

RESERVE BANK OF INDIA SERVICES BOARD

Preservation period

(Revised w.e.f November 18, 2013)

| Sr. No. | Core/Main subject | Sub-Activity | Preservation Period |
|---|---|---|---------------------|
| 1 | Formation of the RBISB/ Appointment of the Chairman/ Members | RBISB Regulations 1968 | Permanent |
| | | Appointment of Chairman & Members of the Board ; T & C of their appointment; facilities; Correspondence with the Central Office | Permanent |
| 2 | Policy matters – recruitment related | Minutes of Board Meetings – regarding policy matters | Permanent |
| | | Policy matters- Reservation for SC/ST candidates | Permanent |
| | | Policy matters - Reservation for OBC candidates | Permanent |
| | | Policy matters /Instructions regarding PWD candidates | Permanent |
| | | Policy decisions/ Correspondence – staff recruitment policy | Permanent |
| | | Policy matters regarding - Direct Recruitment of Officers in Grade- 'B' | Permanent |
| | | Policy matters regarding - Direct Recruitment of Officers other than Grade-'B' | Permanent |
| | | Policy matters regarding Departmental Examination- Grade- 'A' | Permanent |
| | | Policy and Scheme of promotion - Staff Officers in Grade- 'A' | Permanent |
| | | Policy related correspondence- Select list of Officers Grade- 'A' for promotion to Grade- 'B' and Grade- 'B' to Grade- 'C' | Permanent |
| | | Policy & procedure – Competitive Exam for Staff Officers (SO) in Grade-I & II | Permanent |
| | | Scheme for Competitive Examinations | Permanent |
| | | Scheme for Select List of Hindi Asst. and Hindi Officers in Gr-'A'/'B' | Permanent |
| | | Scheme of merit based selection -Officers in Grade -'A' to Grade- 'B' | Permanent |
| | | Scheme of selection of A.E. (Civil & Electrical) through Merit Channel | Permanent |
| | | Policy matters– Recruitment of Executive Interns | Permanent |
| | | Policy matters- Campus Recruitment- Officers in Grade- 'B' | Permanent |
| | | Policy- Campus recruitment of Technical Officers | Permanent |
| | | Yearly Calendar of Recruitments | 5 Years |
| | | Policy matters- Computerisation of Recruitment Process | Permanent |
| | | Policy matters- Use of Hindi in competitive exams | Permanent |
| | | Report of the Expert Committee on HRD | Permanent |
| | | Correspondence on policy matters/ outsourcing matters with IBPS/NIBM/IIBF/etc. | Permanent |
| Correspondence on policy matters with UPSC/ other Service Commissions | Permanent | | |
| Policy- Special recruitment Drives | Permanent | | |

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| | | Correspondence on policy issues | Permanent |
| 3 | Documents relating to Examination/Interview of candidates for recruitment from the open market or promotion of staff/officers of RBI | | |
| 3.1 | Applications | Application and documents received from candidates (except those who have been finally selected and kept in Reserve List (Waiting list) in respect of all recruitments held by the Board | 6 months from the date of finalisation of final result by the Board. |
| 3.2 | Used Answer Scripts (Used by candidates in the examination of all recruitments and promotions conducted by the Board.) and documents relating to blank Answer Scripts | <p>(i) Except those pertaining to pending court cases <u>for direct recruitments</u></p> <p>(ii) Except those pertaining to pending court cases <u>for internal promotions</u></p> <p>(iii) pertaining to court cases for direct recruitments/internal promotions</p> | <p>6 months from the date of announcement of the final results on the Bank's website or 2 months from the date of display of mark sheets on the Bank's website, whichever is later.</p> <p>6 months from the date of communication of the final results to the Bank (HRMD, CO) or 2 months from the date of forwarding the Mark Sheets of candidates to the Bank (HRMD, CO), whichever is later.</p> <p>Till pendency of the court case (if intimated during the normal retention period) plus any additional period as directed by a Court of Law/Tribunal or in sub para (i) and (ii) above, whichever is later.</p> |

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| | | Correspondence regarding blank answer books | 5 Years |
| | | Register of stock of blank answer books | 5 Years |
| | | Annual Verification register & Receipt of Form-D | 5 Years |
| 3.3 | Question papers (of all examinations for all recruitments/ promotions conducted by the Board and any external agency.) | (i) Objective Type | Immediately after the examination, on receipt of the same from all examination centres. (If outsourced to external agency – the agency may destroy as per its preservation policy) |
| | | (ii) Descriptive Type | 3 years from the date of conduct of that paper. (If outsourced to external agency – the agency may destroy as per its preservation policy) |
| 3.4 | Documents relating to actual conduct of the Examination | (i) Attendance sheets (of candidates except those who have been finally selected). | 6 months from the date of finalisation of final result by the Board. |
| | | (ii) Collected Admission/Call letters. (of candidates except those who have been finally selected). | |
| | | (iii) Forms A, B, C & E - in respect of all candidates | |
| | | (iv) Cases of unfair means used by candidates in exam | 10 Years |
| 3.5 | Mark list; Interview folders; Reserve List (of all examinations/ recruitments conducted by the Board.) (including the mark list received from external agencies) | Mark list (i) received from external agencies and (ii) Objective papers processed in Board Office. | 6 months from the date of finalisation of final result by the Board. |
| | | Interview folders-Chairman and other Members (consolidated) -For all interviews. | 3 years from the date of finalisation of final result by the Board. |
| | | Reserve list and Document file of Reserve Listed Candidates - for all open market recruitments. | 1 year after the lapse of the Reserve list or Date of finalisation of results of next recruitment (for the same post), whichever is earlier. |

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| 3.6 | Recruitment Registers/Files | Recruitment Registers for Direct Recruitment of Officers in Grade - 'B'(DR)(General) | 10 years -from the date of receipt of indent (from HRMD, CO) for last entry made in the register. |
| | | Recruitment Registers for various Open Market Recruitments (other than Grade- 'B'(DR)(General) | |
| | | Registers for various 'Select Lists' | |
| | | Registers pertaining to Departmental examinations. | |
| | | Secret files of various Recruitments/Selections Recruitment-Miscellaneous Correspondence | 10 years from the date of receipt of indent from HRMD, CO,RBI |
| 3.7 | Service Records of candidates (for promotions) | Copies of PARs/ Marks of PAR in respect of Select List/Merit Channel Grade-'A' to 'B'/ Departmental promotions (from Class-III to Grade -'A'), etc. | Till declaration of the results. |
| | | Service records (e.g. leave record, vigilance /discipline case report, bio-data, etc.)-for Qualifying & Merit Grade – 'A' to 'B'; for Departmental promotions (from Class-III to Grade -'A'), etc. | 1 year from the date of finalisation of final result. |
| 3.8 | Paper setters/ Examiners related | List/Panel of Paper Setters/Examiners | Permanent |
| | | Secret Correspondence with Examiners for conduct of examination and payment to them | 10 Years from the date of receipt of indent from HRMD, CO, RBI |
| 3.9 | Recruitment related Expenditure | Payment to Advertising Agencies | 5 years (from date of last payment made) |
| | | Any other Expenditure incurred in connection with the recruitment | |
| | | Correspondence regarding receipt of DDs/IPOs/ Application fee | 2 years (from date of last receipt/ payment made) |
| | | Payment of Travelling Allowance to the candidates appearing for interviews | |
| | | Copies of Advt. issued | Permanent |
| | | Panel of advertisers for recruitment & Instructions/ circulars on advertisement | Permanent |
| 3.10 | Court cases | Recruitment related court cases- individual file/case | Permanent |
| | | Court case monitoring register | Permanent |
| | | Court case related statement | 5 Years |
| 3.10 | Recruitment package | New recruitment package | 10 Years |
| | | Monthly Status Report on progress of work relating to various recruitments | 3 Years |
| 4 | Grievance Redressal Cell | Redressal of grievances of the Officers (individual cases) | 1 year (from date of last correspondence/ note in the case) |
| | | Instructions/ circulars on GRC | Permanent |
| 5 | Disciplinary Cases | Tendering of advice of the Board on Disciplinary Cases | 1 year (from date |

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| | | (individual case) | of last correspondence/ note in the case) |
| | | Instructions Circulars on Staff Discipline | Permanent |
| 5 | Annual Report | Furnishing of Annual Report to the Governor | Permanent |
| | | Correspondence and Papers related to Annual Report | 5 Years |
| 6 | Inspection/Audit of the Board | Systems & Staffing Inspection and Audit Report | 6 Years |
| | | Concurrent Audit/CSAA / Statutory/Snap /MASI/ RBIA/IS Audit/ Digital Signature Audit, other audit or inspection reports | 5 Years |
| | | Compliance to Concurrent Audit/CSAA /Statutory/Snap / MASI/RBIA / IS Audit/ RA Audit , other audit or inspection reports | 5 Years |
| | | Statements related to any Audit and Inspection | 3 Years |
| | | Minutes of meetings with Concurrent Auditors | 3 Years |
| | | Payment to any Auditor | 3 Years |
| 7 | Circulars/Office Orders issued by the Bank | Staff quarters/Holiday home circulars | 5 Years |
| | | Office orders issued by Central Office | 10 Years |
| | | Circulars-Legal Department | 10 Years |
| | | Circulars received from various offices | 5 Years |
| | | Administration Circulars | 10 Years |
| | | Circulars issued by DBOD/UBD/FED | 3 Years |
| | | Circulars regarding PAR /PMS system | 10 Years |
| | | Circulars on IES | 10 Years |
| | | Miscellaneous circulars | 5 Years |
| 9 | RIA 2005 | Right to Information Act, 2005-Policy Files (including CO circulars) | Permanent |
| | | Right to Information Act. 2005-Case Files (Applications as well as appeals) | 3 Years |
| | | RIA related various statement | 3 Years |
| | | RIA application monitoring register | 3 Years |
| | | Recruitment related Complaints | 3 Years |
| | | Complaints monitoring register | 3 Years |
| 10 | Use of Hindi & OLIC | Circulars & Parliamentary instructions w/r to Implementation of OLIC | Permanent |
| | | Use of Hindi in Bank | 10 Years |
| | | Quarterly reports relating to progressive use of HINDI, OLIC | 5 Years |
| | | Hindi Teaching and Training | 5 Years |
| | | Misc. correspondence about Hindi | 5 Years |
| | | Rajbhasha, OLIC – departmental - minutes | 5 Years |
| | | Rajbhasha , CO, OLIC minutes | 5 Years |
| | | Instructions regarding Official Language | 10 Years |
| 11 | Library | Library related circulars policy papers | Permanent |
| | | Correspondence of Library Books and payment | 5 Years |
| | | Register of Library Books Stock- Gen-064 | Permanent |
| | | Book issue Register –Gen-065 | 1 year |
| | | Magazine issue register | 1 year |
| 12 | Registers | Attendance/ deployment register | 3 Years |

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|---------|-------------------|---|---------------------|
| | | Staff sanctioned strength register | Permanent |
| | | Inwards/ outward letters register | 5 Years |
| | | Postage register | 3 Years |
| | | Bills payable register | 5 Years |
| | | Files register (name & number) Gen-043 | Permanent |
| | | Register of current books and registers/files- Gen-058 | Permanent |
| | | Record register- Gen-059 | Permanent |
| | | Register of withdrawal from record room –Gen-060 | 3 Years |
| | | Dead Stock Inventory Register- Gen-DAD-079 | Permanent |
| | | Register of Dead Stock Articles –DAD-080 | Permanent |
| | | Dead Stock Account register –DAD-081 | Permanent |
| | | Destruction of old records register | Permanent |
| | | Overtime register | 5 Years |
| | | Suspense and Sundry entries-register | 5 Years |
| | | Charges account register | 3 Years |
| | | Telephone Bill register | 3 Years |
| | | leave application Inward register | 3 Years |
| | | Cheque Issue Register | 5 Years |
| | | OL/SL/EOL Register | 5 Years |
| | | Register of stationery articles | 3 Years |
| | | User ID monitoring register | 3 Years |
| | | Register of petty cash expenses –DAD-082 | 3 Year |
| | | Register of claims made for reimbursement of tea lunch, dinner, conveyance charges | 3 Years |
| | | Quotation register for stationery items, computer consumables, printing work, etc. –DAD-092 | 5 Years |
| | | Register of records of lunch interval-Gen-002 | 3 Years |
| | | Register for TRAs received- PAD-048 B | 3 Years |
| | | Key Register-Gen-068 | Permanent |
| | | Bill Inward Register | 5 Years |
| | | Contingent Liability Register | Permanent |
| | | GM Custody- File movement Register | 5 Years |
| | | GM Custody- New File opening Register | Permanent |
| | | Double custody-Key movement Register | 10 Years |

Administration - Miscellaneous routine work/ Bills & payments

| | Core/Main subject | Sub-Activity | Preservation Period |
|---|---|---|---------------------|
| 13 | Administration - Miscellaneous routine work/ Bills & payments | Miscellaneous correspondence | 5 Years |
| | | Misc. Correspondence with HRMD (other than recruitment process) | 5 Years |
| | | Budget related CO instructions | Permanent |
| | | Budget Estimates /control - RBISB | 5 Years |
| | | Monthly Work Certificates | 5 Years |
| | | Casual Leave/Special Sick Leave applications and its sanction | 5 year |
| | | OL /SL /EOL / Spl. casual leave (joining period/sports) applications and sanction advices -For officers | 5 Years |
| | | OL /SL /EOL / Spl. casual leave (joining period/sports) applications and sanction advices -For Class-III & IV | 5 Years |
| | | CL/Spl. Sick Leave Card | 5 Years |
| | | Monthly statement of leave to HRMD & DEBC | 5 Years |
| | | Staff Discipline & Punctuality- surprise check reports | 5 Years |
| | | PAR related correspondence- Class III & IV | 5 Years |
| | | PAR/PMS related correspondence- Class –I | 5 Years |
| | | Office orders issued by RBISB | 5 Years |
| | | Correspondence relating to Training | 3 Years |
| | | Half yearly closing of accounts | 5 Years |
| | | Routine Quarterly statements | 3 Years |
| | | Routine Monthly Reports /statements | 5 Years |
| | | Sanction of overtime-class III and class IV – OT Registers and OT statements | 5 Years |
| | | Inward registers(DMIS statements) | 5 Years |
| | | Supply of Liveries | 3 Years |
| | | Papers relating to Annual Work Plan | 10 Years |
| | | Papers relating to Officer's Lounge/ Sodexo coupon | 5 Years |
| | | Coupons sold register | 5 Years |
| | | Surrendered Coupons register | 5 Years |
| | | Stock Register | 5 Years |
| | | Petty cash vouchers | 5 Years |
| | | Petty Cash register | 5 Years |
| | | Petty cash -file | 3 Years |
| | | Hard copy of Vouchers | 10 Years |
| | | Minutes of BLMC meetings | 3 Years |
| | | Prevention of sexual harassment at work place- Instruction | Permanent |
| | | Prevention of sexual harassment at work place- cases referred to Central complaints committee | 10 Years |
| Prevention of sexual harassment at work place- case file/correspondence | 3 year from closure | | |
| Retirement reviews | 10 Years | | |
| General account Reconciliation | 20 Years | | |
| Housekeeping – sundry suspense-correspondence and monthly statements; statement of payments above Rs. 20 lakh | 10 Years | | |
| Destruction of old records & Correspondence with | Permanent | | |

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|--|-------------------|--|---------------------|
| | | Archives | |
| | | TRANSFER OF CHARGE | Permanent |
| | | Bin books | 1 Year |
| | | Renewal of Post Bag | 2 Years |
| | | Specimen Signatures of Officers | Permanent |
| | | List of Holidays | 5 Years |
| | | Income Tax/ Prof Tax deduction at source | 5 Years |
| | | Filing of e-TDS returns | 5 Years |
| | | Digital Certificate & RA Audit | 10 Years |
| | | Staff sanctioned strength and correspondence. | 5 Years |
| | | Insurance policy- cash – in transit, | 3 Years |
| | | Half yearly statement of closing | 3 Years |
| | | Yearly statement of closing | 3 Years |
| | | Residential address and contact details of staff | 10 Years |
| | | ECS/IES transactions- statements and mandates | 5 Years |
| | | ECS payment of local conveyance | 5 Years |
| | | Correspondence regarding ESCAM/Smart card | 5 Years |
| | | Correspondence regarding- Bank Calendar and Diary | 3 Years |
| | | Vigilance correspondence | 10 Years |
| | | Medical claims in respect of Officers& Employees (PTS) and Health check up, spectacles | 5 Years |
| | | Car Booking and Payment | 3 Years |
| | | Payment of Education Allowance | 5 Years |
| | | Payment of Entertainment Allowance | 3 Years |
| | | Payment of Book Grant | 3 Years |
| | | Payment for Newspaper | 3 Years |
| | | Payment to Blue Dart | 5 Years |
| | | Payment of Scholarships | 5 Years |
| | | Telephones related Correspondence and payment of Bills (actual & declaration)(residential & Official) (Mobile handset) | 5 Years |
| | | Payment to officers for Honorarium, late sitting, tea, lunch, conveyance | 5 Years |
| | | Newspaper/magazine bills for office and correspondence | 5 Years |
| | | Hotel bills/TA/HA bills/ Requisition for air ticket booking/ of Chairman/Members /Officers/Staff | 5 Years |
| | | Payment of FRO | 10 Years |
| | | FRO payment Register | 10 Years |
| | | Payment for Briefcase | 5 Years |
| | | Payment of stationery items/ and stationery correspondence | 3 Years |
| | | Payment of computer peripherals – consumables | 5 Years |
| | | Computer purchase- hardware/ software, bills, DIT Statements | 5 Years |
| | | Computer –AMC | 5 Years |
| | | Payment of Furniture items/ ACs/ Fax/ Photocopying machine/ fans/TV/Electrical and Electronic items | 5 Years |
| | | Payment for renovation of building | 10 Years |
| | | Payment of Conveyance Charges/ car insurance | 3 Years |

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|--|--------------------------|--|----------------------------|
| | | Payment of Honorarium to Chairman & Members | 5 Years |
| | | Payment of petrol/Driver charges to Chairman/ Members | 5 Years |
| | | Payment of Electricity Charges to GM on declaration | 3 Years |
| | | GSLI related correspondence | 3 Years |
| | | Medical related circulars | 3 Years |
| | | LFC related circulars | 3 Years |
| | | Housing - Qtrs/ Lease/ VOF –THH/ booking | 3 Years |
| | | PF / Gratuity –related correspondence | 3 Years |
| | | Salary/increment related correspondence and circulars | 10 Years |
| | | Pension related correspondence | 3 Years |
| | | Charges account statements | 10 Years |
| | | Payment of set top box /cable charges | 3 Years |
| | | Payment of Air booking bills | 3 Years |
| | | Payment of flowers | 3 Years |
| | | Correspondence and circulars about-E-Kuber/CBS/DGBA | 5 Years |
| | | Monthly statement of Analysis of charges account | 3 Years |
| | | Vouchers | 10 Years |
| | | Transfer Scroll | 10 Years |
| | | Weekly statement | 5 Years |
| | | Annual –Statement of analysis of charges-P& L Accounts/ Closing related statements | 10 Years |