



भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS



नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

No.18-23011/10/2024-Admn-DGS


22.02.2024

OFFICE ORDER NO.29 OF 2024

RECORD RETENTION SCHEDULE

Kindly find enclosed herewith the Record Retention Policy of this Directorate.

All officers and staff are requested to follow the policy in relation to retention of the office records.


(Mening Raj)
Asstt. Director General of Shipping (i/c)

To

All Officers & Staff of this Directorate General of Shipping.

All Allied offices and Staff of Directorate General of Shipping.

9वीं मंज़िल, बीटा बिल्डिंग, आई थिंक टेक्नो कैम्पस, कांजुर गाँव रोड, कांजुरमार्ग (पूर्व) मुंबई- 400042

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DIRECTORATE GENERAL OF SHIPPING, MUMBAI

RECORD RETENTION POLICY

DGS is following "RECORD RETENTION SCHEDULE IN RESPECT OF RECORDS COMMON TO ALL MINISTRIES/ DEPARTMENTS, 2012 of Govt. of India.

Preliminary

Government of India has enacted the Public Record Act, 1993 to regulate the management, administration and preservation of records of various departments of Central Government/ Public Sector Undertaking and commissions or committees constituted by the Central Government. As such, the Public Record Act, 1993 is also applicable to DGS. Under the aforesaid Act, Government of India has issued Public Record Rules, 1997 which provide that each organization shall compile a schedule of retention of records in consultation with the DoPT. Accordingly, DGS has also finalized a schedule prescribing retention period for different documents. This policy shall be governed by the provisions of the Public Record Act 1993 and other applicable laws for the time being in force including rules and regulations made there under.

2. OBJECTIVE: This policy inter alia provides for preservation of documents so that records should be kept no longer than the period necessary for the proper conduct of DGS. This policy shall cover all the records of the DGS, including written, printed and recorded matter and electronic forms of records.

3. DEFINITIONS:

3.1. Applicable Law: "Applicable Law" means any law, rules, regulations, circulars, guidelines or standards applicable on the Central Government under which any guideline / provision with regard to the preservation of the Documents has been prescribed.

3.2. DGS: "DGS" means Directorate General of Shipping.

3.3. Document(s): "Document(s)" refers to papers, notes, agreements, notices, advertisements, requisitions, orders, declarations, forms, correspondence, minutes, indices, registers and or any other record (including required under or in order to comply with the requirements of any Applicable Law) maintained on paper or in Electronic Form and does not include multiple or identical copies.

3.4. Electronic Form: "Electronic Form" means maintenance of documents in any contemporaneous electronic device such as computer, laptop, compact disc, floppy disc, space on electronic cloud, or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise the

Company has control over access to it.

3.5. Preservation: "Preservation" means to keep in good order and to prevent from being altered, damaged or destroyed.

4. CLASSIFICATION OF DOCUMENTS: After listing the subject-heads and their sub-heads/ records-groups, their retention periods are prescribed in accordance with their reference value and the importance of the subject. The retention period is the period a particular agency is required to keep the records before their final disposition. For the purpose of prescribing the retention periods, the records are classified into three categories viz. 'A', 'B' and 'C'. An illustrative list of records fit to be categorised as 'A', 'B' and 'C' categories.

4.1. 'A' Category: Records under this category are meant for permanent preservation and are to be microfilmed because they contain: i. a document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum; or ii. material likely to be required for frequent reference by different parties.

4.2. 'B' Category: Records under this category are also meant for permanent preservation but they are not to be microfilmed.

4.3. 'C' Category: records under this category are meant to be maintained for a limited period, not exceeding 10 years.

N.B. While prescribing the retention period for 'C' Category files, slabs of C-1, C-3, C-5 and C-10 may be followed, where the numerals represent the number of years that a file is to be retained after being closed or recorded.

5. PRESERVATION OF DOCUMENTS / RECORDS

5.1. All statutory records required to be maintained under any law shall be preserved for the period, if any, prescribed there under.

5.2. Documents mentioned under the schedule finalized with the National Archives under the provisions of the Public Record Act, 1993 and rules made there under, shall be preserved for period given in the schedule.

5.3. If any direction has been received from any authority for maintenance of certain records for specified period, those records shall be maintained for specified period.

5.4. Documents, in respect of which no minimum maintenance timeline is stipulated under any of the laws or under the schedule finalized by National Archives India, shall be preserved for such period as may be decided by the concerned head of Department in consultation with Head of Vigilance Department.

6. CUSTODY OF DOCUMENTS: All documents shall be under the custody of concerned functional head(s).

7. DESTRUCTION OF DOCUMENTS: After retention period, concerned functional head shall decide the records which are to be destroyed. A list of the Documents disposed/destroyed shall also be maintained. It shall state the brief particulars of the

Documents destroyed, date of disposal/destruction and the mode of destruction. Before destruction of documents, the concerned head of department may opt for preserving copies of the same in Electronic Form.

8. The records other than the records as mentioned in the "RECORD RETENTION SCHEDULE IN RESPECT OF RECORDS COMMON TO ALL MINISTRIES/ DEPARTMENTS, 2012 of Govt. of India is retained in the DGS as per the Annexure-I.

9. ARCHIVAL POLICY: The policy applies to documents / information hosted on the website of the department including events/information required to be disclosed on website. The disclosure of material events shall be hosted and retained on the Department's website.

10. AMENDMENTS TO THE POLICY: The Head of Department of DGS is authorized to make such alterations to this Policy as considered appropriate, subject, however, to the condition that such alterations shall be in consonance with the provisions of Regulation and other applicable laws.

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Annexure-I

Record Retention Schedule of documents pertaining to Directorate General of Shipping, Mumbai other than the records as mentioned in the "RECORD RETENTION SCHEDULE IN RESPECT OF RECORDS COMMON TO ALL MINISTRIES/ DEPARTMENTS, 2012 of Govt. of India				
Sl. No	Type of Record (Examples)	Retention Period	Location of Record	Category of Record
1	Register of Ships	Permanent	Registrar of Ships at respective offices	A
2	RO Agreement & Audit of Recognized Organizations	Ten years	DGS	C
3	Casualty Investigation Reports	Permanent	On DGS website	B
4	List of Approved Maritime Training Institute	Permanent	On DGS website	B
5	Report of Port State Control	Ten years	IOMOU IOCIS Database	C-10
6	Flag State Inspection analysis	Ten years	FSIDGS Database	C-10
7	Report of PSC Abroad of India Ships	Ten years	FSIDGS Database	C-10
8	List of Exemptions to Ships	Five years	On E-office	C-5
9	Port Reception Facilities Assessment Reports	Five years	DGS PRF Module	C-5
10	Register of Bunker Suppliers	Five years	On DGS website & E-office	C-5
11	List of Authorised Flag / Port State Inspectors	Permanent	Individual MMD offices	B

12	List of Casualty Investigators	Permanent	Individual MMD offices & DGS casualty cell	B
13	List of approved LSA/ FFA/ GMDSS Service Stations, VGM approved agencies, IMSBC Testing Labs, Approved IMDG packaging manufacture.	Permanent	On DGS website	B
14	List of Shipping Companies under ISM	Permanent	On DGS website	B
15	List of RPSL Companies	Two years beyond expiry	On DGS website	C-3
16	Executive Orders towards implementation of IMO instruments	Permanent	On DGS website	B
17	STCW Certification of seafarers	Two years beyond expiry	On DGS website	C-3
18	Investigations of seafarers	Ten years	On E-office	C-10
19	Statutory certificates issued to Vessels	Five years or till validity	DGS/MMD/RO Database	C-5
20	DGS Approved Medical Practitioner	Two years beyond expiry	On DGS website	C-3
21	Evaluation and Review of Flag State/Port State functions	Five years	DGS website	C-5
22	Cargo related inspection (Grain, concentrate, IMDG)	Five years	Issuing MMD	C-5
23	List of MTO	Permanent	DGS website	B
24	Seafarers identity documents	Permanent	DGS website	B