



OIL AND NATURAL GAS CORPORATION LIMITED  
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**CORPORATE POLICY ON PRESERVATION OF DOCUMENTS AND THEIR ARCHIVING**

**1.0 Preamble**

In terms of Regulation 9 of the SEBI(Listing Obligations and Disclosure Requirements) Regulations, 2015 it is provided as under:

***Preservation of documents.***

*9. The listed entity shall have a policy for preservation of documents, approved by its board of directors, classifying them in at least two categories as follows-*

*(a) documents whose preservation shall be permanent in nature ;*

*(b) documents with preservation period of not less than eight years after completion of the relevant transactions;*

*Provided that the listed entity may keep documents specified in clauses (a) and (b) in electronic mode.*

1.1 Further, as per Regulation 30(8) it is stipulated as under:

*(8) The listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website.*

Accordingly, to comply with the aforesaid Listing Regulations, this policy has been framed.

1.2 This Policy shall be known as Corporate Policy on Preservation of Documents and their Archiving.

1.3 This Policy is effective from the approval of the Board of Directors of the Company on 11<sup>th</sup> February, 2016.

2.0 **APPLICABILITY:** This policy shall be applicable to all documents of ONGC maintained at the Registered Office and the various Assets/ Basins/ Units/ Institutes/ Centres/ Offices including Corporate Office etc.

3.0 The word **document** shall mean and include books, paper, registers, vouchers, books of accounts etc. It shall also include "book and paper" as per section 2(12) and "books of accounts" as per section 2(13) of the Companies Act, 2013.

4.0 The Preservation of the Documents shall be as follows:

Sl. No.	Name/ Description of the documents	Period of preservation	Remarks
<b>Company Secretariat</b>			
1	Agenda Items which have been put up before every meeting of the Board of Directors alongwith the approval of the Competent Authority	Permanent	
2.	Minutes of every Meeting of the Board of Directors after their approval and signature by the Chairman	Permanent	
3	Agenda Items which have been put up before every meeting of the Board level Committee alongwith the approval of the Competent Authority	8 years	
4.	Minutes of the meetings of all Board Level Committees after their approval and signature by the Chairman	Permanent	
5	Attendance Sheet/Register of Directors attending the meetings of Board/Board Level Committee.	8 years	
6.	All files of the past and present Directors of the Company containing their appointment letters and other material and important correspondences.	Permanent	
7.	All original Agreements, MOUs, Contracts, Guarantees, Share / Security Certificates / documents given for custody to Company Secretariat.	Permanent	
8.	Annual Reports of the Company from inception.	Permanent	
9.	Statutory Registers as per Companies Act, 2013	Permanent	
10	Files of Legal cases of Shareholder/ Investor Complaints	8 years	However, it is required to keep the file till disposal of the case.
11.	All other documents and correspondences pertaining to Company Secretariat.	8 years	

Finance & Accounts			
12	<p><b>(A) Financial Statements /Books of Accounts</b></p> <p>All Books of Accounts at Corporate Accounts/Assets/ Basins/ Units/ Institutes/ Centres/ Offices etc including those relating to Cost Accounts. These will include Financial Statements, vouchers, entries, supporting documents etc.</p> <p><b>(B) Pre audit</b></p> <p><b>Payment through LC</b></p> <ul style="list-style-type: none"> <li>• Commercial Invoice</li> <li>• Bill of lading (shipping document)</li> <li>• Packing list</li> <li>• Certificate of Test and Inspection from manufacturer/ third party agency (TPI)</li> <li>• Certificate of origin from economic chamber of commerce of exporting country</li> <li>• Certificates of warranty to quality from manufacturer</li> <li>• Correspondence with vendors</li> <li>• Copy of Purchases order /LOI</li> </ul> <p><b>Payment through LSC</b></p> <ul style="list-style-type: none"> <li>• Complete set of Invoice i.e. commercial invoice and tax invoice</li> <li>• Lorry receipt/ Good transport receipt as a proof of dispatch</li> <li>• Packing list</li> <li>• Certificate of warranty to quality</li> <li>• Inspection cover note in the name of ONGC</li> <li>• Correspondence with vendors.</li> <li>• Copy of Purchase Order/ LOI</li> </ul> <p><b>Payment against GRV</b></p> <ul style="list-style-type: none"> <li>• Complete set of Invoice i.e. commercial invoice and tax invoice</li> <li>• Certificate of warranty</li> <li>• Inspection certificate</li> <li>• Copy of Purchase Order/ LOI</li> </ul> <p><b>Works/ Service Contracts</b></p> <ul style="list-style-type: none"> <li>• Letter of Intent/ contract</li> <li>• Invoice (Vendor Invoice as well as third party invoice)</li> <li>• Inspection report/ Third party inspection certificate</li> <li>• Insurance document</li> <li>• Guarantee and warranty certificate</li> </ul>	8 years from the end of the relevant Financial Year	However, where the Tax assessment of the same has not been completed, the same to be kept till assessment is over and the concerned department has certified that there is no further need for the same to be stored.

	<ul style="list-style-type: none"> <li>• Installation &amp; Commissioning certificate/ Completion certificate</li> <li>• Site acceptance test reports</li> <li>• Correspondence with vendors</li> </ul> <p><b>Employees' payments</b></p> <ul style="list-style-type: none"> <li>• Bill having approval of competent authority</li> <li>• Relevant original invoice</li> </ul> <p><b>(C) Cash and Bank</b></p> <ul style="list-style-type: none"> <li>• Original Payment Vouchers with supporting documents</li> <li>• Bank Guarantees</li> <li>• Challans of tax payments etc.</li> </ul> <p><b>(D) Other Sections</b></p> <ul style="list-style-type: none"> <li>• Instructions, Decisions and Circulars from management</li> <li>• Instructions, Decisions, Circulars and assessment orders from statutory Authorities and Ministry</li> <li>• Important correspondence files with vendors/ outside agencies, certified financial statements/ audit reports etc.</li> </ul>		
13	Records where legal disputes are ongoing should be separately categorized and maintained.	8 years or till closure of all legal issues, whichever is later.	
14	Records relating to direct and indirect taxation to be maintained.	8 years or till completion of final assessments, whichever is later.	
15	Records relating to on-going vigilance cases may be kept.	8 years or conclusion of the cases whichever is later.	
<b>ONSHORE</b>			
16	Inbuilt engineering drawings, manuals, standards, SOPs well data, etc of Onshore Assets,	Permanent	Digitised form.
	Project FR, FDP, Well Card, Asset Annual Report, Asset Sub-surface Annual Report, Land Records, PEL/ ML, EC/FC	Permanent	Manual
	ADB Agenda	5 Years	Manual

<b>T&amp;FS</b>			
17	DPR, Well details, Well Programme and GTO, details of well operation, Completion report/ end of Well Reports, Frequency Authorisation Licences to operate Radio Equipment. SACFA Clearances, EC/ Board Agenda, Policy documents-ISMS & Access Control, Audit Related	Permanent	
18	Financial systems Logs such as SAP, Procurement case documents, Payment details etc., Financial, Legal & OEC proceedings, ISO Standard Certification documents, Projects and Tenders, Tender processing file & Contract documents	Not less than eight years after completion of the relevant transaction.	
19	Bank Guarantee, Contract Copies,, IT Systems Logs ( e-mails, Servers, Network, Security, Applications etc.), Correspondence, Fax Messages, Audit Observation, Management Information Reports, General, Administrative, HRD Related, Work Planning, Technical Administrative approval case files and other miscellaneous documents.	Not less than eight years after completion of the relevant transaction.	

<b>OFFSHORE</b>			
Document Type	Custodian	Physical Mode (Yrs)	Electronic Mode
Annual Work Program/ Budget Approvals	Respective Work Centres (Asset/ Services/Plants/ Institutes)	10 Yrs	Permanent
Development Plans including its approval	Respective Assets	5 years after completion of such development plan period	Permanent
Initial Well Completion report & Subsequent activity Report	Respective Assets	Permanent	Permanent
Documents relating to structural Design & process design of any platform, plant	Offshore Engineering Services	Working life of the platform	Permanent
Copies of Contracts entered between Services/ Assets/Plants & Vendors	Respective Work Centre (Assets/ Services/ Plants)	10 years after Contract closure	Permanent
Correspondence with contractors having commercial/ legal issues	Respective Work Centres (Assets/ Services/ Plants)	10 years after contract closure	Permanent
P&ID of Platform including any subsequent changes	Respective Assets/ Offshore Engineering	Working life of platform	Permanent

P& ID of Plants	Respective Plants	Working life of plant	Permanent
Document of change in respect of any change in installation structure / process	Respective Work Centres (Assets/ Services/ Plants)	Working life of installation	Permanent
Asset Development Board Agendas/ Proceedings/ Minutes	Respective Assets	10 yrs	Permanent
Reports in respect of R&D work of IOGPT/IEOT	Respective Institutes	10 yrs	Permanent
Reports in respect of any project works of IOGPT/IEOT	Respective Institutes	10 yrs	Permanent
Report regarding Project work assigned by asset to IRS	Respective Assets	10 yrs	Permanent
Monthly/ Annual Report of Asset/ Services / Plants/ Institutes	Respective Assets / Services/ Plants/ Institutes	10 yrs	Permanent
Incident/ Accident Reports, enquiry (committee) report relating to accident/ incident	Offshore HSE/HSE of respective plant( in case of plants)	10 yrs	Permanent
PSC/ JOA including amendments, if any in respect of JVs operated by JVOG	JVOG	10 yrs after PSC period expires	Permanent
Copies of Minutes of Meetings in JVOG viz. TCM/OCM/MCM	JVOG	10 yrs after PSC period expires	Permanent
Correspondence with JV partners	JVOG	10 yrs after PSC period expires	Permanent
Correspondence with DGH/ MoPNG relating JV matters	JVOG	10 yrs after PSC period expires	Permanent

EXPLORATION			
Main activity	Document Type	Preserved Permanently	
		Physical Mode (Yrs)	Electronic Mode
Technical	Annual Exploration Work Programme/ Budget approval notes	10	Permanent
	Exploration related policy guidelines documents	To be made paperless	Permanent
	Reserve Estimation Reports(Half-yearly)	5	Permanent
	Annual REC Reports(Part-I, Part-II)	10	Permanent
	Agenda items and minutes for EPMB etc.	5	Permanent
	Annual / Quarterly/ Monthly Reports / Technical Reports / R&D Reports	To be made paperless	Permanent
	Documents related to Procurements/Contracts/Tenders etc.	As per Company policy	Permanent
Administrative	Documents related to Administrative nature like Training, Manpower, circulars, office orders, memo, notices etc.	As per office order No. ONGC/ER/CP/ GAD/RR/012 dated 05Jul14 on record retention and disposal	Permanent
	Legal Documents		Permanent
	ISO certification, audit observation and vigilance cases		Permanent
	Correspondence with PMO/VIPs/ Ministry/ DGH	5	Permanent
Domestic Acreages	Production Sharing Contracts including Amendments, Confidentiality Agreements, Joint Study Agreements, Heads of Agreement, Joint Operating Agreements, Joint Bidding Agreements, Farm out/Farm in Agreements, Documents & Files related to Pre-NELP & NELP rounds, MoUs, Files related to Data records (Receipt/Submission /Sharing), Agenda to Board/EC/Committees along with their Resolution, ATRs/Files, Correspondence to Government, approved minutes of OC/MC/TC meetings	Permanent	Permanent
	Block details and reports	5 yrs. after surrender of block	Permanent
	Maps/drawings/production data		Permanent
	Final evaluation and /Monitoring report		Permanent
Overseas Acreage	Corporate presentations by owners	-	Permanent
	Basin Overview Details	Permanent	Permanent
	Country specific files/OSCs/PSCs		Permanent
	Maps Drawings/Production data	5 yrs. In case of successful acquisition, till 5 yrs after the surrender of the block	Permanent
	Final Report on Acreage Evaluation		Permanent
	Confidential Note/ Recommendations		Permanent

	Corp presentation to ONGC / OVL Board	-	Permanent
<b>ONGC JV Evaluation / Monitoring</b>	JV Overview and Presentations	-	Permanent
	JV related PSC & JOA	Permanent	Permanent
	Third Party Evaluation / Reports		Permanent
	Copies of MOM of TCM/OC & MCM		Permanent
	Correspondence with Partners/DGH		Permanent
	Maps/Drawings/Production details	5 yrs. after surrender of block	Permanent
	FDPs/Simulations Study Reports		Permanent
	Correspondence on Arbitration/OEC/IEM if any	Permanent	Permanent
	Judgement in case of Arbitration/OEC/IEM if any		Permanent
	Relinquishment on expiry withdrawal – approval notes		Permanent
<b>Spl.Pan-India Projects</b>	Task Force guidelines and mandate	7 yrs after completion of project	Permanent
	Project Frame work & Time lines		Permanent
	Correspondence with various agencies		Permanent
	Joint Study Report of the Project		Permanent
	Final Recommendations of Statutory Authority		Permanent
<b>Domain Experts/Consultancy</b>	Empanelment proposals & approvals, contract documents, related papers and final reports submitted.	5	Permanent
<b>Technology Induction</b>	Technology proposals and Annexures, Minutes of Technology Committee meetings and approval notes, details of induction	5	Permanent



**HR & ALLIED DEPT. - RECORD RETENTION SCHEDULE**
**A. EMPLOYEES RELATION**

SI.	MAIN HEAD	SUB HEAD	RETENTION PERIOD (YEARS)
1.	Corporate Policy	<b>General:</b>	
		Government Directives/Guidelines	Permanent
		Deputation	Permanent
		Agrani Samman Ex-gratia	Permanent
		Sahyog Trust	Permanent
		Asha kiran	Permanent
		<b>Manpower Maintenance:</b>	
		Service Rules	Permanent
		Pay Fixation Rules	Permanent
		Wage/Pay Negotiation	Permanent
		Wage/Pay Revision	Permanent
		Pay Scales	Permanent
		Pay Anomaly/Revision	Permanent
		Increment	Permanent
		Allowances- Functional	Permanent
		Allowances- Locational	Permanent
		Welfare Based Allowances	Permanent
		Statutory Allowances	Permanent
		Traveling Allowances	Permanent
		<b>Benefits:</b>	
		Statutory	Permanent
		Non-Statutory	Permanent
		Staff vehicle	Permanent
		Leave & Related Benefits	Permanent
		Location Related Benefits	Permanent
		Functional Related Benefits	Permanent

Sl.	MAIN HEAD	SUB HEAD	RETENTION PERIOD (YEARS)
		Reimbursements - CMRE & Car/ 2 wheeler insurance	Permanent
		Housing/Residential/Township lease, self-lease	Permanent
		Long service Reward scheme	Permanent
		<b>Loan &amp; Advances:</b>	
		House Building	Permanent
		Conveyance	Permanent
		Children Education Allowance	Permanent
		House Furnishing	Permanent
		White Goods	Permanent
		<b>Separation:</b>	
		Gratuity Rules	Permanent
		ONGC PRB Scheme	Permanent
		CSS Scheme	Permanent
		Premature Retirement Scheme	Permanent
		Separation & Terminal Benefits	Permanent
		VRS	Permanent
		<b>Performance Linked Benefits</b>	
		Annual Incentives	Permanent
		Performance Incentives	Permanent
		<b>Medical</b>	
		Regular Employee & their dependents	Permanent
		Retired & Separated Employees	Permanent
		Handicapped wards of Retired Employees	Permanent
		Tenure based Field Executive/Field Operators	Permanent
		Contingent, CISF, Freedom fighters, KV ONGC	Permanent
		Expensive medicines for Retired wards.	Permanent

Sl.	MAIN HEAD	SUB HEAD	RETENTION PERIOD (YEARS)
2.	<b>Establishment and Personal Claims/ Loan &amp; Advances</b>	Personal Files/Service Records of Regular employees	Transfer to Sr. Citizen Cell immediately after the Retirement.  In case of death/ resignation- 10yrs
		Records of separated employees	
		Property Return	Separation +3
		House Building Advance	Permanent
		Conveyance Advance	Permanent
		Leave Records-Casual	Online. All data are available in SAP.
		Leave Records-Others	-do-
		Holiday Home Claims	04
		CEA Claims	04
		Probation Clearance Files	Till next promotion
		Grievance/Representation	Settlement +2 yrs
		Children Education Allowance	Permanent
		House Furnishing Advance	Permanent
		White Goods Advance	Permanent
		Disciplinary Matters	Separation +3 yrs
		Document & Formats	Permanent
		VIP Reference	2 Years
		Budget Provision	3 years
3.	<b>Administration (Services)</b>	Job Contracts & Agreements	Closure +2 years  All contract files to be scanned for backup-proposed by GEOPIC
		Billing & Payment	Settlement +2 years
		Budget Provisions	3 years
		Approvals	Permanent
		Purchases	Settlement +2
		Sports & Recreation	3

Sl.	MAIN HEAD	SUB HEAD	RETENTION PERIOD (YEARS)
		Audit Para & Reply	Settlement +3
		Component Plan/ Social obligation	3
		Employees welfare	3
		Hospitality (Records)	3
		Hospitality (Bills & Payments)	Settlement +3
		Railway/Air booking & Reservation (Records)	3
		Railway/Air booking (Bills & Payment)	Settlement +3
		Residential Accommodation: Requests & Allotment	1
		Hiring of properties on lease	3 (after lease period)
		Event Management	3 years
		Dispatch (Record)	3/10 years
		Dispatch (Postage Stamps Record)	3 years
4.	Industrial Relation	Grievance Policy	Permanent
		Standing orders	Permanent
		Legal Compliance and Court Matters	Permanent
		Periodical Negotiation	10
		Correspondence with Unions/Associations	5
		Accident Compensation/Financial Assistance	Settlement +3/10 yrs
5.	Miscellaneous	Correspondence with Government	5
		External Correspondence	5
		Internal Correspondence	3
		Documents & Formats	Permanent
		VIP references	2
		Budget Provision	3
		Audit Paras	Settlement +3

## B. HUMAN RESOURCE DEVELOPMENT

Sl.	MAIN HEAD	SUB HEAD	RETENTION PERIOD (YEARS)
1.	Manpower Acquisition	Recruitment and Promotion Regulations	Permanent
		Creation & Sanction of Posts	Permanent
		Continuance/abolition/revival of posts.	Revision +5
		Up gradation/ Re-designation of Posts	10
2.	Recruitment	Recruitment Plan & Approvals	10
		Recruitment Procedure including hiring of Agencies	10
		Recruitment Proceeding & Approvals	5
		Empanelment	2
		Reservation implementation	5
		Statutory Compliance	5
		Selection Committee Reports	5
		Appointment Formalities & Correspondence with candidates	2
		Retention of Applications	1
		Medical Examination Rules	Permanent
		Medical Examination (Findings)	1
		Proposals/EC Agenda for campus recruitment- approval for Institutes/Universities and qualifications	4
		Recruitments file containing- Sanction orders of posts, Roster points, notification- Advertisement requisition to employment exchange	5
		Online registration and application data, written test results, CV of the candidates, approvals for selections Committee, all type of payments, public grievances ,OMR answer sheets, Question Book let and answer key	3
3.	Placement	Discipline wise Postings(Transfer proposals)	2
		Location wise Postings	2
		Job Rotation and Transfer Policy	Permanent

Sl.	MAIN HEAD	SUB HEAD	RETENTION PERIOD (YEARS)
		SAD( sensitive, Agreed, doubt full integrity transfers)	3 Years
		MDT Approvals	2 Years
		Deputation out cases	Till repatriation+1 year
		Special Studies	3Years
4.	Performance Appraisal	Performance Appraisal Rules	Permanent
		Recording of PARs	Separation +3
		Communication of Ratings	3
		Representations	Settlement +2
		PAR Appeal & review representations	Settlement +3
		PAR Appeal & review decisions and communications	Till separation
		EC Decisions, final list of awards and related correspondence and other Govt. awards.	5 Years
5.	Seniority	Relevant Rules	Permanent
		Fixation of seniority in individuals cases	5
		Seniority Lists Discipline wise	5
		Representations	5
6.	Promotion	Promotion Policies	Permanent
		Promotion Plans & Approvals	Permanent
		Departmental Promotion Committee: Constitution & Proceedings	5
		Representations	3
7.	Service Matters	Extension of Service	Settlement +1
		Deputation	Tenure +2
8.	Hiring of Contractual Manpower Services	Proceeding & Approvals	5
		Placement	2
9.	Training & Development	Training Manual	Permanent

Sl.	MAIN HEAD	SUB HEAD	RETENTION PERIOD (YEARS)
		Training Calendar	2
		Training Schedule	2
		Training Records, Approvals etc.	5
		Annual Training Records	5
		Training Feedback Forms	2
		Correspondence Internal	5
		Correspondence External	5
		Retention of Training Bond	Bond period +2
10.	HR initiatives- ADC/Mentoring/Business Games/Fun team game etc.	Proceedings & Approvals	10 years
		Short listing of candidates, office orders, representations, Correspondence with participants, feed backs	5
		Correspondence with Government	5
		External correspondence	5
		Internal correspondence	3
		VIP references	2
		Budget provisions	3
		RTI applications	Settlement + 1
		Audit paras	settlement +3
		Parliamentary Questions	3 yrs
		Parliamentary Committee Information	5 yrs
		Court Cases	Settlement +2
11	Summer/winter training for students	Training approval, certificates, records etc.	2years

**C. MEDICAL**

Sl.	MAIN HEAD	SUB HEAD	RETENTION PERIOD (YEARS)
1.	OPD Records	Registration Record	3
		OPD treatment	3
		OPD Attendance	3
		Investigation record (Lab/X-ray etc)	3
		Medical certificates	3
2.	Indoor Records	Indoor treatment records	10
		Investigation record (Lab/X-ray etc)	10
		Hospital Statistics(Bed occupancy, surgery etc.)	3
3.	Medico legal records	Indoor treatment and investigations (Lab/X-ray etc.)	30
		Medico legal Exam records	30
4.	Medical camps	No. of camps conducted in the year	3
		No. of patients benefited	3
		Organizing details/Expenditure etc.	3
5.	Immunization records	Vaccination details	10
6.	PME Records	Health profile	5
7.	Stores	Requisition- Stores	2
		Approvals	2
		Medicine issue voucher	2
		Inventory Book	2
		Medicine record	2
		Capital items record	Permanent
8.	Administrative	Composite Hygiene Score	1
		Medical Expenses- Employees	2
		Medical Facilitators report	1
		Birth/Death Record	Permanent
		Referrals	2
		Service Contracts	Closure +2
		Attendance Register	1



	Absentee Statements	1
	Staff Roasters	1

#### D. CORPORATE COMMUNICATION

SI.	MAIN HEAD	SUB HEAD	RETENTION PERIOD (YEARS)
1.	Advertising	Tender related	2
		Recruitment related	2
		Courtesy/Casual	2
		Corporate Campaign	2
		Event	2
		Artworks etc.	2
		Agency Profiles	5
2.	Sponsorships	Approvals	2
3.	Printing	ONGC News Reports (Magazine)	Permanent
		Local ONGC News Flash	3
		Annual Reports	3
		Profile	2
		Files	3
4.	Others	Photography	Permanent
		Films/CDs	Permanent
		Invoices	2
		Exhibitions	1
		Budget Provisions	3
		Correspondence- Internal	3
		Correspondence- External	3
		Miscellaneous	1

#### E. LEGAL SERVICES

SI. No.	MAIN HEAD	SUB HEAD	RETENTION PERIOD (YEARS)
1	Legal Documents	Contracts, Agreement & Deeds	The terms of Agreement/ Contracts & 5 years

		Agreement with foreign Govt. or international organization	Permanent.
		Indemnity Bonds executed in favour of Govt.	Permanent.
		Property documents	Permanent.
		Arbitration	Settlement + 2 yrs.
		Court Cases	Settlement + 2 yrs.
2	Legal Matters	Arbitration & Litigation	Settlement + 3 yrs.  Subject to the files not being closed until the award/ judgment become final in all respect by limitation or final decision in appeal/revision.
		Cases involving important issues or containing material of a high precedent/reference value.	Permanent.
		Notices under Section 80 of Civil Procedure Code, (If such a notice is followed up by a civil court, it would become arbitration/ litigation cases	3 years.

#### F. SECURITY

Sl. No.	MAIN HEAD	SUB HEAD	RETENTION PERIOD (YEARS)
1.	Security	Security Scheme & Manual	Permanent
		Statutory Matters & Approvals	Permanent
		Gate Passes	2
		Security of Installations	2
		Budget Provisions	3
		Review Meeting	1
		CISF	Permanent
		Other Security Agencies	Permanent
		Audit	3
		Purchase of Security items	3
		Procurement of Arms and Ammunitions	3
		Accident/Incident Report	5
		Contracts with Security Agencies	Closure +2
		Correspondence with Security Agencies	2

Sl. No.	MAIN HEAD	SUB HEAD	RETENTION PERIOD (YEARS)
		Correspondence with State/Local Security Authorities	3
		Bills and Payments	Settlement+2
		Inspection Report	2
		Training	3
		Court Cases	Final disposal+6
		C&A Verification	3
		Visitor passes	3
		Daily situation report	2
		Monthly reports /returns	6months
		OSCC Minutes/Correspondence	2 Years Digitize/soft copies - 5years
		Territorial Army Regular correspondence	3
		FIRs/Crime Data	Final disposal+3 years

#### G. OFFICIAL LANGUAGE

Sl.	MAIN HEAD	SUB HEAD	RETENTION PERIOD (YEARS)
1.	<b>Progressive Use of Official Language</b>	Govt. Rules and Regulations	Permanent
		Periodical Reports regarding use of Official Language	3
		Constitution of Official Language Committees	5
		Meeting and Follow-up action of Official Language Committee	3
2.	<b>Training (Official Language)</b>	Incentive scheme/General orders	Permanent
		Training Programme	1
		Awards- Correspondence/Records	3
		Conduct of Official Language Competitions	5
3.	<b>Translation</b>	Books, reports, periodical etc.	3

#### H. ONGC CSSS TRUST AND ONGC GRATUITY FUND TRUST

Sl.	MAIN HEAD	SUB HEAD	RETENTION PERIOD (YEARS)
1.	Scheme	ONGC CSSS TRUST	Permanent
2.	Scheme	ONGC Gratuity Fund Trust	Permanent
3.	Agenda	Board of Trustees	Permanent
4.	Minutes	Board of Trustees	Permanent
5.	Annual Return	In-Come-Tax	Permanent
6.	CSSS Claim	Death/Permanent total Disability	15 years
7.	Correspondence Documents	Death/Permanent total Disability	10 years
8.	Record of Investment	ONGC CSSS/OGFT	Till maturity plus five years
9.	Annual Account/Annual Report	ONGC CSSS/OGFT	20 years
10.	Record of contribution	CSSS	10 years
11.	Cash & Bank Records	Bank reconciliation statement	20 years
12.	Cash & Bank	Documents/vouchers	15 years
13.	Assessment orders	Income Tax	Permanent
14.	Quarterly E-return	TDS from employees	15 years
15.	Misc. files	RTI and other correspondence	15 years

#### I. EMPLOYEES CONTRIBUTORY PROVIDENT FUND

SI	MAIN HEAD	SUB HEAD	RETENTION PERIOD (YEARS)
1	CONTRIBUTION	CPF STATEMENT	Electronic Records 20
		CPF Schedule	Electronic Records 20
		CPF Authority	Electronic Records 20
2	INVESTMENT	Investment relates files, documents	Till the date of maturity+7
		Investment Register	Permanent
		Security wise register	Permanent
3	FINAL PAYMENT/SETTLEMENT	Registers of final payment/settlement of the members	Permanent

SI	MAIN HEAD	SUB HEAD	RETENTION PERIOD (YEARS)
4	NRW	Non Refundable withdrawal claim application-documents	10
5	VOUCHERS	Cash & Bank payment vouchers	15
		Cash & Bank Receipt vouchers	15
6	BANK RECONCILIATION	Bank reconciliation statements	15
		Correspondence with Banks	10
		Bank Authorizations	Permanent
		Cheque Register	10
		Bank Book	15
		Cash Book	15
7	CLOSING OF ACCOUNTS	Schedule of accounts	20
		Profit & Loss Accounts	20
		Balance Sheet	20
8	INCOME TAX	Income Tax Qtlly return	10
		Income Tax Return & Assessment Order	Permanent
		Files containing correspondence with Income Tax Department	Permanent
9	PURCHASES	Petty purchases file	5
10	MISC IMPORTANT FILE	Files relating to payment of Inspection charges with copies of challans	Permanent
		File related to exemption of the trust	Permanent
11	LITIGATION	Litigations involving important issues which have high precedent/reference value	20
		Notices/pleadings, interim orders, execution petitions etc.	Till the dispute attains finality + 5 yrs.

SI	MAIN HEAD	SUB HEAD	RETENTION PERIOD (YEARS)
		Judgement/Final order/Decrees passed in favour/against Trust	Permanent
		Schedule of Fee of Advocates	10
		Bills of the Advocates/Sanction Order	Till the case attains Finality + 5 yrs.

**J. ONGC ACADEMY, DEHRADUN**

SI	MAIN HEAD	SUB HEAD	RETENTION PERIOD (YEARS)
1.	ONGC Academy Itemized details	Annual Training Calender	2
		Approval for Annual Training Calender	5
		Approval for other Training Programmes	5
		Approval (AA/ER) for other assignment (Tasks for conducting training, Procurements, infrastructure ect.)	5
		Files/Documents related to Payment	5
		Training Course material – GT Manual	Permanent
		Training course material- Programmes of Funtional & Management	2
		Annual Training Records	3
		Feedback records on training programmes	3
		Correspondence- Internal	2 years
		Correspondence- External	3 years
		Record of Bonds related to training	Bond period + 2yrs
		Approval of GTs to be called for GD induction Training for each batch	3 yrs.
		Arranging MDFF and ST Training at designated location for each batch	3 yrs.
		Constitution of panel for Final Evaluation of GT Training for each batch	3 yrs.
		Final result of GT Induction for each batch	5 yrs.
		Arrangement of events for GTs –through (SPIC MACAY etc) and payment to Agency	5 yrs.

SI	MAIN HEAD	SUB HEAD	RETENTION PERIOD (YEARS)
		Arrangement of Guest lecture/Interaction with renowned personalities	5 yrs.
		Arrangement of Inter-Institutional Quiz/Debate-Selection and Payment to Agency	5 yrs.
		Approval for expenditure sanction for ST training at IOGPT etc.	5 yrs.
		SAP authorization for payment of honorarium to faculty during ST(Outside Dehradun)	3yrs.
		Hiring the services of agencies for Outbound training for GTs	5 yrs
		Hiring the services of agencies for Soft skill training for GTs	5 yrs.
		Hiring the services of instructors for PT, Yoga. Gym and Billiard in Executive Hostel	5 yrs
		Hiring the services of Cable TV in Executive Hostel	5 yrs.
		Feedback of the agencies providing out bound training	3 yrs
		Feedback of the agencies proving Soft Skill training	3 yrs
		Correspondence with agencies providing out bound training	3 yrs
		Correspondence with agencies providing for PT, Yoga. Gym and Billiard training	3yrs
		Budget requirement of GT Group	2 yrs.
		Approval and correspondence pertaining to CIPM Courses	5 yrs
		Approval and correspondence pertaining to deferent IPMA level courses	5 yrs
		Approval payment and correspondence pertaining to OIM Training for each contract	5yrs
		Training & Assessment of OIM Training	5 yrs.
		Training & Assessment of CIPM Training	5yrs
		Training & Assessment of IPMA level training.	5 yrs.
		Bill payment for CIPM courses	5 yrs

SI	MAIN HEAD	SUB HEAD	RETENTION PERIOD (YEARS)
		Bill payment for IPMA level courses	5 yrs
		Bill payment for OIM training	5 yrs
		Monthly progress Report	2 yrs
		Correspondence or inviting faculties lectures	3 yrs
		Correspondence with agencies for A&M Civil and Electrical jobs in Executives Hostel	2 yrs
		Requirement of deferent items in Executive Hotel	2yrs.
		Honorarium payment to deferent Instructors	5yrs
		Payment to Outbound training agencies	5yrs
		Payment to Mess Contractor	5yrs
		Payment to Cable Contractor	5 yrs
		Pertaining to Mentor-Mentee programme for GTs	2 yrs
		Internal audit/Govt. audit /RTI replies	5 yrs
		GT Manual updation/Module revision	2yrs
		GT's MDFF Attendance/ performance	2 yrs
		GT's OJT attendance/ performance	2 yrs
		Answering sheet (Test paper) record of each group	2 yrs
		Presentation skill assessment record of each group	2yrs
		Level and out of station permission record for each groups	2yrs
		Attendance of each group	2 yrs
		Faculty feedback of each groups	2 yrs
		Faculty honorarium claim	3yrs
		Containing GTs personal details at the time of reporting ONGC Academy	5 yrs
		Issuing of different books	2 yrs
		Issuing of different Kits & Liveries	2yrs
		Convening of meeting of different committees of GTs	1 yrs
		Issuing of cards for each groups	5yrs



SI	MAIN HEAD	SUB HEAD	RETENTION PERIOD (YEARS)
		Tour/leave/personal bills raised by GT group officials	5yrs
		Dak Register	5 yrs
		Approvals-Administrative and expenditure sanction for new proposals/schemes.	5yrs
		Files of Training Courses including AA/ES still course completion	5 yrs
		Files of ONGC Scholarship and Gold Medals	5 yrs
		Files of Dissertation work including project report	5 yrs
		Files of ONGC Chairs/Grants to Institutes	5yr
		Prime minister's Doctoral (PHD), Fellowship	10 yr
		Record Absence/leave	1 yr
		Training course material- Hard copies	2 yr
		Training course material – Soft copies	p
		Training course material – Soft copies	p
		Approval- Administrative and Expenditure sanction for proposals	5 yrs
		Files of training courses including AA/ES till course completion (ISO files)	5 yrs
		Correspondence – External (with agencies)	3yrs
		Files of payment details	5 yrs
		Training course material – Hard Copies	2 yrs.
		Approval – Administrative and Expenditure sanction for honorarium of mentors	5 yrs
		Approval – Administrative and Expenditure sanction for stipend of CA/CWA students	5 yrs
		Correspondence –External (with agencies)	3 yrs
		Applications of Summer/ Winter trainees	1 yr.
		Applications of CA/ICWA students	1 yrs.
		Project reports – Hard copies	2 yrs
		Project reports-Soft copies, CDs	3 yrs
		Brochure of training programmes	1 yr

SI	MAIN HEAD	SUB HEAD	RETENTION PERIOD (YEARS)
		Approvals – Administrative and Expenditure sanction for Indian & foreign programmes	5 yrs.
		Correspondence GTs and their joining	3 yrs
		Records of Medical reimbursement	1 yr.
		Records to IR matters	5 yrs.
		Hindi related papers	2 yrs
		Internal transfer and work re-assignment	5 yrs.
		Forwarding of Personal File/ service documents	2 yrs
		Sahyog Trust	5 yrs
		Approvals – Administrative and Expenditure sanction- Procurement cases	5 yrs
		Approvals- Administrative and Expenditure sanction –Contract related files	5yrs
		Hospitality Payments/bills	5 yrs
		Administration Payh;ments/ bills	5 yrs
		Record of employees Transferred out from Academy	3 yrs.
		Correspondence (Admn.) -- Internal	2 yrs
		Miscellaneous files	3 yrs
		Quarterly Compliance Report	1 yr.
		TDS Remittance	3 yrs
		Monthly/Quarterly Service Tax Remittance	3 yrs
		Monthly/Quarterly Works Tax	3 yrs
		Record of Foreign Payments	5 yrs
		Records of Contracts in operation- Canteen services	3 yrs
		Records of Contracts in operation- Lift operation	3 yrs.
		Balance sheet circular	3 yrs.
		Payment Voucher/ Invoice	3 yrs.
		Records of EMD/ SD	3 yrs.
		Bank Reconciliation records	1 yr.

SI	MAIN HEAD	SUB HEAD	RETENTION PERIOD (YEARS)
		Records of TA, TTA Contingent Adjustments	1yr.
		Other Miscellaneous Records	3 yrs
		Procurement cases for Capital Items , stores & Spares	3 yrs.
		Procurement cases for Services	3 yrs
		Stock holder records: (a) issue requisition slip (b) issue of material record	3 yrs.
		Other Miscellaneous Records	3 yrs.
		Correspondence Internal	3 yrs.
		Contract /Agreement files and correspondence	3 yrs
		Agreements/Contracts	3 yrs.
		Subscription of Digital Resources	3 yrs.
		Subscription of Newspapers and Periodicals	3 yrs.
		Purchase of Capital items	3 yrs.
		Disposal of Newspaper and Periodicals	2 yrs.
		Reminder for Overdue Books/ Materials and No Dues Certificates	2 yrs.
		General Correspondence	3 yrs.
		Records of Govt. of India's Rules & Regulations	P
		Official Language Incentive schemes and General orders	P
		Periodical Reports Official Language	2 yrs.
		Records of training programmes of Official Language	2 yrs.
		Purchase of Books of Official Language	3 yrs.
		Files for organizing Official language competition	2 yrs.
		General/Misc. correspondence	3yrs.

- 5.0 The documents shall be kept in physical/electronic mode as per the practice being followed by the concerned Department.
- 6.0 The Protected Document Format (PDF) of Annual Reports shall be uploaded on the website of the Company for the past 8 Financial Years. Thereafter, they shall be kept in the archives.

- 7.0 The electronic back up/PDF/scanned version etc. of all other documents shall be kept according to the needs of the relevant department.
- 8.0 **Amendment** – The policy may be amended with the approval of Director (Finance) and Chairman & Managing Director.

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