

RECORD RETENTION SCHEDULE (2005) FOR MINISTRY OF LABOUR EMPLOYMENT

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**RECORD RETENTION SCHEDULE
FOR RECORDS RELATING TO
SUBSTANTIVE FUNCTIONS
OF**

**Ministry of Labour & Employment
Government of India**

New Delhi

2006



सत्यमेव जयते

***Internal Work Study Unit
(MS),
Ministry of Labour &
Employment,
Government of India,
S. S. Bhavan, Rafi Marg,
New Delhi - 110001***

***National Archives of
India
Ministry of Culture,
Government of India,
Janpath,
New Delhi-110001***

No. I-11016/01/2004-IWSU
Government of India/Bharat Sarkar
Ministry of Labour & Employment/Shram Aur Rozgar Mantralaya

New Delhi, dated the 10th April, 2006.

NOTE

Subject: Forwarding of copy of the Revised and Updated edition of the Records Retention Schedule in respect of Records relating to Substantive Functions of the Ministry of Labour & Employment – Regarding.

Please find enclosed herewith a copy of the Revised and Updated Edition of the Record Retention Schedule – 2006, in respect of Records relating to Substantive Functions of the Ministry of Labour & Employment, for information and necessary action.

(R. Joshi)
Senior Analyst
Tele: 23001262

To,

1. All Sections/Desks/Units of Ministry of Labour & Employment (MS).

Copy for information forwarded to:

1. Assistant Director of Archives, National Archives of India, Ministry of Culture, Government of India, Janpath, New Delhi.
2. Under Secretary (O&MS), Department of Administrative Reforms & Public grievances, Sardar Patel Bhavan, Sansad Marg, New Delhi.

(R. Joshi)
Senior Analyst
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Fore Word

Functions being performed by the Ministry of Labour & Employment, in accordance with the Work Allocated to it, varies from ensuring welfare of labour, regulation of safety and health in mines, oil fields and dock labour to implementation of treaties and agreements with other countries. The primary responsibility entrusted with the Ministry, however, is to protect and safeguard the interests of workers in general and those who constitute the poor, deprived and disadvantaged sections of the society in particular, with due regard to creating a healthy work environment for higher production and productivity and to develop and coordinate vocational skill training and employment services. Government's attention is also focused on promotion of welfare and providing social security to the labour force both in organised and unorganised sectors, in tandem with the process of liberalisation.

2. The Ministry has been achieving its objectives through enactments and implementation of various labour laws, through the offices in the Main Secretariat, four attached offices, eighteen subordinate offices, four autonomous organisations, nineteen adjudicating bodies and one arbitration body.

3. In the process of carrying out the above obligations, a number of records of varying reference and research values get created, necessitating proper Records Management for facilitating efficient retrieval of records and ensuring economy of space. The ingredients of the Records Management include activities relating to Recording, Retention, Retrieval and Weeding Out. Obviously, the weeding out of records is one of the most important activities for the Record Management and calls for high sense of responsibility. It has to be taken care that the records are neither prematurely destroyed nor kept for periods longer than necessary. This can be viewed in the context of the Public Records Act, 1993 also, which contains penal provisions for destruction of public records in a manner otherwise than prescribed.

4. With these provisions in hand, the CS-MOP has provided for a departmental retention schedule to be developed in consultation with the National Archives of India, in respect of records connected with its substantive functions, prescribing the periods for which files dealing with specified subjects should be preserved. Such a Record Retention Schedule has become all the more important in view of the enactment of the Right to Information Act, 2005.

5. An exercise was undertaken by the IWSU(MS) along with the National Archives of India for updating the departmental schedule of retention of public records so as to include in it the expanding activities of the organisation, reallocation of subjects and organisational changes which have taken place with the passage of time. An on-the-spot study of records was taken-up by representative from NAI during 3rd February to 16th March, 2005 for compiling/vetting the Records Retention Schedule of the Ministry of Labour & Employment (MS). The study was confined to 29 Sections dealing with substantive functions in the Ministry (MS).

6. For recording and classification of files relating to the house-keeping jobs, common office service records and those relating to financial matters, appropriate instructions given in the Record Retention Schedule for Records Common to all Ministries/Departments, issued by the Department of Administrative Reforms and Public Grievances, Rule 284 and Appendix-13 of the General Financial Rules, 1963 issued by the Ministry of Finance, as also the Appendix 28 of the CS-MOP are applicable.

7. The enclosed Record Retention Schedule concerns with the substantive Functions of the Ministry of Labour & Employment only and has been vetted by the National Archives of India as required under Section 6(1)(e) of the Public Records Act, 1993 and should be followed while recording and classifying the records of substantive functions. I will take the opportunity also to request that the advisory note/recommendations of the NAI with regard to maintenance of File Register, preparation of the Index Slips, Regular Programme of Recording/Reviewing/Weeding of Records and Timely transfer of all semi-current records to the Departmental Records Room may also be ensured. I believe that the booklet in hand will prove a handy tool in carrying out above obligations.

8. Any Suggestion for improvement in the booklet will be welcome.

New Delhi
December, 2005

(RAMA MURALI)
Financial Advisor
Ministry of Labour & Employment



ACKNOWLEDGEMENT

The Record Retention Schedule for the Records relating to Substantive Functions of the Ministry of Labour & Employment was last revised in the year 1994. During the year 2002, the review of the Schedule was undertaken by the Ministry and the National Archives of India. After on the spot study of substantive functions of few illustrative Sections in the Ministry, it was decided to maintain the status quo.

2. As per provisions of the Central Secretariat - Manual of Office Procedure, the review/revision of the Record Retention Schedule for Records Relating to Substantive Functions of the Ministry of Labour & Employment has been again taken up by the Internal Work Study Unit (MS) of the Ministry of Labour & Employment and the National Archives of India in the year 2005.

3. The Ministry of Labour & Employment wishes to place on record its thankfulness to Shri Girender Singh, Archivist from the National Archives of India who has taken a keen and dedicated interest in speedy compilation and vetting of this Record Retention Schedule. Special appreciations are also attributed to **Shri Rajendra Joshi, Senior Analyst**, Shri P.J. Michael, the then Junior Analyst, **Shri Pushpender Kumar, Junior Analyst**, Shri Prem Chand, Junior Analyst, Smt. Poonam Dogra, PA and **Shri S.S. Meena, L.D.C.** for their contributions towards completion of the Record Retention Schedule in its present shape.

New Delhi
December, 2005

(Dr. Shakuntla)
Controller of Accounts
Ministry of Labour & Employment

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INSTRUCTIONS

- (i) This Record Retention Schedule is for the records pertaining to substantive functions of the Ministry of Labour & Employment.
- (ii) Retention periods in respect of records which fall in the category of Records Common to all Departments, such as Matters pertaining to Establishment, Hindi, Parliament etc., should be reckoned from the Record Schedule in Respect of Records Common To All Ministries/Departments prepared by the Department of Administrative Reforms And Public Grievances.
- (iii) In respect of records pertaining to accounts, the instructions contained in Appendix 13 to the General Financial Rules may be observed.
- (iv) With regard to records prescribed in the Central Secretariat Manual of Office Procedure (CSMOP) such as Dak Register, Section Diary, Monitoring of Court/CAT cases, Register of Parliamentary Assurances etc., the schedule prescribed in Appendix 28 of the CSMOP should be followed.
- (v) The records should not be retained for a period shorter than prescribed in the schedule.
- (vi) If a record is required in connection with the disposal of another record, the former will not be weeded out until all the issues raised on the later have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and where necessary, revised suitably.
- (vii) File Register should be maintained as prescribed in Para 97 and Appendix 22 of the CS MOP so as to facilitate.
- (viii) Proper Index Slips should be prepared for records which are to be categorized as 'A' and 'B'. In this connection procedure as laid down under paras 106-108 of the CS MOP may be followed.
- (ix) All the semi-current records/files which are one year old (or more) should be transferred to the Departmental Records Room so that the precious working space in the Sections is not unduly cluttered by them.

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**Study Report regarding Revision of Records Retention Schedule
of Records relating to Substantive Functions and other matters
relating to Records Management of the
Ministry of Labour & Employment
New Delhi**

STUDY REPORT

The Public Records Act, 1993 (No. 69 of 1993) [clause (e) of sub-section (1) of section 6] and the Central Secretariat Manual of Office Procedure, (XII edition, May 2003) [para 111 (1) (d)] envisage that the Records Officer of every records creating agency shall be responsible for compilation of schedule for retention of Public Records in consultation with the National Archives of India. The Manual of Office Procedure [sub-para (2) of para 111] further stipulates that Records Retention Schedule should be revised at least once in five years, so as to include in it the expanding activities of the organization, reallocation of subjects and Organisational changes which take place from time to time.

Accordingly, an on-the-spot study of records was taken up by Shri Girender Singh, Archivist of National Archives of India from 03 February to 16 March 2005 for compiling/vetting the Records Retention Schedule of the Ministry of Labour & Employment, New Delhi.

The study was confined to records dealing with substantive functions only as records relating to common office services, house-keeping jobs and financial matters are covered by the Records Retention Schedule Common to All Departments issued by the Department of Administrative Reforms and Public Grievances (Ministry of Personnel, Public Grievances and Pensions) and General Financial Rules, 1963 (Rule 284 and Appendix, XIII) issued by the Ministry of Finance, respectively.

Although, utmost care has been taken to compile comprehensive Records Retention Schedule, yet if any subject/records group of any Division/Desk/Section Ministry of Labour & Employment, New Delhi has escaped attention during the study, the same may please be included at the appropriate place in the enclosed Records Retention Schedule and the retention period of the same may be got prescribed in consultation with the National Archives of India, New Delhi.

Procedure of Study:

The Officer visited various sections of all the concerned Divisions/Desks/Sections of the Ministry of Labour & Employment, New Delhi dealing with substantive functions and examined their File Register/Files so as to ensure that all possible recurring subject-heads covering the activities of the Sections of Ministry of Labour & Employment are included in the Records Retention Schedule. Suitable retention periods have been prescribed to various groups of records, keeping in view their administrative legal. Financial and research values. Discussions with the concerned Officers were also held before prescribing suitable retention periods to the subject heads.

Observations/Recommendations and Suggestions:

1. The files should be recorded and their retention periods be prescribed in accordance with the enclosed Records Retention Schedules and also as per paras 103-105, of the Central Secretariat Manual of Office Procedure (XII Edition 2003) hereafter M.O.P.
2. All the Sections/Divisions of the Ministry of Labour & Employment, New Delhi may be directed to maintain the File Register as prescribed in para 97 and Appendix 22 of the M.O.P.
3. Proper index slips should be prepared for records, which are to be categorized as 'A' and 'B'. In this connection procedure as laid down under paras 106-108 of the M.O.P. may be followed.
4. A regular Programme of recording/reviewing/weeding of records should be undertaken by each Section of the Organisation and progress in this regard should be monitored.
5. DRO's nominated may be got trained in the Orientation Course on Records Management conducted by this Department (Details of Orientation Course to be conducted during 2005-06 may be obtained from this Department).
6. Timely transfer of all semi-current records to the Departmental Records Room may also be ensured, as per provisions of Para 112 of the M.O.P.
7. Suitable and trained staff should be posted to discharge various functions of the Departmental Records Rooms. The staff may be got trained in various Short-terms courses conducted by the School of Archival Studies, National Archives of India, New Delhi (A copy of the Information Circular on Courses conducted by the said School is enclosed).

Action on the above recommendations may be initiated under intimation to this Department so as to strength the records management activities in the Ministry of Labour & Employment, New Delhi.

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**NATIONAL ARCHIVES OF INDIA
GOVERNMENT OF INDIA
JANPATH, NEW DELHI-110001**

Prefatory Note

The records created by the Ministry of Labour & Employment, New Delhi (hereafter 'Records Creating Agency or RCA') fall under three categories i.e. (i) Records relating to house keeping jobs and common office service functions (ii) Records dealing with financial matters, and (iii) Records relating to substantive functions, peculiar to the said Records Creating Agency. These records, among other things, require proper recording, classification, reviewing and timely transfer to the Departmental Records Room (DRR) or to the National Archives of India (NAI), as these are pre-requisites of a sound records management system.

2. For recording and classification of files relating to the house-keeping jobs, common office service records and those relating to financial matters, appropriate instructions given in the Record retention Schedule for Records Common to all Departments (3rd edition, 1994) issued by the Department of Administrative Reforms and Public Grievances of the Ministry of Personnel, Public Grievances and Pension and Rules 284 and Appendix-XIII of the General Financial Rules, 1963 issued by the Ministry of Finance respectively should be followed.

3. The enclosed Retention schedule, which has been vetted by the National Archives of India as required under clause (e) of sub-section (1) of Section 6 of the Public Records Act, 1993 should be followed while recording and classifying the records of substantive functions. The recommendations of the National Archives of India regarding Retention Period are given in column 3 of the Retention Schedule.

4. The present Retention Schedule may be got reviewed after five years to ensure that any change that may occur in the activities of the RCA are covered in it.

5. The Retention Period for category 'A' and 'B' files is 25 years from the date of opening of the files. In case of class 'C' files the retention period is reckoned from the date of their recording. The classification of each file should be distinctly written with the red ink on the top left corner of the each file cover.

6.(i) While prescribing the retention period for the category 'C' files in the enclosed Retention Schedule slabs of C-1, C-3, C-5 and C-10 may be followed, where the numeral stands for number of years of retention of a file. All Class 'C' files must be reviewed by the concerned sections on the expiry of the specified retention period. While doing so, these files, if so required, may be granted a further lease of life not exceeding a period of ten years, or upgraded as 'B', depending upon the importance of the subject matter dealt with therein.

(ii) 'A' and 'B' files may be appraised by the said Records Creating Agency in consultation with the National Archives of India after 25 years of their life. The files selected for permanent retention after appraisal, may be transferred to the National Archives of India for permanent custody and scientific preservation as per provision of Section 6(1)(C) of the Public Record Act, 1993 and the Rule 5(2)(3)(4) of Public Records Rules, 1997.

7. All sections may be advised to transfer their 1 year old files to the Departmental Records Room so that the precious working space in the Sections is not unduly cluttered by the semi-current files.

8. Generally, the files need to be recorded as and when the action considered therein is completed, but efforts should be made to record all files in the month of January every year. While opening a new file, action pending in the previous file should be succinctly reflected on the first page of the 'Notes' portion of the new file in which the reference of the old file should also be given. However, files of purely ephemeral nature containing information of little reference value may be destroyed after one year without being formally recorded.

9. It is likely that the files grow bulky in the course of their currency. Therefore, efforts should be made to keep the routine correspondence such as routine reminders and acknowledgements, in a subsidiary file along with the main file so that the former could be easily weeded out while retaining the main file intact without its being unnecessarily bulky. During the stage of currency of the file when either the 'Notes' or the 'Correspondence' portion becomes bulky (say exceeds 100 pages), it may be stitched and marked Volume-I. Further, papers on the subject may be kept in a new folder of the same file which should be marked Volume-II and so on.

10. In order to facilitate retrieval of information from old files it is desirable that for every file which has been recorded and marked as 'A' and 'B' , index slips should be prepared. In addition to the subject entries given on the file cover, all the important items dealt with in each file should also be reflected in the index slips. Thereafter, the annual index of files of the organisation as a whole should be compiled for easy reference/retrieval.

11. It should be ensured that four copies each of all printed or cyclostyled reports/proceedings should be deposited with the Departmental Library for reference purposes. In case the proceedings are secret / confidential, these may be transferred to Library after their down-gradation.

12. The present Retention Schedule should be followed meticulously at the time of recording and classification of files as also at the time of their review. The recording, indexing and reviewing of files by different Departments/Sections may also be regularly monitored by way of monthly progress report.

It may be concluded that the present exercise of compiling the Records Retention Schedule would prove worthwhile only if it is implemented in letter and spirit.

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1. Bonded Labour Cell

Sr.No.	Subject	Retention Period	Remarks
1.	Labour Legislation		
(i)	Bonded Labour System (Abolition) Act, 1976.	A	
(ii)	Rule/Regulation/Guidance/Bills/Ordinance	A	
(iii)	Amendment	B	
(iv)	Papers relating to amendment	B	
(v)	Evaluation Studies	B	
(vi)	Court cases challenging the validity of Bonded Labour System (Abolition) Act,1976	C-3	After the final judgment of the Court under normal course of Law
2.	Implementation and Review of Building and other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	A	
3.	Implementation and Review of Building and other Construction Workers' Welfare Cess Act, 1996.	A	
4.	Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979.	A	
5.	General observation made by the ILO Committee of Experts on the application of Conventions and Recommendations concerning Forced Labour.	B	
6.	Establishment of Vigilance Committee under Bonded Labour System (Abolition) Act, 1976.	C-10	
7.	Implementation of 20 Point Programme on Rehabilitation of Bonded Labour.	C-10	
8.	Bonded and Forced Labour in India-Prepared by the Anti-Slavery Society for Protection of Human Right (UNO).	C-5	
9.	Letter received by PM Sectt./Cabinet Ministers/ MPs about enforcement of Bonded Labour Act and release of Bonded Labour – Comments of Labour Ministry.	C-5	
10.	Monitoring the Progress on Abolition of Bonded Labour System.	C-3	
11.	Constitution of Technical Advisory Committee set up by Planning Commission to guide the Evaluation Study Team		
(i)	Agenda	C-10	
(ii)	Minutes	C-10	
(iii)	Follow-up-action	C-5	
12.	Involvement of Voluntary Agencies in identification and Rehabilitation of Bonded/Forced Labour		
(i)	Centrally Sponsored Schemes	B	

(ii)	Central Assistance/Release of Funds to the State Governments/People Action and Rural Technology (CAPART)	C-10	
(iii)	Follow up action on the reports made by the Voluntary Agencies	C-10	
13.	Constitution of Central Standing Committee on Bonded/Migrants and Casual Labour		
(i)	Agenda	C-5	
(ii)	Minutes	B	
(iii)	Follow up action	B	
14.	Conference/Meetings/Seminars/Committee		
(i)	Policy decision	B	
(ii)	Follow up action	B	
(iii)	Minutes	B	
(iv)	Agenda	C-5	
15.	Reports & Returns on the Implementation of the Bonded Labour System (Abolition) Act, 1976 from States/Union Territories	C-3	
16.	Standard Note on Bonded Labour System brought up to date	C-1	
17.	Screening Committee		
(i)	Agenda	C-10	
(ii)	Minutes	B	
(iii)	Follow up action	B	
18.	Annual Reports	C-3	After Publication, 4 Copies may be kept in Library
19.	Statistics on Bonded Labour	C-3	
20.	Press Cutting regarding Bonded Labour System	C-1	
21.	Representation from MLA's/MP's/VIP's individual Social Organisations regarding ill treatment of Bonded Labour	C-1	Precedent cases may be kept in Guard File

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2. Central Labour Service-I

Sr.No.	Subject	Retention Period	Remarks
1.	Central Labour Service Rules, 1987		
(i)	Papers relating to amendment	B	
(ii)	General aspects	C-3	
2.	Precedent Register	B	
3.	Central Labour Service Agenda/Minutes	C-10	
4.	Annual Conference of Central Labour Service Offices, Resolutions/implementations	C-10	
5.	Training of CLS Officers in India	C-3	
6.	Representations/Complaints	C-3	
7.	Annual Report	C-3	

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3. Central Labour Service-II

Sr.No.	Subject	Retention Period	Remarks
1.	Setting up of Labour Tribunal		
(i)	Policy	B	
(ii)	Complaint against Tribunal	C-3 after final settlement of the case under normal course of law.	
2.	Precedent Register	B	
3.	Opening of new (CGITs) Central Government Industrial Tribunal Guwahati, Ahmedabad, Chandigarh and Delhi.	B	
4.	Plan Proposals		
(i)	Formulation of Plan Proposals	C-5	
(ii)	Review of Plan Schemes	C-3	
5.	Annual Reports	C-3	

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4. Child and Women Labour Cell-I

Sr. No.	Subject	Retention Period	Remarks
1.	Labour Legislation Act Relating to Child Labour		
(i)	Act/Amendment	A	
(ii)	Enforcement	B	
(iii)	Court Cases/Suit Notes	C-3 After final judgments of the Court under normal course of Law	
(iv)	Recommendation/Follow up action/ Report	C-5	
2.	Schemes for Rehabilitation of Child Labour		Important decisions/cases may be kept in Guard File
(i)	Scheme for rehabilitation of child Labour	B	
(ii)	Setting up of special school under the child labour project		
(a)	Scheme	B	
(b)	Other Aspects	C-3	
(iii)	Proposals for the project on the elimination of child labour	B	
(iv)	Convention on the right of the child labour	C-5	
3.	Committee on Child Labour		
(i)	Constitutions	B	Important cases may be kept in Guard File
(ii)	Policy	B	
(iii)	Examination/Recommendation	C-5	
(iv)	Action on Recommendation on child labour	C-10	
(v)	Miscellaneous		
(a)	Formulation of country Programme	B	
(b)	Agenda Notes/ Action taken for Labour Ministries/ Conference	C-3	
(c)	Nomination of a representative from the Ministry of Labour regarding working group on Development	C-3	
(d)	Training, Seminars and Conferences on Child Labour	C-3	
4.	Reports/Returns	C-3	
5.	Survey/Study reports on Child Labour in States/ Union Territory/Organization and Rural Areas/ Tribal Areas	B	
6.	Statistics on Child Labour Employed in India (Rural and Urban)	B	Extracts maintained in the Register
7.	Annual Reports on Child Labour	C-3	4 printed copies may be retained in the Library for reference

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5. Child and Women Labour Cell-II

Sr. No.	Subject	Retention Period	Remarks
1.	Equal Remuneration		
(i)	Implementation	A	
(ii)	Interpretation/Classification etc.	B	
(iii)	Amendment	B	
(iv)	Enforcement/Exemption	B	
(v)	Court Cases	C-5 After the final judgment of the Court under normal course of law	
2.	Delegation of powers to the Union Territories under the Equal Remuneration Act, 1976.	A	
3.	The Equal Remuneration (Amendment) Bill 1985		
(i)	Enforcement	A	
(ii)	Exemption	B	
(iii)	Appeals	B	
4.	Setting up of Advisory Committee under Equal Remuneration Act, 1976 by the Central Government	B	
5.	Women Labour Projects	B	
6.	National Perspective Plan for Women	C-10	
7.	Projects by Non-Government Organisations	C-10	
8.	Task Force to consider special Programme for self employed	C-10	
9.	National Committee for Women workers		
(i)	Agenda	C-10	
(ii)	Minutes/Follow up action	C-5	
10.	Representation relating to discrimination in the rates of wages pay etc. to men and women workers	C-5	
11.	Monitoring of violation under the Equal Remuneration Act	C-5	
12.	Steering Group on Women's Development (10 th Five Year Plan)	C-5	
13.	National Conference on Women	C-5	
14.	Miscellaneous matters		
(i)	Statistics relating to Women Labour	C-5	
(ii)	Skill Training Courses existing for women in the various states	C-5	
(iii)	Proceedings and Recommendations of the		

	National Workshop on Women in Agriculture	C-5
(iv)	Labour Conditions of Women	C-5
(v)	Asian Workshop on popularization of Science and Technology to enhance Women's participation and 'Awards'	C-3
(vi)	South Asia Regional Consultants Workshop on Women in the Labour Force, New Delhi	C-5
(vii)	Peoples cooperation in Rural Development Programme	C-5
(viii)	Prevention of Sexual Harassment of Women at their work place	C-10

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6. Coordination Section

Sr.No.	Subject	Retention Period	Remarks
1.	Industrial Employment Standing Order Act, 1946		
(i)	Interpretation/Clarification/Amendment	B	
(ii)	Enforcement/ Exemption	C-5	
2.	Matters regarding Cine Works		
(i)	Cine Workers and Cinema Theatre (Regulation of Employment) Act, 1981	A	
(ii)	Interpretation/Clarification/Amendment	B	
(iii)	Miscellaneous reference relating to Cine Workers	C-3	
3.	Motor Transport Workers Act, 1961	A	
(i)	Clarification	B	
(ii)	Amendments	B	
(iii)	Enforcement/ Exemption	C-5	
(iv)	Court Cases/Appeals	C-5 after final decision of the Court under normal course of Law	
4.	Sales Promotion Employees Act, 1976	A	
(i)	Interpretation/Clarification	B	
(ii)	Amendments	B	
(iii)	Enforcement/Exemption	C-5	
(iv)	Court Cases/Appeals	C-3 after final decision of the Court under normal course of Law	
5.	General Circulars received from the different Ministries	C-1	
6.	Letter from MPs/VIPs etc.	C-3	
7.	Reports and Returns	C-1	
8.	Representation from Employees/Organizations	C-3	
9.	Annual Report	C-3	After publication 4 copies may be retained in the Library
10.	Report of the National Commission on Labour	C-3	

11.	Monthly D.O. letter to Cabinet Secretary and monthly summary to Cabinet	C-1
12.	Extension of Labour Laws to Sikkim, J&K, Dadra and Nagar Haveli	B
13.	The Labour Laws (Exemption from Furnishing Returns and Maintaining Registers by Certain Establishments) Act, 1988.	B
14.	State Bills received from MHA	B
15.	Janvani & similar programmes	C-10
16.	Relaxation in labour laws	C-10
17.	Foreign Direct Investment references	C-5
18.	Cabinet Notes from different Ministries	C-5
19.	20 Point Programme	C-5
20.	Zonal council meeting & State Labour Minister's meeting	C-3
21.	Reference received from PMO	C-3
22.	Transactions of Business Rules, amendments – circulations/Theory	C-3
23.	Report on special achievements of the Ministry	C-3
24.	Matters relating to Parliamentary Standing Committee on Labour	C-3
25.	India Directory, India Year Book	C-1

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7. Economic and Statistics Analysis

Sr.No.	Subject	Retention Period	Remarks
1.	Central Board for Workers Education (CBWE), Nagpur		
(i)	Workers Education Scheme		
(a)	Policy	B	
(b)	Others	C-5	
(ii)	Functional Adult Literacy Programmes for Industrial & Plantation Workers		
(a)	Policy	B	
(b)	Other	C-5	
(iii)	Rural Workers Education Programme		
(a)	Policy	B	
(b)	Others	C-5	
(iv)	Small scale industries/unorganized institutions for SC/ST		
(a)	Policy	B	
(b)	Others	C-5	
2.	Committee/ Commissions		
(a)	Constitution	B	After publication 4 printed copies may be kept in Library
(b)	Agenda/Minutes/Follow-up-action	B	
(c)	Report	C-5	
3.	Education for working children on the line of education pattern by Central Board for Workers Education Scheme		
(a)	Policy	B	
(b)	Others	C-5	
4.	Training Programme		
(a)	Policy	B	
(b)	Syllabus	C-5	
(c)	Others	C-5	
5.	Establishment of Regional and Sub-Regional Centres		
(a)	Policy	B	
(b)	Others	C-5	
6.	Facilities/Concessions under the workers Education Scheme		
(a)	Policy	B	
(b)	Other	C-5	
7.	Evaluation & Review of various programmes	B	
8.	Setting up of Indian Institute of Worker's	B	

Education			
9.	Examination of Plan/Non-Plan Scheme undertakings under Labour Bureau	B	
10.	Family living survey to revise the basic & weighing diagrams of the Index Number	B	
11.	Central Board for Workers Education Annual Report	C-5	After publication 4 printed copies may be kept in Library
12.	Seminar/Training on Adult Education of Workers		
(a)	Report	C-10	
(b)	Others	C-5	
13.	Technical Assistance in India and abroad-foreign collaboration		
(a)	Policy	B	
(b)	Report	C-5	
(c)	Foreign Assignments	C-5	
(d)	List of trainees from abroad	C-5	
14.	Functioning of VVG, NLI, Noida		After publication 4 printed copies may be kept in Library
1.(a)	Policy	B	
(b)	Others	C-5	
2.(a)	Constitution	B	
(b)	Agenda/Minutes follow up action on the minutes of the meeting of EC/GC	C-5	
(c)	Annual Report	C-5	
3.(a)	Annual & Five Year Plan & Non Plan Schemes of NLI & matters relating to infrastructure development of NLI.	B	
(b)	Budget/RE/BE/Performance Budget & Five Year Annual Plan	C-3	
(c)	Release of Grants in aid to NLI	C-3	After publication 4 printed copies may be kept in Library
15.	Labour Bureau, Chandigarh & Shimla		After completion of the plan
(a)	Labour policy in Plan	B	
(b)	Others	C-5	
(c)	General Matters on Plan	C-3	Publication 4 printed copies may be kept in Library
(d)	Statistics on other matters	C-3	
16.	Cost of Living Index Schemes		
(a)	Policy	B	

(b) Others C-5

17. Survey Reports C-5

After
publication 4
printed copies
my be kept in
Library

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8. Industrial Relations (Policy General)

Sr.No.	Subject	Retention Period	Remarks
1.	Labour Relations Industrial matter relating to Central dispute in State Sphere		
(i)	Permission for Closure	B	
(ii)	Permission for Lay-off	B	
(iii)	Permission for Retrenchment	B	
(iv)	National Industrial Tribunal	B	
(v)	High Level Committee to review the progress of implementation of different schemes under Jute Special Development Fund	B	
(vi)	New Industrial Policy	B	
(vii)	Exit Policy	B	
(viii)	National Renewal Fund	B	
(ix)	Rehabilitation Fund/Package for Rehabilitation/Revival Scheme	B	
(x)	Privatization-Policy	B	
(xi)	Standing Committee/Steering Committee Policy	B	
(xii)	Textile Policy	B	
(xiii)	Industrial Sickness	C-5	
(xiv)	Textile workers Rehabilitation Fund Scheme	C-5	
(xv)	Board for Industrial Financial and Reconstruction Reference	C-5	
(xvi)	Industrial Tripartite Committee/ Special Tripartite Committee		
(a)	Important Decision/Minutes	C-10	
(b)	Other	C-3	
(xvii)	Examination of proposal received from the Central Ministries in the matter of closure, retrenchment and lay-off	C-3	
(xviii)	Examination of proposals received from the Central Ministries and State Govt. in matters of nationalization, notification, corporitisation, restructuring etc.	C-3	
(xix)	Special Development Fund		
(a)	Policy	B	
(b)	Others	C-5	
(xx)	Annual Report	C-3	
(xxi)	Material for Employment Ministry of Labour Meeting/Note for Cabinet	C-3	

(xxii)	Seminar-Speech-Workshop-Conference/ Message/Talking Points	C-3
(xxiii)	Press/Editors/Publication	C-3
(xxiv)	Information regarding Industrial Situation/Riots	C-3
(xxv)	Bandh/Strikes/Dharna	C-3
(xxvi)	Special information	C-3
(xxvii)	National Productivity Council	C-3
(xxviii)	Voluntary Retirement Scheme	C-3
(xxix)	Representation forwarded to various Ministries/Departments	C-1
2.	VIP-MP References	
(i)	MP's letters, VIP letters etc. PMO letter	C-3
(ii)	Returns (Annual)	C-3
(iii)	Miscellaneous	C-1
(iv)	Returns (Monthly/Quarterly)	C-1
3.	Parliament Matters	C-3

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9. Industrial Relations (Implementation-I)

Sr.No.	Subject	Retention Period	Remarks
1.	Labour Relations Code of Discipline	C-3	
(i)	Violation/Complaints Coal Mines	C-3	
(ii)	Violation/Complaints Non Coal Mines	C-3	
(iii)	Violation/Complaints State sphere	C-3	
(iv)	Violation/Complaints Insurance	C-3	
(v)	Violation/Complaints Banks	C-3	
(vi)	Violation/Complaints Air-corporation	C-3	
(vii)	Violation/Complaints Govt. of India Presses	C-3	
(viii)	Violation/Complaints Post and Telegraphs	C-3	
(ix)	Violation/Complaints other industries	C-3	
(x)	Acceptance of Code of Discipline	C-3	
(xi)	Implementation of Awards-Central sphere	C-3	
(xii)	Non-implementation of Awards	C-3	
(xiii)	Recognition/De-recognition of Unions	C-3	
(xiv)	Screening Procedures	C-3	
(xv)	Out of Court Settlement of Disputes	C-3	After final decision of the court under normal course of Law
2.	Letters-coordinating aspects		
(i)	MP's letters	C-3	
(ii)	PM's/President Secretariat	C-3	
3.	Reports and Returns		
(i)	Order and Memorandum Inspection etc.	C-3	
(ii)	Weekly/Monthly/Half yearly	C-1	
(iii)	Miscellaneous	C-1	
4.	Supply of materials to Coordination Section	C-3	

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10. Industrial Relations (Implementation-II)

Sr.No.	Subject	Retention Period	Remarks
1.	Industrial Disputes in State Sphere		
(i)	Court Cases	C-5 after judgments of the case under normal course of law	
(ii)	Charter of General Demands by Unions/Employers Organization	C-3	
(iii)	Complaints from Managements	C-1	
2.	Industrial Relations between States	C-3	
3.	Miscellaneous	C-1	

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11.Industrial Relations Desks
(IR-B.I, B.II, B.III, IR(DU), IR(Misc.), IR-C.I, IR-C.II)

Sr.No	Subject	Retention Period	Remarks
1.	Closure/Lockout/Lay Off/Retrenchment	C-5	After communication of decision by Government
2.	Industrial Disputes/Arbitration Agreement and Awards Published under Section 33-A	C-3	After publication of Award
3.	General aspects/assurances and undertaking/consultative/committee/meetings	C-3	
4.	Resolution and other issues	C-1	
5.	Transfer of cases from one Tribunal to other	C-1	
6.	Preparation of Briefs	C-1	
7.	Court cases	C-3 after final judgments of the court under normal course of law	
8.	Individual and collective disputes	C-1	
9.	Letters from MPs/PM's Sectt./President Sectt. etc.	C-1	
10.	Miscellaneous	C-1	
11.	Report and Returns	C-1	

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12. Industrial Relations (Policy and Legal) Desk-I

Sr.No.	Subject	Retention Period	Remarks
1.	Trade Union Acts, 1926		
(i)	Interpretation/Clarification etc. courts/suit matters	A	
(ii)	Amendment	B	
(iii)	Enforcement	C-5	
(iv)	Courts/Suit matters	C-5 after final judgments of the court under normal course of Law	
(v)	Miscellaneous	C-3	
2.	Industrial Disputes Act, 1947		
(i)	Interpretations/Clarifications etc. amendment	A	
(ii)	Enforcement	B	
(iii)	Work Committees	B	
(iv)	Exemptions	C-5	
(v)	Court cases/Suit matters	B	
(vi)	Public Utility Services	C-10	
(vii)	Miscellaneous	C-3	
3.	Central Legislation		
(i)	Central Legislation	C-5	
(ii)	Miscellaneous	C-3	
4.	State Legislation		
(i)	States and Union Territories	B	
(ii)	Miscellaneous	C-3	
5.	Rules under different Acts/Subordinate Legislations		
(i)	Interpretations/Clarifications etc.	A	
(ii)	Amendments to the Legislation	A	
(iii)	Framing of Rules	B	
(iv)	Enforcement	C-5	
(v)	Miscellaneous	C-3	
6.	Letters (Coordinating Aspects)		
(i)	MP's Letters	C-5	
(ii)	PM's Sectt.	C-5	
(iii)	President's Sectt.	C-5	
(iv)	State Government Ministries/Department's	C-5	
(v)	Representations for Employees and Employers	C-5	
(vi)	Ministries/Departments	C-5	
(vii)	Miscellaneous	C-1	

7.	Reports and Returns Weekly/Fortnightly/ Monthly/ Quarterly/Half Yearly Annual Reports	C-1 C-3
8.	Plantations Labour Act, 1951	
(i)	Interpretations/Clarifications etc.	A
(ii)	Amendments to the Legislation	A
(iii)	Framing of Rules	B
(iv)	Enforcement	C-5
(v)	Miscellaneous	C-1
9.	The participation of workers in Management Bill, 1990	
(i)	Interpretation/Clarification etc.	A
(ii)	Amendment	A
(iii)	Enforcement	C-5
(iv)	Courts/Suits matters	C-5 after final settlement of the case under normal course of law
(v)	Miscellaneous	C-3
10.	Workers Participation in Management Scheme-1983	A
11.	Shops and Establishment act	B
12.	Weekly Holiday Act	B
13.	National & Festival Holiday Act	B

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13.Internal Works Study Unit (IWSU)

Sr.No.	Subject	Retention Period	Remarks
1.	Paper work simplification	C-5	
2.	Studies of Orientation Education needs	C-5	
3.	Work Norms and Work Measurement Studies	C-5	
4.	Research Studies	C-5	
5.	Studies		
(i)	Research	C-5	
(ii)	Management Education	C-5	
(iii)	Modernization	C-5	
(iv)	Comprehensive	C-5	
6.	AR&PG Recommendations regarding machinery of Government of India and its procedure of work	C-5	
7.	O&M Work Study Techniques	C-5	
8.	O&M Charts Reports and Returns	C-3	
9.	O&M Inspection	C-3	
10.	O&M and Work Study Meetings	C-3	
11.	Staff Inspection Unit	C-3	
12.	O&M Work Study and Management Literature	C-3	
13.	Training in O&M and Work Study	C-3	
14.	Programme Studies	C-3	
15.	Organizational Studies	C-3	
16.	Suggestion Scheme	C-3	

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14. International Labour Affairs

Sr. No.	Subject	Retention Period	Remarks
1.	International Matters : International Labour Organization, international Labour Conference (ILO) Asian Regional Conference		
(i)	Report (Prepared by the ILO on agenda)	B	
(ii)	Follow up action on Conventions, Recommendations and Resolutions adopted by the ILO Conference and ILO committees	B	
(iii)	Report of the Indian Government Delegation to the Annual Session of ILC/Asian Regional Conference	B	
(iv)	Examination of the ILO Convention and Recommendations	B	
(v)	Agenda	C-10	
(vi)	Interpretation of ILO Conventions	C-5	
(vii)	Replies to the ILO Questionnaire/Conversions concerning Labour Subjects	C-5	
(viii)	Brief for Government Delegates attending ILO Conference, Governing Body and other Committee	C-5	
2.	Governing Bodies of ILO		
(i)	Minutes of the Governing Body	B	
(ii)	Representation/complaints from Unions/ Trade Unions to ILO	C-10 after final settlement of the case under normal course of Law.	
(iii)	Compositions/Election of Representative for Governing body	C-5	
(iv)	Reports of the Indian Delegation	C-5	
3.	Industrial Committee		
(i)	Report	C-10	
(ii)	Government Brief (Based on the responses to Questionnaires and the ILO Agenda Report the Government Brief is compiled)	C-10	
(iii)	Questionnaires	C-5	
4.	Committees and Conventions		
(i)	Minutes	C-10	Till the next meeting takes place which is after every 5 years
(ii)	Agenda	C-5	
(iii)	Follow up action	C-5	

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15. Industrial Safety and Health - I

Sr.No.	Subject	Retention Period	Remarks
1.	Administration of Prime Minister's Shram Awards, Vishwakarma Rashtriya Puraskar, National Safety Awards and National Safety Awards (Mines)		
(i)	Policy	B	
(ii)	Registers of Awards	B	
(iii)	Others	C-5	
2.	Plan Schemes including Civil Works relating to Mines, Docks and Factories		
(i)	Five Year Plan	C-10	
(ii)	Annual Plan	C-3	
3.	Settlement of Pension claims under the War Injury Scheme		
(i)	Policy	B	
(ii)	Annual Plan	C-5	
4.	Matters pertaining to National Safety Council	C-5	
5.	Miscellaneous	C-3	

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16. Industrial Safety and Health-II

Sr.No.	Subject	Retention Period	Remarks
1.	Administration of the Acts		
(i)	Factory's Act, 1948	A	
(ii)	Mines act, 1952	A	
(iii)	Dock Workers Safety Health & Welfare Act, 1986	A	
2.	Administration of the Sub-ordinate Legislation		
(i)	Mines Rules, 1955	B	
(ii)	Coal Mines Regulation, 1957	B	
(iii)	Metalliferrous Mines Regulation, 1961	B	
(iv)	Oil Mines Regulation, 1984	B	
(v)	Mines Creche Rules, 1966	B	
(vi)	Mines Vocational Training Rules, 1966	B	
(vii)	Mines Rescue Rules, 1985	B	
(viii)	Dock Workers (Safety Health and Welfare) Rules and Regulations	B	
3.	Formulation and execution of International Aid Projects like ILO, UNDP, etc. on Industrial Safety and Health	B	
4.	Matters connected with model Rules etc. under the Factory Act	B	
5.	Matters concerning Policy on Industrial Safety and Health in Factories/Dock and Mines	B	
6.	Acts and Sub-ordinate Legislation : 1 & 2 above		
(i)	Amendments	B	
(ii)	Interpretation/Clarification	C-5	
(iii)	Enforcement	C-5	
(iv)	Exemptions	C-5	
(v)	Material for Standard Note in Acts	C-3	
7.	Court Cases	C-3 after final decision of the court under normal course of law	
8.	Conferences/Committees		
(i)	Conference on Safety in Miens	C-5	
(ii)	Chief Inspectors of Factories Conference	C-3	
(iii)	Tripartite Committee on Safety	C-5	
(iv)	Follow up action on Agenda/Minutes	C-3	
9.	Follow up action on Review on Committee on	C-5	

	DG FASLI and Kumar Mangalam Committee on DG Mines Safety		
10.	National, International Programmes for Training concerning Industrial and Mines safety	C-5	
11.	Accident analysis and setting up of courts of Enquiry etc. concerning factory, Dock and Mines Workers	C-3	After completion of Enquiry
12.	Occupational Health and Safety matters in organized sectors	C-3	
13.	Miscellaneous – VIP references etc.	C-3	

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17. Labour Conference

Sr.No.	Subject	Retention Period	Remarks
1.	Labour Ministries Conference/Indian Labour Conference/Standing Labour Committee/Industrial Committee		
(i)	Composition	C-10	
(ii)	Proceedings/Recommendations/Conclusions	C-10	
(iii)	Follow up action	C-10	
(iv)	General aspects	C-5	
(v)	Agenda	C-5	
(vi)	Material Arrangement	C-5	
(vii)	Others	C-3	
2.	Boards/Councils/Institutions		
(i)	Nomination/Reconstitution of Boards/Committees/Council etc.	C-10	
(ii)	Meeting Agenda	C-10	
(iii)	Proceedings	C-5	
(iv)	General aspects	C-5	
(v)	Miscellaneous	C-3	
3.	Technical Assistance scheme ILO Programme/UNDP/US Aid/Colombo Plan		
(i)	Policy	B	
(ii)	Resolutions/Reports of the Commission	B	
(iii)	Schemes	C-10	
4.	Training of Foreign Nationals		
(i)	General aspects	C-5	
(ii)	Requisition and Placements	C-5	
(iii)	Fellowships	C-3	
(iv)	Miscellaneous	C-3	
5.	International Labour Organization		
(i)	Contribution		
(a)	Policy	B	
(b)	Subsidy matters	C-5	
(c)	General Aspects	C-3	
(ii)	ILO Constitution		
(a)	General aspects	C-3	
(b)	Miscellaneous	C-3	
(iii)	Governing Body of ILO		
(a)	Materials arrangements	C-3	
(b)	Nomination of Representatives	C-3	
6.	International Labour Conference/ ILO Asian Regional Conference/ ILO Committee		
(i)	Reports/Questionnaires	B	

(ii)	Composition/Election	B-10
(iii)	Agenda/Briefs	C-10
(iv)	Settlement of Accounts	C-5
(v)	General aspects	C-3
(vi)	Selection of Representative	C-3
(vii)	Materials arrangement in Air passage, passports, accommodations, health certificates etc.	C-3
(viii)	Miscellaneous	C-1
7.	Study Tours abroad	
(i)	Reports	C-5
(ii)	General aspect	C-3
(iii)	Miscellaneous	C-1
8.	Vacancies under ILO/other International Organizations	C-5
9.	Visits :	
(i)	Foreign National	C-3
(ii)	Indian National	C-3
10.	General Co-Coordinating aspects	
(i)	Letters from MPs/VIPs, PM's Sectt./Returns	C-3
(ii)	Representations/Resolutions from employers/Union and their Organizations individual cases	
(a)	Precedent cases	C-10
(b)	Routine cases	C-3

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18.Labour Welfare

Sr.No.	Subject	Retention Period	Remarks
1.	Welfare of Contract Labour Act		
(i)	Schemes	B	
(ii)	Policy	B	
(iii)	General Aspects	C-10	
2.	Central Advisory Contract Labour Board		
(i)	Constitution	A	
(ii)	Proceedings and Recommendation	B	
(iii)	Follow up action	B	
(iv)	Agenda	C-10	
3.	Sub-Committees/Meetings/Seminars		
(i)	Constitution/ Appointment	B	
(ii)	Follow up action	B	
(iii)	Reports	C-5	
4.	Labour Welfare and Conditions of Work		
	Welfare Activities		
(i)	Policy	B	
(ii)	General Aspects	C-10	
(iii)	Miscellaneous	C-3	

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19. Planning Unit

Sr.No.	Subject	Retention Period	Remarks
1.	Labour Policy in the Plan		
(i)	Policy	B	
(ii)	Others	C-5	
2.	Plan Programme of Ministry of Labour		
(i)	Central & Centrally Sponsored Scheme	C-10	
(ii)	State Sponsored Schemes	C-10	
(iii)	Annual Action Plan	C-3	
3.	Formulation of an review of Craftsman Training and Labour welfare Programme		
(i)	Policy	B	
(ii)	General Aspects	C-10	
4.	Plan Matters		
(i)	General Instructions from the Planning Commission regarding Plans	C-10	
(ii)	General Instructions from the Department of Expenditure, Ministry of Finance – regarding	C-10	
(iii)	Monitoring of progress of Annual Action Plan (in Financial and Physical terms)	C-5	
5.	Special Component Plans for SC/ST	C-5	
6.	Existing data Bank System		
(i)	Data	C-10	
(ii)	Others	C-3	
7.	Grants-in-aid to VOs/NGOs – approved case files	C-10 after audit is over	
8.	20 Point Programme	C-5	
9.	Parliament Questions	C-5 important questions may be kept in guard file	
10.	Parliamentary Standing Committee on Labour and Welfare	C-5	
11.	State Plan	C-3	
12.	Monthly/Quarterly/Half Yearly Hindi Files	C-3	
13.	Miscellaneous	C-1	
14.	O&M Files	C-1	
15.	GIA to VOs/NGOs – rejected cases	C-1	

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20. Rural Workers Section

Sr.No.	Subject	Retention Period	Remarks
1.	Labour Legislation		
(i)	Contract Labour Act, 1970	A	
(ii)	Amendment	B	
(iii)	Interpretation	B	
(iv)	Enforcement / Exemption	C-10	
(v)	Court Cases		
(a)	Precedent Cases	B	
(b)	Routine Cases	C-5 after final judgments of the Court under normal course a law	
(vi)	Complaints (From Labour Union and VVIP's)	C-3	
2.	Legislation		
(i)	Central Legislation for Agricultural and Construction Workers, Brick kiln Workers Paper connected with	A	
(ii)	Policy matters	B	
(iii)	Private Bill piloted by MP's comments	C-5	
3.	Committee/Conference- Central Standing Committee on Rural Unorganized Labour		
(i)	Composition	B	
(ii)	Agenda	C-10	
(iii)	Minutes	B	
(iv)	Follow up action on policy matters	B	
4.	Surveys and Studies		
(i)	Survey and Study Reports	B	
(ii)	Follow up action/Formulation of Scheme	B	
(iii)	Statistics and information on Agricultural Workers in India	C-5	
5.	Bipartite/Tripartite Working Group/Services		4 printed
(i)	Proceedings/ Minutes	B	copies of
(ii)	Follow up action	B	report
(iii)	Agenda	C-10	may be
(iv)	Reports	C-5	kept in the library
6.	Foreign Collaboration/ Technical Assistance		
(i)	Scheme in Collaboration/ Assistance with the Foreign Countries	B	4 printed copies
(ii)	Examination of Research Study Survey Report	B	may be
(iii)	Krishi Shramik Samajik Suraksha Yojna	B	kept in the

			Library
(iv)	Task Force on Fish Worker		
(a)	Policy	B	
(b)	Others	C-3	
(v)	Report on Progress of Scheme launched	C-5	
7.	Plan Programme		
(i)	Plan Schemes for Organization of Rural Workers	B	
(ii)	Guidelines	B	
(iii)	Progress Reports	C-5	
8.	Letter from MP's /PM's Office/ VIP's President Secretariat/Unions	C-3	Precedent cases may be kept in Guard File
9.	Representation/Resolution from Associates/ Unions/ Trade Unions etc.	C-3	

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21. Social Security – I

Sr.No.	Subject	Retention Period	Remarks
1.	Labour Legislations :		
(i)	Policy reg. Maternity Benefits	A	
(ii)	Workmen's Compensation Act, 1923	A	
(iii)	Employees state Insurance Act, 1948	A	
(iv)	Employees Liability act, 1938	A	
(a)	Papers relating to the above Acts	B	
(b)	Rules/Regulations	B	
(c)	Enforcement/ Exemption	B	
(d)	Interpretation/ Clarification	B	
2.	Labour Relations		Important cases may be kept in Guard File
(i)	Industrial Disputes in ESIC	C-5 after the final settlement of the case under normal course of law	
(ii)	Charter of General Demands	B	
(a)	Demand leading to Policy decision	B	
(b)	Others	C-5	
(c)	Individual Cases	C-1	
3.	Social Security Schemes/Surveys	C-5	
4.	Integral Social Security		
(i)	Policy	B	
(ii)	Others	C-5	
5.	Health Insurance		
(i)	Policy	B	
(ii)	Implementation of SSI Schemes in various Districts/Places	B	
(iii)	Others	C-5	
(iv)	Medical cases	C-5	
(v)	Construction of Hospitals/Dispensaries	C-10	
(vi)	Complaints/Representations	C-3	
(vii)	Extension of ESI Schemes to various workers	C-5	
(viii)	Miscellaneous	C-3	
6.	Technical Assistance under International Labour Organization (ILO) Programme/ UNESCO/ Colombo Plan etc.	C-5	
7.	Labour Minister's Conference/ESI Corporation Committee, Commissions, Working Group etc.		
(i)	Policy	B	
(ii)	Report of the Committee	B	

(iii)	Agenda/Proceedings	C-5
(iv)	Follow up action	C-10
(v)	Appointment of Labour Representatives on Boards/ Committees set up by various Ministries	C-5
8.	International Labour Organization	
(i)	Convention and Recommendation	C-5
(ii)	Other International Meeting	C-3
9.	Labour Policy in the Plan	
(i)	Policy	B
(ii)	Others	C-5
10.	Reports and Returns	C-3

After
publication
4 copies
may be
kept in the
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22. Social Security – II

Sr.No.	Subject	Retention Period	Remarks
1.	Employees Provident Fund Act	A	
(i)	Policy	B	
(ii)	Others	C-5	
(iii)	Settlements of dues	C-3	
(iv)	Recovery of dues	C-3	
(v)	Complaints / Representations	C-3	
(vi)	Transfer of Accounts	C-3	
(vii)	Grant of Loan/Advance	C-5	
(viii)	Rate of Contribution	C-5	
(ix)	Rate of interest	C-5	
(x)	Court Cases	C-5 after final judgment of the Court under normal course of Law	
(xi)	Regional Committees	C-5	
(x)	Miscellaneous	C-3	
2.(i)	Rules under the Act/Amendment/Interpretation/Clarification/ Enforcement .	B	
(ii)	Extension for new industries	B	
(iii)	Exemption under various Sections of the Act	C-5	
3.	Payment of Gratuity Act		
(i)	Policy	B	
(ii)	Amendment	B	

(iii)	Enforcement	C-5
(iv)	Exemption	C-5
(v)	Others	C-3
(vi)	Interpretation/ Clarification	C-3
(vii)	Settlement of Claims	C-3
(viii)	Complaints/Representations	C-3
(ix)	Miscellaneous	C-3
4.	Family Pension Scheme	
(i)	Policy	B
(ii)	Others	C-5
(iii)	Settlement of Claims	C-3
(iv)	Recovery of dues	C-3 or 1 year after audit is over whichever is later
5.	Employees Deposit Link Insurance/Integrated Social Security Schemes	
(i)	Policy	B
(ii)	Others	C-5
6.	Organized unemployment Insurance	C-5

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23. Wage Board Section

Sr.No.	Subject	Retention Period	Remarks
1.	Labour Legislation		
(i)	Working Journalists (Condition of Service) and Miscellaneous Provision Act, 1955	A	
(a)	Amendments	B	
(b)	Clarification/Interpretations	C-5	
(c)	Enforcement	C-5	
(d)	Exemption	C-5	
(e)	Court Cases	C-3 after judgments of the court under normal course of law.	
(ii)	Working Journalists (Fixation of Rates of Wages) Act, 1958	A	
(a)	Amendments	B	
(b)	Clarification/Interpretations	C-5	
(c)	Enforcement	C-5	
(d))(1)	Exemption	C-5	
(2)	Cases of General Exemption	B	
(e)	Court Cases	C-3 after judgments of the court under normal course of law	
(iii)	Bonus Act, 1965	A	
(a)	Amendments	B	
(b)	Clarification/Interpretations	C-5	

(c)	Enforcement	C-5	
(d))(1)	Exemption	C-5	
(2)	Cases of General Exemption	B	
(e)	Court Cases	C-3 after judgments of the court under normal course of law	
2.	Standard Reference Notes on Bonus Legislation	B	
3.	Extension of time limit for payment of Bonus to the employees in State sphere	C-10	
4.(i)	Enforcement of Bonus Act in the States	C-5	
(ii)	Representation of General Nature	C-3	
5.	Complaints regarding non-payment of bonus in the State	C-3	
6.	Wage Board		
(a)	Policy	B	
(b)	Others	C-5	
7.	Material for Consultative Committee Meeting	C-5	Important Minutes/Decision may be kept in Guard File
8.	Setting up of Wage Board for different Sectors i.e. Beedi Workers, Electricity Sector etc.		
(a)	Policy	B	
(b)	Others	C-5	

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24. Wage Cell

Sr. No.	Subject	Retention Period	Remarks
1.	Payment of Wages Act, 1936		
(i)	Interpretation	B	
(ii)	Amendments	B	
(iii)	Enforcement	C-10	
(iv)	Exemption/Deduction	C-5	
(v)	Court Cases (Suits) / Appeals	C-5 after judgments of the court under normal course of law	
(vi)	Annual Report	C-3	
2.	Minimum Wages Act, 1948		
(i)	Amendments	B	
(ii)	Enforcement	C-10	
(iii)	Minimum Wages/Advisory Board	C-10	
(iv)	Exemption	C-5	
(v)	Court Cases/ Appeals	C-5	
(vi)	Prosecutions	C-5	
(vii)	Additions(Amendments)/Deduction (State Sphere)	C-5	
(viii)	Fixation/Revision	C-5	
(ix)	Casual Labour	C-3	
(x)	Miscellaneous Central Sphere	C-3	
3.	20 Point Programme Reports	C-3	

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25. Welfare Section – I

Sr.No.	Subject	Retention Period	Remarks
1.	General Complaints against Welfare Organisation and Welfare Officer	C-5	
2.	Inspection Report of Officers of Welfare Division and Follow up action		
(i)	Policy	B	
(ii)	Routine matters	C-1	

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26. Welfare Section – II

Sr.No.	Subject	Retention Period	Remarks
1.	Labour Legislation		
(i)	Iron Ore, Manganese Ore, Chrome Ore Mines Workers Labour Welfare Fund Act, 1976, Limestone and Dolomite Mines Workers Welfare Fund Act, 1972, Mica Mines Workers Welfare Fund Act, 1946, Beedi Workers Welfare Fund Act, Cine Workers Welfare Fund Act, Beedi & Cigar Workers (Conditions of Employment) Act, 1966.		
(ii)	Amendments	B	
(iii)	Framing of Rules under the Act	B	
(iv)	Exemption/ Enforcement	C-10	
(v)	Court Cases	C-3	
2.	Tour Notes of Welfare Commissioner Follow up action	C-1	
3.	Appointment of Committees/Sub-Committees/ Central Advisory Committee/ State Advisory Committee/ Iron Ore Advisory Committee/ Central Advisory Board/Conference/Meetings		
(i)	Minutes	B	
(ii)	Follow up action	C-10	
(iii)	Constitution	C-5	
(iv)	Agenda	C-5	
(v)	Other matters	C-5	
4.	Tour Notes on Welfare Commissioners	C-1	
5.	Health Sub-Committee (Appointment under the recommendation of Central Advisory Committee) Resolution/Reports		
(i)	Follow up action	B	Important copy of the report may be kept in Guard File
(ii)	Reports/Resolution	C-5	

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27. Welfare Section-III

Sr.No.	Subject	Retention Period	Remarks
1.	Housing Scheme (Beedi and Mine Workers)		After completion of the scheme
(i)	Formulation of Scheme	B	
(ii)	Implementation of Scheme	C-3	
(iii)	Other matters	C-3	

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28. Welfare – IV

Sr.No.	Subject	Retention Period	Remarks
1.	Labour Education		
(a)	Grant of Scholarships/Supply of Dresses/Audio-Visual items for the Education system to benefit school going children of the mines/beedi workers/ transportation arrangements		
(i)	Framing of Schemes	B	
(ii)	Grants-in-aid/others	C-10 or 1 year after audit is over whichever is later	
2.	Recreation of Labour Institute/Community Centres/Films and Mobile cinema Units/Radio Centres/ Sports and Games/TV's Cultural Activities/ Consumer Cooperative Stores/ Financial Assistance to purchase of vehicle for transportation of worker to their place of work and back to their residence		
(i)	Scheme	B	
(ii)	Others	C-10	
3.	Water Supply Schemes		
(a)	Main Water Supply Schemes/Sinking of Wells		
(i)	Policy	B	
(ii)	Formulation of Schemes	B	
(iii)	Others	C-5	
4.	Representation from Unions/Association Letters from MPs/PM Sectt./State Govts./Unions/Association/Individuals	C-5	Precedent cases may be kept in Guard File

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29. Welfare Section-V

Sr.No.	Subject	Retention Period	Remarks
1.	Schemes under the various Welfare Fund Medical Facilities		
(i)	Policy	B	
(ii)	Central/Regional Hospitals/Matters relating to proposals	B	
(iii)	Opening of new Dispensaries	B	

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