



APPLICABLE TO ALL DEPARTMENTS

Record to be preserved Permanently	Records to be preserved for 10 years	Records to be preserved for 3 years
1 Board meeting Minutes with agenda papers. 2 Sub-committee Minutes 3 Records pertaining to LAQ' Call Attention Motion etc. 4 Standing Orders containing Circulars issued by Govt./Management of long term policy nature 5 Records related to Immoveable property owned/leased by Corporation.	1 Records related to Agenda Items put into Board/Sub-committee meetings 2 Records related to complaints, compensations related to seed production, marketing etc.	1 Records pertaining to Minutes and action taken on BN/DM meetings



ADMINISTRATION DEPARTMENT

Permanent Record	Record to be preserved for 15 Years	Record to be preserved for 5 Years	Record to be preserved for 3 Years
<ol style="list-style-type: none"> 1 Transfer files (Year/cadre-wise) 2 Promotion/Reversion (Year/cadrewise) 3 Confirmation files/year/employee-wise 4 Court-cases (case wise) 5 Personal files of the employees with Service Book (employee-wise, atleast 5 years after retirement/termination/resignation by the employee) 6 Confidential Reports of the employees (Yearwise, atleast 5 years after retirement/termination/resignation by the employee) 	<ol style="list-style-type: none"> 1 Records related to Seniority List 2 Records pertaining to Accident related to vehicles 3 Records pertaining to Accident involving employees while discharging official duty and off duty 	<ol style="list-style-type: none"> 1 Records pertaining to purchases of Uniform/Stationery/Furnitures Fixtures etc. 2 Records pertaining to use of various vehicles (yearwise log-book) 3 Foreign service records (emp.wise) atleast 5 years after completion of foreign service. 4 Records pertaining to D.E. (employee-wise, atleast 5 year after office order and confirmation of action taken). 5 Tour Diaries (employee/year wise) 6 Training File (Yearwise, 5 years after completion of training and submission of training report) 7 Audit Note replies (separate file for each Audit report reply, 5 yrs. after final compliance/explanation of audit para). 	<ol style="list-style-type: none"> 1 Records pertaining to Advertisement released for Recruitment/applications received in response (subject to the condition that application of the candidate selected would be taken to the personal file of the concerned) 2 Answer papers of written exam. along with records pertaining to Roll No. Coding/Decoding (Examination/cadrewise, atleast 3 years from the date of final selection) 3 Advance to various employees (yearwise) 4 Records related to EPP/Apprentices (Yearwise/cadrewise) 5 Attendance Register/Casual Leave records (Sectionwise and officewise) 5 Various periodical reports (Deptt.wise and yearwise) 7 Inspection reports & related correspondence (deptt.wise) 8 Routine Correspondence 9 Hiring of various offices, allotment of space in various Corporation premises (3 years after the premises are vacated by the Corporation and settlement of claims).



MARKETING DEPARTMENT

Permanent Records	Record to be preserved for 10 years	Record to be preserved for 5 years	Record to be preserved for 3 years
1 Records pertaining to appointment of MAHABEEJ Dealers and related agreements.	1 Seed Planning (Year/seasonwise)	1 Z.P.Demand/allotment & placement of seed alongwith Movement Orders (yearwise & seasonwise)	1 Seed allotment working papers
2 Records pertaining to Seed licences	2 MRP & Selling Prices (Yearwise and seasonwise)	2 Contingency Demand/Supply & Consumption (Yearwise & seasonwise)	2 Movement Order working papers
3 Records pertaining to Registration of LOGO	3 Final Sales Report of every unit (yearwise and seasonwise)	3 Minikit planning, distribution reports (yearwise & seasonwise)	3 Periodical reports on expected seed availability, placement (year/seasonwise)
4 Final accounts file	4 Sales-return policy (yearwise)	4 Divisional Meetings (year/seasonwise)	4 Daily marketing reports (year/seasonwise)
5 Outstate receipt of Stocks (yearwise)	5 Correspondence with Government regarding subsidy (Year/seasonwise)	5 Seed Review meeting (yearwise)	5 Processing Reports (yearwise & seasonwise)
6 Tieup with other Seed Companies (Companywise)	6 Correspondence with government regarding Buffer stock scheme. (yearwise)	6 Consumption Certificates under various Schemes like ICDP (Cereal) NODP, NPDF, SSPDF, ICDP (Cotton) (Yearwise)	6 fixation of Transporter & related issues
7 Export/Import of Seeds (yearwise)	7 Procurement of seed from Outstate (yearwise & seasonwise)	7 Advertisement Budget & Programme (Yearwise)	7 Periodical sales reports
8 Technical Literature	8 Zonal conferences records	8 Artwork, Wall painting, Cloth banners POP Items, Exhibition Kits etc. (Seasonwise & Yearwise)	8 Newspaper/Magazine cuttings
9 Collaboration with other countries	9 Important Circulars issued to various units	9 Payment of Ad. Agency & related papers. (Year wise)	9 Private companys' MRP (season/yearwise)
10 Issue of various licences (Yearwise)	10 Final sales report for Outstate marketing (Kharif & Rabi, yearwise)	10 Maintenance of Roaster for release of Advertisement in Newspapers	10 Miscellaneous printing
11 Short Term/Long Term policies file	11 Recovery position/old outstanding file (10 years or till complete recovery whatsoever is later)	11 Corporate brochure	11 Correspondence with Units regarding subsidy/minikits
	12 Outstate Seed Sales Final Reports (yearwise and seasonwise)		12 Outstate Movement/Despatches & Placement periodical reports
			13 Misc. correspondence with RM/DM/DUI
			14 Periodical reports about plantwise availability & despatches

Permanent Records	Record to be preserved for 10 years	Record to be preserved for 5 years	Record to be preserved for 3 years
	13 Correspondence with Govt. of India 14 Matter pertaining to Agril. Policy	12 Progressive farmers mailing list 13 Advance Booking Correspondence (Yearwise & seasonwise) 14 Field Day/Field Demos. (yearwise) 15 Records pertaining to Discount Coupons (seasonwise) 16 Krishi-Bhushan & Sheti Nistha awards (yearwise) 17 Correspondence with other State Seed Corpn.s. SFCL, NSC (Yearwise) 18 Correspondence with Other Countries (country-wise) 19 Correspondence with APSA (Yearwise) 20 Correspondence of MSSC Offices out side Maharashtra. [Yr. wise] 21 Correspondence with Seed Asson. of India 22 Payment file of various parties [Yr. wise] 22 Advance booking for Outstate Mktg. 23 Seed requirement, planning, pricing and movement for outstate Mktg. (yearwise and seasonwise) 24 Disposal of seeds carried over in Outstate [Yr. wise] 25 Availability of seed with other State Seed Corporations [Yr. wise] 26 Correspondence with various ZPs (Yearwise) 27 Corr. with CAMs, Pune (Yearwise) 28 Corr. with Secy. Agri. (Yearwise) 29 Internal Correspondence with HODs 30 Excess lodging charges/hiring charges for vehicles 31 General Advertisement in newspapers 32 Various agril. fairs & exhibitions 33 MAHABEEJ Dealers meeting & felicitation 34 Dealers meeting (year/seasonwise)	

PROCESSING DEPARTMENT

Permanent Records	Record to be preserved for 15 years	Record to be preserved for 10 years	Record to be preserved for 5 years
1 Lease deeds & Property Papers 2 Administrative approval & purchase of machineries, work order and supply orders	1 Grading Records with Grading Register (Year/Season/Plantwise) 2 Certified Seed Stock Books (Year/season/plantwise) 3 Low-grade & Failed Seed Stock Books (Year/season/plantwise) 4 MTN Books (Year/season/plantwise) 5 Bulking Register (Year/Season/plantwise) 6 Raw Seed Receipt Books (Yearwise & seasonwise/plantwise) 7 Truthful seed stock book (Yearwise and seasonwise/plantwise) 8 Confidential Enquiry Papers and Enquiry reports 9 Processing Material Stock Book (yearwise & seasonwise) 10 Yearly Processing costing reports from plants (Yearwise & seasonwise) 11 Disposal of Old machinery & scrap machinery 12 Correspondence regarding Court Cases 13 Technical Literatures	1 Tender Documents & signed contracts 2 Various project related papers 3 Godown Rent Proposals 4 National Productivity Award Applications & related papers 5 Misc. reports to Govt. of Mah. and Govt. of India	1 Growers Grading Intimation books 2 Seed release orders 3 Proposals for Disposal of Low-grades failed seed 4 seed sample books 5 tagging registers 6 Misc. papers for floating tender for purchase of machinery etc. 7 Various Licences/Certificate Correspondence 8 Correspondence with RM/DW/DUI/PEs/PIs 9 Periodical Progress Report 10 Monthly, Quarterly & Weekly Reports 11 Internal Department Notes 12 Misc. Correspondence with Departmental staff



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FINANCE DEPARTMENT :

Record to be preserved for 15 years	Record to be preserved for 10 years	Record to be preserved for 13years
1 Cash Book/Petty Cash Book/Bank Book	1 Growers Banak Challan	1 Weekly/monthly/quarterly reports
2 General Ledger	2 Money Receipt Book	2 Monthly Trial Balance
3 Subsidiary Ledger	3 Cheque Issue Register	3 General Correspondence
4 Sundry Debtor/Creditor Register	4 credit Note / Debit Note	
5 Annual GAaccounts File	5 Debit/Credit/NOCA/Journal Vouchers	
6 Physical Stock Verification file	6 D.D.Issued/Received Register	
7 Challans of CPF/BPF/ESIC/P.Tax	7 Salary Register	
8 Sales Tax/ Income-tax	8 Bonus Register	
	9 Growers Ledger /Khata Register	
	10 Invoices (Marketing/Production and Lowgrade)	
	11 Cash Memos (counter sales invoices)	
	12 Saes Return Note	
	13 Material Transfer Notes	
	14 Stock Books (All)	
	15 Purchase/Sales Registers All	
	16 Payment Order files	
	17 Counter foils of cheques	
	18 Bank Statement of Current/NOCA a/c	

NOTE : In addition to above the consolidated ledger of all units yearwise shalbe kept
at Head Office as Permanent Record. Soft copy of Computerised Accounts will also be kept at H.O.
as Permanent Record.
Annual Accounts File (yearwise) will be maintained as permanent record at the Unit level

QUALITY CONTROL DEPARTMENT

Record to be preserved for 15 years	Record to be preserved for 5 Years	Record to be preserved for 3 Years
<ul style="list-style-type: none"> 1 Files pertaining to various purchases for Quality Control Lab. 2 Stock Books 3 Various Enquiry Files 	<ul style="list-style-type: none"> 1 Internal Inward /Outward Register 2 QCL Result sheets (after verification that no legal or other enquiry is pending). 	<ul style="list-style-type: none"> 1 Inspection Reports of Seed Proc.Plants and godowns(after compliance obtained) 2 Joint Inspection Reports 3 FT Records 4 Seed Samples Received Register at QCL 5 Quarterly, MOnthly & Weekly reports pertaining to QCL 6 Analysis Cards/Counting sheets 7 Sample slips / putting registers 8 grading register

PROCESSING MATERIAL WING

Record to be preserved for 15 yrs	Record to be preserved for 10 Years	Record to be preserved for 5 Years	Record to be preserved for 3 Years
<ul style="list-style-type: none"> 1 Record of purchases of cloth bags Gunny bags, Vegetable Packing material Thirum, Truthful labels, Thread cones fumigation covers, tarpaulins, towel papers, insecticides, sulphuric and hydrochloric acid etc. inclusive of administrative approval planning, test results, costing & agreements 2 Record of purchases of machinery equipments, spares, administrative approval, costing, testing, agreement etc. 3 Enquiry File 	<ul style="list-style-type: none"> 1 Record of Transportation of Processing Material by Matador Trucks etc. 2 Records of printing of Gunny bags 3 Processing Material costing 4 Agreement with parties 5 Internal Audit Notes 	<ul style="list-style-type: none"> 1 Correspondence with Central Stores with reference to movement of proc. material within State and Outstate (yearwise and seasonwise) 2 Minikit programme (yearwise & seasonwise) 	<ul style="list-style-type: none"> 1 Supply of Processing Material by various parties 2 Periodical MIS correspondence 3 Establishment Records 4 Miscellaneous records

PRODUCTION DEPARTMENT :

Records to be preserved Permanently	Record to be preserved for 15 years	Record to be preserved for 10 years	Record to be preserved for 5 years	Record to be preserved for 3 years
State & Central level sub-committees Seed Act./regarding Govt.of India Notification Memorandum etc. Seed Policy/New Krishi Dhoran	<ol style="list-style-type: none"> 1 Final Details of Production Prog. organised in Maharashtra & Outstate 2 Technical literature 3 Performance Details and Research and Development Project. 	<ol style="list-style-type: none"> 1 Production Planning, targets, procurement & selling rates policy (yearwise and seasonwise) 2 Foundation Seed Stock Book & Distribution Register at unit level. [Yr.wise and seasonwise] 3 Production Control Register at unit level (yearwise and seasonwise) 4 Final yearly reports of production from various units [Yr.wise & seasonwise] 5 Records related to various subsidy claims (Yearwise & seasonwise) 6 Outstate Corrective Production programme (party/year & seasonwise) 7 Papers related to tissue culture & Potato seedling project 8 Records related to Crop Insurance & Seed Insurance 9 MAHABEJ WARTA 10 Guidelines for Advance Booking in Prodn. programme [Yr.wise and seasonwise] 11 Correspondence with Agri.Universities/ MSFC etc. [Yr.wise] 12 Collaboration with International Agencies. 	<ol style="list-style-type: none"> 1 Breeder & Foundation Seed availability & arrangement for deficit, movement order [Yr.wise and seasonwise] 2 Central Stock Book Registers (Yearwise) 3 Raw seed arrival & proc.Reports (Yearwise and seasonwise) 4 Production programme registration documents (yearwise & seasonwise) 5 Foundation Seed Distribution Slips (yearwise & seasonwise) 6 Field staff Training [Year & Seasonwise] 7 Correspondence regarding CR'S of the related Staff. 8 Internal correspondence with other MSSC Offices/RMs/DNs/DUIs 9 Internal Notes to HODs 10 Correspondence with Taluka Seed Farms Zilla Parishad (Yearwise & seasonwise) 11 Correspondence with Seed Asson.of India 12 Correspondence with Seed Corporations 13 Misc.Correspondence with government and other Private parties 	<ol style="list-style-type: none"> 1 Production Programme with TSPs MSFC & Agril.Universities 2 Advertisement of Prod.Programme 3 Village level & Divisional level meetings (yearwise & seasonwise) 4 Breeder Seed Indent, Allotment Lifting & Purchases (yearwise and seasonwise) 5 foundation Seed allotment to other parties 6 Field Inspection & Jt. Inspection Reports (Yearwise & seasonwise) 7 Workshops & Conferences (Cropwise and yearwise) 8 APMC Tax, Cost of cultivation, buffer stocking (Yearwise) 9 Review/Inspection of MSSC Offices Audit Querries, audit Reports Yrwise 10 Minutes of Production Meetings with RMs/DNs/DUIs [Yr.wise] 11 Weekly & Quarterly Reports from various districts & units 12 Internal Inward/Outward Register Year wise 13 Newspaper cutting records related to Doordarshan, Akashvani 14 Office Records, Leave records Telephone usage [Yr.wise] 15 Other General Misc.Files (Yearwise)

