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सामाजिक सुरक्षा संगठन  
Social Security Organization

## कोयला खान भविष्य निधि संगठन

COAL MINES PROVIDENT FUND ORGANISATION

(भारत सरकार कोयला मन्त्रालय का एक सांविधिक निकाय)

(A Statutory Organization under Ministry of Coal, Government of India)

आयुक्त का कार्यालय

OFFICE OF THE COMMISSIONER

पुलिस लाइन: POLICE LINE,  
धनबाद@DHANBAD  
पिन: PIN-816014  
(झारखण्ड) (JHARKHAND)  
फोन नं. Phone No.: 0326-2202114  
email: [commissioner@cmpfo.gov.in](mailto:commissioner@cmpfo.gov.in)  
Website: [www.cmpfo.gov.in](http://www.cmpfo.gov.in)

OFFICE ORDER NO. 220 OF 2025  
DHANBAD THE 18TH OCTOBER 2025

In exercise of power conferred under Sub-section (1) of Section 5 of the Public Records Act, 1993, the Regional Heads of respective Regional Office of CMPFO are nominated as RECORDS OFFICER with immediate effect with the approval of Commissioner, CMPFO.

Sr. No.	Name of the Records Officer	Designation	Name of the Regional Office
1.	Shri Ravi Kumar Sinha	Assistant Commissioner	Dhanbad-I
2.	Shri Birendra Kumar	Regional Commissioner-I	Dhanbad-II
3.	Shri Ajay Kumar Singh	Regional Commissioner-I	Asansol-I
4.	Shri Somen Chowdhury	Regional Commissioner-II	Asansol-II
5.	Shri Pradeep Kumar	Assistant Commissioner	Asansol-III
6.	Shri Rajesh Kumar Sinha	Regional Commissioner-II	Ranchi-I
7.	Shri Ashish Kumar	Regional Commissioner-II	Ranchi-II
8.	Shri Somen Chowdhury	Regional Commissioner-II	Kolkata
9.	Shri Rahul Kumar	Assistant Commissioner	Margherita
10.	Shri S. Samantaray	Assistant Commissioner	Sambalpur
11.	Shri Navin Prakash	Assistant Commissioner	Talcher
12.	Shri Jaishankar Rai	Regional Commissioner-I	Bilaspur
13.	Shri P. K. Jain	Regional Commissioner-II	Jabalpur
14.	Shri Shashank Raizada	Regional Commissioner-I	Nagpur
15.	Shri S. G. Goswami	Assistant Commissioner	Chhindwara

16.	Shri Hari Pachauri	Regional Commissioner-I	Godavarikhani
17.	Shri Kusumba Vamshidhar	Regional Commissioner-I	Kothagudem
18.	Shri Vinod Kumar	Regional Commissioner-II	Singrauli
19.	Shri S. K. Sinha	Additional Commissioner	Delhi
20.	Shri S. N. Prasad	Assistant Commissioner	Deoghar
21.	Shri Hari Pachauri	Regional Commissioner-I	NEDPC, Hyderabad

2. Branch Officers of the concerned Section of Headquarters shall act as the Records Officer of the sections under their control.

3. The Records Officer shall be responsible for compliance to the provision given under Section 6 of the Public Records Act, 1993 and carry out the responsibilities mentioned therein.

4. The Records Officer shall do periodical review of all the records held under his control from time to time and weed out obsolete and records of ephemeral value by following the provisions laid down in the Record Retention Schedule of CMPFO (copy enclosed).

5. This issues with the approval of Commissioner, CMPFO.

Encl. As above.

  
18/10/2025

(N. K. MISHRA)

REGIONAL COMMISSIONER-I (Admn)

File No.: CMPFO-14.0024.0/1/2025-ESTT /762

Date: 18th October 2025

Distributions

1. The Additional Commissioner/ Regional Commissioner-I/II / Assistant Commissioner (In charge of Regional Offices, CMPFO).

2. All the officers of Headquarters Office, CMPFO, Dhanbad.

3. P. A. to Commissioner, CMPFO to take care of compliance to the provision given under Public Records Act, 1993 and carry out the responsibilities mentioned therein.

4. P. A. to C. V. O.

5. The Records Officer shall do periodical review of all the records held under his control from time to time and weed out obsolete and records of ephemeral value by following the provisions laid down in the Record Retention Schedule of CMPFO (copy enclosed).

6. This issues with the approval of Commissioner, CMPFO.

  
18/10/2025

(N. K. MISHRA)

REGIONAL COMMISSIONER-I (Admn)

File No.: CMPFO-14.0024.0/1/2025-ESTT /762

Date: 18th October 2025

Deputy Commissioner

1. The Additional Commissioner/ Regional Commissioner-I/II / Assistant Commissioner (In charge of Regional Offices, CMPFO).

2. All the officers of Headquarters Office, CMPFO, Dhanbad.

3. P. A. to Commissioner, CMPFO.

4. The Records Officer shall do periodical review of all the records held under his control from time to time and weed out obsolete and records of ephemeral value by following the provisions laid down in the Record Retention Schedule of CMPFO (copy enclosed).



सामाजिक सुरक्षा संगठन  
Social Security  
Organisation

कोयला खान परिव्यय सिद्धि संगठन  
COAL MINES PROVIDENT FUND ORGANISATION  
(भारत राजकारण कोयला खान परिव्यय का एक सामाजिक निकाय)  
(A Statutory Organisation under Ministry of Coal, Government  
of India)  
आयुक्त का कार्यालय  
OFFICE OF THE COMMISSIONER

पुलिस लाईन, @POLICE LINE,  
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CMPFO/18.0011.0/9/2024/Estate/Special Campaign 5.0/ 164

Date: 22<sup>nd</sup> October, 2025

To,  
The Additional Commissioner/Regional Commissioner-I/II/  
Assistant Commissioner (In charge)  
Coal Mines Provident Fund Organization

Sub: - Record Management under Special Campaign 5.0-regarding.

Sir,

In continuation to this Office letter no. CMPFO/18.0011.0/9/2024/Estate/Special Campaign 5.0/147 dated: 26.09.2025 in connection with the celebration of Special Campaign 5.0 from 2<sup>nd</sup> October, 2025 to 31<sup>st</sup> October, 2025 in accordance with the directions issued by Department of Administrative Reforms and Public Grievances (DAPRG), it is to inform you that one of the focuses of this year's edition of Special Campaign is weeding out public records and record management.

2. The provision of record management has been made in the following Act/ Rule/

Manual etc.:

- (i) Public Records Act, 1993
- (ii) Public Records Rule, 1997
- (iii) Central Govt. Office Procedure Manual
- (iv) General Financial Rules, 2017

3. Section 6 of Public Records Act, 1993 lays down the responsibilities of Records Officer. Vide Office Order No. 220 (of 2025) Dated: 17<sup>th</sup> October, 2025, Records Officer has been nominated in the Regional Offices as well as Headquarters.

4. One of the responsibilities of the RECORDS OFFICER is periodical review of all public records and weeding out of public records of ephemeral value.

5. The periodical review of all public records is to be done keeping in view the Record Retention Schedule duly approved by the Commissioner, CMPFO. A copy of Record Retention Schedule is hereby enclosed.

6. Under Special Campaign 5.0, a target of review and weeding out of 1000 physical files has been set up. The target is to be achieved before 31<sup>st</sup> October, 2025.

7. A Handbook of provisions relating to record management is hereby enclosed for ready reference.

8. It is, therefore, requested to take appropriate action and submit report in the prescribed format to the Headquarters before 05.11.2025 for onward submission to Ministry of Coal and DAPRG.

Yours faithfully,

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Encl. As above.

(NAFIS ALAM)  
ASST. DIRECTOR/NODAL OFFICER

Copy to:

1. All the Branch Officers (Record Officers) of CMPFO, Headquarters, Dhanbad for implementation of the target.
2. P. A. to Commissioner for information.
3. P. A. to C. V. O. for information.
4. I. T. Section for uploading the same in the Official Website.



RETENTION SCHEDULE  
OF RECORDS RELATING TO SUBSTANTIVE  
FUNCTIONS

OF

COAL MINES PROVIDENT FUND ORGANIZATION  
POLICE LINE  
DHANBAD  
JHARKHAND

2023

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

Prefatory Note

The records created by the Coal Mines Provident Fund Organization, Police Line, Dhanbad, Jharkhand (hereafter 'Records Creating Agencies or RCAs') fall under three categories i.e. (i) Records relating to housekeeping 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* (4th edition, 2005) issued by the Department of Administrative Reforms and Public Grievances of the Ministry of Personnel, Public Grievances & Pensions and Rule 289 and Appendix-XIII of the *General Financial Rules*, 2005 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* and 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. The concerned sections on the expiry of the specified retention period must review all Class 'C' files. 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.



कोयला खान भविष्य निधि आयुक्त का कार्यालय  
(अरत सरकार कोयला मंत्रालय का एक सांविधिक निकाय)  
**OFFICE OF THE COMMISSIONER**  
**COAL MINES PROVIDENT FUND ORGANISATION**  
(A Statutory Organization under Ministry of Coal, Government of India)  
उच्चालय,  
**HEADQUARTERS OFFICE.**

पत्रांक : सीपीएफ/सीपी/  
No. CPF/CP/Weeding of old records/2018/240

तीव्र डाक/ई-मेल

पुलिस अड्डा, / POLICE LINE,  
धनबाद / DHANBAD  
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(आरखण्ड) / JHARKHAND  
Phone No / फ़ोन नं 0326-2202  
Fax No / फैक्स नं 0326-2202  
email : commissioner@cmpfo.g

दिनांक : अप्रैल 2023  
Dated : 25 April, 2023

To,

All Additional Commissioner/  
Regional Commissioner-I&II,  
Assistant Commissioner-I/ Assistant Commissioner (Incharge)/  
Coal Mines Provident Fund Organisation  
All R.O's of CMPFO

Subject :- Vetting of Records Retention Schedule(RRS) for Coal Mines Provident Fund Organisation - Reg.

Sir,

With reference to the subject cited above, it is to inform that a team of National Archives of India (NAI), Ministry of Culture, Government of India, New Delhi on 09th and 10th February, 2023 visited this office for inspection and vetting of draft record retention schedule forwarded by this office. A comprehensive Record Retention Schedule (RRS) duly approved by NAI has been received vide letter No. 17-307/1/2020-RS mail dated 10.04.2023 for its implementation in CMPFO.

It is, therefore, requested to implement the same and sent the action taken report to this office latest by 30.04.2023. In case of any observation related to the RRS the same may be intimated to this office immediately.

Yours faithfully,

(A. K. Sinha)  
Additional Commissioner

Encis : As above.

Copy to :- (i) PA to Commissioner, CMPF Hqrs. Office, Dhanbad - For information  
(ii) All Section of HQ Office.

(A. K. Sinha)  
Additional Commissioner

F. No.17-307/I/2020-RS  
Government of India Ministry of Culture  
National Archives of India  
Janpath, New Delhi-110001.

To

Shri. A. K. Sinha,  
Additional Commissioner,  
Office of the Commissioner,  
Coal Mines Provident Fund Organization,  
Police Line, Dhanbad, Jharkhand- 826014

Date:

Subject: Vetting of Record Retention Schedule for Coal Mines Provident Fund Organization, Police  
Line, Dhanbad, Jharkhand reg.

Please refer to your email dated 06/12/2022 on the subject cited above along with the Draft Records Retention Schedule. In this connection, I am to forward herewith the vetted Records Retention Schedule of Coal Mines Provident Fund Organization, Police Line, Dhanbad, along with the study report and Prefatory Note appended therein, based on the spot study of records/files pertaining to substantive functions of Coal Mines Provident Fund Organization, Police Line, Dhanbad, Jharkhand, which was conducted by Dr. Manash Ranjan Mishra, Archivist and Dr. Faizan Ahmad of this Department on 09 & 10 February 2023.

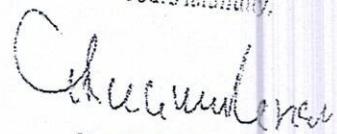
The vetted Records Retention Schedule (RRS) may now be issued for implementation to the concerned section/Divisions for their guidance in matters relating to records management for recording, reviewing and weeding out of records. It is also requested that the vetted RRS may kindly be circulated to all the Divisions. In case of any clarification on any points referred to the RRS, the same may please be communicated to this Department within one month of the receipt of this letter.

Lastly, this Department would like to convey it's thanks to all the concerned officers of your office for extending full cooperation to our officers during his visit.

The Records Retention Schedule may also be uploaded on the Coal Mines Provident Fund Organization, office's Website.

Kindly acknowledge the receipt this letter.

Yours faithfully,



(Syed Farid Ahmed)  
Deputy Director of Archives  
Government of India  
Phone No. 23388557  
Fax:-011-23384127

Enc: As above

1. Prefatory Note & Study Report
2. Record Retention Schedule pertaining to the substantive functions of Coal Mines Provident Fund Organization, Police Line, Dhanbad, Jharkhand.
3. A note on minimum requirements of the Departmental Records Room.

राजीव वर्मा 45  
दिनांक 10/04/27  
राजीव वर्मा 45  
राजीव वर्मा 45

(i) '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 Divisions may be advised to transfer their one-year-old files to the Departmental Records Room so that the semi-current slips do not unduly clutter the precious working space in the Sections.

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 rerecorded.

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

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

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Study Report regarding review/vetting of Records Retention Schedule of records relating to substantive functions and other matters relating to Records Management of the Coal Mines Provident Fund Organization, Police Line, Dhanbad, Jharkhand.

The Public Records Act, 1993 (No. 69 of 1993) clause (c) of sub-section (1) of section 6 and the Central Secretariat Manual of Office Procedure, (XIII edition, 2010) para 111 (1)-(d) envisage that the Records Officer of every records creating agency shall be responsible for compilation of a schedule for retention of Public Records in consultation with the National Archives of India. Sub-para (2) of para 111 of the Central Secretariat Manual of Office Procedure further stipulates that Records Retention Schedules 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 organizational changes which take place from time to time.

In this connection, request was received from the Coal Mines Provident Fund Organization, Police Line, Dhanbad, Jharkhand for the vetting of RRS of the substantive function vide their letter dated 30/08/2022. Accordingly, spot study of records of the Coal Mines Provident Fund Organization, Police Line, Dhanbad, Jharkhand were carried out by Dr. Manash Ranjan Mishra, Archivist and Dr. Faizan Ahmad, Archivist on 09 & 10 February 2023.

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 *Records Retention Schedule Common to All Departments, 2012* issued by the Department of Administrative Reforms and Public Grievances (Ministry of Personnel, Public Grievances and Pensions) and *General Financial Rules, 2017* (Rule No. 289 and Appendix, XIII) issued by the Ministry of Finance, respectively.

Although utmost care has been taken to compile comprehensive Records Retention Schedule, if any subject/record group of any Divisions of the Coal Mines Provident Fund Organization, Police Line, Dhanbad, Jharkhand 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 concerned Division/Sections of the Coal Mines Provident Fund Organization, Police Line, Dhanbad, Jharkhand and examined their Files/ Registers so as to ensure that all possible recurring subject-heads covering the activities of the Division of the Coal Mines Provident Fund Organization, Police Line, Dhanbad, Jharkhand which are included in the Records Retention Schedule. Suitable retention periods have been prescribed to various groups of records, keeping in view their administrative, legal, and 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 period be prescribed in accordance with the

enclosed Records Retention Schedule and also as per paras 103,104,105, of the Central Secretariat Manual of Office Procedure (XIII Edition 2010) hereafter CSMOP.

2. The Divisions of the North Eastern Electric Power Corporation Limited, NEEPCO, Shillong, Meghalaya may be directed to maintain the File Register as prescribed in Para 97 and Appendix 22 of the CSMOP.
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 C.S.M.O.P. may be followed.
4. A regular programme of recording/reviewing/weeding of records should be undertaken by each Division/Section and progress in this regard should be monitored.
5. An organized Departmental Records Room ensures the proper preservation, upkeep and maintenance of records. It is, therefore, recommended that the Departmental Records Room should be organized in the Coal Mines Provident Fund Organization, Police Line, Dhanbad, Jharkhand. A copy of the 'Note on Minimum Requirements for a Records Room' is enclosed herewith for guidance and necessary action.
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 C.S.M.O.P.
7. As regards, management of E-Records, the provision of CSMOeP 2012 may be followed.
8. In case, any particular contract/case/file is under Arbitration, Litigation, Enquiry or Audit by any Authority, all documents and records shall be required to be retained till the final clearance from Arbitration, Litigation, Enquiry or Audit as the case may be or till the prescribed retention period, whichever is later. This is applicable on the Division/Section/Branch of Coal Mines Provident Fund Organization, Police Line, Dhanbad, Jharkhand.
9. Reports in Form no. 1,4,5,6 &7 Public Record Rule, 1997 may be submitted to National Archives of India by the DRO.

Action on the above recommendations may be initiated under intimation to this Department so as to strengthen the records management activities in the Coal Mines Provident Fund Organization, Police Line, Dhanbad, Jharkhand.

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## TABLE OF CONTENTS

Record Retention Policy of Coal Mines Provident Fund Organization, Police Line, Dhanbad, Jharkhand		Page(s)
Records Retention Schedule for Records pertaining to Substantive Functions		1 - 5
1	Compilation Division	1
2	Deposit linked Insurance Scheme See (D.L.I)	1
3	Estates Section	1
4	Legal Section	2
5	C & P Division	2-3
6	Miscellaneous records	3-4
7	Regional offices	4-5

1

RRS of Coal mines Provident Fund Commissioner, Dhanbad, Jharkhand.

Compilation Division

Sl. No.	Subject	Retention Period	Remarks
1.	Reconciliation Register	B	
2.	Interest Watching Register	B	
3.	Interest Register	B	
4.	Security Purchase Register	B	
5.	Transfer Entry Register (RO)	C-10	
6.	Deposit for P.F. (i) Correspondence (ii) Register	C-5 B	
7.	Watching Register of PS-5 Statement (RO)	B	
8.	Valuable Register (VR)	B	
9.	General Ledger	B	
10.	Regional Office Order related Files	C-3	

Deposit linked Insurance Scheme See (D.L.I.)

Sl. No.	Subject	Retention Period	Remarks
1.	D.L.I. contributions (i) Correspondence (ii) Watching Register (iii) Form 1 (Monthly)	C-1 B C-1	

Estates Section

Sl. No.	Subject	Retention Period	Remarks
1.	Policy Files.	B	
2.	Purchase of land/flats/buildings	B	


Legal Section

Sl. No.	Subject	Retention Period	Remarks
1.	Board of Trustees. (i) Minutes of Meeting (ii) Legal Progress (iii) Other Correspondence	B C-5 C-2	
2.	Inspection report	C-10	

C & P Division

Sl. No.	Subject	Retention Period	Remarks
1.	Circulars of general Nature	C-10	
2.	Interpretation and amendment of the C.M.P.F. Schemes.	A	
3.	Board of Transfer (i) Constitution (ii) Minutes and Agenda (iii) Other Correspondence (iv)	A B C-5	
4.	Sub-committees of Board (i) Constitution and report (ii) Other Correspondence	B C-5	
5.	Attachment of Collieries	B	
6.	Co-ordination of the work of C.M.P.F. Inspectors and Labour Inspectors.	C-10	
7.	Authorization of the C.M.P.F. Commissioner to purchase, Sell, Transfer or otherwise deal with Govt. Securities standing in the name of C.M.P.F. (i) Policy (ii) Other Correspondence	B C-10	
8.	Modification in C.M.P.F. Forms.	B	
9.	Hand book for Inspector	B	

10.	Publicity matters	C-5	
11.	Recovery of PF flat rate (i) Policy (ii) Other Correspondence	B C-5	
12.	Regional Advisory Committee for CMPE (i) Constitution (ii) Minutes (iii) Other Correspondence	C-10 C-10 C-5	
13.	Re-organization of unit	B	
14.	Setting of regional offices	A	
15.	Training and Courses	C-10	
16.	Utilization of forfeited amount and pension scheme	B	
17.	Waiting of recoveries : Pension (i) Policy (ii) Other Correspondence	B C-5	

#### Miscellaneous records

Sl. No.	Subject	Retention Period	Remarks
1.	Certificate Case register	B	
2.	Central Entry Register	B	
3.	Advance Ledger	C-5	
4.	Pay Order register	B	
5.	Bank Classification Register	C-10	
6.	Bank Statement	B	
7.	Form PS 3 & 4	C-5	

8.	Pension settlement register (PF)	C-10	
09.	PRO Register	C-10	

## Regional offices

Sl. No.	Subject	Retention Period	Remarks
1.	Shadow deposit register	B	
2.	Declaration in from M/MM, Revise Nomination	B	
3.	Register of Inspection of Collieries	C-3	
4.	Ledger Card in and out Register	B	
5.	Allotment of A/C Nos. CPF/156	B	
6.	PF Refund Paid File	C-3	
7.	PF Advance Paid file	C-3	
8.	Reconciliation of Deposits vis-à-vis in VV Statement.	C-5	
9.	VC-1, VC-2 & VC-3	C-3	
10.	Progress report File	C-1	
11.	Misc. file	C-1	
12.	Policy Circular (Master file) misc.	B	
13.	Policy implementation misc. Section	B	
14.	Policy File (Section)	B	
15.	Progress Report monthly	C-5	
16.	Extract-in (Sectional)	C-5	
17.	Ledger Card (LC) in Misc.	B	