

# ONGC VIDESH LIMITED



CIN: U74899DL1965GOI4343

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## CORPORATE POLICY ON PRESERVATION OF DOCUMENTS AND THEIR ARCHIVING

### 1.1 Preamble

In terms of Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 it is provided as under:

#### **Preservation of documents.**

9. The listed entity shall have a policy for preservation of documents, approved by its board of directors, classifying them in at least two categories as follows-

(a) documents whose preservation shall be permanent in nature;

(b) documents with preservation period of not less than eight years after completion of the relevant transactions:

Provided that the listed entity may keep documents specified in clauses (a) and (b) in electronic mode.

Accordingly, to comply with the aforesaid Listing Regulations, this policy has been framed.

1.2 This Policy shall be known as Corporate Policy on Preservation of Documents and their Archiving.

1.3 This Policy is effective upon the approval of the Board of Directors of the Company from .....

2.0 **APPLICABILITY:** This Policy shall be applicable to all documents of ONGC Videsh Limited maintained at its Registered/ Corporate Office situated in Delhi.

3.0 The word **document** shall mean and include books, paper, registers, vouchers, books of accounts etc. It shall also include "book and paper" as per section 2(12) and "books of accounts" as per section 2(13) of the Companies Act, 2013.

4.0 The Preservation of the Documents shall be as follows:

#### **(A) COMPANY SECRETARIAT**

**Responsibility: Company Secretary**

Sl. No.	Name/ Description of the documents	Period of preservation
1.	Minutes of every Meeting of the Board of Directors and Board Committees.	Permanent
2.	Minutes of General Meetings.	Permanent
3.	Any other document, certificates, statutory registers that may be required to be preserved permanently in terms of the Companies Act, 2013 and/ or SEBI (LODR) Regulations.	Permanent
4.	Statutory Registers and Records required to be maintained under the Companies Act, 2013.	Permanent or as prescribed under the Companies Act, 2013
5.	Notices and Agenda Items of Board meetings and Board Committees meetings.	Permanent
6.	Annual Returns of the Company.	Permanent

7.	Documents/ Information submitted to the Registrar of Companies/ Ministry of Corporate Affairs and to Stock Exchange in compliance of the Companies Act, 2013/ SEBI (LODR) Regulations, 2015.	8 years.
8.	Notices, Agenda Items and related papers of General Meetings	8 years.
9.	Attendance Register of meetings of Board/ Board Level Committee(s).	8 years.
10.	Proof of dispatch and delivery of below-mentioned documents relating to Board, Board Committees (Audit Committee, Corporate Social Responsibility & Sustainability Committee and Human Resources Management & Remuneration Committee) and General Meetings: (i) Notice; (ii) Agenda; (iii) Resolution by Circulation Notice and Agenda; (iv) Draft Minutes of Board and Board Committees; and (v) Signed Minutes.	3 years

## (B) CORPORATE PLANNING

Responsibility: Head Corporate Planning and Strategy

Sl. No.	Name/ Description of the documents	Period of preservation
1.	Budget, MOU plans, Performance Contracts	8 years
2.	Daily progress reports, Monthly/ Quarterly/ Annual reports at HQ	5 years

## (C) CORPORATE COMMUNICATION

Responsibility: Head Corporate Communications

Sr.No.	Name/ Description of the documents	Period of preservation
<b>1.</b>	<b>Advertising</b>	
1.1.	Tender related documents	5
1.2.	Agency Profiles	5
<b>2.</b>	<b>Sponsorships</b>	
2.1.	Approvals	5
<b>3.</b>	<b>Printing</b>	
3.1.	ONGC News Reports (Magazine)	Permanent
3.2.	Local ONGC News Flash	3
3.3.	Annual Reports	8
3.4.	Profile	2
3.5.	Files	3
<b>4.</b>	<b>Others</b>	
4.1.	Photography	Permanent
4.2.	Films/CDs	Permanent
4.3.	Invoices	5
4.4.	Exhibitions	3
4.5.	Budget Provisions	3
4.6.	Correspondence- Internal	3
4.7.	Correspondence- External	3
4.8.	Miscellaneous	1

**(D) FINANCE & ACCOUNTS**

**Responsibility: Head Corporate Finance**

1	<p><b>(A) Financial Statements /Books of Accounts</b></p> <p>All Books of Accounts at Corporate Office/ Overseas offices etc. and documents/ records pertaining to Cost Accounts, if required. These will include Financial Statements, vouchers, entries, supporting documents etc.</p> <p><b>(B) Pre audit</b></p> <p><b>Payment through LC</b></p> <ul style="list-style-type: none"><li>• Commercial Invoice</li><li>• Bill of lading (shipping document)</li><li>• Packing list</li><li>• Certificate of Test and Inspection from manufacturer/ third party agency (TPI)</li><li>• Certificate of origin from economic chamber of commerce of exporting country</li><li>• Certificates of warranty to quality from manufacturer</li><li>• Correspondence with vendors</li><li>• Copy of Purchases order /LOI</li></ul> <p><b>Payment through LSC</b></p> <ul style="list-style-type: none"><li>• Complete set of Invoice i.e. commercial invoice and tax invoice</li><li>• Lorry receipt/ Good transport receipt as a proof of dispatch</li><li>• Packing list</li><li>• Certificate of warranty to quality</li><li>• Inspection cover note in the name of ONGC</li><li>• Correspondence with vendors.</li><li>• Copy of Purchase Order/ LOI</li></ul> <p><b>Payment against GRV</b></p> <ul style="list-style-type: none"><li>• Complete set of Invoice i.e. commercial invoice and tax invoice</li><li>• Certificate of warranty</li><li>• Inspection certificate</li><li>• Copy of Purchase Order/ LOI</li></ul> <p><b>Works/ Service Contracts</b></p> <ul style="list-style-type: none"><li>• Letter of Intent/ contract</li><li>• Invoice (Vendor Invoice as well as third party invoice)</li><li>• Inspection report/ Third party inspection certificate</li><li>• Insurance document, if any</li><li>• Guarantee and warranty certificate</li><li>• Installation &amp; Commissioning certificate/ Completion certificate</li><li>• Site acceptance test reports</li><li>• Correspondence with vendors</li></ul> <p><b>Employees' payments</b></p> <ul style="list-style-type: none"><li>• Bill having approval of competent authority</li><li>• Relevant original invoice</li></ul> <p><b>(C) Cash and Bank</b></p> <ul style="list-style-type: none"><li>• Original Payment Vouchers with supporting documents</li></ul>	<p>8 years.</p> <p>However, where the Tax assessment of the same has not been completed, the same to be kept till assessment is over and the concerned department has certified that there is no further need for the same to be stored.</p>
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	<ul style="list-style-type: none"> <li>• Bank Guarantees</li> <li>• Challans of tax payments etc.</li> <li>• Bank Reconciliation Statements</li> </ul> <p><b>(D) Other Sections</b></p> <ul style="list-style-type: none"> <li>• Instructions, Decisions and Circulars from management</li> <li>• Instructions, Decisions, Circulars and assessment orders from statutory Authorities and Ministry</li> <li>• Important correspondence files with vendors/ outside agencies, certified financial statements/ audit reports etc.</li> </ul>	
2	Records where legal disputes are ongoing should be separately categorized and maintained.	8 years or till closure of all legal issues, whichever is later.
3	Records relating to direct and indirect taxation.	8 years or till completion of final assessments, whichever is later.
4.	Records relating to sales/ marketing of products	8 years or till conclusion of the cases, whichever is later.
5	Records relating to on-going vigilance cases.	8 years or till conclusion of the cases, whichever is later.
6	Documents relating to budget, annual plan and MOU	8 years.
7.	Documents related to engagement of Audit services /accounting/finance firms/tax firms	8 years
8.	<b>TASA(Technical approval and service agreement):</b> Documents related to TASA approval for different contracts/ procurement etc.	Validity period + 5 years

#### (E) LEGAL SERVICES

Responsibility: Head Legal

Sr.No.	Name/ Description of the documents	Period of preservation
<b>1.</b>	<b>Legal Documents</b>	
1.1.	Contracts, Agreement & Deeds	The terms of Agreement/ Contracts plus 5 years
1.2.	Agreement with foreign Govt. or international organization	Permanent.
1.3.	Indemnity Bonds executed in favour of Govt.	Permanent.
1.4.	Property documents	Permanent.
1.5.	Arbitration	Settlement + 2 years.
1.6.	Court Cases	Settlement + 2 years.
<b>2.</b>	<b>Legal Matters</b>	
2.1.	Arbitration & Litigation	Settlement + 3 years Subject to the files not being closed until the award/ judgment become final in all respect by limitation or final decision in original suit, arbitration proceedings, appeal/ revision.
2.2.	Cases involving important issues or containing material of a high precedent/reference value.	Permanent.
2.3.	Notices under Section 80 of Civil Procedure Code, (If such a notice is followed up by a civil court, it would become arbitration/ litigation cases	3 years
2.4.	Empanelment of Legal experts / Advocates / arbitrators	5 years
2.5.	Arbitration/OEC/IEM documents. Copy of the final Judgement, Court cases, appeal and verdict of Court of Law. Related correspondence on Arbitration/OEC/IEM/ Court etc.	8 years or adjudication of case + 3 years whichever is later.

(F) OPERATIONS AND BUSINESS UNITS

(i) Responsibility: Regional President of Business Units/ Country Manager(s)

Sl. No.	Name/ Description of the documents	Period of preservation
1.	Annual Work Program & Budget, EC/ Committee agenda, Extracts of board minutes of related items.	10 years
2.	Development Plan	5 years after completion
3.	Documents relating to structural Design & process design of platform/ plants etc.	Working life of the Platform + 5 years
4.	Contracts with Vendors, Service providers and Contractors.	5 years after contract closure
5.	Contractors correspondence including commercial / legal issues	10 years after contract closure
6.	Process Plant P&ID and subsequent changes, Engineering drawings, manuals, standards, Project FR, FDP, Well Card, Land Records, Lease agreements, SOPs, Certification documents of Assets	Plant life time + 5 years.
7.	G & G Study Reports/ feasibility Reports external/internal. Reports on project work/R&D work awarded to entities/institutes outside/inside India or to ONGC institutes	10 years
8.	Country Offices Weekly, Monthly reports	5 years
9.	Daily progress reports, Monthly/Quarterly/Annual reports at HQ	5 years
10.	Correspondence with Operator/ JV partners / Host Country(ies) Regulator/ ministry	10 years after expiry of contracts
11.	Correspondence with MoPNG, other Govt. authorities,	10 years
12.	<b>Drilling and Work Over Operations</b>	
	Safe Operating Practice	Permanent
	Location release order, Well details	Permanent
	Well Program	Permanent
	Environmental /Ecological Survey reports.	Permanent
	Geo technical Order ( GTO)	Permanent
	Well Daily activity Report (DPR)	Permanent
	Well drilling completion reports	Permanent
	Well work over completion reports	Permanent
	Expenditure approval for well (AFE)	Permanent
13.	Country Off. Qty compliance – penalty/ taxes	Permanent
14.	Internal/ external inspection/ audits, its compliance/ certification, vigilance matter	Permanent
15.	Agreements with companies/foreign governments: PSC (Production Sharing Contract),JOA (Joint Operatorship Agreement),SHA (Shareholding Agreement), FTA (Free Trade Agreement), HGA (host government agreement), commercial, operational, confidentiality, MOU, Joint study/ HOA (Heads of Agreement), Farm in Farm out, extensions, company guarantee, PCG (Parent company guarantee), SPA (sale purchase agreement), COTA (Crude oil transportation agreement), Offshore trust account agreement, Drilling services agreement, EPSA (Exploration and production sharing agreement).	Permanent
16.	<b>Acquisition related documents<sup>1</sup>:</b> Acquisition related approvals, documents, reports, financial models etc. Acquisition related Payment details etc. Financial, Audit observation Legal & OEC (outside experts committee) proceedings, Financial systems Logs such as SAP, Bank Guarantee.	Permanent

<sup>1</sup> Acquisition related documents shall be maintained by Business Development Group, till the same handed over to the jurisdictional BUs.

17.	ECS (Empowered committee of secretaries)/ CCEA (Cabinet Committee of Economic Affairs)/ PAC/ FMC agenda.	Permanent
18.	TCM (Technical committee meeting)/ OCM (Operating committee meeting)/ MCM (Management committee meeting), ETR (Exploration technical review)/ ARPR (Annual review of production reserve)/ JOC (Joint operating committee/CTR(Commercial technical review),agenda, protocols, proceedings, minutes	8 years
19.	Presentation of JV partners/ board, JV Overview, Operator/ Third Party Studies/ Evaluation / Reports	8 years
20.	<b>Field details:</b> Field details, well data, technical projects backups, static and dynamic models, maps, reports, profiles	Permanent
21.	Reserve Estimation Reports, Simulations Study Reports, Reservoir models, Maps/ Drawings/ Production/ Facilities details. Annual reserve reports – REC, operator performance reports	Permanent
22.	Documents related to PEL,ML,EC/FC	Permanent
23.	Relinquishment as per contract/expiry approval notes, permits, correspondences	Permanent
24.	Frequency authorization licenses to operate radio equipment and related clearances	Permanent
25.	Technology induction proposals and annexures, minutes of TCM and approval notes, details of induction, results	Permanent
26.	Compliance reports, Environmental/ecological survey reports	8 years
27.	Documents – hiring/empanelment domain experts/consultants, proposals & approvals, contract documents, reports, payments etc.	8 years
28.	Tenders, processing & approvals	8 years
29.	PoA, Labour contracts etc.	5 years after validity period.
30.	Financial statements, JIBs, Entitlement reports, Bills of lading/ sales reports, Hydrocarbon statements, Cash calls, Tariff payments, Financial systems logs such as SAP, Bank Guarantee, Audit observation/ Reports, reply to PQ/Statutory bodies	8 years
31.	Documents – CMC/ ballet approvals	8 years
32.	Documents – hiring office, accommodation	8 years
33.	<b>International organizations:</b> ONGC Videsh participation in international conferences such as Extractive industries transparency initiative(EITI),World heavy oil Congress etc.	3 years
34.	Acquisition/processing of seismic data.	Permanent
35.	Documents related to engagement of Audit services /accounting/finance firms/tax firms	8 years
36.	<b>CSR:</b> 1. CSR Policy 2. CSR Activities/ approvals/ policies. 3. CSR Expenditure incurred in JV and by country office under different heads.	Permanent 8 years 8 years
37.	<b>Sponsorships:</b> Sponsorship of Conference and exhibition	8 years
38.	<b>Corporate gifts:</b> Documents related to corporate gifts	8 years
39.	<b>TASA(Technical approval and service agreement):</b> Documents related to TASA approval for different contracts/ procurement etc.	Validity Period + 5 years
40.	Overseas Posting records to service company/ mixed company, Country Office.	8 years
41.	Hiring of locals in the host country(ies).	(Separation + 5 years)

42.	<b>Foreign language learning:</b> - by ONGC Videsh's overseas employees.	5 years
43.	Documents related to insurance cover for local employees, OVL secondees, offices, materials, and insurance of JV Assets	8 years
44.	<b>ON/OFF:</b> Approval of rotational on/ off/ postponement/leave/extension, ON/OFF regularization.	5 years
45.	1. JV Operating Company Manpower as on 1 <sup>st</sup> April every year. 2. OVL secondees with JV Operator companies as on 1 <sup>st</sup> April every year. 3. Locals hired by OVL in JV Operator companies as on 1 <sup>st</sup> April every year. 4. List – OVL local manpower in country office. 5. List – OVL manpower in Country office	5 years

## (G) HUMAN RESOURCES

Responsibility: Head Human Resources :

### (i) Overseas Projects:

Sl. No.	Name/ Description of the documents	Period of preservation
	<b>CSR:</b> - CSR Policy - CSR Activities/ approvals; - CSR Expenditure incurred in JV and by country office under different heads.	Permanent 8 years 8 years
	<b>Sponsorships:</b> Sponsorship of Conference and exhibition	8 years
	<b>Corporate gifts:</b> Documents related to corporate gifts	8 years
	Overseas Posting records to service company/mixed company, Country Office.	8 years
	Hiring of locals in the host country.	Separation + 5 years
	<b>Foreign language learning:</b> - by ONGC Videsh's overseas employees.	5 years
	Documents related to insurance cover for local employees, ONGC Videsh's secondees, offices, materials, and insurance of JV Assets	8 years
	1. JV Operating Company Manpower as on 1 <sup>st</sup> April every year. 2. ONGC Videsh's secondees with JV Operator companies as on 1 <sup>st</sup> April every year. 3. Locals hired by ONGC Videsh's in JV Operator companies as on 1 <sup>st</sup> April every year. 4. List – ONGC Videsh local manpower in country office. 5. List – ONGC Videsh manpower in Country office	5 years

### (ii) EMPLOYEES RELATION

Sr. No	Name/ Description of the documents	Period of preservation
1.	<b>Corporate Policy</b>	
1.1.	<b>General</b>	
1.1.1.	Government Directives/Guideline	Permanent
1.1.2.	Deputation	Permanent

1.1.3.	Agrani Samman Ex-gratia , Sahyog Trust, Asha Kiran or any future scheme/ policy.	Permanent
<b>1.2.</b>	<b>Manpower Maintenance:</b>	
1.2.1.	Service, pay fixation, Rules	Permanent
1.2.2.	Wage/Pay Revision & Negotiation	Permanent
1.2.3.	Wage/Pay Revision	Permanent
1.2.4.	Pay scales, Pay Anomaly/Revision	Permanent
1.2.5.	Increment	Permanent
1.2.6.	Allowances- functional, locational, welfare, statutory, traveling	Permanent
<b>1.3.</b>	<b>Benefits:</b>	
1.3.1.	Statutory, non-statutory	Permanent
1.3.2.	Staff vehicle	Permanent
1.3.3.	Leave / Location/ Function Related Benefits	Permanent
1.3.4.	Reimbursements - CMRE & Car/ 2 wheeler insurance	Permanent
1.3.5.	Housing/Residential/Township lease, self- lease	Permanent
1.3.6.	Long service Reward scheme	Permanent
<b>1.4.</b>	<b>Loan &amp; Advances:</b>	
1.4.1.	House Building , conveyance	Permanent
1.4.2.	Children Education Allowance	Permanent
1.4.3.	White Goods	Permanent
<b>1.5.</b>	<b>Separation:</b>	
1.5.1.	Gratuity Rules	Permanent
1.5.2.	ONGC PRB & CSS Scheme	Permanent
1.5.3.	Premature Retirement Scheme	Permanent
1.5.4.	Separation & Terminal Benefits	Permanent
1.5.5.	VRS / Resignation	Permanent
<b>1.6.</b>	<b>Performance Linked Benefits</b>	
1.6.1.	Annual Incentives , Performance Incentives	Permanent
<b>1.7.</b>	<b>Medical</b>	
1.7.1.	Regular Employee & their dependents	Permanent
1.7.2.	Retired & Separated Employees	Permanent
1.7.3.	Handicapped wards of Retired Employees	Permanent
1.7.4.	Tenure based Field Executive/Field Operators	Permanent
1.7.5.	Contingent, CISF, Freedom fighters, KV ONGC	Permanent
1.7.6.	Expensive medicines for Retired wards.	Permanent
1.7.7.	PME records of employees	Permanent
<b>2.</b>	<b>Establishment and Personal Claims/ Loan &amp; Advances</b>	
2.1.	Personal Files/Service Records of Regular employees	Permanent. In case of death/ resignation- Plus10 years
2.2.	Records of separated employees	Separation +3 years
2.3.	Property Return	Separation +3 years
2.4.	House Building , Conveyance Advance	Permanent
2.5.	Leave Records-Casual, EL, HPL, Others sp. leave	Permanent
2.6.	Holiday Home Claims, CEA Claims	04 years
2.7.	Probation Clearance Files	Till next promotion
2.8.	Grievance/Representation	Settlement +2 years
2.9.	Children Education Allowance	Permanent
2.10.	House Furnishing Advance	Permanent
2.11.	White Goods Advance	Permanent
2.12.	Disciplinary Matters	Permanent
2.13.	Document & Formats	Permanent
2.14.	Foreign Compensation Guidelines	Permanent
<b>3.</b>	<b>Administration (Services)</b>	



3.1.	Job Contracts & Agreements	Closure +2 years
3.2.	Billing & Payment	Settlement + 2 years
3.3.	Budget Provisions	3 years
3.4.	Approvals	Permanent
3.5.	Purchases	Settlement + 3 years
3.6.	Sports & Recreation	3
3.7.	Audit Para & Reply	8 years
3.8.	Component Plan/ Social obligation	3 years
3.9.	Employees welfare	3 years
3.10.	Hospitality (Records)	3 years
3.11.	Hospitality (Bills & Payments)	Settlement +3
3.12.	Catering for employees	8
3.13.	Railway/Air booking & Reservation (Records)	3
3.14.	Railway/Air booking (Bills & Payment)	Settlement +3
3.15.	Residential Accommodation: Requests & Allotment	3
3.16.	Hiring of properties on lease	3 (after expiry of lease period)
3.17.	Event Management	3 years
3.18.	Dispatch (Record)	8 years
3.19.	Dispatch (Postage Stamps Record)	3 years
<b>4.</b>	<b>Industrial Relation</b>	
4.1.	Grievance Policy	Permanent
4.2.	Standing orders	Permanent
4.3.	Legal Compliance and Court Matters	Permanent
4.4.	Periodical Negotiation	10
4.5.	Correspondence with Unions/Associations	5
4.6.	Accident Compensation/Financial Assistance	8 years after settlement
<b>5.</b>	<b>Miscellaneous</b>	
5.1.	Correspondence with Government	5
5.2.	External Correspondence	5
5.3.	Internal Correspondence	3
5.4.	VIP references	2
5.5.	Budget Provision	3
5.6.	Audit Paras	8 years

(iii) MANPOWER

Sr. No.	Name/ Description of the documents	Period of preservation (No. of years)
<b>1.</b>	<b>Manpower Acquisition</b>	
1.1.	Recruitment and Promotion Regulations	Permanent
1.2.	Creation & Sanction of Posts	Permanent
1.3.	Continuance/abolition/revival of posts.	Revision +5
1.4.	Up gradation/ Re-designation of Posts	10
1.5.	Hiring of consultants / advisors /experts	8
<b>2.</b>	<b>Recruitment</b>	
2.1.	Recruitment Plan & Approvals	10
2.2.	Recruitment Procedure including hiring of Agencies	10
2.3.	Recruitment Proceeding & Approvals	5
2.4.	Empanelment	2

Sr. No.	Name/ Description of the documents	Period of preservation (No. of years)
2.5.	Reservation implementation	5
2.6.	Statutory Compliance	8
2.7.	Selection Committee Reports	5
2.8.	Appointment Formalities & Correspondence with candidates	2
2.9.	Retention of Applications	1
2.10.	Medical Examination Rules	Permanent
2.11.	Medical Examination (Findings)	1
2.12.	Proposals/EC Agenda for campus recruitment- approval for Institutes/Universities and qualifications	Permanent
2.13.	Recruitments file containing- Sanction orders of posts, Roster points, notification- Advertisement requisition to employment exchange	5
2.14.	Online registration and application data, written test results, CV of the candidates, approvals for selections Committee, all type of payments, public grievances ,OMR answer sheets, Question Book let and answer key	3
<b>3.</b>	<b>Placement</b>	
3.1.	Discipline wise Postings (Transfer proposals)	2
3.2.	Location wise Postings	2
3.3.	Job Rotation and Transfer Policy	Permanent
3.4.	SAD (Sensitive, Agreed, Doubt full integrity transfers)	3 Years
3.5.	MDT Approvals	2 Years
3.6.	Deputation out cases	Till repatriation+1 year
3.7.	Special Studies	3 Years
<b>4.</b>	<b>Performance Appraisal</b>	
4.1.	Performance Appraisal Rules	Permanent
4.2.	Recording of PARs	Separation +3
4.3.	Communication of Ratings	3
4.4.	Representations	Settlement +2
4.5.	PAR Appeal & review representations	Settlement +3
4.6.	PAR Appeal & review decisions and communications	Till separation
4.7.	EC Decisions, final list of awards and related correspondence and other Govt. awards.	5 Years
<b>5.</b>	<b>Seniority</b>	
5.1.	Relevant Rules	Permanent
5.2.	Seniority Lists, Fixation of seniority in individuals cases and Representations	5
<b>6.</b>	<b>Promotion</b>	
6.1.	Promotion Policies , Plans & Approvals	Permanent
6.2.	Departmental Promotion Committee: Constitution & Proceedings	5
6.3.	Representations	3
<b>7.</b>	<b>Service Matters</b>	
7.1.	Extension of Service	Settlement +1
7.2.	Deputation	Tenure +2
<b>8.</b>	<b>Hiring of Contractual Manpower Services</b>	
8.1.	Proceeding & Approvals	5
8.2.	Placement	2
<b>9.</b>	<b>Training &amp; Development</b>	
9.1.	Training Manual	Permanent
9.2.	Training Calendar, schedule	2

Sr. No.	Name/ Description of the documents	Period of preservation (No. of years)
9.3.	Training Records, Approvals etc.	5
9.4.	Training Feedback Forms	2
9.5.	Correspondence - internal, external	5
9.6.	Retention of Training Bond	Bond period +2 years
<b>10.</b>	<b>HR initiatives-ADC/Mentoring/Business Games/Fun team game etc.</b>	
10.1.	Proceedings & Approvals	10 years
10.2.	Short listing of candidates, office orders, representations, Correspondence with participants, feed backs	5
10.3.	Correspondence with Government? & external agencies	5
10.4.	Internal correspondence	3
10.5.	VIP references	2
10.6.	Budget provisions	3
10.7.	RTI applications	Settlement + 1 years
10.8.	Audit paras	settlement +3 years
10.9.	Parliamentary Questions	3 years
10.10.	Parliamentary Committee Information	5 years
10.11.	Court Cases	Settlement +2 years
<b>11.</b>	<b>Summer/winter training for students</b>	
11.1.	Training approval, certificates, records etc.	2 years

(iv) MEDICAL

Sr.No.	Name/ Description of the documents	Period of preservation
<b>1.</b>	<b>OPD Records</b>	
1.1.	Registration Record	3
1.2.	OPD treatment & Attendance	3
1.3.	Investigation record (Lab/X-ray etc)	3
1.4.	Medical certificates	3
<b>2.</b>	<b>Indoor Records</b>	
2.1.	Indoor treatment & Investigation records (Lab/X-ray etc)	10
2.2.	Hospital Statistics(Bed occupancy, surgery etc.)	3
<b>3.</b>	<b>Medico legal records</b>	
3.1.	Medico legal Exam records ,Indoor treatment and investigations (Lab/X-ray etc.)	30
<b>4.</b>	<b>Medical camps</b>	
4.1.	No. of camps , patients benefitted and Expenditure incurred	3
<b>5.</b>	<b>Immunization records</b>	
5.1.	Vaccination details	10
<b>6.</b>	<b>PME Records</b>	
6.1.	Health profile	5
<b>7.</b>	<b>Stores</b>	
7.1.	Requisition- Stores and Approvals	2
7.2.	Medicine issue voucher	2

7.3.	Inventory Book	2
7.4.	Medicine record	2
7.5.	Capital items record	Permanent
<b>8.</b>	<b>Administrative</b>	
8.1.	Composite Hygiene Score	1
8.2.	Medical Expenses- Employees	2
8.3.	Medical Facilitators report	1
8.4.	Birth/Death Record	Permanent
8.5.	Referrals	2
8.6.	Service Contracts	Closure +2 years
8.7.	Attendance Register , Staff Roasters and Absentee Statements	1

(v) SECURITY

Sr.No.	Name/ Description of the documents	Period of preservation
1.	Security Scheme & Manual	Permanent
2.	Statutory Matters & Approvals	Permanent
3.	Gate Passes	2
4.	Security of Installations	2
5.	Budget Provisions	3
6.	Review Meeting	1
7.	CISF/ Other Security Agencies	Permanent
8.	Audit	3
9.	Purchase of Security items	3
10.	Procurement of Arms and Ammunitions	3
11.	Accident/Incident Report	5
12.	Contracts with Security Agencies	Closure +2 years
13.	Correspondence with Security Agencies	2
14.	Correspondence with State/Local Security Authorities	3
15.	Bills and Payments	Settlement+2 years
16.	Inspection Report	2
17.	Training	3
18.	Court Cases	Final disposal + 6 years
19.	C&A Verification	3
20.	Visitor passes	3
21.	Daily situation report	2
22.	Monthly reports / returns	6 months
23.	OSCC Minutes/ Correspondence	2 Years Digitize/soft copies -5 years
24.	Territorial Army Regular correspondence	3
25.	FIRs/Crime Data	Final disposal+3 years

(vi) OFFICIAL LANGUAGE

Sr.No.	Name/ Description of the documents	Period of preservation
<b>1.</b>	<b>Progressive Use of Official Language</b>	
1.1.	Govt. Rules and Regulations	Permanent
1.2.	Periodical Reports regarding use of Official Language	3
1.3.	Constitution of Official Language Committees	5
1.4.	Meeting and Follow-up action of Official Language Committee	3
<b>2.</b>	<b>Training (Official Language)</b>	

2.1.	Incentive scheme/General orders	Permanent
2.2.	Training Programme	1
2.3.	Awards- Correspondence/Records	3
2.4.	Conduct of Official Language Competitions	5
<b>3.</b>	<b>Translation</b>	
3.1.	Books, reports, periodical etc.	3

## (H) MATERIALS MANAGEMENT

Responsibility: Head Materials Management:

Sl. No.	Name/ Description of the documents	Period of preservation
1.	Contracts with Vendors, Service providers and Contractors.	Validity + 5 years
2.	Contractors correspondence including commercial / legal issues	10 years
3.	<b>MM administrative documents:</b> Manpower, Office orders, Circulars, Training, Memos, Notices	Permanent
4.	<b>MM process documents:</b> 1. Records & Files related to empanelment of consultants for BD projects 2. Record & files related to RFP process for Goods and Service. 3. RFP issued and Bid proposals received from vendors 4. Letter of Award/ Engagement Agreement/Contract	Validity + 5 years

## (I) RISK MANAGEMENT & HSE

Responsibility: Head Risk Management and HSE

Sl. No.	Name/ Description of the documents	Period of preservation
1.	1. QHSE manual, ERM manual 2. QHSE/ HSE & Risk policy 3. Emergency Response Plan 4. Safety briefing 5. Legal framework, laws, standards 6. EIA reports, environmental and other clearances 7. Risk Registers 8. Nomination of QHSE core team/ Risk co-ordinators	Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent
2.	1. HSE/ ERM audit report (internal/ external/ overseas) 2. Incident/ accident reports 3. Monthly & annual report 4. HSE reports submitted to regulator 5. Training records 6. HSE/ MRM/ RMC meetings presentation & minutes 7. Hiring of certification agency/ monitoring/ consultant 8. Awareness material, circulars 9. Agenda to EC, Audit Committee/ PAC, Board 10. Quarterly compliance of risks 11. Legal compliance 12. Award applications/ sanction 13. Trainings, Seminar, Workshop 14. Celebrations (Safety, Environment) 15. HSE documents of Projects 16. Parliament/ MoPNG letter's reply 17. Sustainability Report 18. Sustainability data of each project	8 years 5 years 5 years Permanent 5 years 8 years 8 years 5 years 8 years 5 years 5 years 5 years 5 years 5 years 8 years 5 years 8 years 5 years

## (J) INFORMATION TECHNOLOGY

Responsibility: Head IT

Sl. No.	Name/ Description of the documents	Period of preservation
1.	<b>Information security:</b> Policy documents –ISMS (Information security & management system)	Permanent

2.	Documents – data card, purchase of satellite phones	5 years
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## (K) BUSINESS DEVELOPMENT

Responsibility: Head BD

Sl. No.	Name/ Description of the documents	Period of preservation
1	Properly indexed documents received from the seller during the acquisition process: (i) Corporate Presentations by Owner/ Representatives (ii) Virtual data room documents (iii) Physical data room documents; (iv) All other documents transferred from seller before closure of the deal; (v) All other documents transferred from seller post closure of the deal	Permanent
2	Due Diligence Reports: (i) The final Financial DD report (ii) Tax & structuring due diligence report (iii) Legal DD report (iv) Technical DD report, clearly showing the year wise production and cost profiles and the underlying assumptions (v) Risk analysis report ; (vi) Any other reports related to evaluation of the opportunity, wherever applicable	Permanent
3	Transaction Documents (i) Share purchase agreement (ii) Purchase & sale agreement (iii) Shareholding agreement (iv) JV agreement (v) Copy of bank guarantees (vi) Term sheet (vii) HOA (viii) Novation Agreements (ix) All contracts and agreements signed with the seller as part of the deal Any amendments to the Agreements	Permanent
4	Confidentiality Agreements, Non-Disclosure Agreements	Completion of effective period + 3 years.
5.	Screening Documents: (i) Screening Matrix along with approval of Competent Authority (ii) Approval notes of constitution of in-house teams to pursue BD opportunity, including nomination of executives; (iii) Technical due diligence reports of in-house experts of ONGC / ONGC Videsh along with Approval of the Competent Authority;	8 years
6.	Consultants/Domain Experts: (i) Empanelment proposals and approvals; (ii) Approval notes (Administrative Approval and Financial Sanction) of Consultants engagement for all deals; (iii) Scope of Work; (iv) Additional Approvals; (v) Engagement Agreement entered with Consultants; (vi) Correspondence with consultants; (vii) Final Reports of Consultants;	8 years
7.	Interactions with Sellers/its representatives: (i) All Tour Reports related to BD opportunities, project and region wise; (ii) Tour Approval; (iii) Minutes of Meetings with sellers, its representatives; (iv) Correspondence with Sellers, its representatives;	8 years

8.	<p>Bidding and Data Files</p> <p>(i) Files related to Data records (Receipt/ Submission and Sharing of Data);</p> <p>(ii) Teasers and Sale Brochures, initial proposals received regarding the assets;</p> <p>(iii) Corporate Presentations;</p> <p>(iv) Block Details and Maps;</p> <p>(v) Production Data;</p> <p>(vi) Drilling and Seismic data;</p> <p>(vii) Final version of economic model of the opportunity in electronic format;</p> <p>(viii) Copy of final presentation on the deal made to the Board;</p> <p>(ix) Files related to bid proposals, approvals and recommendations</p> <p>(x) Minimum Work Commitment;</p> <p>(xi) Minimum Financial Commitment;</p> <p>(xii) All Legal Opinions;</p> <p>(xiii) Bid letter and associated bidding documents including sale purchase agreements, term sheets, HOA, and also the covering notes;</p> <p>(xiv) All revisions to bid value and terms and conditions;</p> <p>(xv) Response from Sellers on bidding proposals.</p>	Permanent
9.	<p>Corporate</p> <p>Agenda, Presentations and Minutes of each Committee, Board, ECS and CCEA relating to all acquisitions.</p>	Permanent
10.	<p>Other Key Agreements and Documents:</p> <p>All original Agreements signed with any Party, including but not limited to :</p> <p>(i) Production Sharing Contract</p> <p>(ii) Exploration/ Appraisal./ Development contract</p> <p>(iii) Joint Operating Agreement</p> <p>(iv) Joint Study Agreements</p> <p>(v) Farm-in/ Firm-out Agreements</p> <p>(vi) Operating Agreement</p> <p>(vii) Service Contract</p> <p>(viii) Participation Agreement</p> <p>(ix) Term sheet Agreement</p> <p>(x) Heads of Agreement;</p> <p>(xi) Any Other Agreement, wherever executed</p>	Permanent
11.	<p>Statutory / Government Approvals:</p> <p>(i) Agenda submitted to MOPNG, ECS, CCEA for approval of Investments at acquisition;</p> <p>(ii) Agenda submitted to MOPNG, ECS, CCEA for approval of Investments post acquisition (for additional sanction, write-off or divestment);</p> <p>(iii) Approval received from the Government including MOPNG, ECS, CCEA;</p> <p>(iv) Correspondence regarding fulfilment / waiver of conditions precedents;</p> <p>(v) Correspondence regarding imposition/ waiver of rights of first refusal or pre-emption rights;</p> <p>(vi) Application made to RBI for foreign remittance permission of acquisition consideration;</p> <p>(vii) Permission received from RBI for foreign remittance permission of acquisition consideration.</p>	Permanent
12.	All Original MOUs	Validity + 5 years
13.	All Guarantees	Validity + 5 years
14.	Insurance policy documents	Validity + 5 years
15.	<p>Documents related to Administrative nature like:</p> <ul style="list-style-type: none"> <li>• Policy Documents</li> <li>• Training,</li> <li>• Manpower,</li> <li>• circulars,</li> </ul>	8 years



	<ul style="list-style-type: none"> <li>• office orders,</li> <li>• memo,</li> <li>• notices, etc.</li> <li>• Legal Documents;</li> <li>• Audit observation / Files;</li> <li>• Parliament Questions and responses;</li> <li>• Correspondence with MOPNG &amp; DGH;</li> <li>• All correspondences in arbitration or dispute cases;</li> <li>• Correspondence with other Ministries and Government Agencies.</li> </ul>	
16.	Procedure for engaging external consultants for BD Projects	permanent
17.	Records related to empanelment of consultants for BD projects	8 years
18.	File related to RFP process for engagement external consultants for BD projects	8 years
19.	RFP issued and Bid proposals received from vendors	8 years
20.	Letter of Award/ Engagement Agreement/ Contract	8 years
21.	Files related to review of standard RFP/ BEC/ EA etc.	8 years

#### (L) EXPLORATION AND DEVELOPMENT

Responsibility: Head E&D

Sl. No.	Name/ Description of the documents	Period of preservation
1	List – exploratory wells drilled Asset wise year wise	Permanent
2	List – development wells drilled Asset wise year wise	Permanent
3	List – abandoned wells Asset wise year wise	Permanent
4	List of Seismic & other G&G surveys Studies	Permanent

- 5.0 The documents shall be kept in physical/ as well as in electronic mode as per the practice being followed by the concerned Department.
- 6.0 The Protected Document Format (PDF) of Annual Reports shall be uploaded on the website of the Company for the past 8 Financial Years. Thereafter, they shall be kept in the archives.
- 7.0 The electronic back up/PDF/scanned version etc. of all other documents shall be kept according to the needs of the relevant department.
- 8.0 **Amendment** – The Policy may be amended with the approval of the concerned Director and the Managing Director.

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