

**CONCLUDING MINUTES OF THE MEETING ON DOCUMENT RETENTION POLICY OF  
SAIL – COLLIERIES DIVISION WAS HELD ON 18<sup>TH</sup> FEBRUARY, 2023**

**Committee Members:**

S/Shri	S/ Shri
1. Sibaram Banerjee, GM (Tech Serv)	2. L K Bhandari, GM (P & CC), CD
3. A N G Hembrom, GM (L&E), Chasnalla	4. Sanjay Kumar, GM (Mining), Chasnalla
5. D Prasad, DGM (F&A), Chasnalla	6. Rakesh Kumar, Sr. Manager (MM), Chasnalla
7. Barik P N P Ranjan, Sr. Manager (P&A)	8. Chinmaya Bansal Manager (TA)

A committee was constituted vide Office Order No. CD/P&A/OD-OO/22-23/207 dated 24.09.2022 to finalize the Document Retention Policy of all Departments of Collieries Division. The meetings of the committee with various departments were held on 28.11.2022, 08.12.2022, 23.12.2022, 11.01.23.

The Document Retention Policy thus been prepared in discussion with concerned HoDs. The same has been duly signed by the committee members and the concerned HoD.

The draft retention Policy alongwith a brief introduction, objective and scope is attached for approval of Competent Authority.

*Chinmaya Bansal*  
18/02/23  
Chinmaya Bansal  
Manager (TA)

*m leave*  
Barik P N P Ranjan  
Sr. Manager (P&A)

*Rakesh Kumar*  
18/02/2023  
Rakesh Kumar  
Sr. Manager (MM), Chasnalla

*D Prasad*  
18/02/23  
D Prasad  
DGM (F&A), Chasnalla

*Sanjay Kumar*  
12-02-2023  
Sanjay Kumar  
GM (Mining), Chasnalla

*A N G Hembrom*  
18/02/2023  
A N G Hembrom  
GM (L&E), Chasnalla

*L K Bhandari*  
18/2  
L K Bhandari  
GM (P & CC), CD

*Sibaram Banerjee*  
18/2/23  
Sibaram Banerjee  
GM (Tech Serv)

**DOCUMENT RETENTION  
POLICY  
OF  
COLLIERIES DIVISION**

# INTRODUCTION

RECORDS ARE INFORMATION (STORED IN ANY FORM OR MEDIUM) THAT ARE AN IMPORTANT PART OF THE FUNCTIONING OF AN ORGANIZATION AND ARE AN ESSENTIAL ASPECT IN FULFILLING ITS LEGAL OBLIGATIONS. IT IS THEREFORE IMPERATIVE TO GIVE DUE CARE TO THE MAINTENANCE OF THIS VITAL RESOURCE.

## **OBJECTIVE OF DOCUMENT RETENTION POLICY**

- ✓ **TO PROVIDE GUIDELINES IN ACCORDANCE WITH THE APPLICABLE LAWS AND DISPOSAL OF OLD, OBSOLETE AND REDUNDANT RECORDS AT PROPER TIME.**
- ✓ **RETAIN RELEVANT RECORDS FOR A REASONABLE PERIOD OF TIME.**
- ✓ **KEEP THE OFFICE SPACE CLEAN AND ORGANIZED.**
- ✓ **PROVIDE INFORMATION EASILY AND PROMPTLY TO ALL CONCERNED**
- ✓ **IMPROVE EFFICIENCY**

## **SCOPE OF THE POLICY**

**THE AIM IS TO ENSURE A UNIFORM APPROACH IN MAINTENANCE & DISPOSAL OF RECORDS GENERATED IN THE VARIOUS DEPARTMENTS FROM TIME TO TIME.**

**THE POLICY AIMS TO LAY DOWN NORMS ON HOW LONG OFFICIAL RECORDS SHOULD BE RETAINED UNDER ORDINARY CIRCUMSTANCES, AND STEPS TO BE TAKEN IN THE CASES INVOLVING PENDING OR IMMEDIATE INVESTIGATION OR DISPUTE.**

**ELECTRONIC STORAGE METHOD IS BOTH DESIRABLE AND PRUDENT AND SHOULD BE EXTENSIVELY USED TO RETAIN IMPORTANT INFORMATION. HOWEVER, AS DIGITALIZATION HAS NOT YET BEEN UNIFORMLY DEPLOYED ACROSS THE DEPARTMENTS, THE SAME HAS BEEN KEPT OUT OF THE PURVIEW OF THIS POLICY FOR THE TIME BEING.**

**THE GREATER USE OF ELECTRONIC MEDIA WILL BE IN VOGUE IN FUTURE, THE POLICY MAY NEED TO BE REVIEWED.**

## **RETENTION SCHEDULE**

- ✓ **THE OFFICIAL RECORDS OF EACH DEPARTMENT WILL BE MAINTAINED AND DISPOSED OFF AS SPECIFIED IN THE RETENTION SCHEDULE.**
  
- ✓ **THE PERIOD OF RETENTION WILL BE RECKONED FROM THE DATE OF CLOSURE OF THE FILE/REGISTER.**
  
- ✓ **THE STATUTORY RECORDS WILL CONTINUE TO BE RETAINED AS PER TIME SCHEDULE SPECIFIED IN THE RELEVANT NOTIFICATION/REGULATION.**

## PROCEDURE FOR DISPOSAL OF RECORDS

- ✓ WHENEVER ACTION ON A FILE OR REGISTER OR OTHER RECORDS IS COMPLETE IN ALL RESPECTS, THE SAME WOULD BE TREATED AS CLOSED & CONSIDERED TO BE FIT FOR DECIDING THE DISPOSAL IN EACH CASE SEPARATELY AS PER THE PERIOD LAY DOWN UNDER RETENTION SCHEDULE.
- ✓ THE DEALING EXECUTIVE(S) OF THE DEPARTMENT WILL IDENTIFY THE RECORDS, PREPARE A CHECKLIST WITH RELEVANT INFORMATION AND PLACE IT TO THE HOD FOR APPROVAL. THE HOD SHALL APPROVE THE LIST OF PROPOSED RECORDS FOR DISPOSAL. THE RECORDS SO DECIDED FOR DISPOSAL SHALL BE DESTROYED WITH A RECORD OF DISPOSAL.
- ✓ ***HOWEVER, ANY FILE, REGISTER OR RECORD REQUIRED IN CONNECTION WITH ANY DISPUTES, LEGAL OR OTHERWISE, OR ANY MATTER FOR WHICH CLARIFICATION IS PENDING, WILL NOT BE PROCESSED FOR DISPOSAL.***

## IDENTIFICATION OF RECORDS

THE RESPECTIVE EXECUTIVE OF THE DEPARTMENT SHALL IDENTIFY THE RECORDS THAT ARE REQUIRED TO BE DISPOSED AS PER THE RETENTION SCHEDULE. HE/SHE SHALL PREPARE A CONSOLIDATED LIST OF THE SAME WITH DETAILS WHICH SHALL BE PUT UP FOR APPROVAL BY THE COMPETENT AUTHORITY.

**FURTHER, IF A RECORD RELATES TO TWO OR MORE SUBJECTS FOR WHICH DIFFERENT RETENTION PERIODS HAVE BEEN PRESCRIBED, IT WILL BE RETAINED FOR THE HIGHEST OF SUCH PERIODS. AND, IN EXCEPTIONAL CASES, I.E. IF THE RECORD HAS CERTAIN SPECIAL FEATURES OR SUCH A COURSE IS WARRANTED BY THE PECULIAR NEEDS OF THE DEPARTMENT, THE RECORD MAY BE RETAINED FOR A PERIOD LONGER THAN THAT SPECIFIED IN THE SCHEDULE.**



## **APPROVAL BY HOD**

THE CONSOLIDATED LIST OF DOCUMENTS / FILES /RECORDS , DULY SIGNED BY THE CONCERNED EXECUTIVE(S) WILL BE PUT UP TO THE HOD FOR APPROVAL. THE HOD AFTER SCREENING WILL COUNTERSIGN THE LIST OF RECORDS PLACED TO HIM/HER.

## **DISPOSAL OF RECORDS**

THE MODE OF DISPOSAL SHALL BE BY SHREDDING/OTHER MEANS. DISPOSAL OF RECORDS WILL BE DONE IN THE PRESENCE OF THE DEALING PERSONNEL EXECUTIVE AT A TIME AND PLACE MUTUALLY DECIDED BY THE HOD. BEFORE DISPOSAL, A DISPOSAL REPORT SHALL BE PREPARED.

A COPY OF THE DISPOSAL REPORT SHALL BE PRESERVED IN THE DISPOSAL RECORDS WHICH WILL BE IN THE CUSTODY OF HEAD OF DEPARTMENT. ONE COPY OF THE DISPOSAL REPORT SHALL BE KEPT IN THE RESPECTIVE SECTION ALSO.

# DOCUMENTS RELATED TO PERSONNEL DEPARTMENT

Sl No	DESCRIPTION	RETENTION PERIOD
1	Personnel File	15 years from the date of final settlement of the employee

Documents contained in Personnel File	
1	Offer of Appointment
2	Bio-data form as submitted at the time of appointment
3	Medical fitness at the time of joining
4	Joining report
5	Date of birth certificate
6	Mark sheet/certificate in support of qualification
7	Caste/Category certificate
8	Disability certificate
9	Attestation form
10	Charge sheet/memo issued
11	Order passed by the DA/AA
12	Order of selection against internal circular

*[Signature]*  
S. Banerjee

*[Signature]*  
Rakesh kr

Chinmay Bhal  
Chinmay Bhal

*[Signature]*  
Ajay kr

*[Signature]*  
Borik P.N.P

*[Signature]*  
L.V. Bhandari





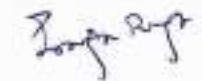




*[Signature]*  
Sanjay kr  
Sanjay Tejary

*[Signature]*  
D. Prasad

*[Signature]*  
ANG. Hombrom

	Documents contained in Personal File
13	Incentive for professional qualification
14	Police Verification
15	All promotion orders
16	Interplant transfer order
17	Date of birth certificate
18	Mark sheet/certificate in support of qualification
19	Declaration of dependent (addition/deletion declarations)
20	Proof of permanent address (only in case of change of address)
21	Reappointment order
22	Decisions to ascertain date of birth
23	Order for change of permanent address
24	Reinstatement order
25	Documents related to adopted children
26	Workman compensation order
27	Documents related to out of court settlements
28	Documents related to change of name

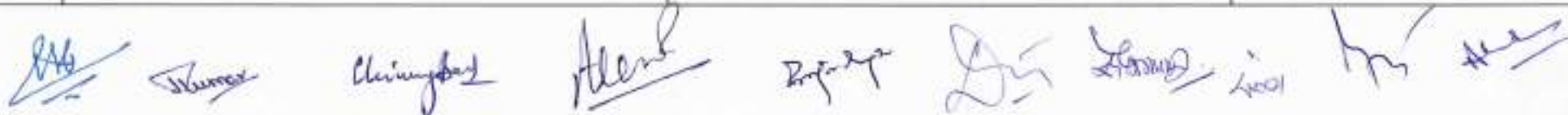
	Documents contained in Personnel File
29	Confirmation orders (after completion of probation)
30	Internal transfer orders Documents related to Suspension/Revocation and orders related to payment
31	Application for outside employment
32	Study leave/Maternity leave/Paternity leave/Child care leave/Injury leave documents
33	NOC for VISA & Passport
34	NOC for pursuing higher qualification
35	Claim forms for Final Settlement of dues (separation cases)
36	Documents related to Employees Compensation Payment
37	Final Settlement of TA
38	LTA/LTC/LLTC related documents
39	Documents related to Processing of Resignation
40	Documents related to inclusion of Qualification
41	Application for HRA
42	LTE order
43	Documents related to Disciplinary Action (copy of Chargesheet/Memorandum, show cause/Enquiry Committee constitution/Order of DA etc)

Documents contained in Personnel File	
44	Employer certificate related to Pension under EPS'95
45	Last Pay Certificate
46	Separation order
47	Nominee Form for PF & Gratuity
48	ACR
49	Documents related to Medical Rehabilitation

**COMMON RECORDS/REGISTERS (EXECUTIVE & NON-EXECUTIVE ESTABLISHMENT)**

S.NO	DESCRIPTION OF RECORD	RETENTION PERIOD(OTHER PLANTS)	PROPOSED AT CD
1	DISCIPLINARY CASE FILE/ OTHER CASE FILE	05 YEARS AFTER SEPARATION OF EMPLOYEE.	3 YEARS AFTER SEPARATION OF EMPLOYEE.
2	EMPLOYEES COMPENSATION REGISTER	10 YEARS FROM THE DATE OF CLOSURE.	3 YEARS AFTER SEPARATION OF EMPLOYEE.
3	VR RELATED DOCUMENTS	A) FOR VR SCHEME INVOLVING MONTHLY PAYMENT - 5 YEARS FROM THE DATE OF LAST PAYMENT. B) FOR VR SCHEME INVOLVING ONE TIME LUMP SUM PAYMENT -5 YEARS AFTER THE CLOSURE OF THE RESPECTIVE SCHEME.	8 YEARS
4	VR REGISTER		PERMANENT
5	MANPOWER REPORTS	PERMANENT.	10 YEARS


 A series of handwritten signatures and initials in blue ink, including names like 'SAB', 'Kumar', 'Chingbad', 'Alesh', 'Rajendra', 'S.S.', 'Srinivas', 'K.P.', 'M.', and 'A.S.'.

### OD SECTION

S.NO	DESCRIPTION OF RECORD	RETENTION PERIOD(OTHER PLANTS)	PROPOSED AT CD
1	RECORDS RELATED TO REPORTING/REVIEWING RELATIONSHIP UNDER EPMS	01 YEAR MAINTAINED IN EPMS SYSTEM	OK
2	DPC FILE, CONSTITUTION ORDERS, APPROVALS AND OTHER RELATED DOCUMENTS	10 YEARS	OK
3	PRC FOLDER	10 YEARS	OK
4	APPRAISAL DOSSIER IN EPMS	10 YEARS	OK
5	ORGANIZATION CHANGE (TRANSFER/REDESIGNATION) DOCUMENTS	05 YEARS FROM THE DATE OF APPROVAL	OK
6	REGISTER FOR ISSUANCE OF NOC FOR VISA & PASSPORT	05 YEARS FROM THE DATE OF LAST ENTRY	OK
7	LAPTOP ADVANCE REGISTER	05 YEARS FROM THE DATE OF LAST ENTRY	OK
8	FURNITURE/FURNISHING ALLOWANCE REGISTER	05 YEARS FROM THE DATE OF LAST ENTRY	OK
9	DOCUMENTS RELATED TO RETENTION OF FACILITIES ON TRANSFER	05 YEARS FROM THE DATE OF DISCONTINUATION OF FACILITIES	03 YEARS FROM THE DATE OF DISCONTINUATION OF FACILITIES
10	EXECUTIVE WAGE REVISION SETTLEMENT/AGREEMENT	PERMANENT	OK

**PERSONNEL OFFICES : NON-EXECUTIVE ESTABLISHMENT  
(WORKS/NON-WORKS AREAS)**

S.NO	DESCRIPTION OF RECORD	RETENTION PERIOD(OTHER PLANTS)	PROPOSED AT CD
1	DPC files – Within cluster	5 year excluding current year	OK
2	DPC files – Between cluster	5 year excluding current year	OK
3	IR Report File	1 year excluding current year	OK

**FINAL SETTLEMENT CELL**

S.NO	DESCRIPTION OF RECORD	RETENTION PERIOD(OTHER PLANTS)	PROPOSED AT CD
1	Medical Book Register (Without Medi-claim)	05 years	PERMANENT
2	EFBS Minutes & Files	03 years from the date of settlement of deposited amount to the member/nominee	OK
3	Long Service Award Register	02 years From the last date of entry	PERMANENT


 A series of handwritten signatures and initials in blue ink, including names like 'Chinmaye Bai', 'Allend', and others, positioned below the tables.

### CONTRACT LABOR CELL

S.NO	DESCRIPTION OF RECORD	RETENTION PERIOD(OTHER PLANTS)	PROPOSED AT CD
1	Provident Fund deposited for CL	5 YEARS	8 YEARS
2	Work Order File	2 YEARS	7 YEARS POST COMPLETION
3	Certificate of Registration with ALC(C)	PERMANENT	OK
4	Return/ Report to Govt. Agencies	5 YEARS	OK
5	Monthly Engagement of CL	1 YEAR	OK
6	I.O.W. related to CL	3 YEARS	5 YEARS
7	VDA for CL	PERMANENT	8 YEARS
8	CL Wage Agreements	PERMANENT	8 YEARS
9	ESI for Casual Labourers	5 YEARS	8 YEARS
10	CL Grievance/Disputes	1 YEARS	OK
11	Union Correspondence	1 YEARS	OK
12	CL database ( SOFT FORM)	PERMANENT	8 YEARS FROM LAST ENTRY

A collection of handwritten signatures and initials in blue ink, including names like 'Alena', '2020', 'D.S.', 'Srinivas', 'M.S.', and 'H.S.', along with some illegible scribbles.












### CENTRAL FUNCTION

S.NO	DESCRIPTION OF RECORD	RETENTION PERIOD(OTHER PLANTS)	PROPOSED AT CD
1	Returns under Workmen Compensation Act, 1923	5 YEARS	8 YEARS
2	Agreements between Management & Recognized Union	PERMANENT	OK
3	Charter of Demand submitted by Trade Unions	10 YEARS	1 YEARS
4	Disbursement of Funeral Expenses	2 YEARS	OK
5	Annual return under Payment of Wages Rules	5 YEARS	OK
6	ESI Return (Application for exemption from the provision of the ESI Act)	5 YEARS	OK
7	Circulars/ Guidelines/ Policy Matters/ Important Decisions	5 YEARS	PERMANENT
8	Correspondence with SAIL Corporate Office	5 YEARS	PERMANENT
9	Correspondence with State / District Authorities	PERMANENT	OK
10	Date on Unauthorized Absenteeism	5 YEARS	PERSONELL FILE
11	References received from MPs/ MLAs/ VIPs	3 YEARS	1 YEARS
12	RTI applications/ First Appeals/ Replies	5 YEARS	3 YEARS
13	Circular Files	PERMANENT	OK

A collection of handwritten signatures and initials in blue ink, including names like 'Ching', 'Alank', and 'D.S.', along with other illegible marks and dates.

## RECRUITMENT

S.NO	DESCRIPTION OF RECORD	RETENTION PERIOD	PROPOSED AT CD
1	Roster Registers	PERMANENT	OK
2	Administrative Decisions		
3	SELECTION FILE : <ul style="list-style-type: none"> <li>▪ Approval &amp; Relevant Note Sheets</li> <li>▪ Copy of Corporate Office Clearance</li> <li>▪ Copy of advertisement published</li> <li>▪ Copy of notification to Employment exchange ( in case of Non-Executives Recruitment )</li> <li>▪ Mark sheets of written test/ interview &amp; Tabulation sheet</li> <li>▪ Selection note</li> </ul>	5 YEARS FROM DATE OF APPROVAL OF SELECTION	OK
4	Application forms (in case of off –line application) of finally selected candidates. <ul style="list-style-type: none"> <li>☑ Scrutiny List of applied candidates.</li> <li>☑ Specimen call letter for written test/interview.</li> <li>☑ Attendance Sheets of Written Test &amp; interview</li> <li>☑ List of short listed candidates for interview</li> <li>☑ Interview particulars along with attachments of finally selected candidates</li> <li>☑ Mark sheets of written test/ interview &amp; Tabulation sheet.</li> <li>☑ Selection notes.</li> <li>☑ Offer of Appointment</li> <li>☑ Medical Examination Report</li> <li>☑ Joining Report</li> <li>☑ Relevant correspondences / Notices.</li> </ul>	5 YEARS FROM DATE OF APPROVAL OF SELECTION	OK




## RECRUITMENT

S.NO	DESCRIPTION OF RECORD	RETENTION PERIOD	PROPOSED AT CD
5	Contract File ( in case of outsourcing of Rectt. exercise) <input checked="" type="checkbox"/> Processing & Approval Notes. <input checked="" type="checkbox"/> Work Order & relevant documents	5 YEARS FROM DATE OF APPROVAL OF SELECTION	OK
6	Application forms along with enclosures ( in case off-line application) of Not eligible / Not selected candidates	1 YEARS FROM DATE OF APPROVAL OF SELECTION	OK
7	Returned or rejected DDs/BCs or other instruments submitted towards Application/processing fees (not applicable in case of on-line submission of Application/processing fees)	1 YEARS FROM DATE OF APPROVAL OF SELECTION	OK
8	Internal Circular Related selection File	5 YEARS FROM DATE OF APPROVAL OF SELECTION	OK
9	Compassionate Employment related records	5 YEARS FROM DATE OF APPROVAL OF SELECTION	15 YEARS AFTER DATE OF SEPARATION
10	Official record for joining (erstwhile UO Register)	PERMANENT	OK
11	Recruitment approval Files	PERMANENT	OK
12	Circulars/Office order/ notification related to recruitment procedure	PERMANENT	OK
13	RTI related to recruitment	5 YEARS	3 YEARS
14	Legal matters related to recruitment	PERMANENT	OK

  
  
  
 Chiny Bai

  
 Jyoti Singh

  
 A. S.

  
  
  
 S. S.

### RECRUITMENT

S.NO	DESCRIPTION OF RECORD	RETENTION PERIOD	PROPOSED AT CD
15	Committee reports related to recruitment	PERMANENT	OK
16	HR Plans and Corporate Office manpower budget	PERMANENT	OK
17	Files related to Medical Invalidation	PERMANENT	OK
<b>ESTATE MATTERS</b>			
1	HOUSE ALLOTMENT RULES	PERMANENT	OK

*[Handwritten signatures and initials]*  
A large collection of handwritten signatures and initials in blue ink is located below the table. The signatures are written in various styles and orientations, including 'Alena', 'Chinyel', 'Dip', 'Kee', 'L', 'Linda', and 'MS'. Some signatures are underlined.

CD1

## MINING

### List of Documents maintained at Agent Office , Collieries Division

Sl.No.	Description	PROPOSED BY DEPTT	FINALISED
1	DGMS Correspondence	Required across mine life	7 Years beyond its validity.
2	Executive Correspondence	3 yrs	2 Years
3	Executive Attendance	3 yrs	1 Year from last entry
4	Accident	3 yrs	7 Years
5	Contractor Correspondence	3 yrs post W.O. Completion	7 Years post WO Completion
6	Production	3 yrs	Across Mine Life

### List of Documents maintained at Manager office , Collieries Division

Sl.No.	Description	PROPOSED BY DEPTT	FINALISED
1	Cautioning Letter	3 yrs	1 Year
2	Charge Sheet	1 yr	1 Year
3	Security Correspondence	1 yr	1 Year
4	Monthly Return	3 yr	3 Years
5	Coal Grade declaration	3 yr	7 Years
6	Annual Return	5 yrs	5 Years
7	DGMS Experience	Across Mine life	7 Years
8	Gas cutting welding file	5 yrs	2 Years
9	Explosive Correspondence	5 yrs	5 Years
10	Stowing File	5 yrs	3 yrs
11	DMO correspondence File	5 yrs	7 yrs

H.P. Sharma

Sonjay kr

Lx. Bhandari

Chinnay Bhand

S. Bhandari

D. Prasad Bhand P.N.P

ANAG Harbison

Rakesh kr

T.K. Roy

## MINING

### List of Documents maintained at Cap Lamp Room, Collieries Division

Sl.No.	Description	PROPOSED BY DEPTT	FINALISED
1	Daily issue of Cap Lamp (Regular and contractual employee)	3 yrs	7 yrs
2	Daily issue of Cap Lamp (Unpaid Training)	3 yrs	7 yrs
3	Cap Lamp maintenance register	3 yrs	1 yrs
4	Report of daily examination of Safety lamps on return after use	1 year	1 year

### List of Documents maintained at Ventilation office, Collieries Division

Sl.No.	Description	PROPOSED BY DEPTT	FINALISED
1	Dust Sample Analysis for USP & DM at CPP Lab.	3 yrs	1 year
2	Bottom Ash sampling at CPP lab	3yrs	1 year
4	Mine air sample analysis	5 yrs	1 year
5	Dust analysis report for u/g and surface	5 yrs	1 year
6	Noise measurement record for u/g and surface	5 yrs	1 year
7	Stone dust barrier records	3 yrs	1 year
8	Status of ventilation doors and stoppings.	3 yrs	1 year
9	Air quantity (DM & USP)	1 year	1 year
10	Water dam record (DM)	3 years	1 year

Hos

L. G. G. G.

L. G. G. G. Ching-ban

RAG

HOS 2/1/20

HOS

HOS

L. G. G. G.

## MINING

### List of Documents maintained at Safety Office, Collieries Division

Sl.No.	Description	PROPOSED BY DEPTT	FINALISED
1	Pit M/Safety Committee Meeting/Minutes	5 yrs	5 YEARS
2	M/Safety Audit	5 yrs	3 YEARS
3	Authorization	5 yrs	TILL SUPERANUATION
4	Bipartite & Tripartite Meeting	5 yrs	5 YEARS
5	DGMS & Unions Complain File	across Mine life	5 YEARS
6	Environment /CTO	across Mine life	ACROSS MINE LIFE
7	List of SOPs for U/G Operation	across Mine life	ACROSS MINE LIFE
8	PRE MONSOON MEETING	3 yrs	2 YEARS
9	SOP of Open Cast working	across Mine life	ACROSS MINE LIFE
10	Regular Employee Refresher	5 yrs	7 YEARS
11	M/Safety Management Plan	across mine life	ACROSS MINE LIFE
12	SSO Report	5 yrs	3 YEARS

### List of Documents maintained at GVTC , Collieries Division

Sl.No.	Description	PROPOSED BY DEPTT	FINALISED
1	Certificate of Trainee of Basic/refresher/Special training	7 years	8 YEARS
2	Register of Trainee	10 years	10 YEARS
3	In file	07 years	8 YEARS
4	Lamp Handling Training Register	07 years	8 YEARS
5	Gas Testing Certificate File	07 Years	8 YEARS
6	On Job training File	07 Years	8 YEARS
7	Complete attendance File	07 Years	8 YEARS
8	VT Certificate File	03 years	8 YEARS
9	V T filled form and attendance sheet	03 years	8 YEARS
10	Re training Register	10 years	8 YEARS

## MINING

List of Documents maintained at Welfare Office, Collieries Division

Sl.No.	Description	PROPOSED BY DEPTT	FINALISED
1	VOLUNTARY RETIREMENT OF SERVICES(VRS)	5 yrs	7 YEARS
2	LABOUR SITUATION REPORT (LSR)	3 yrs	1 YEAR
3	TRADE UNION	3 yrs	1 YEAR
4	RTI REPLIES	5 yrs	2 YEARS
5	SANCTIONED MANNING	across mine life	ACROSS MINE LIFE
6	MONTHLY MANPOWER REPORT	3 yrs	1 YEAR
7	A.L.C.(C) 8 LEO( C) Jharia	5 yrs	3 YEARS
8	PME REPORT	5 yrs	3 YEARS AFTER
9	IME.		RETIREMENT OF THE PERSON
10	COMMENCEMENT & COMPLETION	5 yrs	3 YEARS
11	LABOUR LICENCE	5 yrs	2 YEARS POST W.O COMPLETION
12	CMPE	5 yrs	5 YEARS
13	CO'S REGISTRATION	across mine life	ACROSS MINE LIFE
14	VV STATEMENT(CONTRACTUAL WORKERS)	3 years	5 YEARS

List of Documents at Engineering Office, Collieries Division

Sl.No.	Description	PROPOSED BY DEPTT	FINALISED
1	Drawing File	across mine life	ACROSS MINE LIFE
2	CIMFR File (TESTING)	5 yrs	7 YEARS
3	HT Permission File	across mine life	ACROSS MINE LIFE
4	NDT Test File	across mine life	6 YEARS
5	4 Ton Loco(Filed Trail)	across mine life	2 YEARS AFTER FIELD TRIAL
6	JSEB / DVC Correspondence	5 yrs	3 YEARS
7	EQUIPMENT AVAILABILITY & UTILISATION		3 YEARS



## MINING

### List of Documents maintained at OCP office, Collieries Division

Sl.No.	Description	PROPOSED BY DEPTT	FINALISED
1	Diesel Documents	5 yrs	3 Years

### List of Documents maintained at Underground, Collieries Division

Sl.No.	Description	PROPOSED BY DEPTT	FINALISED
1	Pit Manager Report Book	3 yrs	1 YEARS
2	Shift Manager Report Book	3 yrs	1 YEARS
3	Overman Report Book	3 yrs	1 YEARS
4	Mining Sirdar Report Book	3 yrs	1 YEARS
5	Shot Firer Report Book	3 yrs	1 YEARS
6	Safety Talk Register	3 yrs	1 YEARS

### List of Documents maintained at Sand Plant, Collieries Division

Sl.No.	Description	PROPOSED BY DEPTT	FINALISED
1	Drawing File	across mine life	ACROSS MINE LIFE

A series of handwritten signatures and initials in blue ink, including names like 'Lal', 'Ching', 'Ramesh', 'Kumar', and 'Jai', along with various scribbles and marks.

**MINING**

List of Documents maintained at Magazine House, Collieries Division

Sl.No.	Description	PROPOSED BY DEPTT	FINALISED
1	RE- 3 Register	3 yrs	3 YEARS
2	RE-5 Register	3 yrs	3 YEARS
3	RE- 13 File	3 yrs	3 YEARS
4	RE – 12 & Challan of BDEL	3 yrs	3 YEARS
5	RE – 12 & Challan of IDL	3 yrs	3 YEARS
6	RE – 12 & Challan of Detonator	3 yrs	3 YEARS
7	RE – 12 & Challan of Nonel	3 yrs	3 YEARS
8	Transit Slip	3 yrs	3 YEARS
9	Requisition Slip	3 yrs	3 YEARS
10	RE – 13 generate register	3 yrs	3 YEARS
11	Monthly consumption file	3 yrs	3 YEARS
12	Explosive carrier authorization file	3 yrs	3 YEARS
13	Shot firer authorization file	3 yrs	3 YEARS
14	Magazine License copy file	3 yrs	3 YEARS
15	RE – 11 file	3 yrs	3 YEARS
16	Quarterly return RE – 7 file	3 yrs	3 YEARS

0115

FINANCE DEPARTMENT

S.NO	DESCRIPTION OF RECORD	AS IN STEEL PLANTS	FINALISED
SCHEDULE FILE (ALL SECTIONS COMMON )			
1	ADVANCE LEDGER(CUSTOMER /VENDOR)	8 YEARS	5 Years
2	ATTENDANCE REGISTERR	3 YEARS	OK
3	AUDIT QUERY & REPLY	10 YEARS	OK
4	BANK GUARANTEE	8 YEARS	Validity of BG
5	CIRCULARS	PERMANENT	OK
6	CORRESPONDENCE	3 YEARS	OK
7	DAK REGISTER	3 YEARS	OK
8	DEBIT /CREDIT ADVICE	8 YEARS	OK
9	DEMAND REGISTER	8 YEARS	OK
10	GUIDELINES FROM CORPORATE OFFICE	PERMANENT	OK
11	JOURNAL VOUCHER	8 YEARS	OK
12	PAYMENT VOUCHER	8 YEARS	OK
13	PEON BOOK	3 YEARS	OK

Chinmoy B  
Chinmoy Benaal

S. Banerjee

Rohini kr

A. K. Mehta  
MJC F&B

L.N. Bhandari

D. Prasad

Bank P.N. P

S. Singha

Sonyay kr

## FINANCE DEPARTMENT

S.N O	DESCRIPTION OF RECORD	AS IN STEEL PLANTS	FINALISED
SCHEDULE FILE (ALL SECTIONS COMMON)			
14	RECEIPT VOUCHER	8 YEARS	OK
15	SCHEDULES	8 YEARS	OK
16	SECURITY DEPOSIT LEDGER	8 YEARS	OK
17	STEEL CREDIT NOTES	8 YEARS	OK
18	TDS /TCS CERTIFICATE ISSUED	5 YEARS	8 YEARS
19	TDS /TCS CHALLANS & RETURNS	8 YEARS	8 YEARS
CASH SECTION			
20	BANK MANDATE RECEIVED FROM PARTY	PERMANENT	OK
21	BANK STATEMENT & BRS	8 YEARS	OK
22	BANKING TRANSACTION AUTHORISATION LETTER	PERMANENT	OK
23	CASH BOOK / BANK BOOK	8 YEARS	OK
24	CHEQUE SIGNATURE AUTHORISATION REQUEST	PERMANENT	OK
25	DAILY CASH BOOK/DAILY BALANCE REPORT	2 YEARS	OK

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A.K.

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K. S. K. S.

A.K.

A.K.

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S.

A.K.

A.K.

FINANCE DEPARTMENT

S.N O	DESCRIPTION OF RECORD	AS IN STEEL PLANTS	FINALISED
FILECASH SECTION			
26	E Z CARDS DATA	PERMANENT	8 YEARS
27	OUTWARD DISPATCH REGISTER (INTERNAL)	5 YEARS	OK
28	PAYMENT REGISTER	8 YEARS	OK
29	PHYSICAL CASH VERIFICATION STATEMENT	8 YEARS	OK
30	RECEIPT REGISTER	8 YEARS	OK
31	STALE CHEQUE SCHEDULE	8 YEARS	1 YEAR
CENTRAL ACCOUNTS			
32	ACCOUNTS MANUALS	PERMANENT	OK
33	ACTUARIAL VALUATION REPORT	8 YEARS	OK
34	ANNUAL ACCOUNTS	PERMANENT	OK
35	ASSET REGISTER	PERMANENT	OK

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N/A (KPA)

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FINANCE DEPARTMENT

S.NO	DESCRIPTION OF RECORD	AS IN STEEL PLANTS	FINALISED
CENTRAL ACCOUNTS			
36	CHART OF ACCOUNTS	PERMANENT	OK
37	IUCA FILE	8 YEARS	OK
38	LEDGER & SUB LEDGER	8 YEARS	OK
39	QUARTERLY & HALF YEARLY ACCOUNTS	8 YEARS	OK
40	TRIAL BALANCE	8 YEARS	OK
41	TAX AUDIT REPORT	8 YEARS	OK
COST & BUDGET SECTION			
42	ANNUAL COST & PROFITABILTY STATEMENT	10 YEARS	8 YEARS
43	COST AUDIT REPORT	10 YEARS	8 YEARS
44	COST MANUAL	PERMANENT	OK
45	ELEMENT WISE COST STATEMENT	5 YEARS	8 YEARS
46	FINANCIAL YEAR BOOK	10 YEARS	OK
47	STOCK VALUATION REPORT	8 YEARS	OK

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*Raman*

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FINANCE DEPARTMENT

S.N O	DESCRIPTION OF RECORD	AS IN STEEL PLANTS	FINALISED
COST & BUDGET SECTION			
48	MONTHLY COST SHEET/COST DATA	5 YEARS	8 YEARS
49	OPERATION BUDGET	10 YEARS	8 YEARS
50	PRICE CIRCULARS	8 YEARS	8 YEARS
51	STANDARD COST SHEET	10 YEARS	8 YEARS
52	WORKING OF BUDGET /SUPPORTING DETAILS	3 YEARS	OK
53	VARIANCE DATA & REPORT	3 YEARS	8 YEARS
ESTABLISHMENT SECTION			
54	POSTAL DIARY & DESPATCH REGISTER	5 YEARS	OK
55	ADVANCE PF /VPF REGISTER	3 YEARS	OK
56	MEDICAL REVALIDATION REGISTER	PERMANENT	OK
57	STORES ISSUE REGISTER	2 YEARS	OK

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A K. M. S.  
M.P. (F&B)

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## FINANCE DEPARTMENT

S.N O	DESCRIPTION OF RECORD	AS IN STEEL PLANTS	FINALISED
FINANCE CONCURRENCE			
58	DELEGATION OF POWER	PERMANENT	OK
59	PCP	PERMANENT	OK
MISCELLANEOUS			
60	FACTORY LICENCE FEE PAYMENT FILE	PERMANENT	OK
61	GST FILE	8 YEARS	OK
62	MEDICAL REIMBURSEMENT VOUCHER	8 YEARS	OK
63	TA & LTC VOUCHER	8 YEARS	OK
64	IMPREST REGISTER	3 YEARS	OK
65	EMD & SECURITY MONEY & OTHER RECEIPTS	5 YEARS	8 YEARS
66	PARTY E-REGISTRATION FOR IT /SALES TAX	PERMANENT	OK

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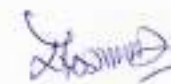
Kumar

  
 A. Kumar  
 M.P. (FSA)




  
 S.





## FINANCE DEPARTMENT

S.N O	DESCRIPTION OF RECORD	AS IN STEEL PLANTS	FINALISED
PAY SECTION			
67	EMPLOYEE BANK ACCOUNT PARTICULARS	2 YEARS	PERMANENT
68	FESTIVAL ADVANCE FILE	8 YEARS	OK
69	COURT ATTACHMENT FILE	PERMANENT	OK
70	COURT CASES OF EMPLOYEES	2 YEARS AFTER SETTLEMENT OF CASE	4 YEARS AFTER SETTLEMENT OF CASE
71	EFBS MEMBERSHIP RECORD	TILL FINAL SETTLEMENT	OK
72	EFBS PAYMENT DETAILS	TILL FINAL SETTLEMENT	OK
73	FORM 24 / FORM 16 A	10 YEARS	8 YEARS
74	HOUSE BUILDING LOAN DETAILS	TILL SETTLEMENT	OK
75	INCOME TAX SAVING DECLARATION	3 YEARS	7 YEARS
76	LPC FILE	5 YEARS	OK
77	LTC /LLTC LEDGERS	3 YEARS	4 YEARS
78	NOMINATION RECORDS	10 YEARS	PERMANENT
79	PAY & SALARY ADVANCE	10 YEARS	3 YEARS

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A KUMAR  
MGR (K&A)

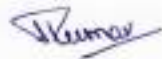





## FINANCE DEPARTMENT

S.N O	DESCRIPTION OF RECORD	AS IN STEEL PLANTS	FINALISED
PAY SECTION			
80	PAY REVISION	10 YEARS	PERMANENT
81	PERKS	10 YEARS	PERMANENT
82	RETIREMENT LIST	8 YEARS	OK
83	TA ADVANCE	10 YEARS	3 YEARS
84	TDS ASSESSMENT FILE	8 YEARS	OK
85	VPF RECORDS	10 YEARS	OK
86	VEHICLE LOAN DETAILS	TILL RECOVERY	OK
87	WORKMEN'S COMPENSATION FILE	10 YEARS	OK
PHYSICAL VERIFICATION			
88	ANNUAL VERIFICATION	8 YEARS	OK
89	QUARTERLY VERIFICATION	8 YEARS	OK

Ching Bel

  
 A Kumar  
 Mgr FRA







FINANCE DEPARTMENT

S.N O	DESCRIPTION OF RECORD	PROPOSED AT CD	FINALISED
PROVIDENT FUND SECTION			
90	4PS SUBMITTED TO RPFC FOR EPS95 & CMPF SCHEME	10 YEARS	PERMANENT
91	BANK ACCOUNT OPENING / OPERATIONAL FILE	PERMANENT	OK
92	BANK STATEMENT & BRS	8 YEARS	OK
93	PF TRUST ACCOUNT FILE	8 YEARS	8 YEARS

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Environment, Lease & Estate Department

Sl.No.	Description	PROPOSED BY DEPTT
<b>Environment Department</b>		
1	Environmental Clearance	PERMANENT
2	Consent to Establish	PERMANENT
3	Consent to Operate	PERMANENT
4	Environment related Reports	3 Years
<b>Estate Department</b>		
1	Land Document & Records	PERMANENT
2	Lease Records	PERMANENT
3	Reports	3 Years
4	Correspondence with District Officials	3 Years
5	RTI Records	3 Years
6	Quarter Records	3 Years

  
S. Banerjee

  
Rakshak kr

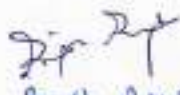
Chinmay Babu  
Chinmay Banerjee

  
L.K. Bhandari

  
Ak Singh

  
D. Prasad

  
A.N.G. Hembram

  
Dipankar  
Bank .P.N.P

  
Sanjay kr

### CONTRACT CELL

S.NO	DESCRIPTION OF RECORD	PROPOSED AT CD
1	ALL PROPOSALS GREATER THAN 50 LAKHS	8 YEARS
2	CONTRACTORS REGISTRATION RELATED DATA	8 YEARS
3	WORK ORDER REGISTER	8 YEARS
4	ANNUAL JOB PLAN	8 YEARS
5	ALL PROPOSALS LESS THAN 50 LAKHS	5 YEARS
6	TENDER OPENING RECORD DATA SHEET	5 YEARS
7	TENDER NOTICE REGISTER (NIT REGISTER)	5 YEARS
8	R.A REGISTER	5 YEARS
9	INWARD - OUTWARD REGISTER	5 YEARS
10	CLOSED PROPOSALS	5 YEARS
11	ISO ,VIGILANCE ,AUDIT ,RTI RELATED INFORMATION	5 YEARS
12	COURT CASES RELATED CASE FILES	5 YEARS
13	POST OFFICE RELATED DOCUMENTS	2 YEARS
14	MISCELLANEOUS ( INTERNET , ETC)	2 YEARS

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A.N.G. Homborn

*Handwritten signatures and names:*  
S. Banerjee, Rakesh Kr, Chiranjay Boral

*Handwritten signature and date:*  
L.K. Bhandari  
21/11/2022  
GM (P&CC)

*Handwritten signature:*  
D. Prasad

*Handwritten signature and date:*  
21/11/2022  
GM (P&CC)

*Handwritten signature and name:*  
Bank P.N.P

*Handwritten signature and name:*  
Sanjay Kr

**Coal Preparation Plant : Chasnalla**  
List of Documents maintained at Washery, Chasnalla

Sl.No.	Description	PROPOSED BY DEPTT
1	Attendance Register	3 yrs
2	General correspondence	3 yrs
3	Office Orders	3 yrs
4	Unpaid training	3 yrs
5	Work Order related documents	7 yrs
6	Notesheet File	3 yrs
7	Pollution Control Board Correspondence	3 yrs
8	Factory Inspector Office, Dhanbad	3 yrs
9	R.T.I.	3 yrs
10	Vigilance Correspondence	3 yrs
11	Stock Verification	8 yrs
12	Weighbridge Reports	3 yrs
13	ALC/RLC/LEO	3 yrs
14	Challans :- Scrap, Samples, Motors, Spares	3 yrs

  
L. N. Bhanu

  
S. Banerjee

  
Rakshit

Chinmayee Bai  
Chinmayee Bai

  
J.P. Dora  
Anil

  
S. K. Kar

  
D. Prasad

  
Sanjay

  
A.M. G. Hensram

MATERIALS MANAGEMENT DEPTT

List of Documents maintained at Materials Management, Chasnalla

S.NO	DESCRIPTION OF RECORD	RETENTION PERIOD
<b>PURCHASE DEPARTMENT</b>		
1	ENQUIRY NO. REGISTER	3 YEARS FROM LAST ENTRY
2	PURCHASE ORDER NO. REGISTER	3 YEARS
3	PURCHASE ORDER FILE (GREATER THAN 25 LAKHS)	5 YEARS
<b>STORES DEPARTMENT</b>		
1	MATERIAL RECEIVING REGISTER (DAY BOOK)	3 YEARS
2	GRN RECORD FILE	3 YEARS
3	BIN CARDS	3 YEARS
4	MATERIAL REQUISITION RECORD (MONTH WISE)	3 YEARS
5	HSD OIL ISSUE & RECIEPT REGISTER	3 YEARS
<b>MARKETING DEPARTMENT</b>		
1	OFA NO. REGISTER	3 YEARS
2	AUCTION FILE	3 YEARS

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AMG. Harbom

*[Signature]*  
Chinmay Bhasal

*[Signature]*

*[Signature]*  
Rohans kv

*[Signature]*  
Aparna Rajesh Pd

*[Signature]*  
S. Banerjee

*[Signature]*  
L. N. Bhambhani

*[Signature]*  
3FN  
Vijay Kulkarni  
D. Prasad

*[Signature]*  
Banshi P. P.

*[Signature]*  
Sanjay kv



Ref No. CD/P&A/OD-OO/22-23/207

दिनांक: 24/09/2022

**कार्यालय व आदेश/ OFFICE ORDER**

**Sub: Constitution of Committee for finalisation of draft Document Retention Policy for all departments of Collieries Division**

A committee is hereby constituted consisting of the following executives to examine the draft Document Retention Policy of all Departments of Collieries Division and finalize the same for submission before ED (Collieries) by 15.10.2022.

Sl No.	Name(S/Shri)	Designation	Role in Committee
1	Sibaram Banerjee	GM (TS), Sectt. of ED(CD)	Chairman
2	Laxmi Kant Bhandari	GM(P&CC), Dhanbad	Co-Chairman
3	ANG Hembrom	GM(L&E), C & J	Member
4	Sanjay Kumar	GM(Mining), Chasnalla	Member
5	Dudheswar Prasad	DGM(F&A), Chasnalla	Member
6	Barik P N Prajna Ranjan	Sr.Manager(Pers), CD	Member
7	Rakesh Kumar	Sr.Manager(MM), Chasnalla	Member
8	Chinmay Bansal	Manager (TA), Sectt. of ED(CD)	Member

All HoDs will examine the Document Retention Policy pertaining to their department available on website of SAIL and sister Units, prepare a draft Document Retention Policy and submit draft Document Retention Policy pertaining to their department to the Chairman of the Committee by 30.09.2022 for examination and finalisation of draft.

This issues with the approval of the Competent Authority:

कार्यालय - 24.9.22  
(बारिक पी एन प्रजा रंजन)

वरिय प्रबंधक (कार्मिक) कोलियरीज डिवीज़न

**Distribution:**

1. Individual Committee Members

**Copy to:**

1. Sectt of ED (Collieries): For kind information of ED (Collieries)
2. CGM (R&T): For kind information
3. CGM (P&A), CD: -Do-
4. CGM(C&J), Chasnalla: -Do-
5. Concerned GMs /HoDs of CD: For preparation of draft Document Retention Policy pertaining to their department

स्टील अथॉरिटी ऑफ इंडिया लिमिटेड, कोलियरीज डिवीज़न, चासनाला, धनबाद, झारखण्ड-828135  
Steel Authority Of India Limited, Collieries Division, Chasnalla, Distt: Dhanbad, Jharkhand-828135

हर किसी की जिन्दगी से जुड़ा हुआ है सेल

There's a little bit of SAIL in everybody's life



41

**Minutes of the meeting held at Conference Hall Chasnalla on 09.09.2022**

At the outset of the meeting, CGM (P&A), C) informed that CGM (Vig.) & ACVO (BSL, CD & JGoM) has informed that CVC has directed to undertake three month campaign during 16.08.2022 to 15.11.2022, on Preventive Vigilance and internal housekeeping activities. In this regard, following activities have been approved by Chairman, SAIL as a precursor to the Vigilance Awareness Week (VAW), 2022.

1. Record Management
2. Technological initiatives
3. Up-dation of guidelines/Circulars

The said meeting was attended by CGM(R&T) CGM (P&A), CD and GM i/c (C&J) with additional charge of CGM(C&J) along with HoDs and representative from different Departments.

**1. Action to be undertaken during the three month campaign from 16<sup>th</sup> August to 15<sup>th</sup> November, 2022**

During the meeting, it emerged that no Department at Collieries Division has a Document Retention Policy. CGM (P&A) discussed the matter with concerned officials at BSL and with CPIO, SAIL over telephone to enquire the status of implementation of Document Retention policy at the corresponding units. It was learnt that the Document Retention Policy of some units is available at SAIL website.

In this regard, it was decided that each department will examine the Document Retention Policy pertaining to their department available on website of SAIL and sister Units and prepare a draft Document Retention Policy of that department. The said draft will be examined by a Committee, which will prepare the final draft for approval of the Competent Authority. The composition of the committee as discussed and decided in the meeting is as under:

Sl No.	Name(S/Shri)	Designation	Role in Committee
1	Sibaram Banerjee	GM (IS), Sectt. of ED(CD)	Chairman
2	Laxmi Kant Bhandari	GM( &CC), Dhanbad	Co-Chairman
3	ANG Hembrom	GM( &E), C&J	Member
4	Sanjay Kumar	GM(Fining), Chasnalla	Member
5	Dudheswar Prasad	DGM (F&A), Chasnalla	Member
6	Barik P N Prajna Ranjan	Sr. Manager(Pers), CD	Member
7	Chinmay Bansal	Manager (TA), Sectt. of ED(CD)	Member
8	Rakesh Kumar	Sr. Manager(MM), Chasnalla	Member

All departments will prepare Draft Document Retention Policy and submit the same to the above mentioned committee by 30.09.2022. The committee after examining the draft Document Retention Policy of the departments will prepare final draft for submission before ED (Collieries) for approval by 15.10.2022.

**2. Reviewing the system of Payment of wages and other statutory benefits to Contractual Workers**

During the said meeting, the issue of Payment of wages and other statutory benefits to the contractual workers was discussed in light of irregularity observed by Vigilance Department in contract of "Sanitation and Conservancy Services inside township of Chasnalla Collieries".

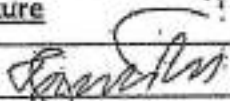

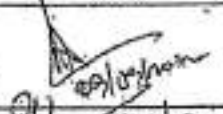
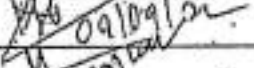
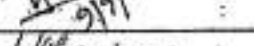
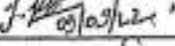
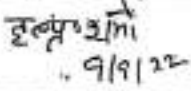
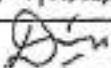
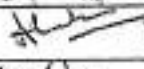
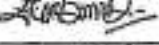
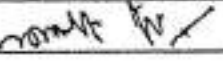
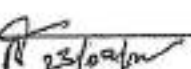
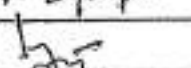
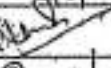
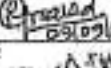

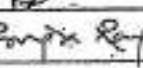


Sr. Manager (Mech) & Colliery Engineer, Chasnalla explained that Contractor submits bills to the Welfare Officer only after making bank payment to the workers and attaching the relevant bank transaction sheet authenticated by the authorized bank official. The Welfare Officer, after verification of attendance of workers and minimum wages payable, forwards the bills to the respective Executing Authority for further processing and release of payment to the party.

In this regard, the practice being followed at BSL was also discussed.

It was finally agreed that the present system of verification of payment of wages to the Contractual Workers in vogue at Collieries is adequate and need not be tweaked at this juncture. However, in view of the irregularity observed by the Vigilance Department, a precautionary method of sample checking was

discussed and endorsed by all present. In this system, the Welfare Officer will personally enquire from a few Contractual Workers engaged in the said contract as regard to their receipt of monthly wages in their respective Bank Accounts, record it on the bill sheet and only then forward the bills to the Executing Authority. The contractual workers will be selected randomly for such sample survey in each instance, so as to ensure the intended validity of the exercise. The number of contractual workers chosen for cross-check may vary, but it will NOT be NIL for any bill.

List of Participants

Sl.No	Name (S/Shri)	Designation	Signature
1	Tarun Kanti Roy	CGM (R&T)	
2	Sanjay Tewary	CGM (P&A), CD	
3	Md. Adnan	GM /c.(C&J) with addl. Chrg of CGM (C&J)	
4	Sibaram Banerjee	GM Tech. Services)	
5	Animesh Maji	GM (CES & T)	
6	Talla Kshapaker	GM (P&CC), Dhanbad	
7	Hanuman Prasad Sharma	GM (Mining), Jitpur	
8	Gautam Senapati	GM (PP), CD	Not Attended.
9	Ajay Kumar	GM (Elect.) C&J	Not Attended
10	Lakshmi Kant Bhandari	GM (P&CC)	
11	A.N.G. Hembram	GM (S&E), C&J	
12	Sanjay Kumar	GM (Mining), Chasnalla	
13	Aditya Kumar Singh	DGM Envt), CD	
14	Md Jasim Ahmed	DGM (Mining), Ramnagore	
15	Bishamber Kumar Das	DGM (CW, FB & WB)	
16	Dudheswar Prasad	DGM (F&A), Chasnalla	
17	Ajay Kumar Singh	AGM (P&A-IR), Chasnalla	
18	Rajesh Kumar Prasad	AGM (Mining), Chasnalla	
19	Kumar Upendra Singh	AGM (Mining), Tasra	
20	Soumen Mishra	AGM (Mech.), Chasnalla	
21	Barik PN Prajna Ranjan	Sr. Mnager (PL), CD	
22	Rakesh Kumar	Sr. Mnager (MM), Chasnalla	