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**STEEL AUTHORITY OF INDIA LIMITED  
DURGAPUR STEEL PLANT  
MARKETING DEPARTMENT**

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No :Mktg./Record Retention Guidelines

Date : 20/03/2018

**Office Order**

The records maintained in Marketing Department shall be retained as per the enclosed record retention schedule given in Annexure-1 (2 pages)

This issues with the approval of competent authority.

*A.K. Das*  
20/3/18  
(A.K.Das)  
DGM(Mktg.)

Distribution (including Annexure-1) :

1. HOMM/ GM(F&A)
2. Addl. Ch. Vig. Officer
3. DGM I/c. (Internal Audit)
4. All offices of Marketing Department

**Record Retention period for various Documents/Records of Marketing Department,  
DSP**

Sl.	Types of Files/Docuemnts	Retention Period as per CMMG guidelines	Retention Period proposed for DSP
A.	1.Disposal case files after completion of all contractual obligations	Up to 5 years	5 years
	2.Cases related to litigation /Vigilance /CBI / Audit / Customs claim / Insurance claim.		5 years (till final disposal of the case including period for appeal or five years from the date of completion of contractual obligation, whichever is later.
	3.All records pertaining to Sale Order, Release Order, Refund Order etc		5 years
	4.MOU related documents	NA	5 years after expiry of MOU
B.	1.Files pertaining to Price Fixation Committee	Up to 3 years	3 years
	2.IPT case files		3 years
	3.Customer complaint files		3 years
	4.Audit reply files		3 years
	5.Incoming/ Outgoing Dak Registers		3 years
C.	1.Catalogue / Plan from Plant/ Unit for disposal	Up to 2 years	2 years
	2.Sale Notice file		2 years
	3.Auction/ Tender File		2 years
	4.Price Circular files		2 years
	5. All ISO documents	N.A.	2 years
D.	1.Demand Draft forwarding file	Up to 1 year	1 year
	2.Credit confirmation file		1 year

	3. Lifting Completion/ Ground clearance file		1 year
	4. Reply to RTI queries	N.A	1 year
	5. Report of ISO Audits		1 year
	6. Commitment to SA 8000 Quality & Process improvement records		1 year
	7. Customer Registration documents		1 year
E.	1. Certificates/License of customers	N.A	Till the expiry of certificates/License
	2. EMD details submitted by Service Provider		1 month
	3. Details of bills of Service charge paid to service providers		1 month

*Handwritten signature*