

Preservation Period of Files in Foreign Exchange Department

Preservation period of common file types*

Sr. No.	Subject	Preservation period (for all divisions)
1	Policy Files	Permanent
2	Notifications, Circulars and Master Directions	Permanent
3	Court Cases	Permanent
4	Joint Parliamentary Committee	Permanent
5	Gol references (excluding policy matter)	5 years
6	Correspondence with DoE, CBI (routine correspondence)	5 years
7	General Correspondence with Central Office Departments/ ROs/ ADs	3 years
8	References from PCD	3 years
9	RIA	3 years
10	Parliament questions	5 years
11	AD/RO Conference	2 years
12	Inspection files/Audit/MASI/RBIA/CSAA	5 years
13	DO letters - Quarterly DO letters to ROs, BMDO	1 year
14	Monthly Work Certificate	2 years
15	Third copy file	5 years
16	Destruction of records	Permanent
17	File Registers, Guard Files	20 years
18	Administration, dead stock, stationary notes, training, staff & other matter	3 years

*Preservation period for common file types shall not apply to Administration Division.

Preservation period of division specific files

Administration Division

Sr. No.	Subject	Preservation Period
1	Medical & Telephone Section	
	Telephone / Mobile / Car Booking /Various Statements	6 years
	Audit/ Inspection/ CSAA Report	6 years
	Central Office Instruction / Correspondence with Central Office	Permanent
2	Leave / Increment Section	
	Leave Matter – 1) OL/SL/EOL/Applications and Special Casual Leave 2) CL Applications	3 years 1 year
	Pay fixation circulars	Permanent
	Service Sheets	30 years after retirement
3	Discipline & Vigilance Section	
	Vigilance & Discipline Statements & Correspondence /	15 years

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	Strike Call / Court Liabilities / PAR Correspondence – Class I/ III/ IV employees / Transfer of Service Records / Late Attendance	5 years
	Service Files of the employees in Department	5 years after retirement
	Central Office Circulars	Permanent
4	Inspection & Audit Section	
	Office Circulars / Revision of Audit Guidelines	Permanent
	Inspection Report / Compliance – FED.CO / Concurrent Audit / Control Self-Assessment Audit / SNAP Audit (Inspection Department) / Inspection Reports Regional Offices / Misc. Files / Surprise verification of Cheques / Position of work in Estt. Section – Quarterly statement to DEBC / Audit Report Compliance / Audit Report Regional Offices	6 years
5	Housing Loan / Vehicle / Education / Conveyance Section	
	Education Circulars / Conveyance Circulars / Housing Loan File	Permanent
	Education Applications / Conveyance Applications	10 years
6	Dead Stock & Stationery Section	
	ECS Payment / Recaning of Chairs / Payment of Xerox Charges / AMC of Photocopiers – HCL Info systems / Electricity Bills Payment – CGM & GM / Miscellaneous / General / Donation of PCs / Bank Guarantee / Insurance of Bank Property / Budget Provisions / Printing of General & Master Circular / Printing of GR/PP Forms / Making of Rubber Stamps and Name Plates etc. / Offset Printing & Xeroxing / Hire of Mazdoors for Shifting / Bill paid / ECS Payment / Stationery Issued / RBI Diaries, Calendars & Central Office Correspondence / Monsoon Equipments / Miscellaneous	3 years
	Computer Software/Hardware / Old Software-Info experts / Renovation of 10th, 11th & 5th floor / Franking Machines / Purchase of Furniture Cabin / Repairs of Furniture / Purchase of Fax Machine / Telecommunication Equipment / Correspondence / Purchase of PC/Printers & Photocopiers / A/C for Gr.'F' at Residence / Physical Verification of Stationery Articles/ Computer Consumables / RBI News Letters and Priced Publications / Repairs to Banks' Property other than buildings / Destruction of Old Records/ Newspapers & Payments received thereof	5 years
	Quarterly Statements of supply/ Purchase	6 years
	Inspection/ Audit Compliance / Library Books	10 years
	Depreciation of Dead Stock Articles / Central Office Instructions / CGM facilities / Annual Closing / List of Stationers & Mumbai Office Correspondences	Permanent
7	Staff Section	

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Statement – Quarterly/Half Yearly/ Yearly / Class I Gr.'A', 'B', 'C' & 'D' Officers & above- Correspondence / Departmental Examinations – Promotion to Grade 'A' / Miscellaneous and Class III/IV Correspondence / SC/ST/PH/Ex-Servicemen	5 years
Class I / III / IV – Retirement/ VRS / Retirement Review	5 years after Retirement
Sanction Strength / Review of Temporary Post / Circulars	Permanent
Correspondence relating to Grant of PP to Officers in Gr. 'A', 'B' & Class III	5 years
Master Circulars on Retirement Review / Correspondence Relating to Review of Posts	Permanent
Class I Correspondence relating to Annual Retirement Review / Retirements / VRS etc. / Class III / IV relating to Annual Retirement Review / Retirements / VRS etc / Compassionate package etc.	5 years after retirement

8	Training Section	
	Staff Evaluation and Assessment / M.Phill. Ph.D and BIS Nomination /Miscellaneous File /Summer Placement / Quarterly Statements etc./ Calendar of Programmes / Committee Meetings / Training in FED for Officers in Gr.A/B-Merit/Qualifying/ Training/Faculty Support at BTC/CAB/RBSC/Rajbhasha / Training / Faculty Support at Outside Institutions / Training within RBI/Faculty Support / Mentoring in RBI / Prospectus received from External Institutions / List of Officers in FED, CO/ROs /Incentive Scheme / Awards / Training /Faculty Support at ZTC / Budget/Inspection Paras /Commercial Bank Training	5 years
	Training Sheet Records (Sent/Received) / Foreign Training Circulars / Training Circulars / Training Circulars – (Incentive Scheme/Awards)	Permanent
9	Account Section	
	a) Concurrent Audit Record Compliance/ b) Inspection Report Compliance – Inspection Department, Management Audit & Systems Inspection/ Specimen Signatures / Budget Provision – Quarterly Review and Annual Budget / Miscellaneous Correspondence/ Receipt of Compounding Application Fees & Penalty Amounts from CEFA Cell / Office Orders/Circulars issued by Staff Section I (FED) in connection with Transfers / Retirements, etc. Annual Closing of Bank's Accounts / Annual Closing of Bank's Accounts – Annual Returns to DGBA c) Speed Post – GPO/ Professional Courier – Correspondence/ Cheque Payment – Law Charge/ Cash/Cheque Payment – Postage, Speed Post, Franking Machine/ Professional Courier / Transfer Responding Advices received from Central Office Departments/ Regional Offices – Marked off in PAD – 048A Register / Cash Payment – Petty	5 years

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	Cash/Presentation of Mementos and Miscellaneous / Honorarium paid to Officers for delivery of Lecture/ Talk, etc. / Sundry Deposits Account/Suspense Account – Balancing of all other Accounts–/ Local Conveyance Bills / Correspondence regarding Local Conveyance Bills /	
	Charges Account – Monthly Statement /Monthly COT Statement received from DAD, Mumbai / RBI General Account – Daily statement to DGBA / Letters/References received from DGBA on RBI General Account/Sundry Deposits Accounts / Suspense Account, etc. /Department / Weekly Statement of Affairs to DGBA/ Important Circulars received from Central Office	Permanent
	LSF Payments/ Annual Closing Returns	Permanent
	Housekeeping Statements/ Income Review Statements/ SRC Certificates to SRCC,HRMD	6 years
	Direct Settlement cases/ Misc. Vendor Payments/ Misc. Staff payments/ Air Tickets forwarded to HROU-BKC for payments/ Training bills forwarded to HROU-BKC for payment	3 years
10	Receipt & Dispatch Section	
	Misc / Misc. Letters & Postal Dockets / Time Management Attendance / Disposal of Pending Letters and Misc. Matters / Courier Receipts / Courier Agreement	3 years
	Preservation of Records	Permanent
	Franking Machines Papers	5 years
	Monthly Work Certificates / Application Tracking System	6 years

Trade Division

Sr. No.	Subject	Preservation period
1	Issues related with inter-institutional interests like data collection / submission / EOUs etc.	Permanent
2	Half yearly XOS Statements (not mandatory wef h/y June 2009)	3 years
3	Correspondence regarding non-receipt of caution-list data etc.	10 years
4	Caution Advices received from DBS, CO, RBI, Mumbai	10 years
5	GR matching / GR destruction etc.	10 years
6	Revision of Softex procedure	Permanent
7	Correspondence regarding Softex Forms. Issues like numbering, loss of forms in transit, printing etc.	5 years
8	Correspondence regarding the issues raised by ADs / ROs, phase-wise changes in the New XOS Package, conducting of training sessions / workshops etc.	3 years
9	Correspondence by e-mail regarding the issues raised by Ads / ROs, phased-wise changes in the New XOS Package, reminders regarding the timely upload and weekly report of the upload at the end of a half year, etc.	3 years

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10	Method of Payment	5 years
11	Deep Sea Fishing	10 years
12	Miscellaneous matters	3 years
13	Indo – Bangladesh Joint Business Council (IBJBC)z	5 years
14	Correspondence related to SEZ	5 years
15	Carbon Credits	5 years
16	Full-fledged factoring Services	5 years
17	Border Haat – Indo – Bangla Trade along the border between India & Bangladesh	5 years
18	Board of Trade	Permanent
19	Cross LOC Trade between J&K & PoK	10 years
20	Project Exports – Contracts awarded to Indian exporters	20 years
21	Project Exports – Miscellaneous Correspondence	3 years
22	Imports – General Correspondence	3 years
23	Import of Gold / Silver / Rough Diamonds	10 years
24	Insurance – Correspondence (GIC/LIC)	3 years
25	EEFC A/c - General Correspondence	3 years
26	Foreign Currency A/c – General Correspondence	3 years
27	Opening Office abroad – General	3 years
28	Guarantees /LCs	3 years
29	ACU Mechanism - General	5 years
30	Diamond Dollar A/c – General Correspondence	3 years
31	Statements	3 years

External Commercial Borrowing Division (ECBD)

Sr. No.	Subject	Preservation period
1	ECB – Approval route (LKN)	Permanent
2	Trade Credits – Approval (LIN)	Permanent
3	Empowered Committee on ECB	Permanent
4	ECB – Automatic route servicing	10 years
5	Trade Credits – Automatic route servicing	10 years
6	ECB – Rejected	10 years
7	Trade Credits - Rejection	10 years
8	FCCB/ FCEB	10 years
9	Structured Obligation	10 years
10	Rupee Bonds	10 years
11	High value customer correspondence	5 years
12	Application/ system	5 years
13	Monthly ECB data	5 years
14	Monitoring of ECBs	5 years
15	Guarantee invoked statement	5 years
16	Statement of guarantee for TC	5 years
17	Trade credit reporting by Oil companies	5 years
18	Miscellaneous	3 years
19	Email	3 years
20	Compounding cases	10 years

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Cell for Effective Implementation of FEMA (CEFA)

Sr. No.	Subject	Preservation period
1	Documents / papers related to Compounding process of contravention cases.	**Permanent

** (Preservation period for compounding cases may be treated as permanent till such time that all the compounding orders are available in the package as scanned copies.)

Overseas Investment Division (OID)

Sr. No.	Subject	Preservation period
1	Approval Files Approved and Live UINs Closed UINs	- Permanent 5 years after closure
2	Agenda Notes & Minutes of Spl. Committee Meetings	20 Years
3	Correspondence with Government of India / Other Organisations regarding Data / Periodical Reports	10 Years
4	Miscellaneous Correspondence	10 years

Computer Division

Sr. No.	Subject	Preservation period
1	FED Applications Migration	Till application is phased out
2	Audit Trail of Applications	3 years
3	BCP Document for Applications	Till application is phased out or BCP document undergoes change
4	Budgetary Provision & Review	3 years
5	Technical Evaluation Committee Meetings and Agenda (Hardware Purchase)	3 years
6	Registration Authority	5 years
7	AMC for FED Applications	3 years from date of AMC
8	New application Software Development including various committee minutes, agenda & approvals	Till application is phased out
9	Miscellaneous Correspondence	3 years

Planning and Coordination Division (PCD)

Sr. No.	Subject	Preservation period
1	FEMA Policy issues	

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	Current –Capital Accounts/SEZ / FERA Cases /High Level Committee on Capital Markets /Committee of Capital Account convertibility/ Committee of Financial Sector Reforms / FCRA, Citizen Charter	Permanent
	Opening of FED Offices etc.	Permanent
2	Government business	
	Payment of premium on Exim Scrips	5 Years
3	Material contribution to	
	Monetary Credit Policy	5 Years
	Trends & Progress	3 Years
	RBI Bulletin	1 Year
	IMF annual Report	3 Years
4	Conferences/Meetings	
	Meeting with ROs other than RO Conference	2 Years
	FDMC/FSR/IRTG/FSDC/FSDC-SC	5 Years
	BLMC	3 Years
	Memorandum to Central Board	3 Years
	DG's Committee	3 Years
	Information note to Committee of Central Board	3 Years
5	Customer Service	
	Complaints from Directorate of Enforcement, CPGRAMS including fictitious offers	3 Years
6	Legal Cases	
	Engagement of Advocate	Permanent
	Statement of Pending Court cases and other routine matters	1 Year

Foreign Investment Division (FID)

Sr. No.	Subject	Preservation period
1	Transfer of shares - Cases	10 years
2	Reports of Committees	Permanent
3	Various Statements /Data	1 year
4	Compounding cases	10 years

New Delhi, Central Office Cell

Sr. No.	Subject	Preservation Period
1	LO/BO Approvals/Rejections	Permanent
2	Files pertaining to permission for acquisition /transfer of immovable property in India	Permanent
3	Permission for opening foreign currency accounts in India and abroad to Indians and Foreigners under FEMA Notification 10 R	Permanent
4	Permission for remittance of assets by NRI/OCI Card holders/foreigners from balances of NRO accounts/sale of assets beyond USD 1.00 million	Permanent

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5	Granting permission for opening INR account, NRO accounts, SNRR accounts & ESCROW accounts by foreigners	Permanent
6	Guidance to Regional offices in above matters	3 years
7	Replying to the queries (email or letter) of a public on the matters related to foreign currency accounts/remittance of assets etc	3 years
8	Analysis of statements received from AD banks on monthly basis towards remittances from NRO account by NRI's/OCI's	3 years

External Payment Division (EPD)

Sr. No.	Subject	Preservation period
1	Special approvals under Liberalised Remittance Scheme (LRS)	5 years
2	Miscellaneous approvals-[LRS; FEM (CAT) Rules, 2000; shipping agents; airline companies; credit cards; education; medical; donation; guarantee; netting off etc.]	5 years
3	Invocation of guarantees- statements	2 years
4	Monthly/Quarterly review of LRS data	3 years
5	Compounding cases	5 years
6	General Correspondence – Overseas Forex Trading	3 years

Authorized Persons Remittance Division (APRD)

Sr. No.	Subject	Preservation period
1	Approval Files.	Permanent
2	Breach of KYC/AML/CFT Guidelines File	10 Years
3	All Statements - Monthly, Quarterly, half - yearly	3 Years
4	Other Misc files, correspondence etc	3 Years

Data Analysis Division (DAD)

Sr. No.	Subject	Preservation period
1	Formation of data analysis division	20 years
2	Data Analysis	5 years
3	Miscellaneous correspondence	3 years