

RBSB

Core Activity	Sub Activity	Preservation Period
Central Office Instructions	CO instructions – DGBA	Permanent
	CO instructions – DEBC	Permanent
	CO instructions – Concurrent Audit	Permanent
	CO instructions – Control & Self	Permanent
	TRA originated by RBSC – responding	5 years
	Specimen Signature of authorized	3 years
	Sundry/Suspense –Correspondence	3 years
	Other Miscellaneous Correspondence	3 years
	Rajbhasha Correspondence	3 years
Inspection reports and Audit	Inspection Reports and correspondence	15 years *
	Audit reports and correspondence	15 years *
	CSA audit and correspondence	15 years *
	Budget – correspondence	5 years
	Budget – Work Sheet	3 years
	Annual Closing of Bank accounts	Permanent
Reconciliation	Staff College Transaction Account – Reconciliation	3 years
Statements	Weekly Statement of Affairs	3 years
	Daily/Monthly statements to DGBA	3 years
	Monthly Housekeeping/P & L Account	3 years
	List of files sent to Record Room	Permanent
Ledgers and Registers	General Ledger	Permanent
	Clean Cash Register	Permanent
	Transfer Scoll	Permanent
	Cash Scoll	Permanent
	PAD 048A Register	Permanent
	PAD 048B Register	Permanent
	Cheque Purchase Register	Permanent
Purchases	Correspondence relating to purchase of water through tankers	3 years
	Purchase of mineral water	3 years
	Supply of mineral water – Sujatha Agencies	3 years
	Capital Budget	5 years
	Purchase of dead stock articles	5 years
	Purchase of articles (of value less than Rs.10,000/-)	5 years
Dead Stock	Details of dead stock articles written off	5 years
	Dead Stock – Lounge	5 years
	Principal's Residence – B-10	5 years
	Purchase of Car – Principal – Maruti Esteem A/C	5 years
	Bank's Car – Ambassador TN 04 C2009	5 years
	Fire extinguishers	3 years
	Gymnasium	3 years

Maintenance 1.	Repairs to Lounge Kitchen	3 years
	Repairs to Bank's Property	3 years
	Repairs to Bank's Property – Para 98	3 years
	Maintenance of Officers' Quarters	3years
	Brownstar Enterprises & Surya Furniture – Hiring of tables & table cloth	3 years
	Supply of water through water tankers	3 years
	Reverse Osmosis	3 years
	Additions/Alterations in Hostel Rooms	3 years
	OLIC – Use of Rajbhasha – QPR	3 years
	Particulars furnished to IT Department	3 years
	Repainting of Hostel, Officers' quarters	3 years
	Cell Phones	3years
	Plumbing materials purchase	3 years
	Granite flooring – I & II Floors – College Block	5 years
	Revamping electrical installations in 8 Nos. of Hostel rooms	3 years
	Providing cabins for Senior Faculty Members – II Floor – College Building	5 years
	Renovation of toilets – II Floor – College Building	5 years
	Renovation of VOF B9	5 years
	Supply and installation of 250 Kva DG set (2 files – Part 1 and 2)	5 years
	Renovation of staircase with granite steps – College Block	5 years
	Seminar Hall	5 years
	Renovation of MoF Cabins	5 years
	Renovation of Principal's Cabin	3 years
Structural stability and safety	5 years	
Waste Water recycling	5 years	
Rewiring of residential flats	5 years	
Relocation / Renovation of Mini Conference Hall	5 years	
2.	Progress of Original Works – Quarterly Statement	3 years
3.	SND Satellite Vision – Cable TV	3 years
4.	Files /Registers sent to Records	Permanent

Adminsitration,	Master Circulars	Permanent
	Central Office Instructions	Permanent
	HRDD Circulars	Permanent
	Personal Files	Permanent
	Vigilance	Permanent
	Sabbatical	Permanent
	Distant Education	Permanent
	Central Office Correspondence	5 years
	Local Correspondence	5 years
5.	Calender of Programme	10 years
6.	Book Grants	10 years
7.	Master copy of programme announcement letters	5 years
8.	Draft copies of programme announcement letters approved by Vice-Principal	1 year
9.	Deputation of Members of Faculty to outside Institution	5 years
10.	Statistics for IODP, IRP	1 year
11.	D.O. letter (Quarterly statement to be sent to HRDD, CO)	5 years
12.	Off-campus programme	5 years
13.	College Advisory Committee Volume I – Suggestions received from various Regional Offices / Central Office Departments Volume II – After conducting	Permanent
14.	Honorarium instruction	Permanent
15.	Induction programme instruction	Permanent
16.	Deputation of Members of Faculty to outside institutions in India	5 years
17.	Deputation of Members of Faculty for training to foreign institutions	5 years
18.	Nomination of RBI Officers to training in RBSC from various ROs/CODs	3 years
19.	Programme files (nearly 140 files / 5 years every calendar year	5 years

20.	CO Instructions regarding deputation of MOF for training	Permanent
21.	Time-table / Clash Chart	5 years
22.	Time-table / Participants' list	5 years
23.	Nominations - skipped programmes	5 years
24.	Feedback report	5 years
25.	MOF amended training cards	Permanent
26.	Profile of MOF	Permanent
27.	Visit of MOF to CO for familiarisation / updation	Permanent
28.	Half-yearly statement to HRDD / Deputation of MOF to training programmes within India/abroad	5 years
29.	Foreign participants in RBSC programme	Permanent
30.	Miscellaneous file related to training seat	5 years
31.	Faculty workload	Permanent
32.	Skipped foreign training programme	5 years
33.	TTDC Bill, videos etc.	5 years
34.	Correspondence with DIT	Permanent
35.	Software Packages received from CO / Other Offices	Permanent
36.	CO Instructions Y2K	Permanent
37.	CO instructions V SAT	Permanent
38.	INFINET	Permanent
39.	Circulars on Payment System	Permanent
40.	RBI Corporate E-mail Circular	Permanent
41.	Circulars on Y2K Certificate	10 years
42.	CO Monthly - Quarterly Statements	5 years
43.	HRIS	5 years
44.	Office Circulars	Permanent
45.	Correspondence with Main Office	5 years
46.	Technical Committee	5 years
47.	Inspection Audit Compliance	10 years
48.	Purchase of Hardware - PC	10 years
49.	Purchase of Printer	10 years
50.	Purchase of Server	10 years
51.	Purchase of Networking	10 years
52.	Purchase of Projectors Screen	10 years
53.	Purchase of Laptops	10 years
54.	Purchase of Modems	10 years
55.	Purchase of Scanner / CD Writer	10 years
56.	Purchase of Sharers / Cables	10 years
57.	Bank Guarantee	Permanent
58.	Purchase of Software – Applications	Permanent
59.	Bilingual	Permanent
60.	Anti Virus	Permanent
61.	Internet Proxy Server	Permanent
62.	Quiz	10 years
63.	Purchase of Consumables	5 years
64.	Stationery	5 years
65.	AMC – PC Servers Printers & Projectors	10 years

66.	AMC Agreement	Permanent
67.	Warranty Card	Permanent
68.	Writing Off – Serviceable Article	Permanent
69.	Dead Stock Inventory Computer	Permanent
70.	Software Inventory	Permanent
71.	Annual Budget	5 years
72.	FSI Connect	10 years
73.	Video Conference System	Permanent
74.	BSNL / Leased Line	Permanent
75.	Intranet	Permanent
76.	Digital Certificate	Permanent
77.	Rate Contract	Permanent
78.	Digital Signature	Permanent
79.	Touch Screen (KIOSK)	Permanent
80.	IDBRT	10 years

	HINDI CELL	
81.	CO (GOI) Instructions	Permanent
82.	COLIC	5 years
83.	QPR	5 years
84.	General / Miscellaneous	5 years
85.	Inspection / Audit	5 years
86.	LOLIC	5 years
87.	Trainers' Forum	3 years
88.	General Correspondence	5 years
89.	Parliamentary Committee	5 years
90.	Annual Programme / Budget	5 years
91.	Rajbhasha Shield	3 years
92.	H T S	5 years
93.	PT Teacher for H T S	3 years
94.	Rajbhasha Conference	3 years
95.	Secret / Confidential	5 years
96.	Hindi Roster	3 years
97.	Bilingual Software	3 years
98.	Computer Bilingualisation	3 years
99.	Hindi Day Celebrations	3 years
100.	Hindi Library	3 years
101.	File / File Nos. / Sending files to Records	5 years
102.	Forms Translation	3 years
103.	Hindi Interface	3 years
104.	RBSC Publications	3 years
105.	Certificate of Appreciation Schemes	3 years
106.	Outsource	3 years
107.	Training Coordination Committee	3 years
108.	Prerana	3 years
109.	RBSC News and Views	3 years
110.	Hindi Workshop	5 years
111.	Departmental Rajbhasha Shield	5 years
112.	Hindi Parishad	3 years