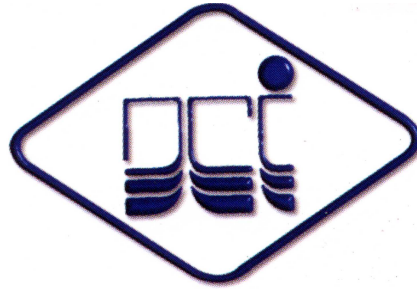


**DREDGING CORPORATION OF INDIA LIMITED
VISAKHAPATNAM
(A GOVERNMENT OF INDIA UNDERTAKING)**



POLICY FOR PRESERVATION OF DOCUMENTS, 2016



POLICY FOR PRESERVATION OF DOCUMENTS, 2016

1. PREFACE AND OBJECTIVE

Dredging Corporation of India Limited (“DCI” or “Company”), being a listed entity, is obligated to frame a policy for preservation of documents in terms of Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (SEBI-LODR). As per Regulation 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 i.e. (a) documents whose preservation shall be permanent in nature; and (b) documents with preservation period of not less than eight years after completion of the relevant transactions. The listed entity may keep such documents in electronic mode.

In accordance with the above Regulation 9, the Company has framed a Policy for Preservation of Documents, 2016 (hereinafter the “Policy”). The Policy is framed in line with the existing provisions of SEBI-LODR. Any future changes in the SEBI-LODR will, ipso facto, apply to this Policy. The Policy has been approved by the Board of Directors in its meeting held on 30/05/2016.

2. EFFECTIVE DATE

The Policy shall be effective from 01/06/2016.

3. DOCUMENTS TO BE PRESERVED

This Policy sets the standards for preservation of documents of the Company, broadly classified in the following categories, which may be preserved, in physical and/or electronic mode.

(i) CATEGORY A – DOCUMENTS UNDER COMPANIES ACT WHOSE PRESERVATION SHALL BE PERMANENT IN NATURE

The following documents shall be maintained and preserved permanently by the Company. All modifications, amendments, additions, deletions to the said documents shall also be preserved permanently by the Company.

- (a) Annual Reports of the Company.
- (b) Minutes of the Board Meetings and Board Committees as prescribed by the “Secretarial Standard-1 on Meetings of Board of Directors” issued by the Institute of Company Secretaries of India.
- (c) Minutes of General Meetings (including AGMs) as prescribed by the “Secretarial Standard-2 on General Meetings” issued by the Institute of Company Secretaries of India.
- (d) Any other document, certificates, statutory registers that may be required to preserved permanently in terms the Companies Act, 2013 and/ or SEBI Regulations.

(ii) CATEGORY B – DOCUMENTS UNDER COMPANIES ACT TO BE PRESERVED FOR NOT LESS THAN EIGHT YEARS AFTER COMPLETION OF THE RELEVANT TRANSACTION.

The following documents shall be maintained and preserved for a term not less than eight years after completion of the relevant transactions. All modifications, amendments, additions, deletions to the said documents shall also be preserved for a term not less than eight years.



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- (a) Documents/Information furnished to Stock Exchanges including information submitted in compliance of SEBI-LODR, as amended from time to time, shall be preserved for a minimum period of eight years from the end of the financial year in which the documents/information is furnished.
- (b) Documents/Information submitted to Registrar of Companies / Ministry of Corporate Affairs in compliance with the Companies Act, 2013 & Rules thereunder shall be preserved for a minimum period of eight years from the end of the financial year in which the documents/information is submitted.
- (c) Books of Accounts
- (d) Annual Returns (copies of all certificates and documents required to be annexed thereto) as per Companies Act, 2013
- (e) Office Copies of Notices, Agenda, Notes on Agenda of Board Meetings and Board Committees and other related papers shall be preserved for as long as they remain current or for eight financial years, whichever is later and may be destroyed thereafter with the approval of the Board, as prescribed by the "Secretarial Standard-1 on Meetings of Board of Directors" issued by the Institute of Company Secretaries of India.
- (f) Office Copies of Notices, Scrutinizer's Report and related papers regarding General Meetings (including AGM) shall be preserved for as long as they remain current or for eight financial years, whichever is later and may be destroyed thereafter with the approval of the Board of Directors, as prescribed by the "Secretarial Standard-2 on General Meetings" issued by the Institute of Company Secretaries of India.
- (g) Attendance Register for Board Meeting and recording of attendance of Meetings through Electronic Mode for eight financial years and may be destroyed thereafter with the approval of the Board of Directors, as prescribed by the "Secretarial Standard-1 on Meetings of Board of Directors" issued by the Institute of Company Secretaries of India
- (h) Any other document, certificates, statutory registers which may be required to be maintained and preserved for not less than eight years after completion



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of the relevant transaction under the Companies Act, 2013 and/or SEBI Regulations.

(iii) CATEGORY C – OTHER DOCUMENTS NOT COVERED UNDER CATEGORY- A/ CATEGORY -B

In addition to the documents mentioned in Category 'A' and 'B' above, other documents, certificates, forms, statutory registers, records, etc. which are required to be mandatorily maintained and preserved shall be preserved for a stipulated period of time as per the existing Rules/ Procedures/ Practices of the Company including the rules/guidelines prescribed in the Weeding out/ destruction of Old and unwanted records as may be notified by CMD and/or as per the applicable Statutory/ Regulatory provisions in this regard. The present list and rules in this regard at present is given below:-

(Reference : IOM No. DCI/ PA/06/A/98 dt. 5/8/98. As reproduced from Page no. 216 to 223 of HR Manual)

WEEDING OUT/DESTRUCTION OF OLD AND UNWANTED RECORDS

1. Of late, it is observed that old and unwanted records/documents have piled up considerably and difficulties are being experienced by the concerned Departments, to provide for sufficient storage space for these records. Further, due to the paucity of space in the cabins/racks etc., certain old records are being kept openly, which does not give a presentable look, besides causing inconvenience.
2. In the recent past, the Government has introduced austerity measures to achieve economy in expenditure. In the process of observing austerity the procurement of cabinets, racks etc., wherein the records can be stored, could be limited to the barest minimum. In the light of this and to create more storage space, the matter with regard to weeding out/destruction of old and unwanted records has been examined with reference to the practice followed earlier and also the General Financial Regulations of Central Government (GPR). In addition to what is enunciated in Rule No. 284 of Chapter 15 of General Financial Regulations, it is now, proposed to follow the procedure as indicated below.
 - a) The old and unwanted records should be destroyed periodically, depending upon the nature, periodicity, and the age of the documents. In case of legal documents, the limitation prescribed in GPR may be followed.
 - b) So far as the documents, which do not fall within the purview of the nature of documents as mentioned in GPR, are concerned, the need for retention of the records or otherwise, if to be retained; for what period etc, could be reviewed by the concerned Departments at Head office and Project Offices for Project records. The documents/records, so destroyed/weeded-out maybe listed out and such list be kept in the safe custody of the concerned Head of the Department/Project Manager for further reference/guidance, if any.
 - c) Before destruction of records, clearance, therefore, may be obtained from Internal Audit and Vigilance Departments.
(Authority: Circular No. 35/90, dated 03.08.1990)



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- d) As per the guidelines mentioned in our 10M DCI/PAI06/AI98 dt: 05.08.1998, CMD accorded approval for the proposed retention period of files/records (Same is as under).

No	Nature of record generated	Period of retention
HR DEPARTMENT		
I Floating Establishment		
01	Man Power Planning Recruitment Files/Promotion Files	Permanent
	a)Unsolicited / rejected application/ Spare interview folders	1 Year
02	INSA-MUI,NUSI-JMU wage Agreement- Correspondence with Unions , etc., Board Approvals- Circulars , etc.,	Permanent
03	CR Folders of Floating Staff	3 years, to be retained in case of superannuation , Resignation, death etc.,
04	Medical- Empanelment of Company Doctor- Revision of rates, other correspondence	5 Years
05	Correspondence with the DG Shipping regarding opening of Articles of Agreements, safe manning Certificates of Dredgers etc.,	Permanent
06	Disciplinary cases	Till Superannuation , resignation , death etc.,
07	Court cases regarding services matters of employees, etc., after closing in all respects including appeal, etc.,	If no appeal – 3years
08	Statutory/ Non – Statutory returns, etc.,	2Years
09	Personal Files containing leave record settlement of terminal benefits, nominations etc.,	In case of death/ Superannuation resignation, 3yeras after occurrence of the event
10	Posting/ Transfer approvals	2Years
11	Crew Lists	1Year
12	Budget estimates regarding man power etc.,	3Years
13	Parliament Questions	5Years
14	SC/ST/OBC/ etc., Rosters	Permanent
15	Telex messages of the posting instructions	1Year
16	Telex messages received from projects regarding posting of personal Despatch / Receipt/Overtime/Casual Leave Registers	1Year 3 Years
II SHORE ESTABLISHMENT		
01	Personal Files of all Shore Employees	3 yrs, to be retained in case of superannuation/ VRS/Resignations/ Wastages etc
02	Service Records of all Shore Employees	
03	Rules & Regulations (Service, Medical, CDA,LTC,TA, IDA etc.,	Permanent
04	Government Guidelines, instructions / Orders	Permanent
05	General Correspondence (such as forwarding of applications/relief Resignation etc.)	2 years
06	PARs/CRs	3 years to be retained in



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No	Nature of record generated	Period of retention
		case of superannuation/VRS/Resignations/Wastages etc.
07	Disciplinary Cases	Till Superannuation/Resignation, death etc.,
08	Transfers/Posting	2 years
09	HBA Files	Till repayment of entire Loan
10	HBA Mutual Fund	Permanent
11	Leave applications/ records	2 years
12	Medical Claims	2 years
13	Children's Education Allowance Claims	2 years
III	INDUSTRIAL RELATION SECTION:	
01	Wage revision of Non-Executive Employees	Permanent
02	Standing Orders	
03	I.R. Policy/Board Notes	
04	Agreements with Shore Unions	
05	Government Directives relating to IR Policy	
06	Grievance Procedure	
07	ILO convention-Reports	
08	Pay Revision of Executives	
09	JMU/NEU-Correspondence Files	5 years
10	Officers' Association Files	5 years
11	Employees Participation in Management	5 years
12	Correspondence on CL(R&A)Act	5 years
13	Productivity Linked Incentive Scheme	Permanent
14	High Power Pay Committee / Data to NPC	5 years
15	Flood / Draught Relief	5 years
16	Incentives for additional qualifications	5 years
17	Files relating to Court Cases/Industrial Tribunal Cases	3 years after settlement
18	Project Files	5 years
19	Monthly/Quarterly /Half-yearly /Yearly returns	3 years
20	General correspondence files	3 years
IV	CAREER MANAGEMENT SECTION	
01	All Files relating to sanctions of various posts in the Shore Establishment	Permanent
02	Selection Committee/Government Directives	
03	Presidential/Govt.,Directives on Reservations SC/ST/OBC	
04	Rosters on the above	
05	Applications received against advertisement for recruitment of various posts	2 years
06	Rejected applications	1 year
07	Reports>Returns relating to SC/ST Employees	5 years
08	Other Reports/ Returns	5 years
09	Court Cases	3 years after settlement
10	General Correspondence files	3 years
V	GENERAL ADMINISTRATION	
1	Policy Files	Permanent



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No	Nature of record generated	Period of retention
	<ul style="list-style-type: none"> Land Lease Amenities 	
2	<u>Contracts</u> <ul style="list-style-type: none"> Security Contract Cleaning & Maintenance Pest Control Canteen Contract 	5 Years
3	Stationery / Furniture <ul style="list-style-type: none"> Purchase Orders Duplicate Bills Photocopies of Approvals 	5 Years
4	Transport <ul style="list-style-type: none"> Correspondence / Repairs & Replacement of spares etc., of staff cars Hiring of Taxies / Auto contract Files Taxies / Auto Bills 	2 Years 3 Years 3 Years
5	Communication Bills <ul style="list-style-type: none"> Telex Telephone Tele-Fax Postage 	1Year 2 Years 2Years 2Years
6	Miscellaneous Files	2 Years
7	Returns	5 Years
8	Records/ Registers	5 Years
VI	AIDC Policy Matters (Including approvals etc.,) Surety Bonds of Cadets (Personal Files of cadets) Correspondence with DG Shipping /MMD/AU/ Other Agencies Correspondence on posting on Dredgers, Stipend, LBS college, Mumbai/ Orientation Classes at AU etc.,	6 years 6 years 2 years (after induction of Cadets) - Do-
VII	HRD 1 Annual Training Plans (Including Budget allocation)	5 Years
2	In- Company Training Programmee (Including Internal Facility)	3 Years
3	External Training Programmee (Including overseas training)	3 Years
4	Post Training Feedback Report	3 Years
5	Evaluation of Training Programmes	3 Years
6	Induction – Training for new Recruits	2 Years
7	Corporation MemberShip	3 Years
8	Correspondence with Board of Apprenticeship Training – Chennai	5 Years
9	Induction of Graduate / Diploma/ Commercial Apprentices	3 Years
10	Industrial Trainees (MCA/ ICWA)	3 years



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No	Nature of record generated	Period of retention
11	Project Works/ Field works by students of various Institutions/ Universities (MBA/MCA/MHRM/MA (SW) etc.,)	2 Years
12	Procurement of Training Aids	3 Years
13	Periodical Returns / Reports	3 Years
14	Directive/ Office Orders/ Circulars	Permanent
15	Correspondence with Ministry	6 Years
16	Temporary Advance	Till Repayment
17	Information / Data to Various Institutions / Organisations (Including awards for Excellence)	5 Years
18	Leave/ Absentee Statement	2 Years
19	Correspondence on JCM	3 Years
	REGISTERS:	
01	Register of Training Programmes - year-wise	Permanent
02	Register of Project Works/Field Works by the Students	2 Years
03	Register of AIDC Cadets inducted (opened from 7 th Batch)	Permanent
VIII	WELFARE:	
01	Problems relating to Floating / Shore Staff	2 Years
02	Provision of Consumer Durables to the employees through Financial Organisations / Bankers	2 Years
03	Procurement of Welfare items - Co-ordination with Materials Division	Permanent
04	Blood Groups of Employees	Permanent
05	Financial assistance to Welfare Organisations	3 Years
06	Staff Compliment	----
07	Miscellaneous Correspondence	2 Years
08	DCI Sports & Cultural activities	3 Years
09	Welfare Schemes (General)	3 Years
10	PICNIC Programmes	1 Year
11	Medical Aid/Camp to the Slum Dwellers	2 Years
12	Correspondence on Review Meetings	3 Years
13	Suggestion Scheme	3 Years
IX	GRIEVANCE CELL	
01	Government Directives	Permanent
02	Instructions/Correspondence on Government Directives Departments/Projects	Permanent
03	Quarterly / Annual Grievances Returns	3 Years
04	Correspondence on Grievances received from public	2 Years
05	Register of Grievances	Permanent
X	OFFICIAL LANGUAGE SECTION:	
01	Annual Report Translations	Permanent
02	Official correspondence with Govt. Directives received from Government	Permanent
03	Collection of data for periodical reports (Data Collected)	2 Years
04	Training in Hindi - Rosters/Scheme	Permanent



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No	Nature of record generated	Period of retention
	Consent for nomination	1 Year
	Incentives: approvals/O.O Sanction	2 Years
05	Periodical Reports (Quarterly, Half-yearly; Annual Assessment) (Internal/Out going)	5 Years
X	CENTRAL LIBRARY:	
01	Magazines / Periodicals	Once in a year
02	Books issue register	5 Years
03	Stock Register	Permanent
04	Book/Magazine Catalogues	Can be disposed immediately
FINANCE & ACCOUNTS DEPARTMENT		
No	Nature of Record	Period of Retention
01	Ledgers	8 Years
02	Trail balance	8 Years
03	Cashbooks	8 Years
04	Payment Vouchers	8 Years
05	Receipt Vouchers	8 Years
06	Joutal Vouchers	8 Years
07	PPL/BSWorksheets	8 Years
08	Schedules	4 years
09	IA queries and replies	4 Years
10	Statutory Audit queries & replies	5 Years
11	Points raised by Govt. Audit in A/cs	3 Years
12	Income Tax (Corporate Tax)	5 Years
13	Sales Tax	Up to 3 years after finalization of assessment
14	Pay roll	10 Years
15	Contracts Revenue	5 Years
16	Budgets	5 Years
17	Auditor appointing & fees	3 Years
18	Imprest account and statements with the vouchers only	3 Years
19	Wage revision records	8Years
20	Government Loan	Up to 3 years after final discharge of Loan
21	Loans from Financial institutions (Cash Section)	Up to 3 years after final discharge of Loan
22	Correspondence with Ibks	3 Yeras
23	Revenue debit notes and correspondence	5 Yeras
24	FDRs&B.Gs	Till Validity Period
25	Asset Register	Permanemt
26	PF Records	Permanemt
27	TDS Certificates-SE & Contracts	8 Years
28	LT. Returns (Company)	Up to 3 Years after finalization by assessing authority / appellate authority
29	Returns of IT (Employees)	8 Years
30	Subsidiary Registers (All Sections)	5 Years
31	Stores Ledgers (materials)	5Years
32	M.D. Accounts (FS)	8 Years



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No	Nature of record generated	Period of retention
33	Inter Project Reconciliations	3Years
34	Bills Registers (Suppliers &Repairs)	3 Years
35	Debit Notes Registers	5 Years
36	DDR copies (Dredge-wise)	2 Years
37	Cheque Register & Counterfoils	8 Years
38	Purchase Order Copies	Up to 3 Years after execution of the order
39	Delivery Orders (MIV.MRV)	3 Years
01	FLOATING STAFF (ACCOUNTS) Masters Disbursement Accounts	8 Years
02	Personal files relating to FS personnel containing claims & correspondence	8 Years
03	Income Tax Return and correspondence relating to FS personnel	8 Years
04	House Building Advance Payment registers and correspondence files	Permanent
05	Journal vouchers - Bundles and Registers	8 Years
LEGAL CELL		
01	Legal Opinions	Permanent
02	Legal Cases	Permanent
03	Arbitration Cases	Permanent
INSURANCE SECTION		
01	Approvals accorded by the Competent Authority	5 Years
02	Policy documents (Hull, P&I, Govt., War Risks etc.)	Permanent
03	Claims (Hull, P&I, OCN, OPL etc.)	3 Years from the date of the claims are settled/ closed
04	Advice to Finance Department for payment of premia	5 Years
05	Forwarding of claim cheques to Finance Department for realisation	5 Years
06	Arbitration	Permanent
07	Declarations of Imported consignments, indigenous purchases/ movement of stores	3 Years
08	General Correspondence (Underwriters, Average Adjusters, P&I Club, etc.)	5 Years
09	GSLI Master Policy (Shore/floating)	Permanent
10	GSLI Claims	3 Years from the settlement of Claims
11	Gratuity Trust Deed	Permanent
12	Gratuity Scheme	Permanent
13	Gratuity Claims	5 Years from the settlement of claims
14	General Correspondence (LIC)	5 Years
15	Actuarial Gratuity Valuation Reports	Permanent
16	Investment - Bonds / Term Deposits	Permanent till maturity
17	Audited Accounts of the Trust	Permanent
OPERATIONS DEPARTMENT		
01	Maximum Contract Period 3 years for Capital	10 years



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No	Nature of record generated	Period of retention
	dredging	
02	Dredging Reports	10 years
03	Deck Log Books	Permanent
04	Arbitration Files	Till disposal of the case
TECHNICAL DEPARTMENT		
01	Running Repairs	5 years
02	Dry dock Repairs	8 years
03	Procurement of Spares	8 years
04	Procurement of Stores	5 years
05	Capital Procurements	10 years
06	Statutory and other Certificates	Permanent
VIGILANCE DEPARTMENT		
As per the Guidelines of the CVC		

4. RESPONSIBILITY

The Heads of respective Departments of the Company shall be responsible for preservation of the documents in terms of this Policy, in respect of the areas of operations falling under the charge of each of them.

5. DESTRUCTION OF DOCUMENTS

After the expiry of the statutory retention period, the preserved documents may be destroyed in such mode under the instructions approved by the Board of Directors/ concerned Functional Director/ Head of the Department.

This applies to both physical and electronic documents.

6. GENERAL

Notwithstanding anything contained in this Policy, the Company shall ensure compliance with any additional requirements as may be prescribed under any laws/regulations either existing or arising out of any amendment to such laws/regulations or otherwise and applicable to the Company, from time to time.

7. AMENDMENT TO THE POLICY

CMD, DCI is authorized to amend or modify this Policy. However, no such amendment or modification shall be inconsistent with the applicable provisions of any law for the time being in force.

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