



भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS

नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI



No.18-23011/10/2024-Admn-DGS

22.02.2024

OFFICE ORDER NO.29 OF 2024

RECORD RETENTION SCHEDULE

Kindly find enclosed herewith the Record Retention Policy of this Directorate.

All officers and staff are requested to follow the policy in relation to retention of the office records.

Mening Raj

Asstt. Director General of Shipping (i/c)

To

All Officers & Staff of this Directorate General of Shipping.
All Allied offices and Staff of Directorate General of Shipping.

9वीं मंजिल, बीटा बिल्डिंग, आई थिंक टेक्नो कैम्पस, कांजुर गाँव रोड, कांजुरमार्ग (पूर्व) मुंबई- 400042

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DIRECTORATE GENERAL OF SHIPPING, MUMBAI

RECORD RETENTION POLICY

DGS is following "RECORD RETENTION SCHEDULE IN RESPECT OF RECORDS COMMON TO ALL MINISTRIES/ DEPARTMENTS, 2012 of Govt. of India.

Preliminary

Government of India has enacted the Public Record Act, 1993 to regulate the management, administration and preservation of records of various departments of Central Government/ Public Sector Undertaking and commissions or committees constituted by the Central Government. As such, the Public Record Act, 1993 is also applicable to DGS. Under the aforesaid Act, Government of India has issued Public Record Rules, 1997 which provide that each organization shall compile a schedule of retention of records in consultation with the DoPT. Accordingly, DGS has also finalized a schedule prescribing retention period for different documents. This policy shall be governed by the provisions of the Public Record Act 1993 and other applicable laws for the time being in force including rules and regulations made there under.

2. OBJECTIVE: This policy inter alia provides for preservation of documents so that records should be kept no longer than the period necessary for the proper conduct of DGS. This policy shall cover all the records of the DGS, including written, printed and recorded matter and electronic forms of records.

3. DEFINITIONS:

3.1. Applicable Law: "Applicable Law" means any law, rules, regulations, circulars, guidelines or standards applicable on the Central Government under which any guideline / provision with regard to the preservation of the Documents has been prescribed.

3.2. DGS: "DGS" means Directorate General of Shipping.

3.3. Document(s): "Document(s)" refers to papers, notes, agreements, notices, advertisements, requisitions, orders, declarations, forms, correspondence, minutes, indices, registers and or any other record (including required under or in order to comply with the requirements of any Applicable Law) maintained on paper or in Electronic Form and does not include multiple or identical copies.

3.4. Electronic Form: "Electronic Form" means maintenance of documents in any contemporaneous electronic device such as computer, laptop, compact disc, floppy disc, space on electronic cloud, or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise the

Company has control over access to it.

3.5. Preservation: "Preservation" means to keep in good order and to prevent from being altered, damaged or destroyed.

4. CLASSIFICATION OF DOCUMENTS: After listing the subject-heads and their sub-heads/ records-groups, their retention periods are prescribed in accordance with their reference value and the importance of the subject. The retention period is the period a particular agency is required to keep the records before their final disposition. For the purpose of prescribing the retention periods, the records are classified into three categories viz. 'A', 'B' and 'C'. An illustrative list of records fit to be categorised as 'A', 'B' and 'C' categories.

4.1. 'A' Category: Records under this category are meant for permanent preservation and are to be microfilmed because they contain: i. a document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum; or ii. material likely to be required for frequent reference by different parties.

4.2. 'B' Category: Records under this category are also meant for permanent preservation but they are not to be microfilmed.

4.3. 'C' Category: records under this category are meant to be maintained for a limited period, not exceeding 10 years.

N.B. While prescribing the retention period for 'C' Category files, slabs of C-1, C-3, C-5 and C-10 may be followed, where the numerals represent the number of years that a file is to be retained after being closed or recorded.

5. PRESERVATION OF DOCUMENTS / RECORDS

5.1. All statutory records required to be maintained under any law shall be preserved for the period, if any, prescribed there under.

5.2. Documents mentioned under the schedule finalized with the National Archives under the provisions of the Public Record Act, 1993 and rules made there under, shall be preserved for period given in the schedule.

5.3. If any direction has been received from any authority for maintenance of certain records for specified period, those records shall be maintained for specified period.

5.4. Documents, in respect of which no minimum maintenance timeline is stipulated under any of the laws or under the schedule finalized by National Archives India, shall be preserved for such period as may be decided by the concerned head of Department in consultation with Head of Vigilance Department.

6. CUSTODY OF DOCUMENTS: All documents shall be under the custody of concerned functional head(s).

7. DESTRUCTION OF DOCUMENTS: After retention period, concerned functional head shall decide the records which are to be destroyed. A list of the Documents disposed/destroyed shall also be maintained. It shall state the brief particulars of the