Government of India
Ministry of Communications & IT
Department of Telecommunications
(TERM wing)
1017, Sanchar Bhawan, New Delhi-01

No. 19-1/2013-TERM

Dated 20.11.2015

To,

DDGs
All TERM Cells

Sub:- Weeding out of record relating to TERM Cells - Reg.

It was brought to the notice of this office that there is a huge accumulation of old records pertaining to TERM Cells and it not only uses precious office space but is also a potential fire hazard.

2. In view of the above, a committee was formed to deliberate regarding weeding out of records related to TERM Cell activities. Based upon the recommendations of the committee, guidelines (copy attached) regarding weeding out of records in TERM Cells have been framed and approved by the Competent Authority.

This is for your kind information and further necessary action please.

Encl: As above (10 pages).

ADET (TERM-I)

Recommendations for Weeding Out of Old Records

Sl no	Item	Item - Category	Weeding out recommendation
1	**CAF Related Issues**	Compliant CAF.	All Compliant CAFs may be returned to the concerned TSP after one month from the date of imposition of penalty.
		Non-Compliant, non penalty leviable CAF.	All Non-Compliant, non penalty leviable CAFs may be returned to the concerned TSP after one month after imposition of penalty and submission of compliance to these cases by concerned TSP.
		Non-Compliant, penalty leavable CAF where full panalty has been paid and no dispute is pending.	All Non-Compliant, penalty leviable CAFs where full penalty has been paid and no dispute is pending may be weeded out after three years of payment of full penalty.
		Non-Compliant, penalty leavable CAF where full panalty has not been paid or some dispute is pending.	All Non-Compliant, penalty leviable CAFs where full penalty has not been paid or some dispute is pending may be preserved till dispute is finaly resolved and due penalty is paid. Once issue is settled and due penalty is paid, the same may be weeded out after three years from the date of final settlement.
2	**EMF related issues**	Compliant EMF self certificates which were submitted in prescribed time	All compliant self-certificates submitted in prescribed time frame may be retained for two years from the date of its submission. Thereafter it may be weeded out.
		Non-Compliant EMF self certificates which were submitted in prescribed time	All Non-Compliant EMF self certificates which were submitted in prescribed time may be weeded out after three years of final payment of penalty or after three years from final disposal of court case and payment of penalty due, if any, as the case may be.
		Compliant EMF self certificates which were not submitted in prescribed time	All Compliant EMF self certificates which were not submitted in prescribed time may be weeded out after three years of final payment of penalty. In case, any court case is pending, after three years from final disposal of the court case and payment of penalty , if any due.

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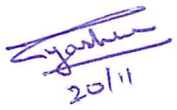
Sl no	Item	Item - Category	Weeding out recommendation
	EMF related issues (Contd)	Compliant EMF self certificates which were not submitted in prescribed time and where penalty imposed have been paid.	All Compliant EMF self certificates which were not submitted in prescribed time and where total penalty imposed have been paid may be weeded out after three years of final payment.
		Compliant EMF self certificates which were not submitted in prescribed time and where court case is pending	All Compliant EMF self certificates which were not submitted in prescribed time and where court case is pending may be weeded out after three years of final disposal of the court case and payment of penalty , if any due.
		EMF testing results compliant for all norms	All EMF testing results compliant for all norms may be weeded out after three years from the date of its actual testing by TERM cell.
		EMF testing results non compliant for any reason	All EMF testing results non compliant for any reason may be weeded out after three years of final payment of penalty. In case, any court case is pending, after three years from final disposal of the court case and payment of penalty , if any due.
3	**Rollout Service Testing Records**	All roll out related documents are statutory in nature	All roll out related documents are statutory in nature and needs to be preserved for license period of TSPs.
4	**OSP registrations**	Active OSP Registrations	Documents relating to Active OSP registration may be retained during validity period and weeded out after three years from the date of completion of its validity.
		Non-Active OSP Registrations	Documents relating to Non- Active OSP registration may be weeded out after three years from the date of surrender/ cancellation, if no dispute is pending and govt. Dues have been realised.

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Sl no	Item	Item - Category	Weeding out recommendation
5	**TeleMarketer Registrations**	All TM registrations	All documents relating to TM registrations may weeded out with immediate effect as the work has been taken up by TRAI from Jan 2013 and even registered TMs with DOT have been re-registered with TRAI.
6	**Inspections**	Routine inspection	May be weeded out after one year of inspection if no abnormality is detected during inspection. If some abnormality has been detected and show cause notice has been served, then after three years from the date of settlement of the case including payment of dues, if any.
		Inspection on Complaint	May be weeded out after one year of inspection if no abnormality is detected during inspection. If some abnormality has been detected and show cause notice has been served, then after three years from the date of settlement of the case including payment of dues, if any.
		Inspection based of feedback from security agencies	May be weeded out after one year of inspection if no abnormality is detected during inspection. If some abnormality has been detected and show cause notice has been served, then after three years from the date of settlement of the case including payment of dues, if any.
7	**Security related issues**	LI testing related documents	May be weeded out after three years from the date of successful completion of license period.
		Other testing demonstrating complaince to License conditions	May be weeded out after three years from the date of successful completion of license period.
8	**Special investigation/ Raids**	Initiated by TERM Cell or on behalf of security agencies	May be weeded out after three years of closure of the case. Closure of case means that necessary action has been completed including payment of any penalty or completion of legal proceedings if any.

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Sl no	Item	Item - Category	Weeding out recommendation
9	**Preservation of various reports/ Data supplied in CD by TSPs**	Routine reports	May be weeded out after three years from the date of submission of the report either in soft copy or in hard copy.
		Reports relating to any investigation	May be weeded out after three years from the date of completion of the investigation and settlement of the case including payment of penalties, if any due.
10	**Preservation of monthly Customer Data supplied by TSPs**	Routine Customer data provided by TSPs for generating sample for CAF Audit	May be weeded out after three years from the date of submission of the data in soft copy.backup can be taken in server before weedingout the records.
11	**Other office Documents**	Office records of financial transactions, Admin and of misc nature (Internal/External Audit reports, Vehicle log book, tender files/ records, Impressed Bills, salary bills etc.)	As per prescribed weeding out procedure and time frame prescribed by DOT from time to time.(Copy attached for Weeding out procedure finalized in 2009 for DoT (Security TERM Wing)
12	**PG Complaints/ Direct complaints**	Route Public Grievance Complaints	One year from date of redressal of the complaint. However basis data like number of complaints of different types, total number of complaints in financial year and calender year may be preserved for three years for Parliament questions.Backedup in soft copies or data bases/excels may be taken as standard practice before weedingout.
13	**Records relating to Court cases**	Closed Court cases	Three years from date of implementation of the Hon'ble court order and payment of all penalties by TSPs as the case may be.
		Open Court cases where Appeal has been filed	Three years from the date of implementation of the final decision of Hon'ble court order and payment of all penalties by TSPs as the case may be.



I-Record Retention Schedule of files relating to RTI application

S.No.	Subjects/records groups	Proposed Retention Period	Remarks
1.	RTI Cases disposed without attracting any 1st Appeal	C-3	
2.	RTI Cases attracting 1st Appeal	C-3	Since they may attract 1nd Appeal so require a fair retention period.
3.	RTI Cases attracting 2nd Appeal (without any remarkable decision)	C-3 or till the compliance of CIC orders, whichever is later.	
4.	RTI Cases attracting 2nd Appeal (involving a remarkable decision)	C-5	Judgement/CIC ruling "B"
5.	1st Appeal cases files	C-3	As these may attract 2nd Appeal
6.	2nd Appeal cases files	C-3 or till the compliance of CIC orders	
7.	Files relating to the administrative aspects of RTI Act, 2005 i.e. implementation, suggestions, guidelines, etc.	C-3	
8.	File Register of RTI Applications i.e. records other than file.	B-Keep	

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Record Management

- Recording the file when action in it over.
- Files having papers of little reference value to be destroyed after one year without recording.
- Recording:
    - Indicating category
    - Taking extracts of important decision, documents etc.
    - Removing superfluous papers and destroying
    - Writing 'recorded' in red ink in file movement register
    - MTS to repair damaged papers
- Categorization:
    - Category 'A' – Permanent preservation for administrative and historical purpose
    - Category 'B' – Permanent preservation for administrative purpose
    - Category 'C' – Preserved for specified period.
        - Files of secondary importance.
        - Maximum period of retention is 10 years.
- Review:
    - Category 'A' & 'B' - Reviewed when 25 years old
    - Category 'C' - Reviewed on expiry of specified retention period and weeded out unless further retention required.
- Indexing:
    - Files indexed at the time of recording
    - Files categorized as 'A' & 'B' to be indexed
- Plan of Action:
    - Listing of files
    - Recording the files
    - Categorization
    - Destroy those not required
    - Follow review from time to time
    - Files which have completed 25 years to be reviewed and decided whether to be preserved further. List of such files to be sent to O & M Section
    - All details to be computerized.

No. 8-5/2009-S-I
Government of India
Ministry of Communications & IT
Department of Telecommunications
Security Wing
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Dated 23 June, 2009

OFFICE MEMORANDUM

Subject: Record Retention Schedule of substantive functions in the DoT.

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The undersigned is to refer to O&M Section's O.M. No. 8-1/2009-O&M dated 5th March, 2009 on the subject mentioned above and to enclose the updated Record Retention Schedule relating to Security Wing.

This issues with the approval of DDG (Security)

27/6

(Manoj C)
Director (Security-I)

670/09/O&M/25/6

To

Shri S.M.D. Chawla, Under Secretary (C&A)
DoT, Sanchar Bhawan, New Delhi

24/06.
S.O.(O&M)

Department of Telecommunications
(Security Wing)
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S.No.	Description of Record	Retention period	Remarks, if any
1.	Leave application of the head of TERM Cells	C-1	
2.	Tour programme of the head of TERM Cells	C-1	
3.	Making of identity cards of the officers of TERM Cells	C-5	
4.	Application of Medical Advance/Bill of the head of TERM Cells	C-3	
5.	LTC Advance / Bill of Head of TERM Cells	C-3	
6.	GPF Advance /withdrawal of Head of TERM Cells	C-3	
7.	NOC for obtaining private passport of the officers of TERM Cells	C-10	
8.	NOC for going abroad of the officers of TERM Cells	C-3	
9.	Activities requiring permission under Conduct Rules, 1964 of the head of TERM Cells	C-10	
10.	Posting and transfer in TERM Cells	C-3	
11.	Circulars/Orders etc.	B	
12.	Policy matter/guidelines with respect to TERM Cells	A	
13.	Matters relating to budget/accounts of TERM Cells	C-5	
14.	Periodical Returns to Legal Cell, O&M Section, RTI Section, etc.	C-3	

15.	Release of Grants-in-aid to C-DOT	B	
16.	Audit/C&AG para	B	
17.	MOU with C-DOT	B	
18.	Appointment of Executive Director, Directors and the other posts under purview of ACC	C-10	
19.	Annual Report of C-DOT	B	
20.	Budget Estimate and Revised Estimate of C-DOT	B	
21.	Performance Budget	B	
22.	Modification in Memorandum of Association and Bye-laws of C-DOT	B	
23.	Unstarred Parliament Questions	C-3	
24.	Starred Parliament Questions	C-3	
25.	Un-admitted Parliament Questions	C-2	
26.	Information sent to other Ministries/Departments/Sections for replying the Parliament Questions	C-3	
27.	Cut-Motions/Calling Attention Motions/Resolution	C-3	
28	Parliament Assurance	C-3	
29.	RTI Applications	C-3	
30.	RTI Appeals	C-3	
31.	Vigilance Clearance of ISPs & OSPs	B	
32.	Registration of OSPs & Telemarketers-Policy related	B	
33.	Works related to Security related National Projects	B	

34.	Complaint against Service Providers	B	
35.	Subscriber verification Policy	A	
36.	Subscriber Verification Reports	C-5	
37.	Investigation /inspection reports received from TERM Cells	B	
38.	Court cases	B	
39.	VIP References	C-5	
40.	Cabinet Notes	B	
41.	Comments sent on the Cabinet Note from other Ministries/Departments/Sections	C-5	
42.	Annual O&M Inspection Reports of TERM Cells	C-10	
43.	Workshop / meeting of TERM Cells	C-10	
44.	Training of officers of TERM Cells	C-5	
45.	OSP registration	B	
46.	Verification of VLR data	B	
47.	Material for Annual Report of DoT	C-5	
48.	Report on Mobile services in Border Area	B	