

B. WELFARE

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Description of records Head/Sub-head	Retention period	Remarks
1	2	3
1. General staff welfare measures		
Broad aspects	Permanent*	
Recognition of association rules	Permanent*	
Recognition of association (Individual cases)	Permanent*	
2. Departmental council/Office council		
Rules/Instructions	Permanent*	
Meetings, Minutes Rulings	1 year	Subject to follow up action where necessary being taken on appropriate subject files to which relevant extracts may be taken.
Staff union/association :		
(a) Recognition	Permanent*	
(b) Representations	Will be kept according to nature	
3. Grants-in-aid		
Rules	Permanent*	
Grant for sports and other cultural activities	1 year after completion of audit	
4. Co-operative Societies		
Rules and bye-laws	Permanent*	
Election of office bearers	1 year after the next Election	
Proceedings of Meetings of Co-operative Societies	1 year	
Recovery of contribution and loans	1 year	
5. Suggestions scheme		
Rules	Permanent*	
Departmental Committees :		
(a) Constitution	1 year after reconstitution	
(b) Proceedings of meetings	Permanent*	
Suggestions :		
(a) Those accepted	1 year after completion of audit	
(b) Those not accepted	1 year	