

## Preservation Period of Files in Foreign Exchange Department

Preservation period of common file types*		
Sr. No.	Subject	Preservation Period
1.	Policy Files	Permanent
2.	Notifications, Circulars and Master Directions	Permanent
3.	Court Cases	Permanent
4.	Joint Parliamentary Committee	Permanent
5.	Gol references (excluding policy matter)	5 years
6.	Correspondence with DoE, CBI (routine correspondence)	5 years
7.	General Correspondence with Central Office Departments/ ROs/ ADs	3 years
8.	References from PCD	3 years
9.	RIA	3 years
10.	Parliament questions	5 years
11.	Inspection files/ Audit/ MASI/ RBIA/ CSAA	5 years
12.	Monthly Work Certificate	2 years
13.	Third copy file	5 years
14.	Destruction of records	Permanent
15.	File Registers, Guard Files	20 years
16.	Administration, dead stock, stationary notes, training, staff & other matter (maintained at respective divisional level)	3 years

*\*Preservation period for common file types shall not apply to Administration Division.*

Preservation period of division specific files		
Administration Division		
Sr. No.	Subject	Preservation Period
1.	<b>Medical &amp; Telephone Section</b>	
	Telephone/ Mobile/ Car Booking/ Various Statements	6 years
	Audit/ Inspection/ CSAA Report	6 years
	Central Office Instruction/ Correspondence with Central Office (policy matters)/ Central Office Circulars	Permanent
2.	<b>Leave/ Increment Section</b>	
	Leave Matter – OL/ SL/ EOL/ Applications and Special Casual Leave	3 years
	Service Sheets	30 years after retirement
3.	<b>Discipline &amp; Vigilance Section</b>	
	Vigilance & Discipline Statements & Correspondence	15 years
	Strike Call/ Court Liabilities/ PAR Correspondence – Class I/ III/ IV employees/ Transfer of Service Records/ Late Attendance	5 years
	Service Files of the employees (in the Department)	5 years after retirement
4.	<b>Inspection &amp; Audit Section</b>	
	Inspection Audit and Compliance (Concurrent, vigilance, any other audit)	5 years from the closure of audit report
	CSAA Compliance	
	RBIA Compliance	
5.	<b>Housing Papers/ Vehicle/ Education/ Conveyance Section</b>	
	Housing Property Folder	5 years after retirement
6.	<b>Dead Stock &amp; Stationery Section</b>	
	AMC/ Bank Guarantee/ Office Correspondence	3 years from the end of contract

	Repairs and Renovation of Dead Stock and Fixed Assets	5 years
	Quarterly Statements of supply/ Purchase	6 years
	Depreciation of Dead Stock Articles/ CGM facilities/ Annual Closing/ List of Stationers & Mumbai Office Correspondences	Permanent
	Periodical payments for newspapers, books and other mis. items	5 years
7.	Staff Section	
	Quarterly Statement to CSBD/ HRMD/ Vigilance/ DGBA	5 years
	Staff Correspondence – Officers (Class I Correspondence relating to Annual Retirement Review/ Retirements/ VRS etc.)	5 years after retirement
	Staff Correspondence- Class III/ IV (Class III/ IV relating to Annual Retirement Review/ Retirements/ VRS etc./ Compassionate package etc.)	
8.	Training Section	
	Trainings-Training Sheet Records (Sent/Received)	Permanent
	Service File - Incentive scheme	5 years after retirement
9.	Account Section	
	Misc. Payment-Receiving and Dispatch Receipt Cash/ Presentation of Mementos and Miscellaneous/ Honorarium paid to Officers for delivery of Lecture/ Talk, etc./ Sundry Deposits Account/ Suspense Account – Balancing of all other Accounts/ Local Conveyance Bills/ Correspondence regarding Local Conveyance Bills	5 years
	Charges Account, Quarterly/ Monthly statement to DGBA	5 years
	LSF Payments/ Annual Closing Returns	10 years
	Housekeeping Statements/ Income Review Statements/ SRC Certificates to SRCC, HRMD	6 years
	Direct Settlement cases and Misc. payment	3 years
	Budget related files	5 years
10.	Conferences/ Meetings	
	AD conference	5 years
	Annual Conference of In Charges of RO	
11.	Receipt & Dispatch Section	
	Destruction of records	Permanent
	Monthly Work Certificates	6 years

## Trade Division

Sr. No.	Subject	Preservation Period
1.	Issues related with inter-institutional interests like data collection/ submission/ EOUs etc.	Permanent
2.	Correspondence regarding non-receipt of caution-list data etc.	10 years
3.	Caution Advice received from DBS, CO, RBI, Mumbai	10 years
4.	GR matching / GR destruction etc.	10 years
5.	Revision of Softex procedure	Permanent
6.	Correspondence regarding Softex Forms. Issues like numbering, loss of forms in transit, printing etc.	5 years
7.	Correspondence regarding the issues raised by ADs/ ROs, phase-wise changes in the New XOS Package, conducting of training sessions/ workshops, reminders regarding the timely upload and weekly report of the upload at the end of a half year, etc.	3 years
8.	Method of Payment	5 years
9.	Deep Sea Fishing	10 years
10.	Miscellaneous matters	3 years
11.	Indo – Bangladesh Joint Business Council (IBJBC)z	5 years
12.	Correspondence related to SEZ	5 years
13.	Carbon Credits	5 years
14.	Full-fledged factoring Services	5 years
15.	Border Haat – Indo – Bangla Trade along the border between India & Bangladesh	5 years
16.	Board of Trade	Permanent
17.	Cross LOC Trade between J&K & PoK	10 years
18.	Project Exports – Contracts awarded to Indian exporters	20 years
19.	Project Exports – Miscellaneous Correspondence	3 years
20.	Imports – General Correspondence	3 years
21.	Import of Gold/ Silver/ Rough Diamonds	10 years
22.	Insurance – Correspondence (GIC/LIC)	3 years
23.	EEFC A/c - General Correspondence	3 years
24.	Foreign Currency A/c – General Correspondence	3 years
25.	Opening Office abroad – General	3 years
26.	Guarantees/ LCs	3 years
27.	ACU Mechanism - General	5 years

28.	Diamond Dollar A/c – General Correspondence	3 years
29.	Statements	3 years

External Commercial Borrowing Division (ECBD)		
Sr. No.	Subject	Preservation Period
1.	ECB – Approval route (LKN)	Permanent
2.	Trade Credits – Approval (LIN)	Permanent
3.	Empowered Committee on ECB	Permanent
4.	ECB – Automatic route servicing	10 years
5.	Trade Credits – Automatic route servicing	10 years
6.	ECB – Rejected	10 years
7.	Trade Credits - Rejection	10 years
8.	FCCB/ FCEB	10 years
9.	Structured Obligation	10 years
10.	Rupee Bonds	10 years
11.	High value customer correspondence	5 years
12.	Application/ system	5 years
13.	Monthly ECB data	5 years
14.	Monitoring of ECBs	5 years
15.	Statement of guarantee for TC	5 years
16.	Trade credit reporting by Oil companies	5 years
17.	Miscellaneous	3 years
18.	Email correspondences	3 years
19.	Compounding cases	10 years
20.	Guarantee invoked statement**	5 years

**\*\* Although submission of this statement has been discontinued with effect from quarter ending June 2022, vide A.P. (DIR Series) Circular No.05 dated June 09, 2022, the captioned file will be maintained within the division till preservation period is over, i.e., June 2027.**

### Cell for Effective Implementation of FEMA (CEFA)

Sr. No.	Subject	Preservation Period
1.	Documents/ papers related to Compounding process of contravention cases.	***Permanent

\*\*\* Preservation period for compounding cases may be treated as permanent till such time that all the compounding orders are available in the package as scanned copies.

### Overseas Investment Division (OID)

Sr. No.	Subject	Preservation Period
1.	<b>Approval Files</b>	
	Approved and Live UINs	Permanent
	Closed UINs	5 years after closure
2.	Agenda Notes & Minutes of Special Committee Meetings	20 years
3.	Correspondence with Government of India/ Other Organisations regarding Data/ Periodical Reports	10 years
4.	Miscellaneous Correspondence	3 years

Computer Division		
Sr. No.	Subject	Preservation Period
1.	FED Applications Migration	Till application is phased out
2.	Audit Trail of Applications	3 years
3.	BCP Document for Applications	Till application is phased out or the BCP document undergoes change
4.	Budgetary Provision & Review	5 years
5.	Technical Evaluation Committee Meetings and Agenda (Hardware Purchase)	3 years
6.	Registration Authority	5 years
7.	AMC for FED Applications	3 years after the end date of AMC
8.	New application Software Development including various committee minutes, agenda & approvals	Till application is phased out
9.	Miscellaneous Correspondence	3 years

Planning and Coordination Division (PCD)		
Sr. No.	Subject	Preservation Period
1.	<b>FEMA Policy issues</b>	
	Current-Capital Accounts/ SEZ/ FERA Cases/ High Level Committee on Capital Markets/ Committee of Capital Account convertibility/ Committee of Financial Sector Reforms/ FCRA, Citizen Charter, SOPs etc.	Permanent
	Opening of FED Offices etc.	
2.	<b>Government business</b>	
	Payment of premium on Exim Scrips	5 years
3.	<b>Material contribution to</b>	
	Research and Data Analytics division (RDAD)	3 years
	Top Management	3 years
	Other departments	3 years
	Government	5 years
4.	<b>Conferences/ Meetings</b>	
	Meeting with ROs other than RO Conference	3 years
	FDMC/ FSR/ IRTG/ FSDC/ FSDC-SC	3 years
	Meetings arranged by PCD (BLMC, Senior Officers Meeting etc.)	3 years
5.	<b>Customer Service</b>	
	Complaints	3 years
6.	<b>Legal Cases</b>	
	Engagement of Advocate	Permanent
	Statement of Pending Court cases and other routine matters	1 year
7.	DO letters - Quarterly DO letters to ROs, BMDO	1 year
8.	Matters related to Budget	5 years
9.	Miscellaneous File	3 years



Foreign Investment Division (FID)		
Sr. No.	Subject	Preservation Period
1.	Transfer of shares – Cases ****	10 years
2.	Reports of Committees	Permanent
3.	Various Statements/ Data	1 year
4.	Compounding cases	5 years

\*\*\*\*Applicable for existing physical file with the division as the transfer of shares has been enabled under the automatic route instead of the earlier approved route.

FED Central Office Cell, New Delhi (CO, Cell)		
Sr. No.	Subject	Preservation Period
1.	Approvals and rejections related to LO/ PO/ BO (including allotment of UINs)	Permanent
2.	Files pertaining to permission for acquisition/ transfer of immovable property in India by person resident outside India.	Permanent
3.	Files pertaining to permission for acquisition/ transfer of immovable property outside India by person resident in India.	Permanent
4.	Permission for opening foreign currency accounts in India and abroad to Indians and Foreigners under FEMA Notification 10 R	Permanent
5.	Permission for remittance of assets by NRI/ OCI Card holders/ foreigners from balances of NRO accounts/sale of assets beyond USD 1.00 million	Permanent
6.	Granting permission for opening INR account, NRO accounts, SNRR accounts & ESCROW accounts by foreigners	Permanent
7.	Guidance to Regional offices in above matters	3 years
8.	Replying to the queries (email or letter) of a public on the matters related to foreign currency accounts/ remittance of assets, queries related to LO/ BO/ PO, etc.	3 years
9.	Analysis of statements received from AD banks on monthly basis towards remittances from NRO account by NRI's/ OCI's	3 years
10.	Statements and intimations from AD banks: on establishment of LO/ BO/ PO; monthly statements on opened and closed LO/ BO/ PO; Reports on extension of LO/ PO, intimation on establishment of LO/ BO/ PO.	3 years
11.	General correspondence with AD bank including queries/ clarifications/ general guidance sought by AD banks.	3 years

### External Payment Division (EPD)

<b>Sr. No.</b>	<b>Subject</b>	<b>Preservation Period</b>
1.	Special approvals under Liberalised Remittance Scheme (LRS)	Permanent
2.	Miscellaneous approvals- [LRS; FEM (CAT) Rules, 2000; shipping agents; airline companies; credit cards; education; medical; donation; guarantee; netting off etc.]	Permanent
3.	Invocation of guarantees- Statements	2 years
4.	Monthly/Quarterly review of LRS data	3 years
5.	Compounding cases	5 years
6.	General Correspondence – Overseas Forex Trading	3 years

### Authorized Persons Remittance Division (APRD)

<b>Sr. No.</b>	<b>Subject</b>	<b>Preservation Period</b>
1.	Approval Files.	Permanent
2.	Breach of KYC/AML/CFT Guidelines File	10 Years
3.	All Statements - Monthly, Quarterly, half - yearly	3 Years
4.	Other Misc. files, correspondence etc.	3 Years

## Research and Data Analytics division (RDAD)

<b>Sr. No.</b>	<b>Subject</b>	<b>Preservation Period</b>
1.	Data Analysis	5 years
2.	Special Studies	Permanent
3.	Special Notes	Permanent
4.	Publication	10 years
5.	Miscellaneous	3 years
6.	Administration	3 years
7.	Memorandum to Central Board	3 years
8.	Information notes to Committee of Central Board	3 Years