and cost-effective manner keeping the documents secured, making optimal use of storage space, so that identification and retrieval of records by offices of the Corporation is facilitated, to meet their operational, business, legal, statutory and decision/policy making requirements.

2.2. The Board of Life Insurance Corporation of India shall be the Authority to approve and adopt this policy.

2.3 The Policy seeks to enhance transparency, accountability and better relationship with stakeholders, by providing a framework for disclosure of required information / events on the website of the Corporation.

3. PRESERVATION OF DOCUMENTS:

As per the Policy, the Corporation shall maintain and preserve registers and records, books and/ or papers, books of accounts and other documents, etc. as detailed in Annexure - I.

4. MODES OF PRESERVATION:

The Documents may be preserved in

- (a) Physical form,
- (b) Electronic Form
- (c) Or both

The preservation of Documents should be such as to ensure that there is no tampering, alteration or destruction. Nothing shall be done which endangers the content, authenticity, utility or accessibility of the Documents.

The documents not specifically covered under this policy shall be prescribed and maintained in accordance with the provisions of the respective acts, rules, guidelines and regulations as applicable from time to time. However, in the case of pending matters/litigations / disputes, the documents shall be preserved till the resolution of pending matters /litigations /disputes.

Where a Document is being maintained both in Physical form and in Electronic form, the authenticity with reference to the physical form should be considered for every purpose.

5. CUSTODY OF DOCUMENTS:

The Head of the Department or any Officer specifically authorised by her/ him, at Central Office (CO)/Zonal Office (ZO)/Divisional Office (DO) and Officer-in-Charge of the Branch Office/Satellite Office/ any other Office of the Corporation or any Officer specifically authorised by her/ him, will be responsible for the maintenance, preservation and destruction of the records pertaining to the respective Departments.

Where the Head of the Department / Officer-in-Charge of Branch Office/Satellite Office is responsible for the custody of the records and is transferred or exits the Corporation, she/he shall hand over all the relevant Documents, lock and key, access control, other storage devices or such other Documents to the authorised official.

6. DESTRUCTION OF DOCUMENTS:

Every year, the process of identification and destruction of obsolete records at the Branches/Offices of the Corporation exceeding period of retention as per the parameters specified in Annexure - I to the policy

and as amended from time to time, shall be undertaken. The list of records destroyed alongwith the approval of the Competent Authority shall be preserved permanently. The person undertaking the destruction of records shall put his remark of having destroyed the same in his presence.

A register of the Documents destroyed shall also be maintained. It shall state the brief particulars of the Documents destroyed, date and the mode of destruction.

The format of the destruction register shall be in accordance with Annexure-II.

7. AMENDMENT AND REVIEW:

The changes in respect to any additions /deletions /modifications in the records appearing in Annexure- I will be reviewed by the respective Departments from time to time, and the 'CHAIRPERSON' shall be the Competent Authority to approve the changes. The Comprehensive Policy will be reviewed periodically by the Board of the Corporation incorporating the additions /deletions /modifications.

8. INTERPRETATION:

In the event the terms of this policy differ from any existing or newly enacted Laws, Rules, Regulations or Standards governing the Corporation, the relevant Law, Rule, Regulation or Standard will take precedence over this policy and procedures laid there under till such time as this policy is amended to conform to the relevant Law, Rule, Regulation or Standard.

Annexure- I

INDEX		
Sr.No	Name of the Department	Page No.
1	Actuarial Department	2-3
2	Audit Department	4-7
3	Board Secretariat Department	8-10
4	Chief Life Insurance Advisor (CLIA) Department	11-12
5	Corporate Communication (CC) Department	13-16
6	Corporate Governance / Golden jubilee Foundation / Regulatory Compliance (CG/GJF/RC) Department	17-18
7	Corporate Planning/ New Projects (CP/NPRJ) Department	19-21
8	CRM / Claims Department	22-23
9	CRM /Policy Servicing Department	24-25
10	Digital Marketing (DM) Department	26
11	Engineering Department	27-29
12	Finance and Accounts(F&A) Department	30
13	Health Insurance Department	31-37
14	HRD-OD Department	38-43
15	Information Technology-Business Process Re-engineering (IT-BPR)Department	44-45
16	Information Technology-Software Development (IT-SD) Department	46-48
17	Inspection Department	49-50
18	International Operations (IO) Department	51-54
19	Investment M&A Department	55-57
20	Investment (Operations) Department	58-64
21	Investment (Risk Management & Research) Department	65
22	Legal Department	66-67
23	Management Development Centre (MDC)	68
24	Marketing Department	69-81
25	Marketing Bankassurance & Alt. Channel (MBAC) Department	82
26	Micro Insurance (MI) Department	83-84
27	New Business-Reinsurance Department	85-86
28	Office Services (OS) Department	87-93
29	Pension & Group Schemes (P&GS)	94-95
30	Personnel Department	96-98
31	Right To Information (RTI) Department	99-100
32	Senior Business Associate (SBA) Department	101-102
33	SBU Estate Department	103-104
34	Subsidiaries Department	105-107
35	Taxation Department	108-114
36	Vigilance Department	115

1. Actuarial Department:

Sr. No .	Record Type / Particulars of Document	Retention Period	Section	Sensitive	Soft / Hard Copy
1	<p>Documents related to New Product Filing/Modification of existing Products/Withdrawal of existing Products which are filed with IRDAI as follows:</p> <ul style="list-style-type: none"> a. File and Use Application and the Annexures (new products/withdrawn products) b. Use and File Application and Annexures for modified products c. Policy Document d. Sales Brochures and Benefit Illustration e. Proposal Forms f. Approval Letter from IRDAI 	Permanent	Product Development	Yes	<ul style="list-style-type: none"> a. Scanned copies of Data pertaining to products introduced after the formation of IRDAI i.e after 2001 (Plan no. 140 onwards till May 2012) have been preserved on a CD drive. b. After the New Product Regulations were implemented in 2013, the data for products available for sale was uploaded in IRDAI- BAP module and has also been stored in a separate portable Hard Disk.
2	Actuarial Valuation Report (Section 26 of LIC Act,1956)	Permanent	Valuation Section	Yes	Available in soft copy since 2014 onward. Available in hard copy since 1957 till date.
3	Actuarial Report & Abstract (ARA)	Permanent		Yes	Available in soft copy since 2015 onward. Available in hard copy since 2004

					till date.
4	Appointed Actuary's Annual Report (AAAR)	Permanent	Valuation Section	Yes	Available in soft copy since 2015. Available in hard copy since 2003 till date.
5	Reinsurance Treaties	Permanent		PS/Reinsurance & Administration Section	Yes
6	Reinsurance Returns	Permanent	Yes		Available in soft copy since 2013-14. Available in hard copy since 2007-08 till date
7	Reinsurance programs and Board Notes related to reinsurance programs	Permanent	Yes		Reinsurance Programs available in soft copies since 2014-15 and hard copies since 2007-08. Hard copies of Board notes available since 2014-15
8	Agreements with FIS Asia Pacific Inc and E&Y	Permanent	Yes		Soft copy
9	IPO related documents viz. RFP & approval notes	Permanent		Yes	Available in soft copy
10	Circulars issued by Actuarial Valuation - IT section	Permanent	Valuation/IT Section	Yes	Soft copy

2. Audit Department:

Sr.No.	Record Type/Particulars of Document	Retention Period	whether electronically available
	a) Documents to be preserved Permanently		
1	Circulars with audit deptt. Of CO	To be preserved permanently	YES
2	TDS files, challans files, E-returns TDS registers & files, professional tax challans	To be preserved permanently	NO
3	Appointment of Designated Director and Principal Compliance Officer files.	To be preserved permanently	NO
4	4. Notes to Board, Risk Management Committee	To be preserved permanently	NO
	b) Documents to be preserved for not less than 8 years		
5	Monthly Trial Balances of IAD	Last 8 Financial Years	YES
6	Form 16, annual returns form no 24 & 26	8 Financial Years or completion of assessment of ITD whichever later	YES
	c) Documents to be preserved for less than 8 years		
7	Wage revision file	5 years from settlement	NO
8	Vehicle advance files & computer advance files	To be retained for 5 years from the relevant financial year.	NO
9	A' files of retired employees/ Pension files	To be retained for 5 years from the relevant financial year.	NO
10	Leave register/ledger other than CL	To be retained for 5 years from the exit of the employee	YES

11	Suspicious transaction reports, Cash transaction reports & Counterfeit currency reports	should be retained for 5 financial years	YES
12	Reports/ document files pertaining to law enforcement agencies (ED/CBI/FIU)	should be retained for 5 financial years	YES
13	IRDA quarterly statements	should be retained for 5 financial years	NO
14	FMR –I & FMR-II	should be retained for 5 financial years	NO
15	Cash book 'A' & 'C', Vr. Files 'A' & 'C' & JVs	4 years from the end of pertaining financial year	YES
16	Aspect Audit Reports pertaining to Zonal Office	3 years after the end of financial year to which reports pertain subject to 1 year from closure	YES
17	Branch Audit Reports	3 years after the end of financial year to which reports pertain subject to 1 year from closure	YES
18	Other Misc. Correspondence file	Last 3 financial years	NO
19	Notes of conferences	Last 3 financial years	NO
20	Audit Reports of CO Departments	3 years after the end of financial year to which reports pertain subject to 1 year from closure	YES
21	Bank Statements	3 years after the end of financial year to which statement pertain	NO
22	Budget Review	3 years after the end of financial year to which statement pertain	NO
23	Medicclaim Form 'A'	3 years after the end of financial year to which statement pertain	NO

24	Salary slips	3 years after the end of financial year to which statement pertain	YES
25	Concurrencia / Meal coupon files/registers	3 years from the Financial Year subject closure of audit points, if any	YES
26	Telephone bills , Officiating cashiers registers	To be retained for 3 years from the relevant financial year.	NO
27	Statement of leave, CL applications, passport files	To be retained for 3 years from the relevant financial year.	YES
28	OLI quarterly reports, Hindi roster files & misc file.	To be retained for 3 years from the relevant financial year.	YES
29	Schedule files of assets & liabilities	To be retained for 3 years from the relevant financial year.	YES
30	RTI compliance files/registers & applications	3 years from the end of relevant financial year	NO
31	Dispatch registers & inward registers	To be retained for 3 years from the relevant financial year.	NO
32	Daily cash Book & pay in slip files	To be retained for 3 years from the relevant financial year.	YES
33	Bank reconciliation files, cheque cancelled registers	To be retained for 3 years from the relevant financial year.	YES
34	AML policy review files & records	should be retained for 3 financial years	YES
35	Special Investigation Reports & other special reports	1 copy of these reports to be retained till 3 years after closure of the report.	NO
36	Anti Fraud Policy, changes thereon & review	should be retained for 3 financial years	YES

37	Stagnation increments files & transfer files	3 years from the relevant financial year	NO
38	Monthly reimbursement of employee benefits	2 years from the end of relevant financial year	YES
39	Stationary indent	1 year from the pertaining financial year	NO
40	Cheque book stock registers, RPR stock registers	To be retained for 1 year from the relevant financial year.	NO
41	Receipt stamps stock register, safe key movement register	To be retained for 1 year from the relevant financial year.	NO
42	Staff Statistics, PA Statement, Disciplinary proceedings documents.	1 year from the end of relevant Financial Year	NO

3. Board Secretariat Department :

a) Documents to be preserved permanently

S. No.	Name of Documents	Time frame	Whether storage in electronic form required?
1	Registration Certificate issued under Insurance Act, 1938	Permanent	Yes, shall be preserved in good order in electronic form as long as they remain current
2	Registration Certificate issued by IRDAI		
3	Minutes of Board meeting and other committee meetings of the Board and resolution passed by circulation		
4	Minutes of General meeting and resolution passed by postal ballot, if any		
5	Register of members		
6	The foreign register of members, if any		
7	Register of Renewed and Duplicate Share Certificate		
8	Books and Documents relating to the issue of share certificates, including the blank forms of share certificates	Thirty years. But in case of dispute, permanently	
9	Register of Transfer and Transmission	Permanent	
10	Books and papers of Amalgamated Companies. Minutes of all meetings of the transferor company, as handover to the transferee company		
11	Register of Contracts or Arrangements in which Directors are interested and copy of contracts or arrangements entered into		
12	Register of destruction or disposal of documents or register	Permanent	
13	Agreements with Registrar and Share Transfer Agent and Depositories	to be preserved permanently	
14	Listing Agreement entered with Stock Exchange(s)	to be preserved permanently	
15	Attendance Slip/ Register of General/ Board Meetings and Meetings of Committees	Permanent	

b) Documents to be preserved for not less than 8 years

S. No.	Name of Documents	Time frame	Whether storage in electronic form required?
1	Register of Debenture Holders or other security holders	Ten years after the redemption of debentures or other security holders	Yes, shall be preserved in good order in electronic form as long as they
2	Books of Accounts and Balance Sheet and Profit and Loss Statement	Ten years from the close of relevant financial year	

3	Notice of Interest by Directors and Key Managerial Personnel	Ten years from the close of the relevant financial year	remain current
4	Office copies of Board Meeting Notices, Agenda, Notes on Agenda and other related papers of the transferor company, as handed over to the transferee company	shall be preserved in good order in physical or in electronic form for as long as they remain current or for ten financial years, whichever is later	
5	Office copies of General Meeting Notices, scrutiniser's report, and related papers of the transferor company, as handed over to the transferee company	As long as they remain current or for Ten financial years, whichever is later	
6	Register of Proxies	At least ten financial years	
7	Dividend Payment Records	At least for ten financial years	
8	Details / statement of unclaimed dividend	At least for ten financial years from the relevant financial year of transfer to IEPF	
9	Certified copy of the order of any court or Tribunal confirming reconstruction and amalgamation of companies, Schemes, Arrangements or contract involving transfer of shares, reduction of share capital and certified copy of the order and minute, cancellation or variation of shareholders' right, compromises and arrangements with creditors and members and copy of orders in appeal	At least for ten years	
10	Disclosures from Promoters and others under SEBI (Substantial Acquisitions of Shares and Takeover) Regulations, 2011 or other previously applicable Takeover Regulations of 1992	At least for ten years	
11	Register of deposits	not less than ten years from the date of last entry	
12	Approvals/ consent received from authorities	Ten years	
13	Copies of returns, documents intimations regarding events disclosed to Stock Exchanges under Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015	minimum period of ten years and thereafter the physical copies of such documents has also the disclosures on the website shall be destroyed with the approval of the Board	
14	Disclosures from Promoters, Directors, Key Managerial Personnel and others under SEBI (Prohibition of Insider Trading) Regulations, 2015 [Regulation 7]	Minimum period of ten Years	
15	Register of Shares or other securities bought back	Ten Years	
16	Register of Director and other Key Managerial Personnel	Ten Years	

17	All certificates surrendered to a company	Ten years	
18	Audio-Visual tape recordings or other electronic mechanism in connection with attendance of directors at Board Meetings/Committee Meetings of the Board through video conferencing facility	To be preserved at least eight years before the completion of Audit for that particular year in accordance with Rule 3 of Companies (Meetings of Board) Rules, 2014. Thereafter these can be destroyed with the approval of the Board	

4. Chief Life Insurance Advisor (CLIA) Department :

Sl. No.	Documents whose preservation shall be permanent	Retention Period	Mode of Preservation
a)	Documents to be preserved Permanently		
1.	Agreement papers for Premium Point.	Permanent	Hard Copy
b)	Documents with preservation period for not less than eight year		
	NIL		
c)	Documents with preservation period less than eight year		
2.	File/Docket pertaining to individual CLIAs.	File/Docket pertaining to CLIAs on their exit. - 5 years after the completion of 75 years of age or death, if earlier, provided all their dues are settled and /or the recoveries, if any, are made.	Hard Copy
3.	<p>Periodical Statements submitted to D.O.</p> <p><u>A: Monthly/ Fortnightly/Yly Statements:</u></p> <p>i) Statement of CLIAs ii) Statement of Supervised Agents iii) CLIA Merit Lists iv) Statement of Branches with more than 10% share in Total FPI, through CLIA Channel (At DO)</p> <p><u>B: Quarterly Statements</u></p> <p>i) Statement of Publicity Expenses (At DO)</p> <p><u>C: Yearly New Business Statements</u></p>	Two years after the expiry of the financial year to which they relate.	Soft Copy
4.	Competition Results for competitions floated at CO/ZO/DO levels for CLIAs, BO/DO Officials.	5 years after the financial year in which the results are finalized and payment of prize money is made.	Soft Copy

5.	CLIA Brigade rosters	5 years after the expiry of the financial year in which the Brigade allowances are fully paid (whether pertaining to earlier Membership years) and /or the recoveries, if any, are made.	Soft Copy
6.	Statistics: CLIA/Supervised Agents' Statistics:	5 years after the expiry of financial year to which they relate provided there are no outstanding queries.	Soft Copy
7.	NB Budget and Business Review files	2 years after the expiry of the financial year to which they relate.	Soft Copy
8.	Records of CLIA Training	4 years reckoned from the date of the session.	Soft Copy
9.	Records related to payment of allowances to CLIAs.	5 years after the expiry of the review year in which the allowances are fully paid (whether pertaining to earlier review years) and /or the recoveries, if any, are made.	Soft Copy
10.	Records pertaining to review of revenue expenses. Budget Control Register Statements of Review of CLIA Expenses.	3 years after the expiry of financial year to which they pertain.	Soft Copy
11.	General correspondence with the Divisional/ Zonal/Central office.	Inter office correspondence need not be preserved beyond two year except for the matters continuing, wherein records can be destroyed after expiry of two years after the final decision/ settlement.	Soft Copy

PS: Soft files of all the records, wherever applicable, are to be preserved permanently

5. Corporate Communication (CC) Department :

Documents to be preserved permanently			
SR No.	Type/Particulars of Documents	To be preserved permanently	Records to be preserved in electronic form
1	Filing of Opposition Correspondence with legal Dept.	To be preserved permanently	Yes
2	Approved creative album Media	To be preserved permanently	Yes
3	Policy bond/sales brochure creative (including that of withdrawn plans)	To be preserved permanently	Yes
4	Purchase of Images	To be preserved permanently	Yes
5	Certificates	To be preserved permanently	Yes
6	Circular File	To be preserved permanently	Yes
7	Destruction of Old records file	To be preserved permanently	Yes
8	Approved Artwork for TV/Print/Radio	To be preserved permanently	Yes
9	Creative provided by agencies (only approved ones)	To be preserved permanently	Yes

Documents to be preserved for not less than Eight years			
SR No.	Type/Particulars of Documents	Retention Period Eight Years and more	Records to be preserved in electronic form
1	Payment made to Printers	8 Years	
2	Notes and Proposal for approved Media activities	8 years	Yes
3	RFP's Committee Regular/Decision/Approvals/LOI	8 years	Yes
4	Purchase of Images & Bill settlement of the same	8 years	
5	Budget control Register	10 years	
6	Corporate Profile	10 years	Yes
7	Notes /Correspondence on Government schemes-Till the Scheme closes	10 years	Yes
8	Form 16 issued to vendors	10 years	
a) Documents to be preserved for less than Eight years			
SR No.	Type/Particulars of Documents	Retention Period less than Eight Years	
1	Copy of Bills received and paid	7 years	

2	CDs/Pen drives containing pictures/videos of topical activities completed	5years	
3	RTI File	5 years (As per RTI Circular 2016)	
4	Budget Papers (Other than office notes)	5 years	
5	Debit Advices - Confirmation	5 years	
6	Purchase of Corporate Gifts	5 years	Yes
7	Sponsorship Proposals (Considered)	5 years	Yes
8	Branding Proposals (Approved)	5 years	Yes
9	Copy of Release Order to various Media Houses/agencies	5 years	Yes
10	Digital Proposals approved with Notes & Decisions	5 years	Yes
11	RNI correspondence Notes	5 years	
12	Bills/ Invoices /Payments/ Rajbhasha Qtrly reports file & Correspondence	5 years	
13	File for Approval of TVCs	5 years	
14	Agreements with the Agencies (Original /Copies)	5 years	Yes
15	Bills received register	3 years after the close of F.Y. provided there are no pending bills	
16	Copies of Misc Payment Vouchers (Original is with F & A)	3 years after the close of F.Y.	
17	Annual report Data of CC	3 years	
18	Media Activity Register (Committed activities)	3 years	
19	Copy of Vouchers (Pub. Bills)	3 years	
20	Estimates for Ads	3 years	
21	Press Conference File	3 years	
22	Meal coupon file	3 years	
23	CL with medical Certificate	3 years	
24	Revised Master Schedule submitted for TV/Radio/Media Bill	3 Years	
25	Direct Ads and Rate Cards	3 Years	
26	Renewal of Membership of Association (Soft Copy)	3 years	
27	Misc. Vouchers	2 years	
28	D&C Indents , Correspondence, Challans , intimation letters	2 years	
29	Branding Proposals (Rejected)	2 Years	

30	Press Release file	2 years	
31	Old Awards correspondence Files	2 years	
32	Supporting documents + CDs submitted by vendors as proof of delivery along with the bill	2 Years	
33	Rejected Digital proposals for advt. Spons	2 years	
34	Gift items acknowledgements	1 year	
35	Public functions (CCI)	1 year	
36	Action Plan	1 year	
37	CO/ZO and Misc. Correspondence (other than Ministry)	1 Year	
38	Budget Review	1 year after closure of F.Y.	
39	Audit & Inspection Files	1 year after the close of report	
40	Corporate Profile Correspondence file	1 year after the close of F.Y.	
41	Proposals forwarded to zones	1 year after the close of F.Y.	
42	Insurance Week Celebrations	1 year after the audit /inspection is over, if there is no open query.	
43	Sr. D.M. Conference file	1 Year after SDM Conference	
44	QMA report	1 year after compliance is received	
45	Hard copies of approved scripts	1 year after completion of creative	
46	HOD/CMC Data	1 year after close of FY to which they pertain	
47	Monthly Reports from Zones	1 Year after close of F.Y.	
48	Strategic Activities File	1 Year after close of F.Y.	
49	Correspondence with Subscribers	1 Year	
50	Proposals from all Zones for Budget	1 year	
51	Rejected proposals of Media	1 year	
52	Media Queries	1 year	
53	Adverse reporting	1 year	
54	Creative provided by agencies (Not Selected)	1 year	
55	Honorarium Payments	1 Year	
56	Additional copies of magazines/books/papers etc.	1 year	
57	Casual Leaves sanctioned by Dept.	(Without enclosure) Immediately after CL Year is over. (As per O.S Manual)After Audit & Inspection pertaining to that period is over	

58	Documents relating to Legal Disputes if any	1 year after the dispute is resolved	yes
59	Correspondence with Media/Creative/Digital Agencies	1 year after Audit is over provided no Legal issue pending	
60	Corporate Guidelines File	Physical File to be destroyed after 1 year	
61	Old printouts of Presentations, Designs Creative ,Dummies of Diaries & Calendars	One year after the closure of Audit Report.	
62	Minutes of Internal / Sect's/ Chief's / Committee File	One year after the closure of Audit Report.	
63	Undelivered Copies of Yogakshema Magazine	3 months	

6. Corporate Governance / Golden jubilee foundation / Regulatory Compliance (CG/ GJF/ RC) Department:

Corporate Governance :

Sr. No	Record Type / Particulars of Document	Retention Period	Remarks
1	Statement of Intent	Permanent	Soft copy shall be preserved
2	RTI	Permanent	Soft copy shall be preserved

Golden Jubilee foundation :

	Particulars of Document	Retention Period in years	Remarks if any
1	LIC GJF original documents File	Permanent	Soft copy shall be preserved
2	Board Meeting Files	Permanent	Soft copy shall be preserved
3	Executive Committee Meeting files	Permanent	Soft copy shall be preserved
4	Board Resolution	Permanent	Soft copy shall be preserved
5	Board & EC Minutes File	Permanent	Soft copy shall be preserved
6	GJF Project Files	Permanent	Soft copy shall be preserved
7	GJF Investment of Corpus File	Permanent	Soft copy shall be preserved
8	Fixed Deposit File	Permanent	Soft copy shall be preserved
9	Voucher Files	Permanent	Soft copy shall be preserved
10	Income Tax Files	Permanent	Soft copy shall be preserved
11	NEFT Mandate Files	Permanent	Soft copy shall be preserved
12	Bank Statements & all imp correspondence with Banks	Permanent	Soft copy shall be preserved
13	Inspection of GJF Project Files	Permanent	Soft copy shall be preserved
14	GJF Guidelines	Permanent	Soft copy shall be preserved
15	GJF Budget	Permanent	Soft copy shall be preserved
16	IPO related data Files	Permanent	Soft copy shall be preserved

17	Tally ERP File	Permanent	Soft copy shall be preserved
18	Attendance Register - Muster	Permanent	Soft copy shall be preserved
19	Destruction of Old records File	Permanent	Soft copy shall be preserved
20	Scholarship Files	8 years after expiry of F.Y.	Soft copy shall be preserved

Regulatory Compliance Section :

	Particulars of Document	Retention Period	Remarks if any
1	BAP Returns	Permanent	Data is available at IRDAI BAP Portal with access to authorized users.
2	KMP Files	Permanent	Soft copy shall be preserved
3	IRDAI Onsite Inspection Files	Permanent	Soft copy shall be preserved
4	RSO Statement files	Permanent	Soft copy shall be preserved
5	NB Monthly Figures Files	8 years after expiry of F.Y	Soft copy shall be preserved
6	NB Yearly Figures Files	8 years after expiry of F.Y	Soft copy shall be preserved
7	Public Disclosure Qly File	8 years after expiry of F.Y	Data is available on LIC website
8	IRDAI Monthly/Qly/Hly/Yly Statements	8 years after expiry of F.Y	Soft copy shall be preserved

7. Corporate Planning / New Projects (CP/NPRJ) Department :

a) Documents to be preserved Permanently			
Sr. No.	Name of the Record	Retention period	Mode of Preservation
1	Expansion Policy Files	Permanent	Hard copy
2	Opening of Offices Related Files	Permanent	Hard copy
3	Satellite Offices-Master Files	Permanent	Hard copy
4	Mini Offices-Master Files	Permanent	Hard copy
5	Role of LRP-1992	Permanent	Hard copy
6	New Project/Strategy Related Files	Permanent	Hard copy
7	Study Related Files	Permanent	Hard copy
8	PPB Formats	Permanent	Hard copy
9	Hardware File	Permanent	Hard copy
10	Destruction of Old Records File	Permanent	Hard copy
11	RTI File	Permanent	Hard copy
12	Attendance Register	Permanent	Hard copy
13	FPSO File-Minutes/EC/Board Notes / Sanctions / Source Material/Departmental Note	Permanent	Soft copy
14	Statement regarding Opening /Closing / Relocations of offices-monthly reporting to IRDAI	Permanent	Soft copy
15	Fact Book	Permanent	Soft copy
16	Corporate Guidelines Compiled Files	Permanent	Soft copy
17	Budget Discussion Files	Permanent	Soft copy
18	Annual Report Material of CP	Permanent	Soft copy
19	Idea Box Scheme Related Files	Permanent	Soft copy

b) Documents to be preserved for not less than 8 years			
Sr. No.	Name of the Record	Retention period	Mode of Preservation
1	Statement regarding Opening /Closing / Relocations of offices-monthly reporting to IRDAI	10 years after the close of the Financial Year to which they pertain.	Hard copy
2	Fact Book	10 years after the close of the Financial Year to which they pertain.	Hard copy
3	Corporate Guidelines Compiled Files	10 years after the close of the Financial Year to which they pertain.	Hard copy
4	Budget Discussion Files	10 years after the close of the Financial Year which they relate.	Hard copy
5	Annual Report Material of CP	10 years after the close of the Financial Year which they relate.	Hard copy
6	Idea Box Scheme Related Files(Hard copy)	10 years after the close of the Financial Year which they relate.	Hard copy

c) Documents to be preserved for less than 8 years			
Sr. No.	Name of the Record	Retention period	Mode of Preservation
1	Correspondence with Ministry/VIP References	3 years after the close of the Financial Year to which they pertain.	Hard copy
2	Annual Action Plan of CP Dept.	3 years after the close of the Financial Year to which they pertain.	Hard copy
3	Review of Annual Action Plan-All Depts.	3 years after the close of the Financial Year to which they pertain.	Hard copy
4	Envoscan Files	3 years after the close of the Financial Year which they relate.	Hard copy
5	Rajbhasha (OLI) Quarterly Reporting & Correspondence	3 years after the close of the Financial Year which they relate.	Hard copy
6	Budget Control File / Quarterly Budget Review	3 years after the close of the Financial Year which they relate.	Hard copy

7	Copies of Miscellaneous Payment Vouchers (Original is with F&A Dept.)	3 years after the close of the Financial Year which they relate.	Hard copy
8	Meal Coupon Order Files	3 years after the close of the Financial Year which they relate.	Hard copy
9	Miscellaneous Correspondence	3 years after the close of the Financial Year which they relate.	Hard copy
10	Inspection and Audit Reports submitted to Audit /Inspection Department.	2 years after the close of the Financial Year to which they pertain provided the reports are closed.	Hard copy
11	Causal Leave Applications	1 year after the Casual Leave Year is over.	Hard copy
12	Indents for supply of table and printed stationery	1 year after the close of the Financial Year to which they pertain.	Hard copy

8. CRM / Claims Department :

a) Documents to be preserved permanently

1	CO Policies	a) Hard copies b) Soft copies- electronic mode	a) Permanent b) To be scanned and preserved in e library
2	CO Circulars and notes pertaining to circular	a) Hard copies b) Soft copies- electronic mode	a) Permanent b) To be scanned and preserved in e-library
3	Destruction of old records register	a) Hard copies b) Soft copies- electronic mode	a) Permanent b) To be scanned and preserved in e-library
4	RFP records/MOUs	Soft copies –in electronic mode	To be scanned and preserved in e- library.
5	Claim payment registers	Soft copies	Permanent
6	CO/ZO- Notes and decisions	Soft copies	Permanent

b) Documents to be preserved for not less than 8 years

1	Claim requirements received from policyholders/claimants for claim settlement and for annuity/pension payments	a) Hard copies b) Soft copies (in electronic mode)	a) 10 years b) As long as EDMS images are preserved	Claim papers are to be scanned and added to the EDMS image. Every office to have a designated officer for ensuring incremental scanning.
2	NEFT Mandate Forms	a) Hard Copies b) Scanned (soft) copies	a) 10 years b) 10 years or till maturity	Incremental scanning is mandatory

3	Repudiated Claims papers	No legal disputes (a) physical papers b) Digitalised documents c)With legal disputes	a)10 years b) As long as EDMS images are kept. c) Till the case is closed	a) Manager (Claims) is the custodian of repudiated claim papers b) Digitalisation of repudiated documents to be taken up
4	Non electronic communications	Hard copies	8 years	
5	Email communications from customers		To be auto archived in a single mail id	
6	RFP records/MOUs	Hard copies	Till the contract is over	

c) Documents to be preserved for less than 8 years

Sr. No	Record Type / Particulars of Document	Retention Period	Remarks, if any
1	Claim payment registers	Hard copies 3 years	
2	CO/ZO- Notes and decisions	Hard copies 5 years	

9. CRM / PS Department :

Sr No	Record Type/Particulars of Document	Retention Period	Category	Remark if any
	General			
1	Circulars	Permanent	A	Hard / Soft files
2	Office notes and communications for policy decisions	Permanent	A	Hard / Soft files
3	Minutes of PPC meetings	Permanent	A	Hard / Soft files
4	Destruction of Records Register	Permanent	A	Hard copy
5	Payment records in event of Dispute, Appeals/ Policy Dockets in respect of litigation /Consumer Court/Ombudsman complaints. Any Record under litigation	10 years after dispute is settled	B	Hard / Soft files
6	WSR	2 years	C	Soft files
	Policy Services			
7	Premium Payment Record	Permanent	A	Soft files
8	Group Ledger Sheets SSS	Permanent	A	Hard / Soft files
9	Register of Assignment/Nomination	Permanent	A	Soft files
10	Loan Ledger /Master/ Loan Schedule	Permanent	A	Soft files
11	Records Pertaining to Surrender	10 years after exit of policy	B	Soft files
12	Duplicate Policy Bond Register	10 Years	B	Hard copy
13	Master Creation, RFM, Office Note	5 years from Exit of policy	C	Hard copy
14	Office notes for Missing Policy Dockets & Policy Records	5 years from Exit of policy	C	Hard copy
15	AFM list	5 years	C	Soft file
16	Policy Deposit, Schedule	5 Years	C	Hard copy
17	RTI Related Records	5 Years	C	Hard copy
18	Grievances received through ICMS,NCH and other electronic form	5 years.	C	Soft file
19	Complaint Register	5 years	C	Hard /Soft file
20	Alteration Register	5 Years	C	Hard/Soft file
21	DVM Lists and All RFM related papers	5 Years	C	Soft file
	SSS			
22	Collection and Remittance received from PA	Permanent	A	Hard copy
23	Gap Register	10 years	B	Hard copy
24	Schedule reconciliation register	10 years	B	Hard copy
25	CDA control Register	10 Years	B	Hard copy
26	Refunds and other payments Register	5 years	C	Hard copy
27	Policy No. Correction Register	5 years	C	Hard copy
28	Premiums Transferred to other Branches	5 years	C	Hard copy
29	Register for sending GAP intimation, Lapse intimation and Annual Status Report	5 years	C	Hard copy
30	Register of Collection Recd from Treasury(for GSD Branches	5 years.	C	Hard copy
31	NEFT rejection control register	2 years.	C	Hard copy

	PCMC			
32	All Notes and Decisions approved by the Competent Authority	Permanent	A	Hard Copy + soft files
33	Principal Agreements and their Amendatory Agreements	5 years after expiry of contract	A	Hard copy
34	Transaction records (Electronic Copy)	Permanent	A	Soft files
35	RFP related Documents (Physical copy)	5 years after expiry of contract	B	Hard Copy
	CZee			
36	Grievance Register	2 years	C	Hard Copy
37	SMS Register	2 years	C	Hard Copy
38	NB Leads register	2 years	C	Hard Copy
39	Help us to serve better register/ e-Services register, etc (all Online requests processing)	2 years	C	Hard Copy
40	Phone call / Call centre Register	1 year	C	Hard Copy
	MASH			
41	NACH return file	3 Years	C	Soft files
42	Mandate response file	3 Years	C	Soft files
43	NACH letters printing register	3 Years	C	Hard Copy
44	Dispatch Registers	3 Years	C	Hard Copy
45	Log Book for Input	3 Years	C	Soft files
46	Log Book for Prints	3 Years	C	Soft files
	Division and RMF centers			
47	DVDs after uploading scanned images on EDMS server	Permanent	A	Soft files
48	All EDMS Images	5 year after exit	C	After exit to be archived
49	EDMS payment Invoices and support documents such as ATPs, etc.	10 years after date of payment	B	Hard Copy
50	Docket retrieval register	Permanent	A	Hard Copy
51	Policy dockets(Stored at RMF) (a) 10 years after date of final payment made (b) Policies lapsed without acquiring S.V.- 5 years from the date of FUP	As per stated conditions	A	Hard Copy
52	Incremental Documents (Stored at RMF)	Permanent	A	Hard Copy

10. Digital Marketing (DM) :

Sr. No.	Record Type/ Particulars of Documents	Retention Period	Mode of Preservation
1	RTI Files	Permanent	Hard-Copy
2	Circular Files	Permanent	Hard-Copy
3	Office Notes	Permanent	Hard-Copy
4	Online Policy-Records / Policy-Master	Permanent	Soft-Copy
5	Notes for Destruction of Old Records	Permanent	Hard-Copy
6	Records of Cooling-Off Cases	For 8 Years	Hard-Copy
7	Refund of Proposal Deposits	For 8 Years	Hard-Copy

11. Engineering Department :

a) Documents to be preserved Permanently			
Sr. No.	Name of the Record	Retention period (Hard Copies)	Retention Period (Electronic Form)
1	Municipal Approved Drawings including statutory approvals (Pre and Post construction) with fees receipt.	Permanent	Permanent
2	Structural & Architectural Drawings as executed	Permanent	Permanent
3	Structural Design Calculations	Permanent	Permanent
4	Administrative Approval for different projects	Permanent	Permanent
5	Financial Sanction of different projects	Permanent	Permanent
6	Measurements- Standard Measurements for Painting etc.	Permanent	Permanent
b) Documents to be preserved for not less than 8 years			
Sr. No.	Name of the Record	Retention period (Hard Copies)	Retention Period (Electronic Form)
1	Post Tendering stage- i. Accepted Tender/Contract document including: ii. Minutes of discussion with successful contractor iii. Letter of acceptance iv. Issue of Work Order v. Related exchange of letters during currency of contract & Defect Liability Period vi. Issue of virtual Completion Certificate	8 Years after the final bill settlement (or three years from settlement of Audit-Inspection Legal/Arbitration/ File closed by Vigilance and/or by Chief Technical Examiner (CVO) whichever is later)	8 Years after the final bill settlement (or three years from settlement of Audit-Inspection Legal/Arbitration/ File closed by Vigilance and/or by Chief Technical Examiner (CVO) whichever is later) (Approval of Head of Department of Zone shall be obtained before deletion of electronic form).
2	Measurements- Measurements of excavation, RCC and reinforcement for columns and plinth beams pertaining to foundations.	8 Years after the final bill settlement (or three years from settlement of Audit-Inspection Legal/Arbitration/ File closed by Vigilance and/or	8 Years after the final bill settlement (or three years from settlement of Audit-Inspection Legal/Arbitration/ File closed by Vigilance and/or by Chief Technical Examiner (CVO) whichever is later)

		by Chief Technical Examiner (CVO) whichever is later)	(Approval of Head of Department of Zone shall be obtained before deletion of electronic form).
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c) Documents to be preserved for less than 8 years			
Sr. No.	Name of the Record	Retention period (Hard Copies)	Retention Period (Electronic Form)
1	Accounts related matters i. Bill File ii. ISD/EMD/RMD Register iii. Running Bill Register iv. Income Tax/Sales Tax Register v. Transaction Book Bank Guarantee Register	3 Years after settlement of Final Bill or three years after the settlement of Arbitration/ Legal/Vigilance/Audit/ Inspection whichever is later.	3 Years after settlement of Final Bill or three years after the settlement of Arbitration/ Legal/Vigilance/Audit/ Inspection whichever is later. (Approval of Head of Department of Zone shall be obtained before deletion of electronic form).
2	Measuring Books	3 Years after settlement of Final Bill or three years after the settlement of Arbitration/ Legal/Vigilance/Audit/ Inspection whichever is later.	3 Years after settlement of Final Bill or three years after the settlement of Arbitration/ Legal/Vigilance/Audit/ Inspection whichever is later. (Approval of Head of Department of Zone shall be obtained before deletion of electronic form).
3	Documents related to the contract i. Pre-Tendering Stage ii. Press Advertisement for Enlistment of Contractors iii. Records of Selection of Contractors Confidential Reports of Contractors received from other organizations Tender Processing Related Records Rejected Tenders.	3 Years after settlement of Final Bill or three years from settlement of Audit-Inspection /Legal/Arbitration/ File closed by Vigilance and/or by Chief Technical Examiner (CVO) whichever is later.	3 Years after settlement of Final Bill or three years from settlement of Audit-Inspection /Legal/Arbitration/ File closed by Vigilance and/or by Chief Technical Examiner (CVO) whichever is later. (Approval of Head of Department of Zone shall be obtained before deletion of electronic form).
4	Documents related to Administrative nature i. Planning & Performance Budget Monthly Progress Report Quarterly Progress Report PPB Review ii. Audit & Inspection Files	3 Years after closing of related Financial Year or three years from settlement of Audit-Inspection /Legal/Arbitration/ File closed by Vigilance and/or by Chief Technical Examiner (CVO)	3 Years after closing of related Financial Year or three years from settlement of Audit-Inspection /Legal/Arbitration/ File closed by Vigilance and/or by Chief Technical Examiner (CVO) whichever is later. (Approval of Head of Department of Zone shall be obtained before deletion of electronic form).

		whichever is later.	
5	Documents related to the personnel matters	3 Years or three years from settlement of Audit-Inspection /Legal/Arbitration/ File closed by Vigilance and/or by Chief Technical Examiner (CVO) whichever is later.	3 Years or three years from settlement of Audit-Inspection /Legal/Arbitration/ File closed by Vigilance and/or by Chief Technical Examiner (CVO) whichever is later. (Approval of Head of Department of Zone shall be obtained before deletion of electronic form).
6	Accounts related matters House Property Under Construction Register	3 Years after all the projects therein are capitalized or three years from settlement of Audit-Inspection /Legal/Arbitration/ File closed by Vigilance and/or by Chief Technical Examiner (CVO) whichever is later.	3 Years after all the projects therein are capitalized or three years from settlement of Audit-Inspection /Legal/Arbitration/ File closed by Vigilance and/or by Chief Technical Examiner (CVO) whichever is later. (Approval of Head of Department of Zone shall be obtained before deletion of electronic form).

12. Finance & Accounts (F&A) Department :

Sr No	Record Type/Particulars of Document	Retention Period
1	Principal Ledger	Permanent
2	Journal	Permanent
3	Statement of Old Outstanding and Unclaimed Deposits written back	Permanent
4	Statement of Old Outstanding and Unclaimed amounts written back	Permanent
5	Statement of Losses	Permanent
6	Audited T/B, Revenue Account, Balance Sheet and Schedules relating to closing of Accounts and Schedules for all Liabilities/Assets preferably in soft copies	Permanent
7	All Payments and Adjustment vouchers	10 Years
8	Original Bills	10 Years

13. Health Insurance Department :

<u>NB Department</u>		
a) Documents to be preserved permanently		
1	Complaints register	To be preserved permanently
2	Circulars issued files	To be preserved permanently
b) Documents to be preserved for not less than 8 Years		
NIL		
c) Documents to be preserved for Less than 8 Years		
Sl. no	Name of the record	Time limit when records are to be destroyed
3	Office notes received from Divisions	2 years after close of the current financial year
4	Budget review files	2 years after close of the current financial year
5	Copies of Office notes sent to CO	2 years after close of the current financial year
6	General correspondence	1 year after the close of the current financial year
<u>PS/ TPA Department</u>		
a) Documents to be preserved permanently		
1	All Circulars files	To be preserved permanently
b) Documents to be preserved for not less than 8 Years		
2	Post Tendering stage Accepted Tender / Contract document including : Minutes of discussions with successful contractor Letter of acceptance SLA entered	8 years or after the final bill settlement or settlement of Dispute/ Litigation/ Audit - Inspection/ Query whichever is later
c) Documents to be preserved for Less than 8 Years		
3	All monthly review reports from TPAs	1 year after the close of the current financial year
4	All routine General/Miscellaneous correspondence	1 year after the close of the current financial year
5	Reconciliation reports from the Divisions	1 year after the close of the current financial

	provided all the outstanding items have been satisfactorily disposed off	year
6	DOCUMENTS RELATED TO THE CONTRACT Pre-Tendering stage Press advertisement for enlistment of Contractors Records of selection of Contractors Tender processing related records Rejected Tenders	Five years or after any Dispute/ Audit/ Inspection/ Objections are settled / over whichever is later
7	Post Tendering stage Accepted Tender / Contract document including : Minutes of discussions with successful contractor Letter of acceptance SLA entered	8 years or after the final bill settlement or settlement of Dispute/ Litigation/ Audit - Inspection/ Query whichever is later
<u>Claims Department</u>		
a) Documents to be preserved permanently		
NIL		
b) Documents to be preserved for not less than 8 Years		
1	All records pertaining to Claims	(a) After 10 years from the close of financial year in which the amounts were paid, payable. (b) In case of any dispute the relevant records to be retained for the period of 10 years after the dispute are settled.
2	Repudiated Claims	10 years from the date of repudiation in no legal cases involved
c) Documents to be preserved for Less than 8 Years		
3	MIS statements(PC Back Up should be maintained),	1 year after the close of the current financial year
4	Complaint letters which closed and other correspondence	1 year after the close of the current financial year
5	Health Claim Review Slips	5 years after the close of the current financial year
6	Scanned copies of legal and ombudsman awards from divisions for absorbing contra	5 years after the close of the current financial year
7	TPA performance review letters	3 years after the close of the current financial year

F&A Department

a) Documents to be preserved permanently		
1	Statement showing Reserves for Bad & Doubtful Debts	To be kept permanently
2	Statement showing Bad Debts Written Off During the Year	To be kept permanently
3	Statement of Bank Balances (Schedule. 24)	To be kept permanently
4	Statement of Furniture, Office Equipment, Stationery, etc. (Schedule. 22)	To be kept permanently
5	Statement of Old Outstanding and Unclaimed Amounts Written Back	To be kept permanently
6	Statement of losses	To be kept permanently
b) Documents to be preserved for not less than 8 Years		
7	Audited Trial Balance, Revenue Account and Balance Sheet and Schedules relating to Closing of Accounts and code-wise schedules for all Liabilities / Assets	10 years after close of the current financial year
c) Documents to be preserved for Less than 8 Years		
8	Journal Voucher	4 years after close of the current financial year
9	Payments (Cash paid books) and Income Books	4 years after close of the current financial year
10	Daily fund statement	4 years after close of the current financial year
11	Monthly Trial Balance	3 years after close of the current financial year
12	Statutory Audit Reports provided all the points were disposed and the reports are closed	3 years after close of the current financial year
13	Sub ledgers of Payout Contra including Reconciliation statements (provided all the outstanding items have been satisfactorily disposed off)	2 years after close of the current financial year
14	Other Sub ledgers (provided all the outstanding items have been satisfactorily disposed off)	2 years after close of the current financial year
15	Inspection and Audit Reports as submitted by Internal Audit Department / Inspection Department including compliance and correspondence thereon (provided all the outstanding items have been satisfactorily disposed off)	2 years after close of the current financial year
16	Stock Register of Cheque Books	1 year after close of the current financial year
17	Account wise monthly summaries of Cash Books / Journal prepared through module	1 year after close of the current financial year

	(after audit is over)	
18	Other miscellaneous records/correspondence (disposal of undelivered DDs/Cheques, correction in DDs / Cheques, correspondence with regard to contra reconciliation (provided all the items have been satisfactorily disposed off)	1 year after close of the current financial year
<u>OS Department</u>		
a) Documents to be preserved permanently		
1	Furniture Inventory Register	To be preserved permanently
2	Furniture Stock Register	To be preserved permanently
b) Documents to be preserved for not less than 8 Years		
NIL		
c) Documents to be preserved for Less than 8 Years		
1	Indents for supply of table and Printed Stationery	1 year after close of the current financial year
2	Supply of Printed Forms Stationery etc.,	1 year after close of the current financial year
3	Stationery receipts Register	3 years after close of the current financial year provided there are no outstanding Audit/Accounts queries or if they are required for any investigation
4	Stationery Issue Register	3 years after close of the current financial year provided there are no outstanding Audit/Accounts queries or if they are required for any investigation
5	Stationery Stock Register	3 years after close of the current financial year provided there is no outstanding Audit query. It is not necessary to keep the stock register beyond 2 or 3 years
6	Copies of orders placed with the Suppliers	2 years after the close of the current financial year
7	Bills Received register	3 years after the close of the current financial year provided there are no o/s bills to be settled
8	Copies of Bills received from the suppliers	2 years after the close of the current financial year
9	Proceedings of the Stores Committee and the relevant notes there of	5 years after the close of the current financial year
10	Miscellaneous correspondence with the suppliers	3 years after the close of the file, or after the settlement of bill whichever is later
11	Copies of Notes of sanctions obtained for the purchase of stationery	2 years after the close of the current financial year
12	Furniture/Equipment movement advices	2 years after the close of the current financial year or in which physical verification was done in respect of the articles mentioned in the movement advices , which ever is later, provided the items shown in Furniture Inventory Register are reconciled with records maintained

		by Accounts Dept.,
13	Copies of statement of furniture, fixtures, equipment etc., on hand as at 31st March prepared	3 years after the close of the current financial year
14	Dispatch Register	3 years after the close of the current financial year
15	Register post Register	3 years after the close of the current financial year
16	Hand delivery Book	3 years after the close of the current financial year
17	Copies of stock position of printed forms and Table stationery as at 31st March and their value	1 year after the close of the current financial year
18	Copies of such statements prepared and maintained	1 year after the close of the current financial year
19	Trunk call Register	3 years after the date of last entry recorded provided there are no outstanding Audit/Accounts queries in respect of any of the calls recorded in the Register
20	Postage Register	3 years after close of the current financial year provided there are no outstanding Audit/Accounts queries or any other queries relating to the subject matter of the postage account
21	Inward letter Register(Ordinary)	1 year from the date of last entry in the register
22	Inward letter Register(Registered)	3 years from the date of last entry in the register
23	Postal receipt file	3 years from the close of the entry in the register
24	List of Registered articles	3 years from the close of the entry in the register
25	Correspondence file	File may be destroyed by the Department after considering Importance of the matter concerned and after obtaining sanction of the office-in-charge.
26	Copies of Misc statements such as Festival advances, Flood relief advances etc., prepared for the closing of A/cs purpose	3 years after the close of the current financial year
27	Postal receipt file	3 years from the close of the entry in the register
28	List of Registered articles	3 years from the close of the entry in the register
29	Correspondence file	File may be destroyed by the Department after considering Importance of the matter concerned and after obtaining sanction of the office-in-charge.
30	Copies of Misc statements such as Festival	3 years after the close of the current financial

	advances, Flood relief advances etc., prepared for the closing of A/cs purpose	year
31	Copies of Travelling expenses Bills	2 years after the close of the current financial year provided there is no Audit Query
32	Copies of Salary statements and deductions statements	3 years after the close of the current financial year
33	F.No.24 - Annual Returns	To be destroyed after Income Tax Assessment is over
34	Movement Advices for the preparation of Salary sheets (such as Increments)	3 years after the close of the current financial year
35	Files, Registers pertaining to purchase, sale, repairs and maintenance of staff Cars and cars under Scheme No.1	3 year after the close of the current financial year in which the motor car is sold/disposed/repair maintenance provided there are no discrepancies in the accounts regarding such cars as also there is no o/s Accts/Audit or any other queries relating to the sale of motor cars.
36	Attendance Register	Immediately after the expiry of minimum period for which they are required to be preserved under the local "Local Shops & Commercial Establishments Act".
37	Late Memo/Short leave Applications	Immediately after the casual leave year is over
38	Leave applications Casual leave, Leave application (CL) not supported by any medical certificate.	Immediately after the casual leave year is over
39	Leave applications Casual leave, Leave application (CL) supported by any medical certificate.	After 3 years of expiry of casual leave year to which it belong
40	Privilege leave on medical grounds	In respect of leave on medical grounds(particularly in respect of major diseases/operations the applications should be preserved throughout the service, otherwise to be destroyed 3 years after close of the current financial year
41	Sick leave	In respect of leave on medical grounds(particularly in respect of major diseases/operations the applications should be preserved throughout the service, otherwise to be destroyed 3 years after close of the current financial year
42	Other type of leave applications(ML, EOL, leave on loss of pay etc.,)	In respect of leave on medical grounds (particularly in respect of major diseases/operations the applications should be preserved throughout the service, otherwise to be destroyed 3 years after close of the current financial year
43	Personal files of employees who have retired/resigned/died/while in	5 years after close of the current financial year in which their retirement benefits have fully and

	service/dismissed/terminated	finally been settled or o/s dues are fully and finally recovered, whichever is later
44	Casual leave Register	To be destroyed along with the attendance Register relating to the casual leave year
45	Periodical Returns relating to staff statistics(i)Monthly statement of salaries paid	1 year after close of the current financial year
46	PF statements to ZO and correspondence relating there to	May be destroyed only after all the queries raised by ZO have been replied to and after receiving confirmation from ZO. All other statements may be destroyed at the expiry of 3 years from the close of the current financial year
47	Courier Consignment notes and proofs of Delivery(POD)	1 year after close of the current financial year
48	Leave Register(a) Leave other than CL register	To be preserved throughout service of the employees and destroyed 5 years after the employee ceases to be in service.

The above is the list of records being maintained by CO HI physically and electronically as per the approval of the competent authority till 30.03.2021.

From the current year onwards, CO HI being attached to CO CRM/CLAIMS and CO CRM/PS, under restructuring process, would be following the approved list of Preservation of Records, pertaining to these departments. Similarly, the OS/CO HI, F&A/CO HI and IT/CO HI, would follow the preservation of records as approved by the respective departments of Central Office.

14. HRD-OD Department :

Sr No.	Record Type / Particulars of Documents	Retention Period	Remarks
A	Documents which need to be Preserved Permanently		
1	Training data of Administrative Personnel	To be preserved permanently	Data is stored in Training Module
2	Income Tax (Form 16A)		Data is stored in e-feap module
3	Quarterly ETDS statement		Data is stored in e-feap module
4	Foreign Training Programmes approved Note		EDMS facility required to preserve in digital form
5	Circulars issued by the Department		Stored in Jeevan Sanchar intranet site of our department
6	Membership files of various Institutes / Bodies		EDMS facility required to preserve in digital form
7	Register of payments		Data is stored in e-feap module
B	Documents with a preservation period not less than 8 years		
1	Basic Note/Bills/ Invoice /Payment voucher to external training institutes	10 years from end of financial year	EDMS facility required to preserve in digital form
C	Documents with a preservation period less than 8 years		
1	Annual Report Data file	5 years from end of financial year	Stored in Jeevan Sanchar
2	Action Plan		Hard copy stored for said period
3	Circulars / Correspondence received from other Departments		Hard copy stored for said period
4	Review of feedback	3 years from end of financial year	Hard copy stored for said period
5	ZTC monthly statement file		Hard copy stored for said period
6	Budget control and review files		Hard copy stored for said period
7	OD/HRD Exercise file		Hard copy stored for said period
8	RMs HRD/Principals ZTC Annual Conference files		Hard copy stored for said period
9	Annual Conference files		Hard copy stored for said period

10	Audit Files	3 years after the end of the financial year or at least one year after closure action is taken whichever is later.	Data is stored in Audit module
11	Inspection files		Data is stored in Inspection module
12	Mark list of the PGEP written test	3 years from the date of publication of results	Hard copy stored for said period
13	Feedback	One year after review of feedback	Hard copy stored for said period
14	Answer papers of PGEP written test	One year from date of publication of results	Hard copy stored for said period
15	Application of candidates for PGEP		Hard copy stored for said period
Sports			
Sr No.	Record Type / Particulars of Documents	Retention Period	
A	Documents which need to be Preserved Permanently		
1	LIC Sports Promotion Board related records -Constitution and its Amendments, Lists of LICSPB Members and Minutes of LICSPB Meetings	To be preserved permanently	EDMS facility required to preserve in digital form
2	Recruitment of Sportspersons related records - Applications with enclosures of selected Sportspersons, Notification and final results		
3	Special Increments and Out of Turn Promotion to Sportspersons – Notes and decisions and all applications wherein sports benefits granted		
4	Data regarding Sports activities for Annual Report		
5	Sports Policy and its Amendments		
6	Year wise Achievements of LIC Teams and Sportspersons at National/International Level Sports events		
7	Inventory of Sportspersons and Technical Officials		
8	List of LIC Champions and LIC Athletics Records		
9	Performance Data Bank of Sportspersons		
10	National Level Sports Federations/Associations – Affiliation Fees matter and important decisions		

11	Minutes and decisions of Meetings of DSCC/ ZSCC		
12	Central Office Circulars File (related to Sports Matters)		Stored in Jeevan Sanchar intranet site of our department
13	List of records destroyed with Notes and Decisions		EDMS facility required to preserve in digital form
B	Documents with a preservation period not less than 8 years		
1	All Payments and adjustment Vouchers with Original Bills, Notes and Decisions related to the following Sports activities	8 years from end of financial year	EDMS facility required to preserve in digital form
	Conduct of BO/DO/ZO Level LIC Selection Trials		
	Participation in Local Level Tournaments		
	Sports Club Expenses and purchase of Sports Equipments		
	Conduct of All India LIC Games		
	Participation of LIC Teams in Outside Tournaments/Public Sector events		
	Conduct of All India Public Sector Event		
	Conduct of Meetings of LICSPB/ZSCC/DSCC and Sports Seminar		
	Benefits to Sportspersons viz. Sports TE Bills, Reimbursement of Kit Expenses/ Medical Expenses, Financial Assistance to Sportspersons, Corporate Blazer etc.		
C	Documents with a preservation period less than 8 years		
1	RTI Applications and Reply thereon (which have not been appealed against) and RTI Appeals (not gone to CIC) *	5 years from end of financial year	Hard copy stored for said period
2	Records of DSCC, ZSCC, Sports Seminar and Conference on Sports Matters (other than Minutes and decisions of Meetings)		Hard copy stored for said period
3	LIC Sports Promotion Board/ZSCC/DSCC related records– Zonal Office and Central Office LICSPB Nominations, nomination of ZSCC/DSCC members, award of Corporate Blazer, correspondence and working files		Hard copy stored for said period
4	Tournament Files, Cash Prize, Cash Awards, Results, Reports, Statements, WSR and general correspondence related to -	3 years from end of financial year	Hard copy stored for said period
	BO/DO/ZO level LIC Selection Trials		Hard copy stored for said period

	Local Level Tournaments (Centralized Games)		Hard copy stored for said period
	Sports Club		Hard copy stored for said period
	Conduct of All India LIC Games		Hard copy stored for said period
	Conduct of All India Public Sector Event		Hard copy stored for said period
	Participation of LIC Teams in outside National/International Events		Hard copy stored for said period
5	Special Leave (Sports and Trekking Expeditions)	3 years from end of financial year	Hard copy stored for said period
6	Financial Assistance to Sportspersons - Correspondence File		Hard copy stored for said period
7	Time-Off Concession to Sportspersons		Hard copy stored for said period
8	National Coaching Camps - Correspondence file		Hard copy stored for said period
9	Grant of Special Increments and Out of Turn Promotion to Sportspersons - Applications received but found not eligible/ sports benefits not granted		Hard copy stored for said period
10	Audit and Inspection Reports as submitted by Internal Audit/Inspection Department and Correspondence/ Compliance thereon		
11	Miscellaneous Correspondence with Sportspersons, LICSPB Members and higher/other LIC Offices and Congratulatory Letters		Hard copy stored for said period
12	State/National Level Sports Federations/Associations –		Hard copy stored for said period
13	Recruitment of Sportspersons related records – Applications with enclosures of rejected/non-selected Sportspersons. Selection Trials Results and related miscellaneous correspondence	1 years from end of financial year	Hard copy stored for said period
14	Non-utilized Merit Certificates, Medals and Trophies of All India LIC Games, copies of Souvenir of All India LIC Games, Sports Magazines/Periodicals		Hard copy stored for said period
15	Budget Estimates, Budget Allocation and Budget Review (Budget Allocation Notes & Decision to be maintained permanently at CO)		Hard copy stored for said period
16	Copies of Debit/Credit Advices		Hard copy stored for said period

विभाग का नाम : राजभाषा कार्यान्वयन			
क्र.सं.	रकार् का प्रकार	कालाविधि वजसके बाद नष्ट वकर्ा जा सकता है	
I	दस्तावेज वजन्हें स्थायी रूप से संरक्षित करने की आवश्यकता है		
1	हृदयी प्रहिक्षण तथा हृदयी कार्साधक ज्ञान / प्रवीणता के सदरर् में रोस्टर	इसे नष्ट न5ी हकर्ा जाए	EDMS facility required to preserve in digital form
2	रबर की मोडरेण, / नामपट्ट/साईन बोद आहद से सबहधत अहरलेख / रहजस्टर		
3	रारत सरकार मत्ालर् तथा हनगम द्वाराजारी हकए गए सर्ी पररपत्र / मैन्युअल्स		
4	सूचना का अहधकार अहधहनर्र् सबधी फाईल		
5	ससदीर् राजर्षा सहमहत /उपसहमहत द्वारा कार्ालर्ो के हनरीक्षण सिंबधी फाईले		
6	ससदीर् राजर्षा सहमहत /उपसहमहत द्वारा कार्ालर्ो के हनरीक्षण र्ुगतान सिंबधी अहरलेख		
II	8 िष से कम की परररिण अविि िाले दस्तावेज		
1	लेखा परीक्षण तथा हनरीक्षण सबधी अहरलेख / फाईल	हवतीर् वष समाप्ति के 5 वष बाद र्ा उस वष की फाईल बद 5ोने की हतहथ (जो र्ी बाद में 5ो) तक	Data is stored in Audit and Inspection module
2	हृदयी प्रहिक्षण/कार्िाला सिंबधी रकारर्	हवतीर् वष समाप्ति के 5 वष बाद	Hard copy stored for said period
3	अपने (स्वर्) के कार्ालर् से प्रकाहित राजर्षा पत्रका के नमूना अक	हवतीर् वष समाप्ति के 5 वष बाद	Hard copy stored for said period
4	नराकास (टॉहलक) से पत्राचार सबधी फाईल	हवतीर् वष समाप्ति के 3 वष बाद	Hard copy stored for said period
5	मूल पत्राचार सबधी रहजस्टर व मूल पत्राचार की प्रहतर्रा	हवतीर् वष समाप्ति के 3 वष बाद	Hard copy stored for said period
6	राजर्षा कार्ान्वर्र् सहमहत की हतमा5ी बैठक केकार्वृत्त	हवतीर् वष समाप्ति के 3 वष बाद	Hard copy stored for said period

7	बजट सबधी फाईल तथा र्ुगतान सबधी अहर्लेख	हवत्तीर् वष समाप्ति के 3 वष बाद	Hard copy stored for said period
8	ह5दी हदवस /ह5दी पखवार्ा सिंबधी रकार्	हवत्तीर् वष समाप्ति के 3 वष बाद	Hard copy stored for said period
9	अध्यक्षीर् राजर्षा िील्ड /प्रबध हनदे ििक कप सबधी हववरण	हवत्तीर् वष समाप्ति के 3 वष बाद	Hard copy stored for said period

10	अधीनस्थ कार्यालयों सबधी सर्ची प्रकारके गुणवत्ता प्रबंधन हवश्लेषण	हवतीर् वष समाप्ति के 2 वष बाद र्ा ररपोट पर सतोषजनक कार वार्ई के 2 वष बाद	Hard copy stored for said period
11	हद्वर्षी मानक फाम सदरर् मे अन्य पत्ताचार	हवतीर् वष समाप्ति के 2 वष बाद	Hard copy stored for said period
12	अनुवाद र्ा अनुवाद जाच सबधी ररकारर्	हवतीर् वष समाप्ति के 2 वष बाद	Hard copy stored for said period
13	वरण कार्यालयों को र्ेजेेे गए हतमा5ी/छमा5ी / वाहषक ररपोट एव तत्सबधी अहर्लेख	हवतीर् वष समाप्ति के 2 वष बाद	Hard copy stored for said period
14	हनगम के अन्य कार्यालयों से प्रकाहित राजर्षा पत्तका अक	हवतीर् वष समाप्ति के 2 वष बाद	Hard copy stored for said period
15	अन्य सस्थाओ से प्राप्ति राजर्षा पत्तका अक	हवतीर् वष समाप्ति के 1 वष बाद	Hard copy stored for said period

15. Information Technology- Business Process Re-engineering (ITBPR)

Department :

Sr. No	Record Type / Particulars of Document	Retention Period
1	Circular Issued	To be preserved permanently
2	Destruction of Records(Notes/ Register)	To be preserved permanently
3	A.M.C Payments to Vendor File	To Be preserved for 8 Years
4	Vendors File	To be preserved for 8 Years
5	Empanelment of Vendors	To be preserve for 5 years
6	Hardware/ Software Systems Inventory	To be preserve for 5 years
7	Breakdown Register/ Breakdown files	To be preserve for 5 years
8	Copies of Purchase Orders placed with Suppliers	To be preserve for 5 years
9	Training file	To be preserve for 5 years
10	Insurance of Hardware/ Software Systems	To be preserved for 3 years
11	Hindi Reports	To be preserved for 3 years
12	Stationery Stock Register	To be preserved for 3 years
13	Documents related to Tenders except for the selected vendor (3 years after conclusion of tendering process)	To be preserved for 3 years
14	Documents related to Tenders for the selected vendor & Tendering process including Notes & Decisions (3 years after expiry of contract provided there is no ongoing litigation)	To be preserved for 3 years

15	Application Logs , System Logs, Transaction Logs, Security Logs, Directory Service Log, DNS Server log, File Replication Service Log (as per IRDAI's guidelines on information and cyber security for insurers date 07.04.2017) (2 years)	to be preserved for 2 years
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* denotes -provided there is no Audit/ Inspection /
Vigilance Query or dispute involved.

All records to be maintained in digital format.

16. Information Technology-Software Development Department :

SR. NO.	Record Type/ Particulars of Document	Retention Period	Remarks
	a) Documents to be preserved permanently		
1	SOP, System Documents	Preserve Permanently	Pertaining to EFEAP NEXT
2	Renewal of Licenses Documents	Preserve Permanently	Pertaining to EFEAP NEXT
3	Data Validation Reports	Preserve Permanently	Pertaining to EFEAP NEXT
4	efeap Update Documents	Preserve Permanently	Pertaining to EFEAP NEXT
5	Records generated at the time of facilitating change in any business process, product or application including all records created during identification, implementation, monitoring and review activities	Preserve permanently	Pertaining to Portal and ODS
6	All records that document processes or activities undertaken by related functions and sections	Preserve permanently	Pertaining to Portal and ODS
7	Technical communication document intended to give assistance/ guidance to users of a particular system wherever created	Preserve permanently	Pertaining to Portal and ODS

	b) Documents to be preserved for not less than 8 Years		
1	Approved Office notes with Annexures	Preserve for 8 years	Pertaining to E Feap next.
2	RFP evaluation reports – Eligibility and Technical & Commercial Reports	Preserve for 8 years	Pertaining to E Feap next.
3	Base Price Reports	Preserve for 8 years	Pertaining to E Feap next.
4	Documents Submitted by Bidders	Preserve for 8 years	Pertaining to E Feap next.
5	Insurance details	Preserve for 8 years	Pertaining to E Feap next.
6	Co-location site visit report	Preserve for 8 years	Pertaining to E Feap next
7	Notes & Decisions	Preserve for 8 years	Pertaining to EDMS
8	Budget Control Register	Preserve for 8 years	Pertaining to Admin.
	c) Documents to be preserved for Less than 8 Years		
1	Information technology logs comprising Database Administrator (DBA)/ privilege user logs , transaction logs, user activity logs, system logs, network activity logs, server logs including server start-up, load and shut down log (excluding those logs that may affect latency), Data base logs system administrator, DBA activity logs, security logs and error logs etc.	3 years	Pertaining to Portal and ODS

2	Agreements with vendors, clients/ customers as well as intercompany agreements across all departments. Records include contracts, service level agreements, work orders, undertakings, Memorandum of Understanding (MOU's), member collateral documents & NSE membership certificates with any other domestic/global body.	3 years from expiry of document stated terms and obligations	Pertaining to Portal and ODS
3	Agreements containing details, including but not limited to, turn-around-time, metrics, agreed service levels, escalation grid etc.	3 years from expiry of document stated terms and obligations.	Pertaining to Portal and ODS
4	Sign off certificates	3 years after closure of financial year	Pertaining to EDMS
5	Reports/Minutes of PMO/PSC/POC meetings with vendors	3 years after end of financial year	Pertaining TO EDMS
6	RFP Documents and Corrigendum	5 years after the completion of contract	Pertaining to EFEAP NEXT and EDMS
7	MSA with the vendors, AMC related Registers, Files & Documents	3 years after the completion of contract	Pertaining to EFEAP NEXT and EDMS
8	Invoices	5 years after the settlement	Pertaining to EFEAP NEXT and EDMS
9	Bill of material and Delivery Challan	5 years after delivery	Pertaining to EFEAP NEXT

	guidelines k) NEFT Registration			
5.	Inspection files of ZO/CO departments along with Recovery slips, Special Reports.	5 Years after close of Financial Year for which Reports pertain or one year after the closure action is taken, whichever is later.	At Central office Inspection Department. (CO department is the new addition to earlier guidelines.)	Stored electronically.

18. International Operations (IO) :

A. Records to be preserved permanently

S No	Name of Record	Retention Period	Preserved in electronic/ digital form
1	Papers pertaining to formation in respect of JVs / WOS / COMPANY	To be preserved permanently	Yes
2	MOA and AOA in respect of JVs / WOS / COMPANY	To be preserved permanently	Yes
3	Agreements with Chief Agents in respect of JVs / WOS / COMPANY	To be preserved permanently	Yes
4	Register of appointment of Director nominated by LICl on the Board in respect of JVs / WOS / COMPANY	To be preserved permanently	No
5	Register of Capital Infusion towards JVs / WOS / COMPANY	To be preserved permanently	Yes
6	Destruction of old records file	To be preserved permanently	No

B. Records to be preserved for not less than 8 years

S No	Name of Record	Time limit after which the record can be destroyed	Preserved in electronic/ digital form
1	Payment vouchers	To be preserved for at least 10 financial years	Yes
2	CO/SBU-IO Board notes Notes & resolutions pertaining to Management and review Committees of overseas branches.	To be preserved for at least 8 financial years	No
3	Papers / documents related to granting of Power of Attorney in respect of overseas branches	To be preserved for at least 8 financial years	No
4	Valuation reports of Overseas Branches	To be preserved for at least 8 financial years	Yes
5	Financial statements of Branches	To be preserved for at least 8 financial years	Yes

C. Records to be preserved for less than 8 years

S No	Name of Record	Time limit after which the record can be destroyed	Preserved in electronic/ digital form
1	Files related to Expatriation and repatriation of officers	To be preserved for at least 5 financial years after the officer is repatriated	No
2	Communication with MOF / Regulators etc. in respect of JVs / WOS / Companies	To be preserved for at least 5 financial years	Yes
3	Agreements with LIC of India in respect of JVs / WOS / Companies	To be preserved for at least 5 financial years	Yes
4	Returns filed to Statutory authorities	To be preserved for at least 5 financial years	No
5	Mediclaime calculation and files pertaining to Expats covered under particular Financial year	To be preserved for at least 5 financial years	No
6	Files relating to New Markets	To be preserved for at least 5 financial years after the proposal is initiated. To be preserved as per documents listed in A 1 if new venture has been started on its basis.	No
7	Correspondence files not covered under any other category in this schedule	May be destroyed after three financial years of last transaction provided no legal / regulatory issue is involved.	No
8	Files pertaining to purchase of staff cars for staff outside India	To be preserved until three financial years after the close of financial year in which the car was sold / disposed off	No
9	Concurrencia, Meal coupon related files and registers like RFMs, Breakdown registers, On Duty registers	3 financial years after the expiry of the Financial year to which they relate	No
10	Rajbhasha (OLI Correspondence)	3 financial years after the expiry of the Financial year to which they relate	No
11	Audit / Inspection files	3 financial years after the end of the Financial year or at least one year after closure action is taken, whichever is later	No
12	Inward / Outward registers	3 financial years after the expiry of the Financial year to which they relate	No
13	Revenue/Capital expenditure Review	3 financial years after the end of the Financial year or at least one year after closure	No

		action is taken, whichever is later	
14	RTI file	3 financial years after the expiry of the Financial year to which they relate	No
15	Ministry references	3 financial years after the expiry of the Financial year to which they relate	No
16	CPGRAMS complaint	2 financial years after the expiry of the Financial year to which they relate	No
17	Notes for CMC / HOD Meetings	2 financial years after the expiry of the Financial year to which they relate	No
18	Voucher with copy of bills relating to Employee benefits	2 financial years after the expiry of the Financial year to which they relate	No
19	Files pertaining to car Mileage in respect of staff of our Branches outside India	2 financial years after the expiry of the Financial year to which they relate	No
20	Casual leave registers of the staff working in SBU-IO	1 year after the expiry of the Financial year to which they relate	No
21	Budget Control Register	1 year after the close of the Financial year to which they relate	No
22	Idea Box File	1 year after the close of the Financial year to which they relate	No
23	Attendance Register	Immediately after the expiry of the minimum period for which they are required to be preserved under the 'Local shop and commercial Establishment Act'	No
24	Computer Inventory File	To be preserved for at least one year from the relevant closing of accounts	No

D. RECORDS OF JOINT VENTURES / WHOLLY OWNED SUBSIDIARIES TO BE PRESERVED AT THE RESPECTIVE COMPANIES' OFFICES

For documents governed by the jurisdiction of the overseas units, the records are to be maintained in accordance with the Rules / Regulations prevalent in the respective country.

E. RECORDS TO BE PRESERVED AT BRANCHES NAMELY UK, FIJI & MAURITIUS

S No	Name of Record	Time limit after which the record can be destroyed	Preserved in electronic/digital form
1	In UK the preservation of records is to be complied in accordance with the following Acts or regulatory requirements	As per HMRC (Her Majesty's Revenue and Customs) Default retention Period is Six years plus current year	
1(a)	Personal Data Protection Act	Personal data must not be kept more than the required period	
1(b)	FCA's record keeping requirements	Business related information cannot be kept beyond the stipulated period	
1(c)	HMRC record keeping requirements	Tax related documents must be kept for at least 6 financial years	
2	LIC Fiji Branch follows guidelines mentioned by Reserve Bank of Fiji(RBF) Insurance Act 1998	As per the Act all records are to be preserved for at least 7 years after the completion of the transactions	
3	Since Mauritius Branch does not have any particular policy as prescribed by the Regulatory authorities, they follow the policy as prescribed by LIC of India	As per LIC Policy for respective operational departments. They may follow the provisions of local laws and LIC of India's policy wherever applicable for records pertaining to Legal , Investment and Regulatory matters.	

19. Investment M&A Department :

a) Documents to be preserved permanently

All records of the following sections permanently, except those mentioned in "General-applicable to all sections":

1. Stressed Asset Cell
2. Standard Assets Section
3. Socially Oriented Sectors Section
4. General Accounts Section
5. Interest and Adjustment Section
6. Company Matters Section
7. Nominee Director Cell
8. IIRMS/IT Section

M&A Department will preserve all documents that are to be stored permanently in "e-mode". .

b) Documents to be kept for not less than 8 years

	Type of record	Retention period
Section	BANKING	
1	All payment and adjustment Vouchers	8 years from the end of the financial year

c) Documents to be kept for less than 8 years

	Type of record	Retention period
Section	SAFE CUSTODY	
1	Custody Bills /Invoices/Payment Vouchers	2 years from the end of the financial year
2	<ul style="list-style-type: none"> • Cancelled debenture certificates for cases where full redemption is received or holding is written off • Cancelled share certificates for cases where fresh certificates have been issued by the company or equity holding has been written off 	Immediately as and when received in future as the cancelled certificates are invalid
Section	BANKING	
1	All Bank A/cs Transaction Books/Payment Books	4 years from the end of the financial year
2	Bank Reconciliation Statement including Bank Statements received from Bankers, Bank A/c Ledger, Pay in slips, Collection Bank Ledger (Provided there is no debits/credits to be cleared and the bank balance as shown in the principal ledger has been tallied) for Bank	3 years from the end of the financial year

	Type of record	Retention period
	Reconciliation	
3	Statements/Advices of Cash flow, Surplus Funds, Budget Estimates/Review, Budget Control Register, Working papers and correspondence relating thereto etc.	Records to be preserved as per guidelines of F&A Department
4	Stock Register of cheque Books.	1 year from the end of the financial year
5	Safe Key Movement register(Provided there are no o/s queries relating to the subject)	1 year from the end of the financial year
6	Encashed cheques received from RBI	1 year from the end of the financial year
Section	BACK OFFICE	
1	Daily Business Statement (DBS)	1 year from the end of the financial year
2	Receivable Bills from Custodians, including ULIP wise receivable advices.	1 year from the end of the financial year
3	Secondary Market Equity Trade Payment Vouchers	1 year from the end of the financial year
4	Deal Sheet/Slips related to secondary market equity trades	1 year from the end of the financial year
5	Outstanding List i.e document showing partial execution of equity trade orders, number of trades sent to custodians etc.	1 year from the end of every month
6	Statement of DIP/DIS for Inter-scheme Transactions	1 year from the end of the financial year
7	Brokers' Empanelment Review Files	3 years from the end of the financial year
8	MIS and Other Reporting IC Items	1 year from the end of the financial year
Section	ESTABLISHMENT	
1	Papers pertaining to training of Class I Officers	1 year from the end of the financial year
2	Papers pertaining to Promotion & Transfers Class III & IV	3 years from the end of the financial year
3	Meal Coupon RFM File	3 years from the end of the financial year
4	Meal Coupon Vouchers	3 years from the end of the financial year
5	Concurrencia Report	3 years from the end of the financial year
6	Handing & Taking Over Charge	3 years from the end of the financial year
7	CL Record/Applications, including letters from employees regarding attendance	Immediately after end of CL year
9	Promotion File/Record	3 years from the end of the financial year
10	Courier Report File	1 year from the end of the financial year
	GENERAL (applicable to all sections)	
1	Revenue Budget estimates/review	1 year from the end of the financial year
2	Copies of vouchers and bills pertaining to periodic reimbursements like newspapers, canteen bills, telephone bills etc	2 years from the end of the financial year

	Type of record	Retention period
3	Hindi Correspondence	1 year from the end of the financial year
4	Inspection & Audit reports as submitted by internal Audit Department/Inspection Department including compliance and correspondence thereon. (Provided all the points arising out of the reports have been satisfactorily disposed off)	2 years from the end of the financial year

20. Investment Operations Department :

Investment Operations Department			
Preservation of Documents Policy for all / concerned sections			
Sl. No.	Record Type / Particulars of Documents	Retention Period	Mode of Preservation (Physical / Electronic)
1	IC notes and Board notes, Extract of IC Minutes & and Board Minutes, subject to retention period defined by respective sections.	Permanent	Physical
2	CEI Stage I Mandate, CEI Attendance Register, CEI Minutes, Office Notes for CEI Meeting	Permanent	Physical In case of CEI Minutes EDMS done till 31.3.2016
3	Standard Operating Procedure (SOP) of respective section	Permanent	Physical
4	MIS Statements	Permanent	Physical Started EDMS since April 2021
5	Approvals obtained from Regulatory Agencies like IRDAI, RBI and SEBI etc.	Permanent	Physical
6	Office Orders	Permanent	Physical
7	Correspondence on Vigilance / CBI / Legal Cases	Permanent	Physical
8	Review of:	Permanent	Physical
	• Asset Liability Management Policy		
	• Investment Policy		
	• Risk Management Policy		
	• Risk Appetite Register		
9	Office Notes- Concept notes	Permanent	Physical
Preservation - not less than 8 Years:			
10	Risk Register and Periodical Review	10 years	Physical
Preservation - Less than 8 Years :			
11	RTI Queries, Compliance / Correspondence	On completion of 5 Financial years	Physical
12	Ministry/Parliamentary References	5 years	Physical
13	IRDAI Statements, Reporting Formats, Reports	5 years	Physical
14	HOD/CMC Data, Action Plan for the year, CVC Reports, Activity Report, Work Status Report, GST Statements, any other Monthly Statements	3 years	Physical
15	Intra Department General Correspondence and Inter Department General Correspondence.	3 years	Physical
16	Compliances for Concurrent Audit, Internal Audit and Internal Inspections Reports (after closure)	3 years	Physical

17	SAP Trigger Module register	2 years after the end of Fin. Year	Physical
ULIP SECTION			
Sr. No.	Record Type / Particulars of Document	Retention Period	Mode of Preservation (Physical / Electronic)
1	Fund Management Charges & GST Monthly Statements	Permanent	Physical
2	Office Notes of Inter-fund Transfer of Debt Securities	Permanent	Physical
3	Office Notes of Inter-fund Transfer of Equity Securities	Permanent	Physical
4	Plan wise Correspondence and Office notes	Permanent	Physical
5	Office note in respect of provision of bad debt for NPA of Corporate Debt & Equities	Permanent	Physical
6	Correspondence with other sections of INVO related to Corporate actions and provisions relating to debt securities and equities.	Permanent	Physical
7	Unit Reconciliation Statement	Permanent	Electronic
Preservation - not less than 8 Years:			
8	Office note in respect of participation in RBI OMO	10 years	Physical
9	ULIP related payment vouchers and MF transaction slips	10 years	Electronic
Preservation - Less than 8 Years :			
10	Crisil Benchmarks Monthly Review Statements	5 years	Physical
11	Office Note/Mandates for Primary Purchase / Sale of Debt Securities	5 years after maturity/ Sale	Physical
12	Daily Cash Flow Statement	5 years	Electronic

DEBT TREASURY SECTION			
Sr. No.	Record Type/Particulars of Document	Retention Period	Mode of Preservation (Physical / Electronic)
1	Office Note related to Equity, Debt, Gilt ETF matters such as IFO, FFO, redemption etc.	Permanent	Physical
2	Office Notes regarding Allocation of Funds against negative accretion of Social security schemes and VPBY-I(2003), PMVVY-2017, PMVVY-2018, PMVVY-2020	Permanent	Physical
3	Office Note related to Investment of funds under Unclaimed Amount of Policyholder's fund	Permanent	Physical

Preservation - not less than 8 Years:			
4	Office Notes for Allocation of Securities from Life Fund to various portfolios	10 years	Physical
Preservation - Less than 8 Years :			
5	Office Note pertaining to Replacement of Securities for SLOC/SGF/DF	5 years	Physical
6	Office Note in respect of participation in RBI T-Bills	5 years	Physical
7	Office Note/Mandates for Placement/ Redemption of Mutual Fund investments	5 years	Physical

OS SECTION			
Sr. No.	Record Type/Particulars of Document	Retention Period	Mode of Preservation (Physical / Electronic)
1	NCFM Payments Ledger and Register	Permanent	Physical

DEBT DEALING SECTION			
Sr. No.	Record Type / Particulars of Documents	Retention Period	Mode of Preservation (Physical / Electronic)
1	Buy / Sale Mandates Received	Permanent	Physical
2	Auction Decision Notes (GSEC / SDL / OMO / SWITCH)	Permanent	Physical
3	Decision Notes regarding Primary & Secondary Market operations, Allocation advice received from other sections	Permanent	Physical
Preservation - not less than 8 Years:			
4	Advices for Voucher for Provision from RBI Account & Related Reports	10 Years	Physical
5	Inflow Advices for daily cash flow management , Daily Cash Management Reports	10 Years	Physical

EQUITY DEALING SECTION			
Sr. No.	Record Type/Particulars of Document	Retention Period	Mode of Preservation (Physical / Electronic)
1	Daily Purchase/Sale Mandates	Permanent	Physical
2	Deal Books (Carbon Copy)	Permanent	Physical
3	Deal Sheet Handover Register	Permanent	Physical
4	Daily Execution Reports (Digital Copies)	Permanent	Electronic

5	Daily Business Report (Digital Copies)	Permanent	Electronic
6	Block Deal Register	Permanent	Physical
7	Office Notes pertaining to Dealing Activities	Permanent	Physical
Preservation - Less than 8 Years :			
8	Office Notes pertaining to working from Alternate Dealing Room	5 Years	Physical

P&GS SECTION

Sr. No.	Record Type / Particulars of Document	Retention Period	Mode of Preservation (Physical / Electronic)
1	Office notes regarding transfer of funds from LIFE to P&GS against Group scheme contribution lying with life	Permanent	Physical
2	Office notes regarding allocation of funds against negative accretion of Social security schemes and VPBY II (2014)	Permanent	Physical
3	Yield notes and calculation sheets	Permanent	Physical
4	P&GS scheme wise Correspondence and Office notes	Permanent	Physical
5	Correspondence regarding opening/shifting of Bank Accounts	Permanent	Physical
6	Office note in respect of disposal of unapproved securities as per IRDAI guidelines	Permanent	Physical
7	Gratuity Plus Unit Statements	Permanent	Physical
8	Gratuity Plus Journal entries sent to CO-P&GS	Permanent	Physical
9	Office note for Primary Purchase of G-sec, SDL, Debentures and NCDs, Purchase of FDs, ETFs	10 years	Physical
10	Office Note related to equity matters such as buy-back, right issues, etc.	10 years	Physical
11	Office note in respect of participation in RBI OMO	10 years	Physical
12	Office Notes of Inter-fund Transfer of Debt /Equity Securities (P&GS Section)	10 years	Physical
13	Letters sent to CO-P&GS pertaining to MVA of V01 and V02 schemes	10 years	Physical
14	Office Notes for allocation of securities to various P&GS fund	10 years	Physical
15	Payment vouchers and MF transaction slips	10 years	Physical
16	Office Note/Mandates for Secondary Purchase / Sale of Debt Securities	5 year from the date of Maturity/Sale	Physical
17	Daily Cash Flow Statement	5 years	Physical

DEBT SECTION

Sl. No.	Record Types/Particulars of Documents	Retention period	Mode of Preservation (Physical /
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			Electronic)
1	Control Register for movement of proposals including sanction/rejection/disbursed cases/Transfer to INVM	Permanent	Physical
2	Office note/Mandates for secondary market purchase/sale of debt securities approvals	Permanent	Physical
3	Memo issued to INVM for transfer of disbursed cases of NCDs/Bonds/PTCs etc.	Permanent	Physical
4	Bonds/NCDs/PTC/IDF Files not transferred to INVM (disbursed cases)	Repayment term of NCDs /Bonds/PTCs plus five years	Physical
5	Office note of cancelled/Not Disbursed NCDs/Bonds/PTCs/ etc Proposals (end of FY)	5 years	Physical
DEBT SECTION			
Sl. No.	Record Types/Particulars of Documents	Retention period	Mode of Preservation (Physical / Electronic)
1	Control Register for movement of proposals including sanction/rejection/disbursed cases/Transfer to INVM	Permanent	Physical
2	Office note/Mandates for secondary market purchase/sale of debt securities approvals	Permanent	Physical
3	Memo issued to INVM for transfer of disbursed cases of NCDs/Bonds/PTCs etc.	Permanent	Physical
4	Bonds/NCDs/PTC/IDF Files not transferred to INVM (disbursed cases)	Repayment term of NCDs /Bonds/PTCs plus five years	Physical
5	Office note of cancelled/Not Disbursed NCDs/Bonds/PTCs/ etc Proposals (end of FY)	5 years	Physical

PROJECT SECTION			
Sl. No.	Record Type / Particulars of Document	Retention Period	Mode of Preservation (Physical / Electronic)
1	RBI Data / Security Creation Statement	Permanent	Physical
2	Disbursement Register	Permanent	Physical
3	Register / File/ acknowledgments of transfer of files to Investment (M&A) Department	Permanent	Physical
4	Register / File/ acknowledgments of handing over executed documents or certificates to Safe custody, Investment (M&A) Department	Permanent	Physical

5	Files related to VCF / AIF /REITs / InvITs etc. wherein LIC has invested	Permanent	Physical
6	File relating to Documents executed with Project/ VCF / AIF /REITs / InvI, etc like In Principle Letter of Intent, Letter of Intent, Contribution Agreement, PPM, Side letter, Investment Management Agreement, Indenture of Trust, SEBI Registration Certificate other important documents etc.	8 years after the closure of the fund / trust	Physical
7	Office Notes of proposals for investment in Project / VCF / AIF /REITs / Inv IT which got cancelled / rejected/not disbursement and all related documents of cancelled / rejected proposal like proposal, presentation, PPM, Investment Management Agreement, Indenture of Trust, SEBI Registration certificate etc.	3 years after the end of financial year	Physical
8	Miscellaneous Correspondence File	3 years after the end of financial year	Physical
EQUITY SECTION			
Sr. No.	Record Type/Particulars of Document	Retention Period	Mode of Preservation (Physical / Electronic)
1	Office notes, IC notes, IC minutes, Board notes & minutes (if any) of all public issues (IPO, FPO, Rights Issue, QIP, Preferential Issue, Buyback, Open Offer, Delisting, etc.) shall be kept in a separate file of each individual company.	Permanent	Physical
2	Office notes, IC notes, IC minutes, Board notes & minutes (if any) of all private placement shall be kept in a file of each individual company.	Permanent	Physical
3	Separate file of each individual company having holding whether listed or unlisted to be maintained and all the correspondences, data, office notes, other notes, valuation reports (if any), etc. to be kept in that file.	Permanent	Physical
Preservation - Less than 8 Years :			
4	Research Report from the date of validity (For non EDMS cases)	5 years	Physical
5	Individual Company Files IPO Not participated / not allotted and no exposure through secondary market	3 years	Physical
6	Research Report from the date of validity (if available in EDMS)	1 year	EDMS done by concerned department

IC Matters			
Sr. No.	Record Type/Particulars of Document	Retention Period	Mode of Preservation (Physical / Electronic)
1	IC files (original) containing agenda and all agenda items	Permanent	EDMS up to 31.10.2018
2	IC Minutes – Final in Green paper	Permanent	EDMS up to 31.10.2018
3	IC notice	Permanent	Physical
4	IC attendance register	Permanent	Physical
Preservation - Less than 8 Years :			
5	Leave of absence record	3 years	Physical
6	Budget to Zonal Office Record (for IC expenses)	3 years	Physical

21. Investment -Risk Management & Research (Investment-RMR) Department :

Records to be preserved Permanently			
Sr. No.	Name of the Record	Retention period	Mode of Preservation
1	Investment Related Policies (Investment policy, Risk Management policy , ALM Policy , Risk Appetite Statement, Staff Accountability Policy and Related files)	Permanent	Soft copy
2	IRDAI Returns – IRDAI Investment and ALM returns	Permanent	Soft copy
3	Standard Operating Procedure (SOP) – all 3 Investment depts. and related files and Notes	Permanent	Soft copy
4	CERM/RMCB	Permanent	Soft copy
5	Govt of India - CVC/ DFS/ MOF/ Parliamentary Queries files	Permanent	Soft copy
6	IRDAI Circulars / Correspondence / Compliance	Permanent	Soft copy
7	Enterprise Risk Management (ERM)- ERM contract and related files	Permanent	Soft copy
8	Securities Validation	Permanent	Soft copy
Records to be preserved for not less than 8 years			
1	Exposure Verification of Debt Proposals	8 years	Soft copy
2	Staff Accountability Policy- Notes and Decisions and correspondence	8 years	Soft copy
3	Periodical Statements - Periodical Investment MIS , Security Creation , Downgrade , exception in Debt Equity and MF and Fixed deposits statements	8 years	Soft copy
4	RTI - RTI correspondence files	8 years	Soft copy
5	Equity Research Reports	8 years	Soft copy
Records to be preserved for less than 8 years			
1	Systems Audit - Report & related files	5 years after all compliances	Soft copy
2	Internal Audit/ Inspection	2 years	Soft copy
3	Code of Conduct to prevent personal/insider trading of Directors	5 years	Soft copy
4	Miscellaneous	5 years	Soft copy

22. Legal Department :

a) Documents which are maintained permanently:-

Sr. No.	Record Type / Particulars of Document	Retention Period	Storage Form	Remarks, if any
1.	Mortgage Loans where loans have been fully repaid	To be retained permanently	Physical Form	It includes Notes and Decisions, Legal Opinions, copies of mortgage and Reconveyance deeds, plans, and receipts obtained from Mortgagors after returning to them the original title deed, receipts for Commitment charges.
2.	Mortgage loan ledgers and Account Books	To be retained permanently	Both Forms– Physical as well as Electronic	
3.	Files relating to Suits:- All papers in the file i.e. Plaint, Written Statements, counter claim, authenticated copy of Judgment and Decree, Order for cost petition for appeals, statement of case, authenticated copies of Final Decree& judgment, copy for Reconveyance/Release deeds if any. These papers are to be preserved permanently.	To be retained permanently	Both Forms– Physical as well as Electronic	Other papers can be destroyed after 6 years from the expiry of financial year in which the suit is decided or Reconveyance/Release executed or recoveries are made from the opposite parties, whichever is later.
4	Papers relating to Regulators returns	To be retained permanently.	Both Forms– Physical as well as Electronic	
5	Debit and Credit Journals/copy of vouchers	To be retained permanently	Both Forms– Physical as well as Electronic	
6	Mortgage Loan schedules	To be retained permanently.	Both Forms– Physical as well as Electronic	

b) Documents which are maintained for 8 years:-

Sr. No.	Record Type / Particulars of Document	Retention Period	Storage Form	Remarks, if any
7.	Miscellaneous correspondence files not connected with suit matters.	8 years from expiry of financial year.	Physical Form	Opinions and vetting of documents are to be retained permanently
8	Fire Insurance Policy	8 years from expiry of policy.	Both Forms– Physical as well as Electronic	However, where renewal advices are issued extending the cover year to year on same terms and condition, the policy to be retained till 8 years from date of expiry of the last renewal

c) Documents which may be retained for less than 8 years:-

Sr. No.	Record Type / Particulars of Document	Retention Period	Storage Form	Remarks, if any
9	Notes on Entries of ratification and other reconciliation work	3 years from expiry of financial year to which it relates	Physical Form	
10	Inward & Dispatch	3 years from expiry of financial year to which it relates.	Both Forms– Physical as well as Electronic	
11	MIS –Statements	3 years from expiry of financial year to which it relates.	Both Forms– Physical as well as Electronic	
12	Reports on RM Conference	3 years from expiry of financial year to which it relates.	Both Forms– Physical as well as Electronic	

23. Management Development Centre :

Name of the Department : Management Development Centre, Mumbai			
Sl. No.	Record Type / Particulars of document	Retention Period	Remarks
1	Training data of officers trained in MDC	Permanently	Data preserved in Module
2	Furniture Inventory Register	Permanently	Data preserved physical /Hard Copy
3	Health License, Labour License & Shops and Establishment license.	Permanently	Data preserved physical /Hard Copy
4	ISO Manual, ISO certificate and all papers and notes related to ISO certification.	Permanently	Data preserved physical /Hard Copy
5	Form 16 of Employees	For 8 years provided that there is no Audit/ Vigilance query or dispute involved	Data preserved physical /Hard Copy
6	Attendance Registers	For 8 years after the expiry of the calendar year.	Data preserved physical /Hard Copy
7	Quarterly ETDS Challans	For 8 years after the expiry of the F.Y.	Data preserved physical /Hard Copy
8	Yearly ETDS Challans	For 8 years after the expiry of the F.Y.	Data preserved physical /Hard Copy
9	Year end Trial Balance, Revenue Account and Schedules for all liabilities / assets relating to closing of accounts.	For 10 years after the expiry of the F.Y.	Data preserved physical /Hard Copy
10	Personal files of Officials who retired, resigned, died while in service, from MDC and the retirement benefits have been fully and finally settled.	For five years after the expiry of the F.Y. in which the retirement benefits have been fully settled.	Data preserved physical /Hard Copy
11	Documents related to Tenders for Housekeeping, canteen, garden, laundry, electricians, pest control, and AMC for ACs and Gymnasium.	5 years after the expiry of the contract provided that there is no Audit/Vigilance query or dispute involved	Data preserved physical /Hard Copy
12	RTI files	Three years after the expiry of the F.Y. to which they relate.	Data preserved physical /Hard Copy

24. Marketing Department :

Time Schedule for Preservation Of Old Records at Zone / Division / Branch Office

Sr. No.	Name of the Record	Retention Period.
1	Agent's Proposal and Policy Register (F, No. 4006)	The sheets of the register pertaining to terminated agents to be preserved for 3 years after the expiry of the financial year during which termination took place.
2	Agency Files (Dockets) and Agents Code No. Allocation Register	To be preserved permanently after scanning
	A: Fortnightly/Monthly Statements:	
	1.NB Statement 2. DO/BO/SO Merit 3.Agent/DO Merit 4. All Plans 5.Agents Statistics 5. Shatakveer/Crorepati/MDRT Agents statement	To be preserved for 10 years
	B: Quarterly Statements:	
	(i) Whole time agents and their business at D,O.	Three Years after the financial year to which they relate
3	Budgetary Control and Business Review Files	Two years after the expiry of the financial year to which they relate
4	SBA Relaxation in Cost Ratio Application for appointment as SBA	One year after expiry of Financial year after the exit of SBA.
5	LICA Application for appointment as LICA	One year after expiry of Financial year after the exit of LICA.
6	Copies of various Schedules / Journal Vouchers / Provisional entries	Two years after the expiry of the financial year to which the relate
7	Copies of records & Vouchers pertaining to organizing Meetings, Seminars, Conferences etc.	One year after the expiry of the financial year to which the relate
8	Rosters for Agents' Club Membership (for BO / DO ZO)	Two years after the expiry of Club Membership year to which the relate

9	Memorials and appeals pertaining to Agents (BO / DO / ZO)	Eight years. In cases under litigation, to be preserved till disposal.
10	Vehicle / Furniture Advances related proper pertaining to Agents (BO / DO)	Three years after the approval of advance.
11	Reinstatement of Agency	One year after the expiry of the financial year to which the relate.
12	Recruitment of UCA / RCA	2 Financial Years after stipendiary period is over
13	Advances to agents where	
	(i) Repayment period is 5 years	Expiry of 8 years from the date of Advance
	(ii) Repayment period is 8 years	Expiry of 11 years from the date of Advance
14	Terminal Benefits to agents	8 Financial Years from the date of settlement of the benefits.
15	AGENCY ROSTER	05 YEARS AFTER FINALISATION OF Roster
16	K FIGURE	One Year after CLOSING OF FINANCIAL YEAR
17	Gratuity, Annual Returns –Dev Officers	5 Years
18	Tour approval papers of Marketing Officials	2years after end of FY
19	Bills/vouchers of Marketing Meetings	10 years after end of FY
20	Quotation, application, bills vouchers etc	2 years after complete recovery
21	Recommendation, office note etc	2years after end of FY
22	Agency Transfer docs	Permanent
23	Legal/RTI/Vigilance	Permanent
24	Gratuity approval/sanction register ZO/DO	5 years
25	Agency Docket	Till It is scanned/ Incremented.
26	Nomination Register for Agents	Till It is scanned/ Incremented.
27	RFM Register for availing Gratuity at 60 or 65 Years.	Till It is scanned/ Incremented.
28	Reports of Agents Training Session:	2 years, reckoned from the date of session
	(a) Statement of Agents trained	
	(b) Individual Training report of the agents	

29	Details of vouchers & Payments made to External Training Institutes and ETI Work Orders for DO/Agents trained.	5 years from the date of payment
30	List of Nominations & Attendance of Agents/Dos for training session for the F.Y	2 years from the date of nomination
31	Reports and Feedback of training session received from Participants / Observer	2 years from the date of session.
32	All documents related to reimbursement of Registration fees & other benefits to MDRT agents	To be preserved for 10years
33	Competition Note , Circular, results	To be preserved for 10years
34	Sanctions, tender, bills & payment vouchers related to CO/ZO/DO Competitions	To be preserved for 10years
35	Personal files relating to Dev. Officers at D.O. and B.O.	Personal files of Development Officers who have ceased to be in the service of the Corporation for any reasons, 5 years after the expiry of the financial year in which their retirement benefits have been settled and/or the outstanding dues are fully and finally recovered.
36	Statement regarding installments deducted from salary account towards loan advance for the purpose of Scheme II cars at BO.	Advance reconciliation maintained in Feap Salary module. Statements need not be preserved.
37	Scheme II vehicle files- BO/DO	Preserved till the end of 2 years from the date of exit of the vehicle from the Scheme II.
38	BO- Tour file of Dev. Officers including T.A, Bills and Tour Movement Cards of Dev. Officers and Officials and copies of tour reports of Dev. Officers	Preserved for 2 years after the expiry of the financial year to which they relate.
39	BO- Budgetary Control and Business Review Files	Two years after the expiry of the financial year to which they relate.
40	At BO and DO ---- ADO/PDO/CDO Monthly statement.	Preserved till the end of 5 years from the end of the relevant financial year. (To be preserved in electronic form)

41	At BO- Development Officers' Business Review Files	If separate review files are maintained , two years after expiry of the financial year to which they relate. However, If they contain any material relevance to any cases under dispute, they should be separated and preserved till the cases are disposed off.
42	Monthly abstracts of Development Officers	Three years from the expiry of the financial year to which they relate.
43	Files containing statistical Returns showing Urban and Rural Business of Development officers .	At BO-Two years after the expiry of the financial year to which they relate At DO the statement may be preserved till the end of 3 years from the expiry of the F.Y to which they relate.
44	<u>Machine Statements- At BO</u> Confirmed Development officers. (a) 1]New Business. 2] First Year/ renewal (b) Lapsation. 3] General Appraisal Correspondence.	Five years after the expiry of the Financial Year to which they relate provided there are no o/s queries in respect of the appraisal.
45	General Correspondence with the Division / Zonal / Central Office	Inter Office correspondence need not be preserved beyond one year.
46	For PDOs Monthly/ Qly business review and letters issued by BO/DO.	To be preserved till the end of 2 years from the date of confirmation of the PDO.
47	For exited PDOs (Termination/ resignation/any other Reason)	To be preserved till the end 5 years from the date, after confirming the recovery of the liquidated damages.
48	<u>At Divisional office</u> Appraisal review files of Development officers.	To be preserved till the end 5 years after the expiry of the financial year in which they exit from the Corporation and the terminal benefits have been settled and/or the outstanding dues are fully and finally recovered.
49	Termination Action of Dev. Officers under Special Rules decided at DO Level	Eight years after the expiry Of the Financial Year in which the decision is taken, provided there are no o/s queries or legal matters in respect of decision.
50	Recruitment of ADO	Five F.Y. after the round is completed, i.e. after

	Documents collected at examination centre (i.e. address proof, ID proof, admit card, exam report etc.) –At DO & ZO.	operation of Contingency list.
51	Interview for recruitment of ADO – Documents called from the candidates who appeared in interview but could not make a place in selection list / could not be selected	Two financial years after publication of declaration of ranking or selection lists.
52	Documents, applications, Special CR, Data, correspondences (other than Selection & Ranking Lists) pertaining to promotion round from DO to ABM(S)	Two years after the expiry of the financial year to which they relate, except if there is any outstanding query/ legal matter in the case.
53	Selection & Ranking Lists pertaining to promotion round from DO to ABM(S)	To be preserved permanently in electronic form. (intranet/ any other electronic form)
54	Copies of various Schedules / Journal Vouchers / Provisional entries	Two years after the expiry of the financial year to which they relate.
55	Scheme VI Vehicles All documents pertaining to purchase of cars (i.e. Original Invoice, Life Time Road Tax paid etc.)	Two financial years after 1] exit of vehicle from scheme OR 2] the vehicle is transferred to individual name of the officer and the OTRT refund is received from RTO---whichever is later.
56	Payments related to Monthly Mileage for Scheme VI cars	One year after the expiry of the financial year to which they relate.
57	Payments related to Insurance, Major repairs, replacement of battery / tires of Scheme VI Cars	One year after the expiry of the financial year in which the vehicle exits from the scheme.
58	OTRT Schedule prepared at the end of the F.Year.	Entries may be deleted from the schedule, for which the OTRT refund is received from RTO.
59	ZO--- 1] Consolidated data for the Zone as at the end of the F.Y.	10 (Ten) years after the end of the financial year from the end of the relevant financial year.

	2] Yearly statement of work norms.	(To be preserved in digital form)
	3] Yearly classified data	
60	Termination Action / Appeal of Dev. Officers under special rules decided at ZO Level	Eight years after the expiry Of the Financial Year in which the decision is taken, provided there are no o/s queries or legal matters in respect of decision.
61	Legal cases and appeals pertaining to Development officers (BO / DO / ZO)	To be preserved for 8 years after the final decision of the legal case.
62	Advances related documents pertaining to Development officers (BO / DO)	2 years from the full repayment of the advance.
63	Records related to transfer of Development Officers- @DO & ZO	Preserved permanently as part of personal records of the employee.

L.I.C. Of India, Central Office, (AGENCY), Marketing Department

Sr. No.	Record Type/Particulars of Document	Retention Time	Remarks, if any
1	Office Notes & Decisions relating to -		
1.1	Agents Regulations and proposed amendments	Permanently	Digital copy to be preserved
1.2	Board Approved Policy on Agency Matters	Permanently	Digital copy to be preserved
1.3	Board Approved Policy on Payment of Commission and Rewards to Insurance Agents	Permanently	Digital copy to be preserved
1.4	Club Rules	Permanently	Digital copy to be preserved
1.5	Scheme of Advances	Permanently	Digital copy to be preserved
1.6	Group Mediclaim Insurance Scheme for Club Member Agents	Permanently	Digital copy to be preserved
1.7	Group Insurance Scheme for Tied Agents of the Corporation	Permanently	Digital copy to be preserved
1.8	Group Insurance Scheme for Club Member Agents of the Corporation	Permanently	Digital copy to be preserved
1.9	RCA/CCA/UCA Scheme	Permanently	Digital copy to be preserved
1.10	Point of Sales - Life Insurance Scheme	Permanently	Digital copy to be preserved
1.11	Insurance Apprentice Scheme	Permanently	Digital copy to be preserved
1.12	Policy on Servicing of Orphan Policies	Permanently	Digital copy to be preserved
1.13	Issuance of identity cards to	Permanently	Digital copy to be preserved

		agents		
	1.14	Memorials of Agents	8 years	In cases under litigation, to be preserved for 8 years after disposal of the case
	1.15	Club Conventions & Training in lieu of convention	5 years	Digital copy to be preserved
	1.16	Unit Meetings	5 years	Digital copy to be preserved
2	Circulars & Guidelines relating to -			
	2.1	Agents Regulations and proposed amendments	Permanently	Circulars should be available on intranet (Jeevan Sanchar) forever
	2.2	Board Approved Policy on Agency Matters	Permanently	Circulars should be available on intranet (Jeevan Sanchar) forever
	2.3	Board Approved Policy on Payment of Commission and Rewards to Insurance Agents	Permanently	Circulars should be available on intranet (Jeevan Sanchar) forever
	2.4	Club Rules	Permanently	Circulars should be available on intranet (Jeevan Sanchar) forever
	2.5	Scheme of Advances	Permanently	Circulars should be available on intranet (Jeevan Sanchar) forever
	2.6	Group Mediclaim Insurance Scheme for Club Member Agents	Permanently	Circulars should be available on intranet (Jeevan Sanchar) forever
	2.7	Group Insurance Scheme for Tied Agents of the Corporation	Permanently	Circulars should be available on intranet (Jeevan Sanchar) forever
	2.8	Group Insurance Scheme for Club Member Agents of the Corporation	Permanently	Circulars should be available on intranet (Jeevan Sanchar) forever
	2.9	RCA/CCA/UCA Scheme	Permanently	Circulars should be available on intranet (Jeevan Sanchar) forever
	2.10	Point of Sales - Life Insurance Scheme	Permanently	Circulars should be available on intranet (Jeevan Sanchar) forever
	2.11	Insurance Apprentice Scheme	Permanently	Circulars should be available on intranet (Jeevan Sanchar) forever
	2.12	Policy on Servicing of Orphan Policies	Permanently	Circulars should be available on intranet (Jeevan Sanchar) forever
	2.13	Issuance of identity cards to agents	Permanently	Circulars should be available on intranet (Jeevan Sanchar) forever
	2.14	Unit Meetings	Permanently	Circulars should be available on intranet (Jeevan Sanchar) forever
3	Board Notes & Copy of Minutes			
	3.1	All the Board approved matters/ Policy Decisions	Permanently	Digital copy also to be preserved Forever
4	Documents relating to Compliance			
	4.1	Compliances on queries by Ministry of Finance	5 Years	Digital copy also to be preserved

	4.2	Compliances on queries/ Complaints received through CPGRAM	5 Years	Digital copy also to be preserved
	4.3	Budget Review statements (QLY/Yly)	5 Years	Digital copy also to be preserved
	4.4	RTI Queries' reply	5 Years	Digital copy also to be preserved
5	Correspondence Documents			
	5.1	Documents related to Vigilance and Legal Matters	Permanently	Digital copy also to be preserved
	5.2	Clarifications sent to subordinate offices	5 Years	Digital copy also to be preserved
	5.3	Complaints/ References received from Agents or against Agents	2 Years	Digital copy also to be preserved
	5.4	General Correspondence	2 Years	Digital copy also to be preserved
	5.5	Sanctioned notes for dropping audit and inspection queries	5 Years	Digital copy also to be preserved

, Central L.I.C. Of India Office, (FPDO), Marketing Department

Sr. No.	Record Type/Particulars of Document	Retention Time	Remarks, if any
1	Office Notes & Decisions relating to -		
	1.1 ADO Recruitment Regulations	Permanently	Digital copy to be preserved
	1.2 Promotion of Development officers as ABM (S) in the cadre of AAO	Permanently	Digital copy to be preserved
	1.3 LIC Of India Development officers (Revision of certain terms and conditions of service) Rules	Permanently	Digital copy to be preserved
	1.4 LIC Of India (Reappointment of Development officers) Rules	Permanently	Digital copy to be preserved
	1.5 Growth oriented Incentive Bonus Scheme	Permanently	Digital copy to be preserved
	1.6 Inter zonal transfers of Development officers	Permanently	Digital copy to be preserved
	1.7 Scheme VI (R) for officers on Marketing side	Permanently	Digital copy to be preserved
	1.8 Conveyance Scheme II for Development officers	Permanently	Digital copy to be preserved
	1.9 Payment of Fixed Conveyance Allowance to Development officers	Permanently	Digital copy to be preserved
	1.10 Addition to Basic pay on reaching maximum of scale- Development officers	Permanently	Digital copy to be preserved

		(Stagnation Increment)		
1.11		Deciding area of operation and credit of business of Development officers	Permanently	Digital copy to be preserved
1.12		Allotment of Agents to Development officers	Permanently	Digital copy to be preserved
1.13		Other benefits payable to Development officers (Stationary, brief case, meal coupon, mobile handset etc./)	Permanently	Digital copy to be preserved
2	Circulars & Guidelines relating to -			
2.1		ADO Recruitment Regulations	Permanently	Circulars should available on intranet site (Jeevan Sanchar) forever
2.2		Promotion of Development officers as ABM (S) in the cadre of AAO	Permanently	Circulars should available on intranet site (Jeevan Sanchar) forever
2.3		LIC Of India Development officers (Revision of certain terms and conditions of service) Rules	Permanently	Circulars should available on intranet site (Jeevan Sanchar) forever
2.4		LIC Of India (Reappointment of Development officers) Rules	Permanently	Circulars should available on intranet site (Jeevan Sanchar) forever
2.5		Growth oriented Incentive Bonuse Scheme	Permanently	Circulars should available on intranet site (Jeevan Sanchar) forever
2.6		Inter zonal transfers of Development officers	Permanently	Circulars should available on intranet site (Jeevan Sanchar) forever
2.7		Scheme VI (R) for officers on Marketing side	Permanently	Circulars should available on intranet site (Jeevan Sanchar) forever
2.8		Conveyance Scheme II for Development officers	Permanently	Circulars should available on intranet site (Jeevan Sanchar) forever
2.9		Payment of Fixed Conveyance Allowance to Development officers	Permanently	Circulars should available on intranet site (Jeevan Sanchar) forever
2.10		Addition to Basic pay on reaching maximum of scale- Development officers (Stagnation Increment)	Permanently	Circulars should available on intranet site (Jeevan Sanchar) forever
2.11		Deciding area of operation and credit of business of Development officers	Permanently	Circulars should available on intranet site (Jeevan Sanchar) forever
2.12		Allotment of Agents to Development officers	Permanently	Circulars should available on intranet site (Jeevan Sanchar) forever
2.13		Other benefits payable to Development officers (Stationary, brief case, meal	Permanently	Circulars should available on intranet site (Jeevan Sanchar) forever

		coupon, mobile handset etc./)		
3	Board Notes & Copy of Minutes			
	3.1	All the Board approved matters/ Policy Decisions	Permanently	Digital copy may be preserved Forever
4	Documents relating to Compliance			
	4.1	Compliances on queries by Ministry of Finance	5 Years	Digital copy to be preserved
	4.2	Compliances on queries/ Complaints received through CPGRAM	5 Years	Digital copy to be preserved
	4.3	Budget Review statements (QLY/Yly)	5 Years	Digital copy to be preserved
	4.4	RTI Queries' reply	5 Years	Digital copy to be preserved
5	Correspondence Documents			
	5.1	Documents/Memorials related to Vigilance and Legal Matters	Permanently	Digital copy to be preserved
	5.2	Memorials received from Terminated DOs. (If the case is under litigation, 8 years after the final verdict)	8 years	8 years from the date of the Memorial Order/Final Court order
	5.3	Clarifications sent to subordinate offices	5 Years	Digital copy to be preserved
	5.4	Complaints/ References received from Development officers	5 Years	Digital copy to be preserved
	5.5	General Correspondence	5 Years	Digital copy to be preserved
	5.6	Sanctioned notes for dropping audit and inspection queries	5 Years	Digital copy to be preserved
L.I.C. Of India, Central Office, (FPT), Marketing Department				
Sr. No	Name of Document	Retention Period	Remark if any	
1.	TAC – Office Notes & Minutes	5 Years	5 Years Reckoning from end of FY to which it pertains	
2.	Work Orders issued to External Training Institutes(ETIs)	5 Years	5 Years Reckoning from end of FY to which it pertains	
3.	RFP/RFQ received from ETIs	5 Years	5 Years Reckoning from end of FY to which it pertains	
4.	Statistical Records on Training	4 Years	4 Years Reckoning from end of FY to which it pertains	

5.	Correspondence with ETIs & Alternate Channels	3 Years	3 Years Reckoning from end of FY to which it pertains
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L.I.C. Of India, Central Office, Marketing (Operations) Department

Sr. No.	Record Type/Particulars of Document	Retention Time	Remarks, if any
1	Office Notes & Decisions relating to -		
	1.1 Annual Business Plan / New Business Budget	10 Years	Digital copy also to be preserved
	1.2 Corporate Guidelines	10 Years	Digital copy also to be preserved
	1.3 Marketing Policy	Permanently	Digital copy also to be preserved
	1.4 General Guidelines for New Business Competitions	Permanently	Digital copy also to be preserved
	1.5 New Business Competition & Conferences Budget	10 Years	Digital copy also to be preserved
	1.6 New Business Competitions floated by Central Office	10 Years	Digital copy also to be preserved
	1.7 Yearly Closing of New Business Books	10 Years	Digital copy also to be preserved
	1.8 Benefits to MDRT Agents	Permanently	Digital copy also to be preserved
	1.9 Organization of Conferences & Educational Seminars within & outside India	10 Years	Digital copy also to be preserved
	1.10' Office Notes on RTI	10 Years	Digital copy also to be preserved
	1.11 Other General Office Notes	10 Years	Digital copy also to be preserved
2	Board Notes & Copy of Minutes	Permanently	Digital copy also to be preserved forever
3	Circulars & Guidelines relating to -		
	3.1 Yearly Closing of New Business Books	10 Years	Circulars should be available on website forever
	3.2 Benefits to MDRT Agents	Permanently	Circulars should be available on website forever
	3.3 General Guidelines for New Business Competitions	Permanently	Circulars should be available on website forever
	3.4 New Business Competitions floated by Central Office	10 Years	Circulars should be available on website forever
	3.5 Bima Gram and Bima School Scheme	Permanently	Circulars should be available on website forever
	3.6 Incentive or Reward Scheme for Marketing Officials/Agents	Permanently	Circulars should be available on website forever
	3.7 Instructions on other operational issues to subordinate offices	Permanently	Circulars should be available on website forever
4	Documents relating to Corporate Policies		
	4.1 Board Approved Marketing	Permanently	Digital copy should also be

		Policy		preserved permanently
5	Documents relating to Compliance			
	5.1	Periodical New Business Statement submitted to Regulator	15 Years	Digital copy also to be preserved
	5.2	Periodical Public Disclosure Statements	15 Years	Digital copy also to be preserved
	5.3	Compliances on queries by IRDAI/ Life Council	10 Years	Digital copy also to be preserved
	5.4	Compliances on queries by Ministry of Finance	10 Years	Digital copy also to be preserved
6	New Business & Distribution Data Statement & Publications (Physical Form)			
	6.1	CO NB Statements	10 Years	10 Years data should be available on webpage, Digital copy also to be preserved
Sr. No.	Record Type/Particulars of Document		Retention Time	Remarks, if any
	6.2	DO NB Statements / Ranking Lists	10 Years	10 Years data should be available on webpage, Digital copy also to be preserved
	6.3	New Business Statements and analysis of Business	10 Years	Digital copy also to be preserved
	6.4	Agents Statements, Recruitments, Terminations	10 Years	10 Years data should be available on webpage, Digital copy also to be preserved
	6.5	Channel-wise New Business	10 Years	10 Years data should be available on webpage, Digital copy also to be preserved
	6.6	State-wise, Geographical analysis of Business	10 Years	Digital copy to be preserved Forever
	6.7	Market Share Statement & Analysis	10 Years	10 Years data should be available on webpage, Digital copy also to be preserved
	6.8	Marketing Performance Book	Permanently	Digital copy also to be preserved
7	Complaints/Correspondence Documents			
	7.1	Response to RTI	10 Years	Digital copy also to be preserved
	7.2	Letters to subordinate offices	10 Years	Digital copy also to be preserved
	7.3	Mis-selling Complaints	10 Years	Digital copy also to be preserved
	7.4	Documents related to Vigilance and Legal Matters	Permanently	Digital copy also to be preserved
	7.5	General Correspondence	10 Years	Digital copy also to be preserved
8	Financial and Revenue Matters			
	8.1	Sanctioned notes, Bills and Payment Vouchers - RMMs Conference	10 Years	Scanned copy also to be preserved
	8.2	Sanctions, Tenders, Bills &	10 Years	Scanned copy also to be preserved

		Payment vouchers for foreign Conferences		
	8.3	Sanctioned notes, photo copy of Bills and Payment Vouchers -Mid Term Review Conferences of SDMs	10 Years	Scanned copy also to be preserved for 10 Years
	8.4	Qly and Yly review of Competitions and Conference Budget	10 Years	Digital copy also to be preserved
	8.5	Sanctioned notes and details of honoring in CMC, SDMs conference and MTRs	Permanently	Digital copy also to be preserved
	8.6	Sanctioned notes for dropping audit and inspection queries	Permanently	Digital copy also to be preserved
	8.7	Sanctioned notes, Copy of approved results received from Zones, Bills & Payment Vouchers - Conventions	10 Years	Scanned copy also to be preserved

25. Marketing Bankassurance & Alternate Channel (MBAC) Department :

Sr No.	Record Type/Particulars of Document	Retention Period	Remarks
a) Documents to be preserved permanently			
1	Circular files	To be kept permanently	Electronic form
2	Agreements with Corporate Agents/Brokers/IMFs	To be kept permanently	As per IRDAI Regulations agreements are to be renewed every 3 years
b) Documents to be preserved for not less than 8 Years			
3	Complaint files	8 years	
4	RTI Files	8 years unless appealed to CIC	
5	All Payment and adjustment vouchers	8 years after expiry of financial year	
c) Documents to be preserved for Less than 8 Years			
6	Competition Results	5 years from declaration	Electronic form
7	New Business Statements	5 years	Electronic form
8	Seminars/Conferences file	3 years	Electronic form
9	Training/ Workshop files	3 years	
10	Insurance Awareness Schemes	5 years	
11	a) Legal cases before the document expiry period.	Till the disposal of the case.	
	b) Legal cases already disposed off	Till 5 years	
12	Leave files - CL	1 year after the expiry of the CL Year	PL & SL records of employees maintained by OS department
13	Sodexo meal coupons file	5 years	
14	Audit & Inspection Reports	3 years after compliance is given	

26. Micro Insurance Department :

Sr. No	Name of Record / Particulars of document	Retention period after which the records are to be destroyed	Remarks
1	Agency Dockets (Inforce and Terminated)	Permanent	NIL
2	Collection Register (MI DO-1 & DO-2)	Permanent	NIL
3	Register of refund of MI collection (MI DO-7)	Permanent	NIL
4	Inward Register of Files received through MIAS (MIDO-8)	Permanent	NIL
5	Register for Nomination and Assignment	Permanent	NIL
6	Revival Register	Permanent	NIL
7	All payment registers like Death Claims, Maturity Claims, surrenders, etc.	Permanent	NIL
8	All Claim Intimation Registers	Permanent	NIL
9	RTI files	Permanent	NIL
10	Circular files	Permanent	NIL
11	Premium Point allotment Register	Permanent	NIL
12	Agency appointment Register	Permanent	NIL
13	Policy Bond & FPR Delivery Register (MI DO-3)	8 years after expiry of the Financial Year to which they pertain	NIL
14	RPR Delivery Register (MI DO-4)	8 years after expiry of the Financial Year to which they pertain	NIL
15	Premium Ack. Card Control Register (MI DO-5)	8 years after expiry of the Financial Year to which they pertain	NIL
16	Register of Inspection of MI Agents Office (MI DO-6)	8 years after expiry of the Financial Year to which they pertain	NIL
17	Commission Payment Register (MI DO-9)	8 years after expiry of the Financial Year to which they pertain	NIL
18	All AFM Statements and Maturity Lists	8 years after expiry of the Financial Year to which they pertain	NIL
19	Statements of Lapses & Revivals. Statement of Lapses after 1 st instalment and lapses after acquiring P.V.	8 years after expiry of the Financial Year to which they pertain	NIL

20	Claim paid dockets	8 years after expiry of the Financial Year to which they pertain. In case of dispute / legal issues, the paid dockets are to be preserved for a period of 8 years after the dispute/legal issue is settled.	NIL
21	IRDA Statements	8 years after expiry of the Financial Year to which they pertain	NIL
22	Competition Results	8 years after expiry of the Financial Year to which they pertain	NIL
23	NB Statements	8 years after expiry of the Financial Year to which they pertain	NIL
24	Seminar/Conference file	8 years after expiry of the Financial Year to which they pertain	NIL
25	Training/Workshop files	8 years after expiry of the Financial Year to which they pertain	NIL
26	Complaints file	8 years after expiry of the Financial Year to which they pertain	NIL
27	Record of Minutes of monthly meetings	8 years after expiry of the Financial Year to which they pertain	NIL
28	Flashes	8 years after expiry of the Financial Year to which they pertain	NIL
29	Misc. Correspondence	8 years after expiry of the Financial Year to which they pertain	NIL
30	Budget Control files	8 years after expiry of the Financial Year to which they pertain	NIL

27. New Business /Reinsurance (NB & R) Department :

a). Documents whose preservation shall be permanent in nature :-

Name of Department – NB&R				
Sr. No.	Record Type /Particulars of Document	Retention Period	Remarks, if any	Mode of storage (Hard copy/ Soft copy)
01	Circulars / Circular letters	Permanent		Soft copy
02	Record of destruction of old records	Permanent		Hard copy

b). Documents whose preservation period is not less than 8 years :-

Name of Department – NB&R				
Sr. No.	Record Type /Particulars of Document	Retention Period	Remarks, if any	Mode of storage (Hard copy/ Soft copy)
	NIL			

c). Documents whose preservation period is less than 8 years :-

Name of Department – NB&R				
Sr. No.	Record Type /Particulars of Document	Retention Period	Remarks, if any	Mode of storage (Hard copy/ Soft copy)
01	Declined Proposals	7 years	Record to be kept for 7 years from the end of f.y. to which it relates	Hard copy
02	Proposal rating sheets with DMR's opinion	5 years	Record to be kept for 5 years from the end of f.y. to which it relates	Hard copy
03	Proposal inward register	3 years	Record to be kept for 3 years from the end of f.y. to which it relates	Hard copy
04	Policy dispatch register	3 years	Record to be kept for 3 years from the end of f.y. to which it relates	Hard copy
05	CDA at Proposal stage before allotment of policy number .	3 years	Record to be kept for 3 years from the end of f.y. to which it relates	Hard copy
06	Proposal register sheets	3 years	Record to be kept for 3 years from the end of f.y. to which it relates	Hard copy

07	Medical Examiner's diaries called from doctors for inspection & retained in DiV.Office after needful is done	3 years	Record to be kept for 3 years from the date of last medical examination recorded therein provided there is no o/s query relating to any of the medical examinations recorded in those diaries or any investigation pending against the Medical Examiner	Hard copy
08	Files of Medical Examiners whose appointment has been terminated	3 years	Record to be kept for 3 years from the end of f.y. to which it relates	Hard copy
09	Files of Medical Examiners who have retired, resigned, died.	2 year	Record to be kept for 2 years from the end of f.y. to which it relates	Hard copy
10	Proposals under medical which remain incomplete	2 year	Record to be kept for 2 years from the end of f.y. to which it relates	Hard copy
11	Postponed Proposals	2 years	Record to be kept for 2 years from the end of f.y. to which it relates	Hard copy
12	Proposals under non medical which remain incomplete	1 year	Record to be kept for 1 year from the end of f.y. to which it relates	Hard copy
13	Medical Examinations reports counterfoils	1 year	Record to be kept for 1 year from the end of f.y. to which it relates	Hard copy
14	F.P. Adjustment Sheets	1 year	Record to be kept for 1 year from the end of f.y. to which it relates	Both hardcopy & soft copy

28. Office Services Department :

Sr No 1 to 3 of Part (a) and Sr No 4 to 7 of part (b) are also kept in electronic mode:

a) Documents whose preservation shall be permanent in nature:

OFFICE SERVICES DEPARTMENT			
Sr No	Record Type/Particulars of Document	Retention Period	Remarks, if any
1	Circulars issued	To be preserved permanently	
2	Furniture Inventory Register (F No 4908)	To be preserved permanently	
3	Furniture Stock Register	To be preserved permanently	

b) Documents with preservation period of not less than 8 years:

Sr No	Record Type/Particulars of Document	Retention Period	Remarks, if any
4	ECS Files (Pension Cell)	8 Yrs	
5	Form No 16 (Pension cell)	8 Yrs	
6	Annual Returns Form No 24 (Pension Cell)	8 Yrs	
7	Pension Vouchers	8 Yrs	
8	Leave register (other than CL)	Throughout service of the employee	
9	Original bills & vouchers, TDS challan, Return filing receipts, 24Q,26Q,27Q	8 Yrs	
10	Closed files in case of Death of both Pensioner and Family Pensioner both	8 years from the last paid entry if there is no dispute	

c) Documents with preservation period less than 8 years:

Sr No	Record Type/Particulars of Document	Retention Period	Remarks, if any
11	Files containing Annexure related to Meal Coupon generation	3 Yrs	
12	RFM file containing request letters from employees	3 Yrs	
13	RFM Register of all RFM taken in Concurrencia	3 Yrs	provided there is no Audit/Vigilance Query or dispute involved
14	Cash in lieu of Meal Coupon register and details of payment	3 Yrs	provided there is no Audit/Vigilance Query or dispute involved
15	Mails received from various locations for allotment of In-charge password.	2 Yrs	
16	ETDS challans to Vendor, Letters and Certificates received from vendor for Lower Tax Deductions	5 Yrs	provided there is no Audit/Vigilance Query or dispute involved
17(A)	All payment vouchers	3 Yrs	provided there is no Audit/Vigilance Query or dispute involved
17(B)	All payment vouchers pertaining to outsourced (housekeeping) Contracts	5 Yrs	Provided there is no Audit / Vigilance query or dispute involved
18	Attendance Register of Contractual Labour	5 Yrs	provided there is no Audit/Vigilance Query or dispute involved
19	EPF, ESIC challans of Contractual Labour	5 Yrs	provided there is no Audit/Vigilance Query or dispute involved
20	Documents related to Tenders & Tendering process including Notes & Decisions	5 Yrs	provided there is no Audit/Vigilance Query or dispute involved
21	Miscellaneous Correspondence related	1 Yr	

	to Air Ticket Booking		
22	Corporate Deals with Airlines	3 Yrs	after the expiry of the Corporate Deal
23	Air Ticketing Registers	3 Yrs	
24	Files containing record of Gift Cards issued based on emails received from various Departments	2 Yrs	
25	Registers and payment vouchers in respect of Conveyance, Electricity Reimbursement etc of Chairman, MDs	3 Yrs	
26	Guest House Booking Applications, Receipts, Bill Books, Registers, Charts, Budget Control Sheets and Expense Registers	1 Yr	
27	Files pertaining to Guest House Charges and Materials	1 Yr	provided there is no Audit/Vigilance Query or dispute involved
28	Files/Registers pertaining to purchase , sale , repairs and maintenance of Staff Cars and Cars under Scheme No 1	3 Yrs	provided there is no Audit/Vigilance Query or dispute involved
29	Other Vehicle Advances files of Class-I, III, IV (Scheme of Advances)	5 Yrs	
30	Preventive Health Check-up Scheme (PHC)-Authorization-cum-Identification Certificates; Paid Bills of PHC Centres, Reimbursement to employees	3 Yrs	
31	Medicclaim Files of individual employees	2 Yrs	
32	LTC file of the employees who have a) retired b)resigned 3) died while in service d) dismissed/terminated	5 Yrs	
33	High Cost Protracted Treatment (HCPT) Scheme records of individual employees	5 Yrs	
34	Copies of Travelling Expenses Bills	2 Yrs	provided there is no Audit/Vigilance Query or

			dispute involved
35	Copies of Overtime Bills	3 Yrs	
36	Casual leave application not supported by medical certificate	1 Yr	
37	Casual leave application with medical certificate	3 Yrs	
38	PL application on medical grounds	3 Yrs	In respect of leave on medical ground due to major disease/operation, to be retained through our service period.
39	Sick leave application	3 Yrs	In respect of leave on medical ground due to major disease/operation, to be retained through our service period.
40	Other leave applications (Maternity, EOL, Loss of Pay)	3 Yrs	In respect of leave on medical ground due to major disease/operation, to be retained through our service period.
41	Personal files of employees who have retired, resigned, died while in service, dismissed /terminated	5 Yrs	
42	Casual leave register	1 Yr	
43	Bills of monthly reimbursement of Employee Benefits	2 Yrs	
44	Discharge Receipts of Pension Cell	3 Yrs	
45	Action taken Report	2 Yrs	
46	CMC / HOD Notes	2 Yrs	
47	CPGRAMS Complaint	3 Yrs	
48	RTI compliances	3 Yrs	

49	Ministry references	3 Yrs	
50	EWP / E-payments / Controllable data	2 Yrs	
51	Indents for supply of Table and Printed Stationery	1 Yr	
52	Indents for forms etc used by Branches (F.No.4403)	1 Yr	provided there are no outstanding Accounts /Audit/Vigilance Queries or if they are required for any investigation work
53	Supply of Printed Forms, Stationery etc (F. No.4404)	1 Yr	provided there are no outstanding Accounts /Audit/Vigilance Queries or if they are required for any investigation work
54	Stationery Receipts Register at BO/DO/ZO/CO (F.No.4902)	2 Yrs	provided there are no outstanding Accounts /Audit/Vigilance Queries or if they are required for any investigation work
55	Stationery Issue Register at BO (F.No.4903)and at DO/ZO/CO	2 Yrs	provided there are no outstanding Accounts /Audit/Vigilance Queries or if they are required for any investigation work
56	Stationery Issue Register at BO (F.No.4402)and at DO/ZO/CO	3 Yrs	
57	Copies of orders placed with the suppliers	2 Yrs	
58	Proceedings of the Stores Committee and the relevant notes there of	5 Yrs	
59	Miscellaneous correspondence with suppliers	3 Yrs	
60	Copies of note of sanctions obtained for the purchase of stationery	2 Yrs	
61	(i) Copies of stock position of printed	1 Yr	

	forms and Table Stationery as at 31st March and their value		
62	(ii) Copies of such statements prepared & maintained at the OS-Establishment Departments of DO/ZO/CO	1 Yr	
63	Copies of Misc. Schedules such as a)Festival Advance, b)Cycle Advance, c)Flood Relief Advances etc prepared for closing of Accounts purpose	3 Yrs	
64	Movement Advices for the preparation of Salary Sheets(such as Increments)	3 Yrs	
65	Periodical Returns relating to staff statistics (i) Monthly Statement of salaries paid.	6 months	
66	P.F. Statements to ZO and correspondence relating thereto.	3 Yrs	
67	Copies of statement of furniture, fixtures, equipment, etc on hand as at 31st march prepared by Branch, Division, Zone and Central Offices	3 Yrs	
68	Furniture/Equipment Movement Advices	2 Yrs	provided the items shown in Furniture Inventory Register (Form No 4908) are reconciled with records maintained by Accounts Department
69	(a) Dispatch Register (Ordinary) (F No 4905)	3 Yrs	
70	(a) Dispatch Register (Regd) (F No 4907)	3 Yrs	
71	Hand Delivery Book	3 Yrs	
72	Postage Register (BO/DO) Form No 3435	3 Yrs	
73	Inward Letter Register (Ordinary) (F No 4904)	1 Yr	

74	Inward Letter Register (Registered) (F No 4906)	3 Yrs	
75	Postal Receipt File	3 Yrs	
76	List of Registered Articles (Received from the Post Office)	3 Yrs	
77	Courier Consignment Notes and Proofs of Delivery (POD)	1 Yr	
78	Original data of Pensioners & Family Pensioners along with the mandate forms for ECS, Doctors, Certificates, Declaration if any	Less than 8 years	
79	Register of undistributed Meal Coupon	Less than 8 years	Since we have shifted on cards from Jan 2018, we may destroy all earlier records provided there is no Audit / Vigilance Query or dispute involved.
80	Unused / Expired Gift Cards	Less than 8 years	On expiry of validity of the Gift Cards
81	Attendance Register	Less than 8 years	Immediately after the expiry of the minimum period for which they are required to be preserved under the 'Local Shop and Commercial Establishment Act'
82	Correspondence File	Less than 8 years	File may be destroyed by the Dept after considering the importance of the matter concerned and after obtaining sanction of the Officer-in-charge, who will be guided by the general instructions of OS Dept issued already.

29. Pension & group Schemes (P&GS) Department :

Documents with a Preservation Period (P&GS)				
a) To be preserved permanently				
SrNo.	Office	Name of Record	Time Limit after which the records are to be destroyed	Storage Format
1	Unit	Data Sheets received from the employer from year to year	As long as the scheme is in force	Electronic
2	Unit	Valuation Report and Cost and Benefit Schedule for all years	As long as the scheme is in force	Electronic
3	Unit/Zone	Experience Rating Adjustment Calculation Sheets for all years	As long as the scheme is in force	Electronic
4	Unit	Copies of the Proposals, Trust Deeds, Rules, Deeds of Variation and correspondence with MPH including approval by Income Tax Commissioner, copy of Master Policy and Endorsements from year to year	Till such time as the scheme is enforce and a further period of 5 years	Physical
b) To be preserved for not less than 8 Years				
1	CO	Product related correspondence and base files	10 years after close of the plan	Physical
2	Unit/Zone/CO	D>Returns/Valuation Files	10 years	Electronic
3	Unit	GSLI policy related records	8 years from close of financial year in which claims paid	Electronic
4	Unit	All records pertaining to Claims (incl Annuity) and Surrenders	8 years from the close of the financial year in which the amounts were paid, payable or repudiated	Electronic
5	Unit	Annuity Dockets including Calculation sheet, Ledger, Commutation Voucher, Forwarding	8 years from the close of the financial year in which death occurred for life cases and claim paid for ROC cases	Physical
6	Unit	G&S Commission Bills	10 years after the expiry of the financial year to which the bills relate	Electronic
7	CO	All notes & decisions along with working sheets pertaining to the declaration of interest rates on Cash Accumulation Plans	20 years	Physical

c) To be preserved for Less than 8 Years				
1	Unit	Premium calculation sheets at negotiation stage	2 years from the date of finalization of the schemes	Electronic
2	Unit	Files relating to the Schemes not materialized	2 years from the date of decision that the Scheme is not be pursued further	Physical
3	Unit/Zone/CO	New Business Award Statements and related records	3 years after the results are published	Physical
4	Unit	Papers relating to Agency allotment	5 years	Physical
5	Unit/Zone/CO	Miscellaneous Correspondences	5 years	Electronic
6	Unit/Zone/CO	Records pertaining to Q-track	5 years	Electronic
7	Unit	Adjustment/Payment/Journal voucher	5 years	Electronic
8	Unit	Receipt counterpart	5 years	Physical
9	Unit	Trial Balance/PL	5 years	Electronic
10	Unit	BCR	5 years	Physical
11	Unit/Zone	CO/ZO references	5 years	Physical/ Electronic
12	Unit/Zone	Audit/Inspection/SVC	5 years after closure of all items including Specials reports.	Electronic
13	Unit	Bank Reconciliation statements	5 years after extraneous items are nil	Electronic
14	Unit/Zone	Legal files	5 years after closure of case	Physical
15	Unit/Zone	Complaints	5 years after closure of the complaint	Physical/ Electronic
16	Unit	Records relating to Policies under which no further liability exists	5 years from the date of settling	Electronic
17	Unit	Life Certificate	Latest to be preserved	Physical/ Electronic
18	Unit	Papers relating to cases which were above free cover limit and for which additional requirements were called for	Till maturity or 5 years after the death of the member	Physical

30. Personnel Department :

S.No.	Record Type / Particulars of Documents	Retention Period	Storage	Remarks, if any
1	Circulars issued by the Department	Permanently	Soft copy (Electronic)	
2	Correspondence with the Government in the matters related to Disciplinary cases	Permanently	Physical	
3	Files pertaining to Recruitment of employees on Contractual Basis (Security Officer, Medical Officer, Senior Marketing Executive, Associate for Mini Office etc.)	10 Years	Physical	
4	Recruitment of Employees- Ranking List- Soft copy / Hard copy with marks of Prelim/Main/Interview of shortlisted candidates	10 years	Soft copy (Electronic)	
5	Approved copy of Recruitment Notification	10 years	Soft copy (Electronic)	
6	Property returns submitted by employee	5 years after the expiry of financial year in which their terminal benefits have fully and finally been settled or outstanding dues are fully and finally recovered whichever is later.	Physical	
7	Files pertaining to all Disciplinary cases (Action initiated and contemplated cases)	5 years after the expiry of financial year in which their terminal benefits have fully and finally been settled or outstanding dues are fully and finally recovered whichever is later.	Physical	
8	Records pertaining to Appeals /Memorials	5 years after the expiry of financial year in which their terminal benefits have fully and finally been settled or outstanding dues are fully and finally recovered whichever is later.	Physical	

9	Personal files of the Employees who have	5 years after the expiry of financial year in which their terminal benefits have fully and finally been settled or outstanding dues are fully and finally recovered whichever is later.	Physical	Maintained either by Personnel or Office Services Department of respective Offices
	a) Retired	5 years after the expiry of financial year in which their terminal benefits have fully and finally been settled or outstanding dues are fully and finally recovered whichever is later.	Physical	
	b) Resigned	5 years after the expiry of financial year in which their terminal benefits have fully and finally been settled or outstanding dues are fully and finally recovered whichever is later.	Physical	
	c) Died while in service	5 years after the expiry of financial year in which their terminal benefits have fully and finally been settled or outstanding dues are fully and finally recovered whichever is later.	Physical	
	d) Dismissed	5 years after the expiry of financial year in which their terminal benefits have fully and finally been settled or outstanding dues are fully and finally recovered whichever is later.	Physical	
	e) Terminated	5 years after the expiry of financial year in which their terminal benefits have fully and finally been settled or outstanding dues are fully and finally recovered whichever is later.	Physical	
10	Confidential Reports of employees	i) 6 years after the last promotion provided his case is not involved in any litigation.	From the date of ONLINE CR system introduced, soft copy and for earlier period, physical copy	

		ii)2 years from the date of retirement or resignation of the employee	From the date of ONLINE CR system introduced, soft copy and for earlier period, physical copy	
		iii)3 years from the date of death, dismissal, or termination of the employee	From the date of ONLINE CR system introduced, soft copy and for earlier period, physical copy	
11	Recruitment of Employees - Documents of selected and joined candidates	5 years after the expiry of financial year in which their terminal benefits have fully and finally been settled or outstanding dues are fully and finally recovered whichever is later.	Physical	
12	Recruitment of Employees- Documents of selected but not joined candidates (including Empanelled candidates)	3 years from the date of publication of result	Physical	
13	Marks list of all the tests held for promotion to the posts of RC / Assistants/ Typist/ Stenographers/ machine operators/Peon/Sweeper/HGA/AAO	3 years after the issuance of result	Soft copy (Electronic)	
14	Recruitment of Employees- Documents of not Selected candidates	1 year from the end of F.Y. in which result is published	Physical	

31. Right to Information (RTI) Department :

a) To be preserved permanently			
Sr. No	Name of the Record	Retention Period	Mode of Preservation
1	List of records Destroyed along with the Notes & Decisions bearing the approval of the Competent Authority	Permanent	Hard copy
2	Files relating to any court case	Permanent	Hard copy
3	Files where Penalty or compensation has been paid, or directives issued by CIC.	Permanent	Hard copy
4	Office notes containing decision on any policy matters relating to RTI.	Permanent	Hard copy
5	Circulars and Office Orders	Permanent	Hard copy

b) To be preserved for not less than 8 Years			
Sr. No	Name of the Record	Retention Period	Mode of Preservation
	Nil		

c) Records to be preserved for less than 8 years			
Sr. No	Name of the Record	Retention Period	Mode of Preservation
1	Proof of delivery/dispatch	Five years after the close of the Financial Year to which they pertain	Hard copy
2	Annual Return to CIC.	Five years after the close of the Financial Year to which they pertain	Hard copy
3	RTI applications and reply thereon which have not been appealed against.	Five years after the close of the Financial Year to which they pertain	Hard copy
4	RTI appeals- which have not gone to CIC hearing.	Five years after the close of the Financial Year to which they pertain	Hard copy
5	CIC hearing case files where no directives issued by CIC, no penalty/compensation paid.	Five years after the close of the Financial Year to which they pertain	Hard copy
6	RTI inward registers including inbox and sent items.	Three years after the close of the Financial Year to which they pertain	Hard copy
7	RTI applications that have been transferred to another office/public Authority.	Three years after the close of the Financial Year to which they pertain	Hard copy

8	RTI dispatch register	Three years after the close of the Financial Year to which they pertain	Hard copy
9	Cases where RTI matters are referred from different offices seeking information under Section 5(4) & 5(5) of RTI Act.	Three years after the close of the Financial Year to which they pertain	Hard copy
10	Correspondence pertaining to non RTI matters	Three years after the close of the Financial Year to which they pertain	Hard copy
11	Miscellaneous correspondence between different offices either or not involving RTI matters	Three years after the close of the Financial Year to which they pertain	Hard copy
12	RTI –WSR & RTI – Statistics (Provided Audit & Inspection for the corresponding year has been completed)	One year after the close of the Financial Year to which they pertain	Hard copy

Electronic form: The copies of RTI Applications, appeals and response thereto are available in digitalized format in RTI Online module developed by Department of Personnel & Training since 2015-16. It is maintained by National Informatics Centre (NIC).

32. Senior Business Associate (SBA) Department :

a) Records to be preserved permanently			
Sr. No	Name of the Record	Retention Period	Whether storage in Electronic Form
1	Office Notes & Circulars issued during the year	Permanent	Yes
2	Corporate Guidelines & Budget approved files	Permanent	Yes
3	SBA enrollment papers	permanent	Yes
4.	LICA engagement papers	Permanent	Yes

b) Records to be preserved for not less than 8 years			
Sr. No	Name of the Record	Retention Period	Remarks (Whether storage in Electronic Form)
1	NB Fortnightly Statements	10 years after the close of Financial Year to which they pertain	No
2	Relaxation in Cost Ratio for engagement of LICAs	10 years after the close of Financial Year to which they pertain	No
3	RTI, IRDAI complaints and complaints received from Ministries	8 years after the close of Financial Year to which they pertain	No
4	Copies of all payment Vouchers (Original Vouchers are with F& A Dept only)	8 years after the close of Financial Year to which they pertain	No
5	Revenue Budget Review Statements	8 years after the close of Financial Year to which they pertain	No
6	All India SBA Meet correspondence & related files	8 years after the close of Financial Year to which they pertain	No
7	NB Competitions floated for SBAs & LICAs	8 years after the close of Financial Year to which they pertain	No
8	Training Inventory of SBAs under gone at ETIs	8 years after the close of Financial Year to which they pertain	No
9	Action Plan & Review statements	8 years after the close of Financial Year to which they pertain	No

c) Records to be preserved for less than 8 years

Sr. No	Name of the Record	Retention Period	Remarks (Whether storage in Electronic Form)
1	CMC/HOD Notes & PPTs	5 years after the close of Financial Year to which they pertain	No
2	Correspondence with ETIs	5 years after the close of Financial Year to which they pertain	No
3	Meal Coupon / Sodexo files	5 years after the close of Financial Year to which they pertain	No
4	Audit & Inspection Files	5 years after the close of Financial Year to which they pertain	No

33. SBU Estate Department:

a) Documents whose preservation shall be permanent in nature:

Sr. no.	Record types/Particulars of documents	Retention Period	Remarks
1	Property files	To be preserved permanently	Electronic Mode
2	Property register	To be preserved permanently	Electronic Mode
3	Purchase of properties	Files pertaining to purchase of property- To be preserved permanently	Electronic Mode
4	Schedules	Schedule as at 31 st March -To be preserved permanently	Electronic Mode
5	Tenancy records	Rent ledgers -To be preserved permanently	Electronic Mode
		Other due allocation register -To be preserved permanently	Electronic Mode

b) Documents with preservation period of not less than 8 years:

Sr. no.	Record types/Particulars of documents	Retention Period	Remarks
1	Tax files	12 years after expiry of the financial year to which they pertain	Electronic Mode
2	Bills/ receipts and Registers	Property tax register, water charges payment register etc.-12 years after expiry of the financial year to which they pertain.	Electronic Mode

c) Documents with preservation period of less than 8 years:

Sr. no.	Record types/Particulars of documents	Retention Period	Remarks
1	Sale of properties	5 years from the date sale of property	Non electronic Mode
2	Budget Control register	2 years after the expiry of the financial year to which they pertain.	Non electronic Mode
3	Bills/ receipts and registers	Property bills, water bills and other bills relating to property- 3 years after expiry of the financial year to which they pertain.	Non electronic Mode

4	Hiring of premises	a) Hiring register-2 years after the expiry of the financial year to which they pertain.	Non electronic Mode
		b) Hiring files- 3 years from the date of vacation of the hired premises.	Non electronic Mode
		c) Cancelled tenders- 2 years after expiry of the financial year to which they pertain.	
5	Letting out of premises	a)Letting out register-2 years after expiry of the financial year to which the pertain	Non electronic Mode
		b) Cancelled tenders- 2 years after expiry of the financial year to which they pertain.	
6	Staff Quarters allotment	a) Licensee ledger – 2 years from the date of vacation of the Staff Quarters.	Non electronic Mode
		b) General Correspondance-2 years after expiry of the financial year to which the pertain.	
		c) Licensee files- 1 year from the date of vacation of staff quarters.	
7	Schedules	Monthly, Quarterly and Half yearly schedules -1year after expiry of the financial year to which they pertain.	Non electronic Mode
8	Tenancy records	a) Rent receipts (Counter foils) -1 year from the issue date.	Non electronic Mode
		b) TC files- 1 year from the date of vacation of premises.	Non electronic Mode
9	Statements	1 year after the expiry of the financial year to which they pertain	Non electronic Mode

34. Subsidiaries Department:

a) Documents to be preserved permanently:

Sr no	Record Type/Particulars of Document	Preservation Period	Remarks if Any
1	Destruction of old records file	Permanent	
2	IDBI Related Files	Permanent	
3	Opening of Subsidiary dept - office file	Permanent	
4	Correspondence with ministry involving policy decisions	Permanent	Electronic Form also
5	Board notes	Permanent	Electronic Form also
6	Annual reports of subsidiaries	Permanent	Electronic Form also
7	Copies of MOA and AOA of subsidiaries	Permanent	Electronic Form also

b) Documents to be preserved for not less than 8 Years

Sr no	Record Type/Particulars of Document	Preservation Period	Remarks if Any
1	All Subsidiaries and Associates companies' files and notes on major policy matters.	10 years from the end of the financial year	
2	Policy on Related party Transactions file and statements	10 years from the end of the financial year	Electronic Form also
3	Nomination of Directors in Subsidiaries and Associate companies	10 years from the end of the financial year	
4	All payment and adjustment Voucher files	10 years from the end of the financial year	

c) Documents to be preserved for Less than 8 Years

Sr No.	Record Type/Particulars of Document	Preservation Period	Remarks if Any
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1	Financial Powers Standing Order file	5 years from the end of the financial year	
2	Computer Inventory File	5 years from the end of the financial year	Electronic Form also
3	Vigilance correspondence file	5 years from the end of the financial year	
4	Corporate guidelines	3 years from the end of the financial year	
5	RTI Correspondence file	3 years from the end of the financial year	
6	Misc correspondence	3 years from the end of the financial year	Files may be destroyed after considering the importance of the matter concerned and after obtaining sanction of HOD of the Department
7	Meal coupon file	3 years from the end of the financial year	Electronic Form also
8	Revenue and Capital expenditure budget review /Budget control Register	3 years from the end of the financial year	
9	Inspection and Audit reports	3 years after the close of the financial year they pertain provided the ATRs are closed	
10	Inter dept movement register	3 year from the end of the financial year	
11	ATR & HOD meeting submissions	2 years from the end of the financial year	
12	Complaints correspondence file	1 year after complaint is closed	Electronic Form also
13	IDEA Box file	1 year from the end of the financial year	Electronic Form also
14	CL Application/Records/Letters	Till the end of casual leave year	

15	ह5न्दी राजर्ाषा पत्रावली	हवत्ीर् वष समाप्ति के एक वष के बाद तक	
16	Attendance Register	To be preserved for the period as mandated under "Local shops & Commercial Establishment Act".	

35. Taxation Department :

- a) Documents to be preserved permanently: NIL
- b) Documents to be preserved for not less than 8 Years

• **INCOME TAX**

Name of the Department: Taxation (Income Tax)				
Sr.No.	Record Type/Particulars of Document	Retention Period	Remarks	Mode of Preservation
1.	All records related to Income Tax Returns, e.g. a. Computation of Income b. Documents forming part of computation of income c. Notices received during assessment proceedings d. Replies to notices received during assessment proceedings e. Assessment Order f. Tax paid Challans	12 Years		Hard
2.	All Records related to Appeals/Writ/Special Leave Petition, e.g. a. Copy of appeal b. Grounds of appeal c. Statement of facts d. Submissions made with appellate authorities during hearing and e. Order of Appellate authority f. Records mentioned in Sr. No. 1, above	Till the appeal is adjudicated and time limit for filing further appeal has elapsed		Hard
3.	Documents related to Deduction of tax at source: a) Statement of Tax Deducted at Source filed in Form No-24Q, Form No.26Q , form No-27Q and Form No-27A b) Copy of Tax Paid Challans c) Payment vouchers d) Tax Audit Reports etc.	12 years Provided there is no TDS default for the relevant financial Year	Custodian of documents are offices/departments having TAN	Soft Hard Soft & Hard Soft

<p>4.</p>	<p>All records related to international transaction for the purpose of Section 92D e.g.</p> <ul style="list-style-type: none"> a. a description of the ownership structure of the assessee enterprise with details of shares or other ownership interest held therein by other enterprises; b. a profile of the multinational group of which the assessee enterprise is a part along with the name, address, legal status and country of tax residence of each of the enterprises comprised in the group with whom international transactions have been entered into by the assessee, and ownership linkages among them c. a broad description of the business of the assessee and the industry in which the assessee operates, and of the business of the associated enterprises with whom the assessee has transacted; d. the nature and terms (including prices) of international transactions entered into with each associated enterprise, details of property transferred or services provided and the quantum and the value of each such transaction or class of such transaction e. a description of the functions performed, risks assumed and assets employed or to be employed by the assessee and by the associated enterprises involved in the international transaction ; f. a record of the economic and market analyses, forecasts, budgets or any other financial estimates prepared by the assessee for the business as 	<p>10 Years</p>	<p>Custodian of documents are</p> <p>Foreign Branch office Department, and/or</p> <p>International Operation Department</p>	<p>Hard</p> <p>Hard</p> <p>Hard</p> <p>Hard</p> <p>Hard</p> <p>Hard</p> <p>Hard</p>
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	<p>a whole and for each division or product separately, which may have a bearing on the international transactions entered into by the assessee;</p> <p>g. a record of uncontrolled transactions taken into account for analysing their comparability with the international transactions entered into, including a record of the nature, terms and conditions relating to any uncontrolled transaction with third parties which may be of relevance to the pricing of the international transactions</p> <p>h. a record of the analysis performed to evaluate comparability of uncontrolled transactions with the relevant international transaction</p> <p>i. a description of the methods considered for determining the arm's length price in relation to each international transaction or class of transaction, the method selected as the most appropriate method along with explanations as to why such method was so selected, and how such method was applied in each case;</p> <p>j. a record of the actual working carried out for determining the arm's length price, including details of the comparable data and financial information used in applying the most appropriate method, and adjustments, if any, which were made to account for differences between the international transaction and the comparable uncontrolled transactions, or between the enterprises entering into such</p>			<p>Hard</p> <p>Hard</p> <p>Hard</p> <p>Hard</p> <p>Hard</p>
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	<p>transactions;</p> <ul style="list-style-type: none"> k. the assumptions, policies and price negotiations, if any, which have critically affected the determination of the arm's length price l. details of the adjustments, if any, made to transfer prices to align them with arm's length prices determined under these rules and consequent adjustment made to the total income for tax purposes m. any other information, data or document, including information or data relating to the associated enterprise, which may be relevant for determination of the arm's length price 			
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• **GST**

Sr. No	Record Type / Particulars of Document			Retention Period	Mode of Preservation
1	Every registered person must maintain records at his principal place of business-			6 years from the due date of furnishing of annual return (Under Section 35 and Section 36 of the Central Goods and Service Tax Act, 2017 read with Rule 56 of the Central Goods and Service Tax Rule, 2017.)	
	a. Inward and outward supply of goods or services or both				
	CO	ZO	Nodal Division	Other than Nodal division	
	-	State-wise Trial Balance	State-wise Trial Balance	-	SOFT
	-	Monthly GST data from other department	Monthly GST data from other department	-	SOFT
	-	-	Copy of GSTR-1 filed	-	HARD & SOFT
	-	-	Working file of GSTR-3B	-	SOFT
	-	-	Copy of GSTR3B filed	-	HARD & SOFT
	Annexure V & VI generated from efeap	Annexure V & VI generated from efeap	Annexure V & VI generated from efeap	Annexure V & VI generated from efeap	SOFT
	Reconciliation Statement of Annexure V with Principal Ledger	Reconciliation Statement of Annexure V with Principal Ledger	Reconciliation Statement of Annexure V with Principal Ledger	Reconciliation Statement of Annexure V with Principal Ledger	HARD & SOFT
	-	-	Copy of GSTR -7 filed	-	HARD & SOFT
	-	-	Monthly Reconciliation of GSTR-1 & 3B	-	HARD & SOFT

	Any amendment in core field and non-core field filed during the year	Any amendment in core field and non-core field filed during the year	Any amendment in core field and non-core field filed during the year	-		SOFT
	-	-	Copy of Letter of Undertaking (LUT) filed			HARD & SOFT
	GSTR-6 filed and Application Reference Number (ARN) generated	GSTR-6 filed and Application Reference Number (ARN) generated	-	-		HARD & SOFT
	Signed copy of invoice for Input Service Distribution (ISD)	Signed copy of invoice for Input Service Distribution (ISD)	-	-		HARD & SOFT
	Invoices received for inward supply	Invoices received for inward supply	Invoices received for inward supply	Invoices received for inward supply		HARD
	Certificate for financial matching	Certificate for financial matching	Certificate for financial matching	-		HARD
	-	-	Auditor appointment letter	-		HARD
	-	-	Copy of GSTR9 & 9C filed.	-		SOFT
	-	-	Working file of GSTR 9 preparation	-		SOFT
	-	-	Copy of DRC 03 filed	-		HARD & SOFT
	-	-	Working file for tax analysis while filing annual return	-		SOFT
	b. Input tax credit (ITC)availed					
	GSTR-2 Register	GSTR-2 Register	GSTR-2 Register	GSTR-2 Register		SOFT
	ITC reconciliation statement	ITC reconciliation statement	ITC reconciliation statement	ITC reconciliation statement		HARD & SOFT

	Credit Notes	Credit Notes	Credit Notes	Credit Notes		HARD & SOFT
	c. Tax payable and paid and					
	-	-	GSTR-3B calculation sheet	-		HARD & SOFT
	-	-	Payment challan on monthly basis	-		HARD & SOFT
	-	-	Copy of Electronic Credit Ledger (ECL) on monthly basis	-		HARD & SOFT
	-	-	Acknowledgement mail for return filed.(ARN)	-		HARD & SOFT
	-	-	Copy of mail received for cash ledger updation.	-		HARD & SOFT
	d. Other particulars as may be prescribed					
	(Along with relevant documents, including invoices, bills of supply, delivery challans, credit notes, debit notes, receipts vouchers, payment vouchers, refund vouchers and e-way bills.)					HARD & SOFT
	-	-	Refund application filed	-		
	e. Goods or Services Imported or Exported					
	Copy of invoice	Copy of invoice	Copy of invoice	-		HARD & SOFT
	f. Supplies attracting payment of tax under reverse charge mechanism (RCM)					
	RCM register	RCM register	RCM register	RCM register		SOFT
2	Appeal or revision or any other proceedings or is under investigation for an offence	Applicable for all offices		Period of 1 year after final disposal or 72 months from the due date of furnishing annual return, whichever is later.		HARD & SOFT

36. Vigilance Department :

Sl. No.	Category of preservation	Record type/ Particulars of Documents	Duration for which the Record/ Document is required to be preserved as per existing guidelines	Remarks
1	Permanent preservation	<p>a. List of records destroyed along with the notes & decisions bearing the approval of the Competent Authority.</p> <p>b. Pending vigilance files including those pending with CBI/Court and CVC.</p>	<p>Permanent preservation</p> <p>Permanent preservation till pendency</p>	No modification is felt necessary
2	Preservation for greater than or equal to eight years	<p>a. Files/papers of all regular vigilance cases that get closed</p> <p>b. Files/papers of all miscellaneous vigilance cases that get converted to regular vigilance cases that get closed subsequently</p>	For a period of ten (10) years from the year of closure.	No modification is felt necessary
3	Preservation for less than eight years	<p>a. Files/papers of all miscellaneous vigilance cases that get closed (without getting converted into regular vigilance cases).</p>	For a period of five (5) years from the year of closure.	Those that get converted into regular vigilance cases are dealt with as at Sl. No. 2 (b). Hence no need is felt to change duration of preservation of such records.
		<p>b. Files/papers of all miscellaneous general cases</p> <p>c. Files/papers/correspondences, inward/outward registers</p>	For a period of five (5) years from the year of closure.	Considering the nature of records, no need is felt to change the existing guidelines.

ANNEXURE II:

DESTRUCTION OF RECORDS: (FORMAT):

Name of the office/Department-

Serial No	Particulars of Document	Date of Destruction	Date of Approval	Initials of the Authorized person

Authenticated HOD of CO/ ZO/ DO or other office in charge