

College of Agricultural Banking, Pune

Core/Main Subject	Sub-Activity	Preservation Period
Policies	Central Office Instructions	Permanent
	Circulars and instructions w.r.t. I Tax, GSLI, P.F. Nomination, D.A Gratuity etc	Permanent
	Use of Hindi	Permanent
Operational	Correspondence with Statutory Auditors	Permanent
	Inspection Reports, Audit Reports, Compliance	Permanent
	Annual Closing, RBI General A/C Reconciliation, TRAs	Permanent
Academics	Correspondence in Academic Section	5 years
Misc	Hindi Library	Permanent