



बामर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक प्रतिष्ठान)
Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

Record Retention Schedule

of

Human Resource & Corporate Affairs Directorate

GUIDE LINES ON MAINTENANCE OF RECORDS w.r.t RECORD RETENTION SCHEDULE

1. All Files / Registers are to be maintained on financial year basis.
2. In the court cases, the connected documents/files should be retained till Disposal of the case by the highest Court of appeal.
3. Records not listed with Retention Schedule shall have a retention period to be decided as per the requirement.
4. Where ever records are also being maintained in electronic forms, such data in electronic forms should also be maintained for the retention period as mentioned in this schedule.

Retention, Disposal and Destruction of Records:

All live as well as old records, including those kept in the record room/ with external storage agency shall be reviewed/scrutinised periodically, at least once in a financial year preferably in April of the following year by a committee consisting of minimum two Executive/ Officer constituted by RHR Head/Function Head . In case of disposal the recommendations of the committee shall be recorded in Disposal Register(standard format) and the same shall be recommended by RHR head/ Head of the function for approval of SVP(HR). Subject to approval of SVP(HR), records due for destruction may be disposed off in a manner as mentioned in this schedule, under the supervision of RHR head/Function head and duly certified as under.

The records maintained in hard or soft form shall be under the purview of these guidelines and retained or disposed accordingly.

“This is to certify that the below mentioned records were destroyed on ----/---/20--- by shredding/other means in my presence”.

(Signature of Committee Members)

(Signature of RHR Head/Function Head)

Name
Designation
Date:

Name:
Designation:
Date:
Seal:

A. **Corporate Human Resource Department:**

Sr. No	Function/ Section/Cell	Record Classification	Retention Period
1	2	3	4
1	Establishment		
A		Circulars/OMs/Guidelines	
i		All circulars/orders/guidelines related to organization structure for regular employees.	10 yrs in hard form & subsequently in soft form(after digitization).
ii		Subject wise Guard File containing all DOPT/DPE/Government OMs/guidelines related to CPSEs & its Executives, Officers(NUS), Unionized, Contractual, FTCE and Direct Contract employees	10 yrs in hard form & subsequently in soft form.
B		CP files(Personal Files)	
i		CP Files of Executives maintained as per the SOP for maintenance of CP files. However original record of joining and separation, with details of last pay drawn shall be retained in soft form till the employee is alive.	Till the employee is alive +5 years if no dispute is pending. Soft copy to be retained permanently (after digitization).
C		Life Cycle events	
i		Processing File for Transfers / Resignation /Postings / Re-designation etc of Executives {Original Office orders/approvals related to Life Cycle events shall be transferred to the CP/Personal file of the executive in the soft form created as per SOP for CP file Maintenance}	1 year
D		Processing File for sanction of benefits under Continuous Learning Scheme of the company{Original Office orders/approvals shall be transferred to the CP/Personal file of the employee created as per SOP for CP file Maintenance}	2 years after completion of study.
E		Processing file for forwarding of applications for outside employment{Original Office orders/approvals shall be transferred to the CP/Personal file of the employee created as per SOP for CP file Maintenance}	2 years
F		Processing file for Deputation/Secondment cases{Original Office orders/approvals shall be transferred to the CP/Personal file of the employee created as per SOP for CP file Maintenance}	Till deputation/Sec ondment period+1 year
G		Process file for NOC for applying Indian Passport	1 year
H		Processing file for External Influence {After disposal of reference, the documents are to be transferred to	2 years

		CP/Personal file}.	
I		Processing file containing briefs prepared/ updated and submitted – Parliament Session wise	3 years in hard form & subsequently in soft form(after digitization).
J		Parliamentary Questions/Assurances etc: Admitted & Answered	
K		Parliamentary Questions/Assurances etc: Others	
L		Replies to various questionnaires/ minutes/ observations of different Parliamentary Committees relating to HR	
M		Correspondences/emails-Internal	Till FY + 2 years
N		Correspondences/emails-External	Till FY + 2 years
2	Board Matters		
A		Job description for Director positions of Balmer Lawrie & Co. Ltd and Approved Organisation structure and sanctioned strength for E8 & above.	10 yrs in hard form & subsequently in soft form(after digitization).
B		Position-wise Nominations for Board Level Positions	2 years or till tenure period in case of appointment
C		Board Notes along with Board Resolutions related to HR and Administration	10 yrs in hard form & subsequently in soft form
3	Reservation		
A		Annual Report on SC/ST	3 years in hard form and subsequently in soft form(after digitization).
B		Compiled report to DPE/MoPnG	
C		Annual Report on PWD	
D		Compiled report to DPE/MoPnG	
4	MoPnG Matters	Reply to MoPnG questionnaires, queries, reports related to HR	3 years and subsequently in soft form(after digitization).
5	Pay Revision Matters		
A		Process files for Pay Revision of Executives	10 yrs in hard form & subsequently in soft form(after digitization).
B		Process files for Pay Revision of Officers(NUS)	10 yrs in hard form & subsequently in soft

			form(after digitization).
6	Policy		
A		Recruitment Policy for Executives, Officers, FTCE/Direct Contract employees including approvals and amendments. Also incl. interpretations, clarifications if any	10 yrs in hard form & subsequently in soft form
B		Performance Management Policy for Executives including approvals. Also incl. interpretations, clarifications if any	10 yrs in hard form & subsequently in soft form
C		Career Progression Policy for Executives including approvals and amendments. Also incl. interpretations, clarifications if any	10 yrs in hard form & subsequently in soft form
D		Reward & Recognition Policy including approvals and amendments. Also incl. interpretations, clarifications if any	10 yrs in hard form & subsequently in soft form
E		Training Manual including approvals.	10 yrs in hard form & subsequently in soft form
7	Standard Operating Procedures		
A		SOP for CP file Maintenance including approvals and amendments. Also incl. interpretations, clarifications if any	10 yrs in hard form & subsequently in soft form
B		SOP for New Employee On Boarding for Executives including approvals and amendments. Also incl. interpretations, clarifications if any	10 yrs in hard form & subsequently in soft form
C		SOP for Character and Antecedent Verification including approvals and amendments. Also incl. interpretations, clarifications if any	10 yrs in hard form & subsequently in soft form
8	Performance Appraisal		
A		Appraisal records for Executives including KPT setting, Mid Term Review and Year end Appraisal in respective files and/or Online Database	Till the employee is on the rolls + 5 years (in case of any pending dispute, the records shall be maintained till final
		APAR documents for Executives at Grade E-8 as per DPE guidelines.	

			resolution of dispute)
B		Moderation Committee minutes for Executives & Officers	10 years
C		Process file for dealing with Representation/Appeals in Executive/Officer category against Appraisal {Documents related to Representation/Appeal after disposal shall be transferred to the CP/Personal file of the employee created as per SOP for CP file Maintenance}	5 years
9	Promotion		
A		Departmental Promotion Committee Minutes for Executives & Officers(NUS)	20 years
B		Process file for dealing with Representation/Appeals in Executive/Officer category against non-promotion {Documents related to Representation/Appeal after disposal shall be transferred to the CP/Personal file of the employee created as per SOP for CP file Maintenance}	3 years
C		Promotion orders for Executives & Officers(NUS) in respective files and/or Online Database{Original Office orders/approvals shall be transferred to the CP/Personal file of the employee created as per SOP for CP file Maintenance}	Till the employee is on the rolls + 5 years
D		Processing file for filling up the approved position through Internal Vacancy Notifications {Documents related to the selected candidate shall be transferred to the CP/Personal file of the candidate created as per SOP for CP file Maintenance}	5 years
E		Year wise Promotion Reservation Register/Rosters for Group A & B positions	10 yrs in hard form & subsequently in soft form
10	Recruitment	Files containing Approval of Competent Authority (MPR) for Recruitment to all Regular and Non Regular in Executive category, FTCE positions.	10 yrs in hard form & subsequently in soft form
A		Process(Recruitment Master) files for all regular employment in Executive positions consisting of all documents including advertisement if any and other approvals as per applicable Recruitment Rules{Documents related to the selected candidate shall be transferred to the CP/Personal file of the candidate created as per SOP for CP file Maintenance}	5 years
B		File containing applications of unsuccessful candidates along with attached documents.	1 year after completion of recruitment process for the position
C		File containing applications of empanelled candidates along with attached documents as part of Recruitment Master file.	1 year after completion of recruitment process for the position

D		Documents related to Recruitment to Officer(NUS), Group B positions through written test	
i		Process (Recruitment Master)File for all regular employment in Officer(NUS) positions consisting of all documents including approvals as per applicable Recruitment Rules{Documents related to the selected candidate shall be transferred to the CP/Personal file of the candidate created as per SOP for CP file Maintenance}	5 years
ii		Written test result from Agency entrusted to conduct the test.	2 years in hard form and subsequently in soft form(after digitization).
lii		OMR sheet to be retained by the agency.	Till 6 months from the declaration of result
iv		After six months Recruitment section shall collect the OMR sheets of selected/empanelled candidates in hard form from the agency.	10 yrs in Hard form & 15 yrs in soft form
v		Correspondence related to Officer(NUS) recruitment including reply to RTI queries, Vigilance, National Commission etc.	2 years
vi		All recruitment related documents including Recruitment Master, In case of Court Cases (if any).	Till final disposal of case + 1 year
E		Processing files for all Consultants/Advisers/Retainers engaged through CHRD	Till the Consultants/Advisers/Retainers is engaged+1 years
F		Year wise Recruitment Reservation Register/Rosters for Group A & B positions	10 yrs in hard form & subsequently in soft form(after digitization).
G		Caste verification certificate and correspondence for Executives {Documents related to the selected candidate shall be transferred to the CP/Personal file of the candidate created as per SOP for CP file Maintenance}	5 years
H		Documents related to Verification of Character & Antecedents forms for Executives & letter to authorities, - registered AD slips, replies received {Documents related to the selected candidate shall be transferred to the CP/Personal file of the candidate created as per SOP for CP file Maintenance}	2 Years
11	Electronic data	All electronic data maintained in PMS database	Till the

			employee is on rolls of the company +5 years
12	Learning and Development		
A		Process file for subject wise Training programs conducted in-house containing, TNI document/ proposal from businesses/function, approval of Competent Authority, Nomination details, expense incurred. Result achieved.	2 years after the completion of the training program
B		Training History of individual Executives and Officers	Till the employee is on rolls of the company
C		Process file for subject wise Training programs conducted externally containing, TNI document/ proposal from businesses/function, approval of Competent Authority, Nomination details, expense incurred. Result achieved.	2 years after the completion of the training program
D		Training Feedback forms	1 year
E		Participants report on learning and Job Improvement Plan(JIP) from the external training program	10 years
F		Training Calendar including approvals	2 years
G		Annual Training Need Analysis record	2 years
H		Correspondence-Internal	2 years
I		Correspondence-External	2 years
J		Course material to be retained in Library in DVDs/LMS database and hard disk.	10 years from the date of training
13	Approved Forms/ Formats		
A		MPR	Permanently and as modified from time-to-time in Soft Form
B		Advertisement Approval	
C		Recruitment – Scrutiny/ Shortlisting	
D		L&D Nominations	
E		L&D Participant Feedback	
F		L&D – JIP	
G		Recruitment – Scrutiny/ Shortlisting	
14	Registers	Inward and Outward Register- office of SVP(HR)	2 years
15	Statutory Returns		
A		Form ER-I and ER-II under Employment Exchanges(Compulsory Notification of Vacancies) Rules 1970- for Executives.	1 yr in hard form & 5 years in soft form.

16	Agreements		
A		Employee Search Firms	2 years from expiry of contract
B		Back Ground Verification Agency	2 years from expiry of contract
C		Document Verification Agency	2 years from expiry of contract

Methodology for Disposal: By Shredder

B. Regional Human Resource Department :

Sr. No	Function/ Section/Cell	Record Classification	Retention Period
1	Establishment		
		Circulars/OMs/Guidelines	
A		All circulars/orders/guidelines related to organization structure/ life cycle events for regular employees.	10 yrs in hard form & subsequently in soft form(after digitization).
B		All circulars/orders/guidelines /IOMs related to engagement of persons on non regular or contractual basis including consultant/retainers etc.	10 yrs in hard form & subsequently in soft form(after digitization).
C		Subject wise Guard File containing all DOPT/DPE/ Government OMs/guidelines, Presidential Directives related to Officers(NUS), Unionized, Contractual, FTCE and Direct Contract employees.	10 yrs in hard form & subsequently in soft form
D		Notice of formation of Grievance redressal committee as applicable, approvals thereof	10 Years
E		Notice of formation of Sexual harassment Committee, approvals thereof, record of quarterly meetings	10 Years
F		Local/ Regional Office Notice/ Circulars	5 Years
2		Life Cycle Activities	
		Processing File for Organisational Changes /Transfers / Resignation /Postings / Re-designation of Officer(NUS),Unionized employees , Direct Contract & FTCE employees {Original Office orders/approvals related to Life Cycle events shall be transferred to the CP/Personal file of the employee created as	Till FY + 1 year

		per SOP for CP file Maintenance}	
		Processing file for Resignation cases in Officer, Unionized employees , Direct Contract & FTCE category {After processing, the approval documents are to be transferred to CP/Personal file}	2 years
		Copy of exit interviews as per policy	5 Years
3	Leave		
A		All Leave records For Executives	Till the employee is on the rolls +1years
B		All Leave records For Officers	
C		All Leave records For Unionized Category	
D		All Leave records For FTCE/Direct Contract	
E		Processing file for Privilege Leave Encashment.	Till the employee is on rolls of the company
4	Correspondences	Correspondences-Internal	Till FY + 2 year
A		Correspondences-External	Till FY + 2 year
5	CP files (Personal Files)		
A		CP Files of Officer, Unionized employees , Direct Contract & FTCE employees maintained as per the SOP for maintenance of CP files	Till the employee is alive +5 years if no dispute is pending. Soft copy to be retained permanently.
B		Personal files of Consultants, Retainers engaged in the region containing all approvals and other statutory documents	Till the Consultant, Retainer is engaged + 4 years
6	Medical Facility		
A		Process file for Medical facility/reimbursement for Unionized category employees	5 years
B		Process File for Medical reimbursement of Executives	5 years
C		Process file for Medical reimbursement under PRMBS	5 years
D		Process File for Annual Health Check-up for Executives	2 years
E		Process File for Annual Health Check-up for Officers	2 years
F		PRMBS Register with beneficiaries' details, claimable and claimed amounts, balances	Till the life cycle of the beneficiaries
G		PRMBS Process Files	
H		PRMBS enrollment forms, copy of subscription payments received	

7	Guard File	Guard file containing all DOPT/DPE/Ministry guidelines and Presidential Directives related to Reservation in Group C&D positions	Permanently
8	Welfare		
A		Process file for Uniform facility for Unionized category employees	3 years
B		Process files for LTA for Executives, Officers and unionized category employees	2 years
C		Process file for Merit Scholarship	5 years
D		List of employees receiving Long Service Awards	15 years
9	Recruitment/ Engagement		
A		Files containing Approval of Competent Authority(MPR) for Recruitment to all Regular and Non Regular in Officer(NUS) category, FTCE, Contractual, Out Sourced, Direct Contract, Consultant/Adviser/ Retainer positions.	10 yrs in hard form & subsequently in soft form
B		Process files (Recruitment Master)for all regular or non regular employment/ engagement in the region in Officer, Unionized Category, FTCE, Contractual and Direct Contract employees and non regular positions consisting of all documents as per applicable Recruitment Rules{Documents related to the selected candidate shall be transferred to the CP/Personal file of the candidate created as per SOP for CP file Maintenance}	5 years
C		File containing applications of unsuccessful candidates along with attached documents.	1 year after completion of recruitment process for the position
D		File containing applications of empanelled candidates along with attached documents.	1 year after completion of recruitment process for the position
E		Processing file for Confirmation of employees recruited on regular & FTC rolls including all confirmation appraisal documents {After confirmation, the approval documents are to be transferred to CP/Personal file}.	As per CP/Personal file
F		Process files for all deputation/engagements of persons of Out Sourced Agencies/Contractors in terms of approved Company Policy{Documents related to the engaged candidate shall be transferred to the Personal file of the candidate}	2 years
G		Year wise Recruitment Reservation	10 yrs in hard

		Register/Rosters for Group C & D positions	form & subsequently in soft form
H		Approved bills of outsourcing agency for recruitment/ recruitment agency	2 Years
I		Caste verification certificate and correspondence for Officers {Documents related to the selected candidate shall be transferred to the CP/Personal file of the candidate created as per SOP for CP file Maintenance}	5 years
10	On Boarding		
A		All process papers related to On-Boarding of Executives as per SOP for Employee On Boarding{After on boarding, the approval documents are to be transferred to CP/Personal file}	1 year
		Documents related to Verification of Character & Antecedents forms for Officers & letter to authorities, - registered AD slips, replies received {Documents related to the selected candidate shall be transferred to the CP/Personal file of the candidate created as per SOP for CP file Maintenance}	2 Years
		Induction plan, admin/ IT requisitions for new joinee	2Years
		Requisition for new ID card	1 year
11	Disciplinary Actions		
A		Employee wise Process files consisting of all documents (including Domestic Inquiry documents) as per CDRR(for Executives & Officers) or applicable Service/Disciplinary Rules for Unionized Category, FTCE/Direct Contract employees.	Till the employee is on the rolls + 5 years
12	Performance Appraisal		
A		Process file for Appraisal of Unionized Category employees	10 years
B		Process file for Appraisal of FTCE and Direct Contract category employees	Till their engagement with BL + 5 year
C		Appraisal records(including KPT setting, Mid Term Review and Year end Appraisal where applicable) for Officers(NUS), Unionized & Non Regular category employees in respective files or Online Database	Till the employee is on the rolls +5years
D		Moderation Committee minutes for Unionized, FTCE and Direct Contract employees(where applicable)	1year(After that it shall be maintained in

			digitized form)
E		Year wise Promotion Reservation Register/Rosters for Group C & D positions.	10 yrs in hard form & subsequently in soft form
13	Promotion		
A		Process file for Promotion of Unionized Category employees	5 years(After that it shall be maintained in digitized form)
B		Promotion orders for Unionized Category employees to be maintained in CP files.	As per CP file retention period
14	Filled Forms (Employee Related)	To be maintained in CP/Personal file	
A		Nomination documents under EPF & MP Act For Executives, Officers & unionized employees	Till the death of the employee + 5 years
B		Nomination documents under EPF & MP Act For FTCE & Direct Contract employees	
C		Nomination documents under EPF & MP Act For Non Regular/Contractual persons	As per SOP for Non regular engagement
D		Copy of Form 3(PS), 4(PS), 5(PS), 10 D, 11 & 13 R under EPF & MP Act	Till the death of the employee + 5 years
E		Form D, E, F, G, H,I, J,K,L and M as applicable under Payment of Gratuity (Central)Rules-1972	To be kept as part of CP/Personal file.
15	Manpower planning		
		Process file for Organizational structure/ restructuring (for SBUs)	10 years
16	Log Books		
		All Company owned vehicle logbook	3 years
		All company hired vehicle logbook	3 years after expiry of the hire period
17	HSE		
A		Daily HSE inspection check-list (HR portion)	2 years
B		First-aid report	2 years
		Record of PPE issued to all employees & contract employees	5 Years

		Register of accidents	5 yrs in hard form & subsequently in soft form
18	Wage & Salary Admin		
A		Attendance register/ soft copy punch data	5 yrs in hard form & subsequently in soft form
B		Time-off/ out-door duty/ tour/ attedance regularization slip in hard/ soft form as applicable	5 years
C		Process files for Pay Fixation of Unionized category and Non regular positions	10 years
D		Processing file for sanction of Perquisites and Benefits {After processing, the sanction documents are to be transferred to CP/Personal file}.	1 year
E		Employee claims for withdrawal from RPFC, Gratuity claims (copy to CP File)	Till the final settlement of the employee
19	Admin(Other Than RHR-ER)		
A		Copies of tenders, empanelment's, amendments, TCRs and supporting documents, purchase/ work orders, letter for negotiation and other correspondence with parties, vendor evaluation, blacklisting	10 years. In case of any dispute, the documents shall be retained till resolution of dispute.
B		Company Guest house allotment records and approvals, register	1 Years
C	Security		
i		Visitors' entry register	3 Years
ii		Material in/ out register	5 yrs in hard form
iii		Security report register	5 Years
D		Company accommodation allotment approvals, letters	3 Years
E		Car hiring requisitions, payments	Till the expire of the contract period
F		Company leased accommodation notes, approvals, payment records	10 Years
G		Administrative expenses/ approvals file	3 Years
H		Approvals for bazar purchases, other approvals for misc. administrative expenses	3 Years
I		Capex proposals, budgetary offers, sanctioned capex items, records of completion	10 Years
J	Properties		

i		Copies of all original property related documents for properties owned by the Company	Permanently in hard form or in Digitized Form
ii		Original documents related to rented/ leased properties incl. approvals	
iii		Correspondence with housing society, payment of charges, municipal charges and other utility payments for Company owned/ rented properties	Till the property is owned/rented by the company+5 years
K	Raj Bhasha Bibhag	Process Files related to Hindi workshop, Hindi quarterly meeting, Parliamentary inspection, internal inspection, Hindi Pakhwada, Hindi library, Govt. Circulars, Quarterly report	10 Years
L	CSR	Correspondence with HO/ NGO Partners/ Local administration regarding CSR projects	5 Years
20	Employee Relation	Long Term Settlements	
A		Process file for Long Term Settlements	Permanently in hard form or in Digitized Form
21		Agreements with Unions	Permanently in hard form or in Digitized Form
22		Process files for Grievance Readdressal Committee proceedings containing Grievances, action taken report & report to Ministry etc if applicable.	2 years
23	Union and Association	Routine Correspondence with Unions	5 years
24	Annual Declaration	Declaration of dependents for LTC & Medical facilities	Till the employee is on the rolls +5years
		Life certificate for PRMBS	Till the employee is alive
		Annual Property return	Till the employee is on the rolls +5years
25	R&R Award	Processing files for Reward & Recognition Awards	2 years
26	Loans & Recovery		
A		Process files for HBL, Car Loan, Furniture Equipment Scheme and other loans & their recovery	Till pendency of the loan + 2 years

27	Correspondence	Correspondence with Out Sourced Agency	5 Years
		Correspondence with statutory/ local authorities	5 years
28	Raj Bhasha Bibhag(RHR-ER)		
A		Correspondence with Ministry/Department of Official Language	1 year
B		Qtrly. Report of OL	1 year
C		Files pertains to Parliamentary Committee inspections	Till the Committee's next visit
D		OL Policy, Act & Rules, OL Check points Guard File	5 yrs in hard form & subsequently in soft form
E		Correspondence files-internal & external	1 year
F		Hindi Training Register	Till the employee on rolls.
G		Sanction of Awards under Hindi Incentive Scheme	Till completion of audit + 1year
		Parliamentary Committee inspection report on Hindi and compliance	Permanently in digitized form
29	Agreements with vendors/Service providers	All agreements with Service providers	Till 5 years after the expire of the agreement period
30	Registers>Returns/Forms		
A	Contract Labour(R&A) Act & Rules	All Statutory Registers, Returns and Forms	5 yrs after the last entry
B	ESI Act 1948	All Statutory Registers, Returns and Forms	5 yrs after the last entry
C	Payment of Bonus Act 1965	Form A, B, C and D under Payment of Bonus Act 1965 to be generated and retained by RHR-ER for the company.	5 yrs after the last entry
D	The Minimum Wages(Central) Rules 1950	All Statutory Registers, Returns and Forms	3 yrs after the last entry
E	Factories Act & Rules	All Statutory Registers, Returns and Forms	5 yrs after the last entry
F	The Payment of Wages Act 1936	All Statutory Registers, Returns and Forms	5 yrs after the last entry
G	Industrial Employment (Standing Order) Act 1946	All Statutory Registers, Returns and Forms	5 years from date of last entry
H	Minimum Wages Act 1963	All Statutory Registers, Returns and Forms	5 years from date of last entry

I	Shops and Establishment Act 1947	All Statutory Registers, Returns and Forms		5 years from date of last entry
J	Inter-State Migrant Workmen Act 1979	All Statutory Registers, Returns and Forms		5 years from date of last entry
K	Employee Compensation Act 1923	All Statutory Registers, Returns and Forms		5 years from date of last entry
L	Industrial Disputes Act	Register Of Settlements		5 years from date of last entry
31	MIS			
A		Quarterly manpower report, actuarial valuation data, HR inputs to Management report, holiday list incl. approval thereof		10 Years
B		Copies of Company HR policies incl. amendments, interpretations, clarifications		Permanently
32	Statutory Records			
A	Contract Labour (R&A) Act 1970	Registration Certificate in compliance to the provision under section 7(1) of CL(R&A) Act 1970		Permanently
		Certified copy of Contractor's License under CL(R&A) Act 1970		Permanently
		Copy of employment Card in Form XIV		5 Years
		Copies of all statutory notices displayed as relevant to establishment/ operating unit incl. Abstract of acts, Notice under Contract labour act		10 Years
B	Factories Act & Rules	FORM-1	Requesting Approval for Factory Building	Permanently
		FORM-2	Factory Licence Renewal application	
		FORM - 3A	Notice of Change of Manager	
		FORM - 4	Factory Licence	
		FORM - 5	Fitness Certificate	
		All other statutory Registers, Reports, Records, Returns, Cards, Certificates and Forms		
C	Maternity Benefit Rules 1967	All Statutory Registers, Returns and Forms		5 years from date of last entry
G	Employment Exchanges(Compulsory Notification of Vacancies) Rules 1970	Requisition Form	Central /local Employment Exchange depending on the nature of vacancies	5 years from date of last entry
H	The Gratuity Act 1972	All Statutory Registers, Returns and Forms		To be retained as part of CP/Personal file
I	Contract Labour (Regulation & Abolition)	All Statutory Registers, Returns and Forms		5 years from date of last
		Copies of separate e-challans/ECR, in respect		

	Act 1970	of contract employees employed by Contractors in Balmer Lawrie.		entry
		Details of remittances to ESI/ PF with supporting statements - for employees on direct/ contract rolls, copies of PF/ Pension forms		
J	ESI Act 1948	ESI / WCM	ESI Challan	5 Years
		FORM 0 - 1	Employers Registration Form	Permanently
		All other Statutory Forms		Until the personal dossier of the employee is maintained
		FORM - 5	ESI RETURN	5 years from date of last entry
		FORM - 6	Return of Contribution	
		FORM 6 -A	Statement of Advance payment of Contribution	
		FORM - 28	Assentation Verification - of employees on leaves	
		FORM 28-A	Assentation Verification - of employees on leaves	
		FORM - 37	Continuing Employment	
		FORM - 53	Application for Dispensary Change	
			Inspection Book	
K	Employees Provident Fund Act 1952	FORM 1	Application for grant of exemption	
		FORM 5-A	Return of Ownership	Until the personal dossier of the employee is maintained
		FORM 6-A (Revised)	Annual Contribution Statement	
		FORM 9 (EPS)	Declaration by a person taking up employment.	
		FORM - 2 (Revised)	PF Nomination	
		Form - 11 (Revised)	Declaration given by a person	
		FORM - 19	PF withdrawal	5 years from date of last entry
		FORM - 20	PF withdrawal for death case	
		FORM - 10 - C	if not work any company for Pension Claim below 10 years	
		FORM - 10 - D	Pension Claim	
		FORM - 31	Advance Form for PF	
		FORM - 13 A	PF Transfer Form	
		PF	Challan	
L	Minimum Wages Act 1963	All Statutory Registers and Forms		5 years from date of last entry
M	Shops and Establishment Act 1947	All Statutory Registers and Forms		5 years from date of last entry
N	Inter-State Migrant Workmen Act 1979	All Statutory Registers and Forms		5 years from date of last

			entry
33	Standardised Forms/ Formats		
34	Learning & Development	Approval for training programmes, fees, administrative costs, nominations, training attendance sheet	5 Years
35	ISO Documents	ISO 90001 Files (HR): Training Need identification, Competency mapping, Job description, training records	5 Years
36	Electronic data	All electronic data maintained in HRMS database	Till the employee is on rolls of the company +5 years
37	Grievance	Process file for Grievance redressal Committee proceedings containing Grievances, action taken report and report to Ministry and other statutory of Govt. bodies.	2 years from the date of filling of grievance

Note: All regional HR Heads shall be responsible for registration under 'Shram Suvidha' or any other portals as advised by appropriate government.

Methodology for Disposal: By Shredder

C. Health Safety And Environment Department :

Sr. No	Function/ Section/Cell	Record Classification	Retention Period
	HSE		
		HSE POLICY	Permanent
		HSE Manual	Permanent
		HSE Tenders	5 Years
		Records of Major Accidents[LTI/Fatality] and Investigations	10 Years
		HSE Audit Reports Internal	10 Years
		HSE Audit Reports External	10 Years
		HSE Training records (Internal)	5 Years
		HSE Training Records (External)	5 Years
		Mock Drill Records (Location wise)	3 Years
		HSE related Correspondence to Ministry	10 Years
		HSE Monthly Information system	5 Years
		RTI reply to any query	10 Years
		Licenses / Authorisations related to Environment , safety at Unit Level .[Documents to be available in Portal]	Parmanently
		Returns related to Health, safety , Environments at Unit level	10 Years

D. Corporate Legal Department :

Sr. No	Function/ Section/Cell	Record Classification	Retention Period
1	RTI	Cases disposed without attracting any 1 st Appeal	3 years
2	RTI	Cases attracting 1 st Appeal	3 years
3	RTI	Cases attracting 2 nd Appeal	5 years
4	RTI	Files relating to implementation, suggestion, guidelines etc.	Permanent
5	Legal	Arbitration & Litigation Cases (Non-Employee)	1 year from when the case is finally closed in all respects by Order or by limitation
6	Legal	Arbitration & Litigation Cases (Employee)	3 years from when the case is finally closed in all respects by Order or by limitation or separation of employee- whichever is later.

E. Corporate Communication Department :

Sr. No	Function/ Section/Cell	Record Classification	Retention Period
1	Corporate Communication	Circulars pertaining to Corporate Communications	Permanently
2		Publications (Corporate brochure, Brand Manual, Newsletter, House Journal etc.) – All publications are available in soft form	Permanently
3		Policies	Permanently
4		Process Files related to Branding activities/ events including the approvals of Competent Authority.	Permanently
5		Approved Press Releases / Media Briefings	Permanently
6		MOPNG queries related to Corp Comm / Advertising and Branding	3 years
7		Reply to Government Departments/ Ministries other than MOPNG.	3 years
		Tenders	5 years