



PERSONNEL DIRECTORATE

GUIDE LINES ON MAINTENANCE OF RECORDS w.r.t RECORD RETENTION
SCHEDULE

- a) All Files / Registers are to be maintained on financial year basis.
- b) In the court cases, the connected documents/files should be retained till Disposal of the case by the highest Court of appeal.
- c) Records not listed with Retention Schedule shall have a retention period to be decided as per the requirement.

Retention, Disposal and Destruction of Records:

All live as well as old records, including those kept in the record room shall be reviewed periodically, at least once in a financial year by GCs preferably in during April the following year. The GCs shall scrutinize all records due for disposal and instruct his nominated executive to record the information in the disposal register and recommend on retention/destruction of records. Records due for destruction may be disposed off in an appropriate manner including shredding / other means, under the supervision of one executive identified for the purpose and duly certified as under. The records maintained in hard or soft form shall be under the purview of these guidelines and retained or disposed accordingly.

“This is to certify that the above records were destroyed on ---/---/20--- by shredding/other means in my presence”.

(Signature)

Name:

Designation:

Date:

Seal:



PERSONNEL DIRECTORATE

RECORD RETENTION SCHEDULE

CORPORATE CADRE SERVICES [CCS]GROUP

S.No	Type of Record	Retention Period
1.	Appraisal records of executives in E-6 and above in Respective folders & CCS database	Till the employees on rolls
2.	Year-wise PRC-Assessment Sheets of E5 to E8 grades	10 years
3.	Year-wise DPC-Assessment Sheet & Minutes of E6 & above grades	10 years
4.	Job description for Director positions of Steel Authority of India Limited.	Permanent
5.	Organizational structure–E8/E9	Permanent
6.	Master Office Order File	5 year
7.	Processing File for Organisational Changes / Transfers / Postings / Redesignation of Corporate Cadre Executives (E6 & above)	1 year
8.	Processing File for Inter-Unit Transfers of E5 Level executives & below	1 year
9.	Processing file for Resignation cases	1 year
10.	Processing File for Study Leave cases	5 years
11.	Position-wise Nominations for Board Level Positions	2 years or till tenure period in case of appointment
12.	Processing file for forwarding of applications	1 year
13.	Processing file for Circulation of Posts	1 year
14.	Processing files for appointment of consultants/advisors	1 year after expiry of the term
15.	Processing file for deputation cases (Individual case-wise)	Till deputation period

Methodology for Disposal:- By Shredder



PERSONNEL DIRECTORATE
RECORD RETENTION SCHEDULE
CORPORATE EXECUTIVE ESTABLISHMENT GROUP

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S.No	Type of Record	Retention Period
16.	Filled in Appraisal forms / Appraisal ratings of executives up to E-5	Till the employees on rolls
17.	Assessment sheets of PRC of executives up to E-5	10 years
18.	Constitution of DPC of executives up to E-5	10 years
19.	DPC minutes and approval thereof of executives up to E-5	10 years
20.	Leave records	Till the employees on rolls
21.	Forwarding application for outside Employment	03 years
22.	NOC for applying Indian Passport	01 year
23.	3 (P.S) forms	Permanent
24.	4(P.S) & 5(P.S) forms	Permanent
25.	10 (D) forms & 13(R) forms	02 years after separation subject to start of pension
26.	HBA orders	03 months after separation except in exceptional cases
27.	Promotion orders	02 years after separation
28.	List of employees receiving Long Service Awards	10 years
29.	Pay fixation orders	10 years
30.	LTE orders	Latest order till the employees on rolls
31.	HRA orders	Latest order till the employees on rolls
32.	LTC/LLTC orders	Validity of 04 yrs. block + 01 yr. extension
33.	Nomination of employees for PF & Gratuity	Till the monetary liability of the company is not over
34.	Declaration of dependents for LTC/LLTC & Medical facilities	Till the employees on rolls
35.	Conveyance Advance order	10 years
36.	Payment of incentive For acquiring higher qualification	Till the employees on rolls
37.	Sanction of EL encashment	10 years
38.	Confirmation orders	Till next promotion of employee or exceptional cases
39.	Transfer orders	05 years
40.	Charge Memorandum	Till the employees on rolls
41.	Punishment / Exoneration orders	Till the employees on rolls
42.	Vital documents & New set of documents of Employees	02 years after separation
43.	HRIS Data base	Permanent

Methodology for Disposal:- By Shredder



सेल SAIL

PERSONNEL DIRECTORATE

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RECORD RETENTION SCHEDULE**ANNEXURE - I****CORPORATE INDUSTRIAL RELATIONS AND WELFARE GROUP**

SL. No.	Type of Record	Retention Period
1.	Annual report on SC/ST	3 years
	Letter to Plants/Units	
	Reports from Plants/Units	
	Compiled report to DPE/ MOS	
2.	Annual report on PWD	3 years
	Letter to Plants/Units	
	Reports from Plants/Units	
	Complied report to DPE/ MOS	
3.	Merit & Merit cum Means Scholarship	5 years
	Circular for inviting applications on yearly basis	
	Applications received from the employees	
	Approval for constitution of the Committee	
	Report of the Committee	
	Approval on recommendations of the report of the Committee	
	Letters to the concerned Heads of the Institutions seeking Performance and Conduct report of the awardees	
	Performance & Conduct Reports of the awardees	
	Note to Finance for release of payment on half yearly basis	
	4.	
Letters to HoPs of Plants/Units including CO inviting applications on yearly basis		
Applications received from plants/units		
Letters to the concerned IITs for verification of All India Ranks of the students		
List of students in order of Merit		
Approval on list of awardees as per the scheme		
Letters to the concerned HoPs forwarding the list of awardees for grant of scholarship as per the scheme.		

Methodology for Disposal:- By Shredder

PERSONNEL DIRECTORATE
RECORD RETENTION SCHEDULE

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CORPORATE INDUSTRIAL RELATIONS AND WELFARE GROUP

5.	SC/ST Undergraduate Engineers Scholarship	5 years
	Letters to Heads of the institutions requesting for applications of eligible students as per the scheme	
	Merit List	
	Approval of Merit list for award of scholarships as per the scheme	
	Letters to the concerned Heads of the Institutions seeking Performance and Conduct report of the awardees	
	Performance & Conduct Reports of the awardees	
	Note to Finance for release of payment	
6.	Report on Grievances	2 years
	Reports received from the Plants/Units/MPP Group	
	Reports sent to MOS on Monthly and Quarterly Basis	
7.	Contract Workers Status	2 years
	Reports received from the Plants/Units/MPP Group	
	Monthly report of the contract labour status	
	Submission of Contract Workers Status to SAIL Board as part of HRD report	
8.	Renewal of SSP Group Personal Accidental Insurance policy for CO	Till membership exists
	Applications received from the employees	
	List of members under the policy	2 years
	Note to finance for release of premium to SSP	
	Letter to SSP along with list of members for enrolment under the policy	
	Letters to SSP forwarding claims of the members under the policy	
	Intimation from SSP about settlement of claims	
9.	Daily IR Monitoring	1 year
	Report of incidents, if any, received from plants/units	
	Report of incidents, if any, submitted to Chairman, D (P), D (T) & ED (P&A)	
10.	<u>JO Policy</u> Policy file	Permanent
	Written test Results from Agency	Till next written test
	OMR sheets to be retained by agency	Till 6 months of declaration of result
	Correspondence regarding J.O. Policy (including replies to RTI queries, Vigilance, National Commission etc.)	1 year
	Court Cases	Till closure of court case

Methodology for Disposal:- By Shredder

PERSONNEL DIRECTORATE**ANNEXURE - I****RECORD RETENTION SCHEDULE**
CORPORATE EMPLOYEES SERVICES (ESS) {NE} GROUP

S.No.	Type of Record	Retention Period
1.	Filled in Appraisal forms/Appraisal ratings	Till the employees is on rolls.
2.	Constitution of DPC	10 years
3.	DPC Minutes and approval thereof	10 years
4.	Forwarded application for outside employment	03 years
5.	NOC for applying Indian Passport	01 year
6.	Medical Advance order	01 year
7.	3 (P.S) forms	Permanent
8.	4 (P.S) & 5 (P.S) forms	Permanent
9.	10(D) forms & 13 ® forms	02 years after separation subject to start of pension
10.	HBA Orders	03 months after separation except in exceptional cases
11.	Promotion Orders	02 years after separation
12.	List of employees receiving Long Service Awards	15 years
13.	Pay Fixation Orders	10 years
14.	LTE orders	Latest order till the employees on rolls
15.	HRA Orders	Latest order till the employees on rolls
16.	LTC/LLTC orders	Validity of 04 years block + 01 year extension
17.	Nomination of employees for PF & Gratuity	Till the monetary liability of the company is not over
18.	Declaration of dependents for LTC/LLTC & Medical facilities	Till the employees on rolls
19.	Conveyance Advance Order	10 years
20.	Payment of incentive for acquiring higher qualification	Till the employees on rolls
21.	Confirmation orders	Till next promotion of employee or exceptional cases
22.	Transfer orders	05 years
23.	Charge Memorandum	Till the employees on rolls
24.	Punishment/Exoneration orders	Till the employees on rolls
25.	Vital documents & New set of documents of Employees	02 years after separation
26.	HRIS Data base	Permanent
27.	File of superseded copies	05 years

Methodology for Disposal:- By Shredder

PERSONNEL DIRECTORATE

ANNEXURE - I

RECORD RETENTION SCHEDULE**CORPORATE ITB GROUP**

S.No.	Type of Record	Retention Period
1.	Origin of SAIL Employees Superannuation Benefit Fund (SESBF)	Permanent
2.	Agenda Papers of SESBF	Permanent
3.	Minutes of SESBF meetings	Permanent
4.	Notice of SESBF meetings	3 years
5.	Nominations of Trustees/Managing Trustees of SESBF	5 years
6.	Settlement of SESBF dues	5 years
7.	Miscellaneous correspondence relating to SESBF	3 years
8.	Purchase of annuities from LIC	Permanent
9.	Origin of D&O scheme	Permanent
10.	Renewal of D&O Policy	3 years
11.	Miscellaneous PPs relating to D&O	3 years
12.	Origin of Employees Family Benefit Scheme (EFBS)	Permanent
13.	EFBS clarifications	5 years
14.	EFBS data	5 years
15.	Origin of Mediclaim	Permanent
16.	Renewal of Mediclaim	5 Years
17.	Premium payment relating to mediclaim	5 years
18.	Enrolment of mediclaim	2 years
19.	Data relating to mediclaim renewal	3 years

Methodology for Disposal:- By Shredder



PERSONNEL DIRECTORATE

RECORD RETENTION SCHEDULE

CORPORATE ITB GROUP

20.	Complaints relating to mediclaim	2 years
21.	Joint meeting on disputed cases	3 years
22.	Miscellaneous correspondence relating to mediclaim	2 years
23.	Group Insurance Scheme of LIC in lieu of statutory scheme Employees Deposit-Linked Insurance (EDLI) Scheme	Permanent
24	Processing of claims under Group Insurance scheme and forwarding them to LIC, receipt of claims cheques from LIC etc.	3 years
25	Premium payment to LIC	3 years
26	Miscellaneous matters relating to Group Insurance Scheme	3 years
27	File of superseded documents	Permanent

Methodology for Disposal:- By Shredder



PERSONNEL DIRECTORATE

RECORD RETENTION SCHEDULE

CORPORATE PERSONNEL POLICY GROUP

S.No.	Type of Record	Retention Period
1	Travelling Allowances Rules	10 yrs
2	SAIL Leave Rules	10 yrs
3	Casual Leave Rules	10 yrs
4	Encashment of Leave	10 yrs
5	Leave Travel Concession	20 yrs
6	Scheme for Sponsoring Executives for Higher Education	20 yrs
7	Incentive Scheme for Acquiring Professional Qualification	10 yrs
8	HBA Rules	10 yrs
9	Grant of Advance for Purchase of Motor Vehicle	10 yrs
10	Reimbursement of Expenses towards Medical Treatment not available at the HQ of the employees	5 yrs
11	Granting assistance towards Funeral Expenses of Employees who die while in Service	3 yrs
12	Employees Family Benefit Scheme	20 yrs
13	SAIL CDA Rules, 1977	10 yrs
14	Local Travelling Expenses	5 yrs
15	SAIL Gratuity Rules	10 yrs
16	Medical Benefit Rules	5 yrs
17	Rules - Determination of Date of Birth	10 yrs
18	Change of Name	10 yrs
19	Incentive Scheme for National & All India Award Winners	10 yrs

Methodology for Disposal:- By Shredder



PERSONNEL DIRECTORATE

RECORD RETENTION SCHEDULE

CORPORATE PERSONNEL POLICY GROUP

S.No.	Type of Record	Retention Period
20	Economy in Expenditure - Measures For	20 yrs
21	Transfer of HPL from PSU to another PSU / Govt.	10 yrs
22	Amendments of PF Rules	20 yrs
23	Terms and Conditions of Employees posted Abroad : Beijing Office	10 yrs
24	Notice during Probation period	15 yrs
25	Cash Incentive under Small Family Norms	20 yrs
26	Medical facility to Resignations & above age group	10 yrs
27	Festival Advance	15 yrs
28	HRA	20 yrs
29	Notice Pay	10 yrs
30	SoPs related to Personnel Policies	10 yrs
31	Superseded Documents – ISO	10 yrs

Methodology for Disposal:- By Shredder



PERSONNEL DIRECTORATE

RECORD RETENTION SCHEDULE

CORPORATE EMPLOYEE COMPENSATION GROUP

Sl.No.	Type of Record	Retention Period
1.	Folder/file containing briefs prepared/ updated – Parliament Session wise	1 Year
2.	Replies to Parliamentary Questions relating to Personnel- Parliament session wise	3 Years
3.	Replies to various questionnaires/ observations of different Parliamentary Committees relating to Personnel	3 Years
4.	Replies to Parliamentary Questions– Other than Personnel	1 Year
5.	(A). Directives/O.M. received from DPE (B).Orders issued for quarterly DA	Permanent
6.	DA related guidelines	Permanent
7.	Salary revision	Permanent
8.	Wage Revision	Permanent
9.	NJCS meetings (A). Notes of Conclusion (B). Arrangements/payments	2 Years
10.	Record Notes of SEFI meetings (year wise)	10 years
11.	NJCS meetings (A). Notes of Conclusion (B). Arrangements/payments	Permanent
12.	Follow up for NJCS & SEFI Meetings	Permanent
13.	Clarifications (A). Wage Revision (B). Salary Revision	Permanent
14.	Charter of Demands	Tenure of Agreement

Methodology for Disposal:- By Shredder



PERSONNEL DIRECTORATE
RECORD RETENTION SCHEDULE
CORPORATE HRD GROUP

ANNEXURE - I

S.No.	Type of Record	Retention Period
1.	Records relating to Foreign visits	5 yrs.
2.	Records relating to Foreign Trg.	5 yrs.
3.	Records relating to nomination of employees of SAIL Corporate Office for Training Programs in New Delhi	1 yr.
4.	Files relating to nomination of employees of Corporate Office for special / external Training Programs(within India)	2 yrs.
5.	Records relating to Advanced Management Programs	3 yrs.
6.	Files relating to Special Management Programs	3 yrs.
7.	Membership records	2 yrs. After termination of the membership

Methodology for Disposal:- By Shredder

PERSONNEL DIRECTORATE
RECORD RETENTION SCHEDULE

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ANNEXURE - I

CORPORATE CSR GROUP

Sl. No.	Type of Record	Retention Period
1.0	POLICY - DOCUMENTS	
1.1	Govt./ MoS/ SAIL/ CSR	20 Years
1.2	Office order/ Circular/ Directives/ Advisory etc.	5 Years
2.0	CORRESPONDENCE	
2.1	Ministry of Steel	6 Years
2.2	Other Central Ministries	6 Years
2.3	State/ Union territories etc.	6 Years
	COMMUNICATION	
2.4	Chairman's office	3 Years
2.5	Other Directorate's & Plants/ Units	3 Years
3.0	PARLIAMENT QUESTIONS	5 Years
4.0	RTI ISSUES	5 Years
5.0	Q P R	6 Years
6.0	BUDGET	10 Years
7.0	AUDIT	7 Years
7.1	Internal	7 Years
7.2	External (Govt. Audit)	7 Years
8.0	BOARD	20 Years
9.0	M I S	
9.1	Monthly/ Quarterly/ Yearly Reports	3 Years
9.2	Facility created	10 Years
9.3	Status of M S V	10 Years
9.4	Other reports	3 Years
10.0	MEETING	
10.1	CSR Nodal officers/ Apex Group	3 Years
10.2	HoP/ CEs/ any other	3 Years
10.3	External organisations	3 Years
11.0	FINANCIAL ASSISTANCE BY CORPORATE CSR	
11.1	Akshaya Patra	7 Years
11.2	Heritage	7 Years
11.3	Educational	7 Years
11.4	Medical/ Health care	7 Years
11.5	Cultural	7 Years
12.0	CSR DOCUMENTS	
12.1	Booklet	20 Years
12.2	CSR Film/ other documents	20 Years
13.0	AWARDS/ ACCOLADES	
14.0	MEMBERSHIP	20 Years
14.1	Global compact Society, India	20 Years
14.2	UN Global Compact Society	20 Years

Methodology for Disposal:- By Shredder



PERSONNEL DIRECTORATE
RECORD RETENTION SCHEDULE
CORPORATE RECRUITMENT GROUP

ANNEXURE - I

Sl. No.	Type of Record	Retention Period
1	Records/notes related to recruitment against a post : -Proposal and approval related to recruitment -Record related to selection of candidate	3 Years after the issue of offers of appointment
2	Written test result of qualified candidates	1 years after the issue of offer of appointment
3	Admit cards of non selected candidates	3 months from the date of declaration of the result of the written test
4	Applications/registration slips of the non selected candidates	3 months from the date of declaration of the result of the written test
5	OMR sheets of the candidates appeared in the Written Test	3 months from the date of declaration of the result of the written test. To be retained by the external agency.
6	Post based Reservation Rosters	As updated from time to time, till it is in operation
7	Records related to Parliamentary questions	3 Years from the date of reply
8	Records related to court cases	3 years from the date of final decision
9	Records related to VIP references.	1 Years from the date of reply
10	Records related to information provided under RTI Act'05, if any.	3 Years from the date of reply

Methodology for Disposal:- By Shredder

**PERSONNEL DIRECTORATE****RECORD RETENTION SCHEDULE****CORPORATE MAN POWER PLANING GROUP**

Sl. No	Type of Record	Retention Period
1	Felicitation of PM Shram Award/ Viswakarma Rashtriya Puraskar winners related files & PM Shram Award winning Nominations documents	3 years
2	Best Employee / Group Awards for Corporate Office employees related files	3 years
3	Policy files for Labour Productivity / Voluntary Retirement Scheme	5 years
4	Monthly Board Note files/ Labour Productivity Calculation files	3 years
5	Annual Human Resource Plan files/Recruitment Proposal related files/ HOP Meeting relatee file/ Production & Productivity Meeting related files/ VR related correspondence files	3 years
6	Periodic Manpower/ HRD report/Manpower study/ Survey files & records	5 years
7	Correspondence with IA/ CAG/ PDCA related files	10 years
8	Incentive / Reward/ APLRS/ Profit Sharing/ PLBS / Adhoc Recoverable Advance related files	10 years
9	Parliament Question./ QPR/ RTI/Suggestion Scheme/ Award Accolade related file.	3 years
10	HR Excellence Nomination related files and records	3 years
11	HRP for Expansion Project related files	5 years
12	Monthly Incentive calculation files	3 years

Methodology for Disposal:- By Shredder



PERSONNEL DIRECTORATE

RECORD RETENTION SCHEDULE

CORPORATE COORDINATION GROUP

Sl. No.	Type of Record	Retention Period
1.	References received from President's Secretariat	03 years
2.	References received from Prime Minister's Office (PMO)	03 years
3.	References received Steel Minister/Steel Minister's Office	03 years
4.	References from MPs/ Ministers/ MLAs	03 years
5.	Ministry of Steel References	03 years
6.	References received from Trade Unions	03 years
7.	References received from Individuals	03 years
8.	File/Noting/Documents/Record(s)	03 years

Methodology for Disposal:- By Shredder



PERSONNEL DIRECTORATE
RECORD RETENTION SCHEDULE
CORPORATE RTI CELL GROUP

Sl. No.	Type of Record	Retention Period
1.	References received from Individual/Indian Citizen, Corporate office decision from all department/Section, Plants/Units and its connected File/Noting/Documents/Records	03 years
2.	References received from Steel Minister's Office, Govt of India Ministries and Different PSU	03 years
3.	RTI Act & amendment thereof	Permanent
4.	Guidelines on RTI Act	Permanent
5.	CIC Regulation, 2007	Permanent
6.	Important Decision of CIC	Permanent

Methodology for Disposal:- By Shredder



PERSONNEL DIRECTORATE

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RECORD RETENTION SCHEDULE

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CORPORATE ESTATE MANAGEMENT GROUP

Type of Record	Retention Period
Files related to Policy Formulation / Different Schemes / important activities having long-term impact, such as : 1) Board approvals on policy issues. 2) Leasing of land in SAIL 3) Land Record Management System 4) Leasing of Houses 5) Licensing of Houses & Shops 6) Scheme for regularization of unauthorized construction in leased houses. 7) Files related to important directions from MoS, Govt. of India, CAG, etc. 8) Files related to Internal Audit, Statutory Audit, Government Audit, etc of Real Estate.	10 years
1) Plant / Units individual files 2) Files related to activities having impact in medium term 3) Files related to valuation of real estate properties.	5 years
1) Files related to replies given to Parliament Questions, RTI Questions. 2) Special Correspondence with Ministry of Steel containing implementation status of different issues. 3) Processing of payments for jobs undertaken on LRMS & valuation of real-estate properties. 4) Minutes of Heads of Town meeting 5) Office Orders / Circulars 6) Government / VIP References 7) Usual correspondence with Govt. of India which can be disposed of after 1-2 years.	2 years

Methodology for Disposal:- By Shredder



PERSONNEL DIRECTORATE
RECORD RETENTION SCHEDULE
CORPORATE ADMINISTRATION GROUP

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ANNEXURE - I

S.No.	Type of Record	Retention Period
1	Policy Guidelines	Permanent
2	Records related to property/property tax	Permanent
3	Records related to Transport	
a	Purchase of POL - Vouchers & Bills	Three(3) years from the date of bill clearance
b	Hiring of vehicles	Two(2) years after expiry of the contract
c	Repair & Maintenance of company owned vehicles	Three(3) years from the date of bill clearance
d	Purchase & disposal of Vehicles - RC, Insurance & related records	One year after the write off of the asset.
4	Travel - Records related to the contract of Air Ticketing & Foreign Exchange	Two(2) years after expiry of the contract
5	Credit Cards related records	One (01) year after expiry of the card of after retirement of individual
6	Records related to official meetings outside office, workshops, dinners, functions, etc	Two years from the date of completion
7	Club membership related records	One (01) year after expiry of the card of after retirement of individual
8	Contract/AMC/Tender files & related correspondence & bills.	Two(2) years after expiry of the contract
9	Maintenance approvals/bills related files	Two(2) years after clearing the bills.
10	Procurement of assets/disposal of assets	Two(2) years after disposal of assets
11	Bills related to telecommunication, electricity, water, gas, stationery, courier, postage, gift/mementoes & other misc. bills.	Two(2) years after clearing the bills.
12	Township/office building	
a	Allotment/vacation of flats	As & when it becomes obsolete
b	Repair & Maintenance and modification of office buildings & company owned houses.	Two(2) years from the date of bill clearance

Methodology for Disposal:- By Shredder



PERSONNEL DIRECTORATE
RECORD RETENTION SCHEDULE

CORPORATE ADMINISTRATION GROUP

13	Registers	
a	Assets register	Permanent
b	Visitor book & other general records	Three(3) years
c	Stationery issue register	Three(3) years
d	vehicle logbook	Two (2) years
e	Other files/registers of day to day administration	Three(3) years / as per requirement

Methodology for Disposal:- By Shredder



कार्मिक निदेशालय
फाइलों को रोकने की समय-सीमा
निगमित हिंदी कक्ष

क्र. सं.	विषय	फाइलों की समयावधि
1.	नगर राजभाषा कार्यान्वयन समिति	02 वर्ष
2.	हिंदी की तिमाही प्रगति रिपोर्ट	01 वर्ष
3.	सेल-राजभाषा कार्यान्वयन समिति की बैठक	02 वर्ष
4.	कवि सम्मेलन का आयोजन	01 वर्ष
5.	हिंदी कक्ष से संबंधित कार्यालय आदेश/परिपत्र	05 वर्ष
6.	हिंदी प्रशिक्षण-प्रबोध, प्रवीण एवं प्राज्ञ	01 वर्ष
7.	संसदीय राजभाषा समिति द्वारा निरीक्षण	05 वर्ष
8.	इस्पात मंत्रालय/राजभाषा विभाग/सेल मुख्यालय द्वारा राजभाषा निरीक्षण	01 वर्ष
9.	हिंदी अधिकारियों की बैठक/सम्मेलन	02 वर्ष
10.	अखिल भारतीय हिंदी सेमिनार	01 वर्ष
11.	हिंदी कार्यशाला/संगोष्ठी	02 वर्ष
12.	कार्मिकों को हिंदी टाइपिंग/आशुलिपि/कम्प्यूटर का प्रशिक्षण	01 वर्ष
13.	बिलों का भुगतान	02 वर्ष
14.	बजट फाइल	02 वर्ष
15.	हिंदी कोर्स-ग्रुप की बैठक का आयोजन	01 वर्ष
16.	इस्पात भाषा भारती	03 वर्ष
17.	हिंदी में मौलिक पुस्तक लेखन पुरस्कार योजना	02 वर्ष
18.	हिंदी प्रोत्साहन योजना	03 वर्ष
19.	राजभाषा नियम 10 (4) के अंतर्गत कार्यालयों को अधिसूचित/विनिर्दिष्ट करना	05 वर्ष
20.	राजभाषा अधिनियम की धारा 3 (3) का अनुपालन	03 वर्ष
21.	हिंदी में सर्वाधिक कार्य करने वाले कार्मिकों/विभागों को पुरस्कार/शील्ड	02 वर्ष

नष्ट करने की पद्धति :- कतरा-कतरा करके