

Financial Inclusion and Development Department

LEAD BANK & AREA STUDIES SECTION

LIST OF FILES WITH PRESERVATION PERIOD

Sr.No.	Sub Activity	Preservation period
1	Policy Matters relating to LBS/SAA	Permanent
2	Working Group to review LBS	Permanent
3	Annual Conference of Regional Heads of RPCD	10 years
4	Monthly D.O.Letter from R.O.	2 years
5	Monthly D.O.Letter from CGM-I-C	2 years
6	Expert Group on CDR-Thorat Comm.(Report)	Permanent
7	CDR in Bihar - Correspondence	5 years
8	Gen.Correspondence on CDR	5 years
9	Circulars issued by LBS Section	Permanent
10	Circulars issued by Other Sections of RPCD	3 years
11	Circulars issued by Other Departments	3 years
12	Acknowledgement of Circulars	1 year
13	Training/Seminar etc. relating to LBS	Permanent
14	Parliament Questions (P.Q.s)	10 years
15	Government References	10 years
16	VIP References	10 years
17	References of R.O.s-Misc	5 years
18	Other Department's References	5 years
19	References from Other Sections of RPCD	3 years
20	Activities of RPCD-Material for Report on C & Fin/annual Report/Annual Policy Statement/Annual Budget etc.	3 years
21	Local Board Meeting-Western Area Central Board Meeting	3 years
22	Central board Meetings-Governor's visit-Material 2 PS	3 years
23	Parliamentary Committees- Estimate Committee etc.	5 years
24	Correspondence with NABARD (other than on SAMIS)	3 years
25	Extracts from RD's DO letters addressed to Governor-Action Points	3 years
26	Action Points of Central Board Meetings - Extracts Recd.from Secretary's Deptt.	3 years
27	References related to Court Cases	Permanent
28	ED/ DG/ Gov's Visits-Action Points/Follow up Action	3 years
29	Annual Work Plan /Budgetary Provisions	3 years
30	Management Audit & Sys.Insp. -of LBS	3 years
31	Management Audit & Sys. Insp – Paras from R.O.'s Insp. Reports	3 years

32	Allotment of Lead Bank Responsibility in case of formation of New Districts	10 years
33	Service Area Monitoring & Information System (SAMIS)	10 years
34	Staff Matters/Department's Instructions	Permanent
35	Misc. Correspondence	3 years
36	Use of Hindi in Bank Circulars/Correspondence	3 years
37	Stationery Indents	1 year
38	Mailing List (updated)	Permanent
39	Dead Stock Items	Permanent
40	Preservation/Destruction/Transfer of Records/Opening of New Files	Permanent
41	Pending List/Monthly Work Certificate	1 year
42	Computer & Printer Related Notes, Correspondence	1 year
43	Quarterly Review Notes – R.O.	3 years
44	Half yrly. LDO's Qualitative Report	3 years
45	Review Notes-Board Notes of Banks	3 years
46	State Profiles	3 years
47	ACP Targets (Outlays)-Stat.I-(R.O.)	3 years
48	ACP Achievements-Stat.II-(R.O.)	3 years
49	ACP Targets and Achievements-Stat.III-(R.O.)	3 years
50	T & A – Progress Under ACP (Banks)	3 years
51	Misc.information from Banks	3 years
52	Perform. of Banks in Govt.spo.Prg.	3 years
53	SLBC-Agenda Notes and Minutes	3 years
54	Intimation about SLBC Meetings for ED/DG	One year
55	Material in c/w SLBC meeting attended by ED/DG	One year
56	Action Points of SLBC Meetings	3 years
57	DLRC Meetings-Quarterly Statement	3 years
58	SLMRC/DLMRC meetings of Co.op.banks	1 year
59	Right to Information Act	10 years
60	News Paper Cuttings related to LBS	3 years
61	Financial Inclusion	Permanent
62	Working Group - Bihar	Permanent
63	Working Group - Uttaranchal	Permanent
64	Working group - Chattisgarh	Permanent
65	Spl.SLBC Meetings	5 years
66	Working Group – Chattisgarh M.P.	Permanent
68	Opening of Counseling Centres	5 years
69	Spl.studies conducted by ROs	5 years

**Financial Inclusion and Development Department
Central Office, Establishment Section**

Core/Main Subject	Sub-Activity	Preservation period
Accounts	Various statements of accounts - weekly, monthly, quarterly, annual returns	10 years
	Book grant, petrol reimbursement, telephone bills, legal fees, sitting fees, concurrent auditors' fees	3 years after inspection/audit
	Statutory Audit files	Permanent
LFC/TA/HA bills	TA/HA Bills - Tours, transfer, training, shifting	6 years
	LFC/Encashment Bills, LFC advance	6 years
	Foreign Training Bills	6 years
Accounts Misc. payments	Tea/Lunch/Dinner/Local conveyance, mementos, bouquets/entertainment, household help, newspaper	3 years
	Payments to vendors	6 years
	Form 16 files - IT Declaration files IT correspondence	Permanent
Advances/RBI General A/C.	Flood Relief Advance, Festival Advance, Vehicle Advance, PC Advance, Consumer Article Advance, Educational Loan	6 years
	RBI General A/c. - Statements, Suspense A/C. WT	Permanent
	PF withdrawal/PF advance	3 years after inspection/audit
Medical	Medical bills - Regular/declaration, Annual Check up	3 years after inspection/audit
	MAF - Application/Contribution/Correspondence	Permanent
	Group Mediclaim - Policy files	Permanent
Housing Loan/Final Settlement	Housing Loan cases/documents	Permanent
	Provident Fund/Gratuity	Permanent
Salary	Pay rolls	Permanent
	GSLI - Claim/statements/correspondence	10 years
	LIC/Postal	30 years
IES/IAS	Files/correspondence	Permanent

PLANNING & CO-ORDINATION DIVISION		
Sr. No.	File Name	Preservation Period
	POLICY FILES	
1	Policy on Priority Sector Lending	Permanent
2	Priority Sector Lending Certificates	Permanent
3	Rural Infrastructure Development Fund	Permanent
4	SIDBI/MUDRA/NHB refinance funds	Permanent
	OPERATIONAL SUBJECT FILES	
5	Miscellaneous	2 years
6	Complaints/Court Cases statements	3 years
7	Bi-monthly DO letters from Regional Offices	2 years
8	Chief General Manager's Monthly DO letter to ROs	2 years
9	Central Board Meetings-compliance	5 years
10	RO Conference	3 years
11	Annual Report Material	2 years
12	Parliamentary Questions- Reply to Government	5 years
13	Government References received	5 years
14	Right to Information Act replies	3 years
15	SMC Compliance	2 years