INSPECTION DEPT

Account Section List of important files

Core/Main Activity	Sub Activity	Preservation period (Years)
Staff and	LFC/RFC	3
administrative		
matters		
	Voucher details sent to DGBA	10
	Details of cheques issued	Permanent
	Annual returns of TDS	Permanent
	IT challans-LFC on declaration-Tax deductions	Permanent
	Compliance to audit reports	3 years after full
		compliance
	TRA correspondence	3 years after all
		entries have been
		responded
	Specimen signature for inter-office transactions	Permanent
	Courier bills	3
	Medical Expenses - Declaration	3
Staff and	CO instructions on Medical facilities	Permanent
administrative	Medical bills/DEBC acquitances	5 years
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matters	Representations - Medical Bills	5 years
	Officers - Annual Medical health check-up	5 years
	CO Instructions on Housing Loan	Permanent

Inspection Reports	Inspection Report on Banking Department- of all ROs and Co DEPTS	6 YEARS
IASC	IASC- Formation/Policy Matters/Important decisions of IASC and Minutes etc.	Permanent
	IASC- ATR & General Correspondence	Five Years
	IASC-Draft Agenda/Misc.	Three Years
Matter related	EDs Committee Policy Matters/ Important decisions and	Permanent
to EDs, CGMs,	Minutes etc	
DGs	EDs - ATR & General Correspondence	Five Years
	EDs – Draft Agenda-Misc	Three Years
	CGM Committee- Formation Policy, Minutes, etc	Permanent
	SCM of CGMS-Correspondence / Statements etc.	Three years
	DG's Committee/Note send to Governor	Permanent
	Cases of Fraud	5 Years