

Policy for Preservation of Documents
Of
Schneider Electric Infrastructure Limited

PURPOSE:

This Policy for Preservation of Documents is adopted by the management of Schneider Electric Infrastructure Limited to establish a uniform system for managing, retaining and when appropriate, disposing of the Company's Records (as defined below)

SCOPE:

This Policy applies to all employees and agents (as defined below) of the Company in all departments, functions and locations.

DEFINITIONS:

AGENTS: Agents include any independent contractors, vendors, or other individuals employed or engaged by the Company to perform services on its behalf. Information held by an Agent may constitute a Record if the Agent is accountable to the Company for the purpose of creating, receiving, storing, or otherwise maintaining that information.

RECORDS: Records include any hard copy documents or electronically stored information ("ESI") created, received, stored, or otherwise maintained by the Company or any of its employees or Agents in connection with transacting the Company's business or fulfilling its legal obligations. Records may include, but are not necessarily limited to:

- ❖ documents having written text (e.g e-mail, internal memos);
- ❖ databases, other forms of structured data, and graphical representations of data;
- ❖ photographs and other images;
- ❖ audio recordings (e.g., voicemail);
- ❖ video recordings; and
- ❖ any other record capable of being reduced to writing.

Records may be in the form of:

- ❖ hard copy documents stored at any location, including, but not necessarily limited to:
 - employee offices;
 - work sites; or
 - on-site or off-site storage locations; and
- ❖ ESI stored at any location on any electronic media, including, but not necessarily limited to:
 - network servers;
 - computer hard drives;

- other computer systems owned or controlled by the Company, its employees, or its Agents;
- other electronic devices, such as smart phones and personal digital assistants (PDAs); and/or
- other electronic storage media, such as tapes, DVDs, CD-ROMs; flash drives, and other fixed, portable, or removable storage media.

RECORD HOLDS: Record Holds are Company responses to either litigation or a government/regulator investigation, examination, enforcement proceeding (each, a "Proceeding") or a tax audit. When a Proceeding or tax audit is pending or reasonably anticipated, potentially relevant Records must be preserved, even where this results in retaining these Records beyond their applicable retention periods under the attached Record Retention Schedule. As a result, the Company will initiate a Record Hold and will work with employees and Agents to preserve Records relevant to the subject of the Record Hold. Notified employees and Agents are responsible for preserving Records relevant to the subject of the Record Hold until they receive a written notice from the Legal Department to indicate the end of the Record Hold.

**PROCEDURE/
POLICY:**

OBJECTIVES: The primary objectives of this Policy are to:

- facilitate the management, retention, and proper disposition of Records;
- comply with statutory and regulatory requirements for Record retention;
- retain Records relevant to pending or reasonably anticipated legal actions and tax audits, and enhance responsiveness and efficiency in complying with discovery demands;
- increase Records management efficiency and reduce costs by eliminating the retention of unnecessary, outdated, and superseded Records upon the satisfaction of their business purposes and applicable legal retention requirements; and
- enhance consistency in the Company's management, retention, and disposal of Records.

RECORD RETENTION: The Company desires to retain only those Records that are required to manage its business effectively and to satisfy its obligations to customers, employees, legal and tax authorities, and stockholders. Toward that end, absent an applicable Record Hold (as defined above), Records shall be disposed of as soon as they are no longer needed to satisfy business purposes or legal obligations. Retention periods are defined for the records described in the attached Record Retention Schedule. Records not listed on this Schedule should be disposed of as soon as practicable after their business use has been fulfilled. It is the relevant Business Unit's responsibility to ensure the safe keeping and centralised storage of all original hard copy documents.

BUSINESS USES OF RECORDS AND COMPANY INFORMATION

RESOURCES: Employees and Agents are prohibited from using Company information resources for illegal or unauthorized purposes. Any hard copy documents or ESI created, received, stored, or otherwise maintained by an employee or Agent (i) on Company time; (ii) at any Company

facility; or (iii) using any Company information resource, and that are unconnected to the transaction of Company business (collectively, "Non-Record Documents or Data") become the property of the Company and may be required to be disclosed to parties outside the Company in the event of a Proceeding. **Employees have no privacy rights in the Records and the Non-Record Documents or Data they create and receive under the above described circumstances.** In addition, Non- Record Documents or Data may become subject to the same Record Hold requirements applicable to Records.

BACKUP MEDIA: The Company creates backups of its ESI. For the purposes of disaster recovery, certain hard copy Records deemed essential to the continuation or reconstruction of the Company's business, that contain information impossible or costly to reconstruct, and/or that are needed to reinitiate business following a disaster may also be electronically duplicated and included in these backups. **These backups may be used for disaster recovery purposes as well as other employment or business related purposes as the Company requires.**

ADDITIONAL GUIDANCE: The attached Record Retention Schedule establishes the minimum length of time certain types of Records must be maintained and when these Records must be disposed. If local legislation requires longer, then the longer period will apply. The Company continues to develop and implement supplemental policies to address specific issues related to the creation, management, storage, and disposition of Company Records. Employees seeking further guidance regarding Records management should consult their managers. Employees seeking further guidance regarding Record Holds should contact the Legal Department.

APPROVAL:	Board of Directors
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ATTACHMENTS:	Record Retention Schedule
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S. No	RECORD CATEGORY FOR ALL SCHNEIDER ELECTRIC ENTITIES	AREA	STATE	ACT / REGULATION/ RULES	SECTION / RULE REFERENCE	COMPLIANCE REQUIREMENT UNDER SECTION (PROVISION)	PERIOD OF RETENTION PRESCRIBED UNDER LAW	RECOMMENDED PERIOD (Where period has not been specified under any law)	Remarks
1	Corporate Certificates of Incorporation (Original or Restated), By-Laws (Original or Restated)	Corporate Laws	Central	Companies Act 2013	Section 7 (1) read with Section 7 (4)	Incorporation documents: Section 7(1) & (4): The company shall maintain and preserve at its registered office copies of the following documents and information till its dissolution: (a) MOA and AOA duly signed by all the subscribers; (b) Declaration by an advocate, CA,CS in practice, engaged in the formation of company, and by a person named in the articles as a director, manager or secretary of the company, that all the requirements of the Act and the rules made thereunder in respect of registration and matters precedent or incidental thereto have been complied with; (c) an affidavit from each of the subscribers to the memorandum and from persons named as the first directors, if any, in the articles that he is not convicted of any offence in connection with the promotion, formation or management of any company, or that he has not been found guilty of any fraud or misfeasance or of any breach of duty to any company / under this Act or any previous company law during the preceding five years and that all the documents filed with the Registrar for registration of the company contain information that is correct and complete and true to the best of his knowledge and belief; (d) the address for correspondence till its registered office is established; (e) the particulars of every subscriber to the memorandum; (f) particulars of first directors of the Company, including their names, surnames or family names, DIN, residential address, nationality and proof of identity; and (g) the particulars of the interests of the persons mentioned in the articles as the first directors of the company in other firms or bodies corporate along with their consent to act as directors of the company.	Till dissolution	-	Please note that in addition to certificate of incorporation, below documents are to be maintained till dissolution: (a) Declaration by an advocate, CA,CS in practice, engaged in the formation of company, and by a person named in the articles as a director, manager or secretary of the company; (b) an affidavit from each of the subscribers to the MOA and from persons named as the first directors; (c) the address for correspondence till its registered office is established; (d) the particulars of every subscriber to the memorandum; (e) particulars of first directors of the Company, names, DIN, Address etc; (f) the particulars of the interests of the persons mentioned in the articles as the first directors along with their consent to act as directors of the company.
2	Amendments and Codes of Regulations	Corporate Laws	Central	Not specified	Not specified	Not specified	Not specified	Retain permanently	Item / period not specified under any law
3	Notice of the Meetings of Shareholders, the Board of Directors, and Committees Acting on Behalf of the Board of Directors	Corporate Laws	Central	Not specified	Not specified	Not specified	Not specified	Retain permanently.	Item / period not specified under any law
4	Minutes and Other Records of the Meetings of Shareholders, the Board of Directors, and Committees Acting on Behalf of the Board of Directors	Corporate Laws	Central	Companies (Management and Administration Rules, 2014)	Rule 25 (e) & (f)	Maintenance of Minutes Rule 25 (e) The minute books of general meetings shall be preserved permanently. Rule 25(f) The minutes books of the Board and committee meetings shall be preserved permanently.	Retain permanently	-	
5	Stock / Share Transfer and Shareholder Records (Stockholder Ledger and Transfer Journals)	Corporate Laws	Central	Companies Act 2013 read with Companies (Share Capital and Debentures) Rules, 2014	Rule 7(1), 7(2), 7(3) and Rule 11	Transfer of securities The instrument of transfer of securities held in physical form in Form No. SH-4, books and documents relating to the issue of share certificates, including the blank forms of share certificates shall be preserved in good order not less than thirty years and in case of disputed cases, shall be preserved permanently, and all certificates surrendered to a company shall immediately be defaced by stamping or printing the word "cancelled" in bold letters and may be destroyed after the expiry of three years from the date on which they are surrendered.	Minimum - 30 Years Disputed - Permanently Surrendered Certificates - 3 years	-	
6	Cancelled Stock / Share Certificates, Closed Stock/Shareholder Accounts, and Daily Stock/Share Transfer Sheets	Corporate Laws	Central	Companies Act 2013 read with Companies (Share Capital and Debentures) Rules, 2014	Rule 7(1), 7(2), 7(3) and Rule 11	Transfer of securities The instrument of transfer of securities held in physical form in Form No. SH-4, books and documents relating to the issue of share certificates, including the blank forms of share certificates shall be preserved in good order not less than thirty years and in case of disputed cases, shall be preserved permanently, and all certificates surrendered to a company shall immediately be defaced by stamping or printing the word "cancelled" in bold letters and may be destroyed after the expiry of three years from the date on which they are surrendered.	Minimum - 30 Years Disputed - Permanently Surrendered Certificates - 3 years	-	
7	Stock Savings Plan Records, Dividend Checks, and Dividend Register	Corporate Laws	Central	Not specified	Not specified	Not specified	Not specified	Retain 6 years.	Item / period not specified under any law
8	Written Communications and Financial Statements Sent to Shareholders	Corporate Laws	Central	Not specified	Not specified	Not specified	Not specified	Retain 6 years.	Item / period not specified under any law
9	Annual Reports (Annual Reports to States in Which Company Operates), Quarterly Reports, and Proxy Materials	Corporate Laws	Central	Not specified	Not specified	Not specified	Not specified	Retain 6 years	Item / period not specified under any law
10	Proxy Records (Proxies for Meetings of Shareholders, Proxies for Meetings Unrelated to Director Election, and Director Election Proxies)	Corporate Laws	Central	Not specified	Not specified	Not specified	Not specified	Retain 6 years	Item / period not specified under any law
11	Stockholder Lists for Annual or Special Meetings, Voted Proxies, and Proxy Tabulations	Corporate Laws	Central	Not specified	Not specified	Not specified	Not specified	Retain 6 years	Item / period not specified under any law
12	Final Executed Merger, Acquisition, and Divestiture Files	Corporate Laws	Central	Companies Act 2013	Section 239	Preservation of books and papers of amalgamated companies The books and papers of a company which has been amalgamated with, or whose shares have been acquired by, another company shall not be disposed of without the prior permission of the Central Government	Not to be disposed without prior permission of Central Government	-	

S. No	RECORD CATEGORY FOR ALL SCHNEIDER ELECTRIC ENTITIES	AREA	STATE	ACT / REGULATION/ RULES	SECTION / RULE REFERENCE	COMPLIANCE REQUIREMENT UNDER SECTION (PROVISION)	PERIOD OF RETENTION PRESCRIBED UNDER LAW	RECOMMENDED PERIOD (Where period has not been specified under any law)	Remarks
13	Audit Reports	Corporate Laws	Central	Companies Act 2013	Sec 128 (1), (5) read with 2(13), Section 134	<p>Books of Accounts Section 128 (5): The books of account of every company relating to a period of not less than eight financial years immediately preceding a financial year, or where the company had been in existence for a period less than eight years, in respect of all the preceding years together with the vouchers relevant to any entry in such books of account shall be kept in good order. Where an investigation has been ordered in respect of the company, the Central Government may direct that the books of account may be kept for such longer period as it may deem fit. Definition of Books of Accounts : 2(13) "Books of Account" includes records maintained in respect of— (i) all sums of money received and expended by a company and matters in relation to which the receipts and expenditure take place; (ii) all sales and purchases of goods and services by the company; (iii) the assets and liabilities of the company; and (iv) the items of cost (i.e. particulars relating to the utilisation of material or labour or other prescribed items of cost) in the case of a company which belongs to any class of companies specified under that section;</p>	8 years immediately preceding a financial year	-	Statutory Audit report shall be attached to every financial statement and financial statements are part of books of accounts, which are required to be maintained for 8 years
14	Audit Work Papers, Audit Systems Documentation, and Internal Control Evaluations	Corporate Laws	Central	Not specified	Not specified	Not specified	Not specified	Retain for 6 years	No period has been prescribed under company law for retaining internal audit report, papers
15	General Ledgers, Subsidiary Ledgers (Expense Ledgers), Ledger Controls (Accounts Receivable Subsidiary Ledger Controls), Journals and Journal Entries (Purchase Journals, HR Journals and Journal Entries), Books of Entry, Supporting Documents	Corporate Laws	Central	Companies Act 2013	Sec 128 (5) read with 2(13)	<p>Books of Accounts Section 128 (5): The books of account of every company relating to a period of not less than eight financial years immediately preceding a financial year, or where the company had been in existence for a period less than eight years, in respect of all the preceding years together with the vouchers relevant to any entry in such books of account shall be kept in good order. Where an investigation has been ordered in respect of the company, the Central Government may direct that the books of account may be kept for such longer period as it may deem fit. Definition of Books of Accounts : 2(13) "Books of Account" includes records maintained in respect of— (i) all sums of money received and expended by a company and matters in relation to which the receipts and expenditure take place; (ii) all sales and purchases of goods and services by the company; (iii) the assets and liabilities of the company; and (iv) the items of cost (i.e. particulars relating to the utilisation of material or labour or other prescribed items of cost) in the case of a company which belongs to any class of companies specified under that section;</p>	8 years immediately preceding a financial year	-	
16	Annual Financial Statements	Corporate Laws	Central	Companies Act 2013	Sec 128 (5) read with 2(13)	<p>Books of Accounts Section 128 (5): The books of account of every company relating to a period of not less than eight financial years immediately preceding a financial year, or where the company had been in existence for a period less than eight years, in respect of all the preceding years together with the vouchers relevant to any entry in such books of account shall be kept in good order. Where an investigation has been ordered in respect of the company, the Central Government may direct that the books of account may be kept for such longer period as it may deem fit. Definition of Books of Accounts : 2(13) "Books of Account" includes records maintained in respect of— (i) all sums of money received and expended by a company and matters in relation to which the receipts and expenditure take place; (ii) all sales and purchases of goods and services by the company; (iii) the assets and liabilities of the company; and (iv) the items of cost (i.e. particulars relating to the utilisation of material or labour or other prescribed items of cost) in the case of a company which belongs to any class of companies specified under that section;</p>	8 years immediately preceding a financial year	-	

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17	Interim Financial Statements and Accounting Year-End Manuals	Corporate Laws	Central	Companies Act 2013	Sec 128 (5) read with 2(13)	Books of Accounts Section 128 (5): The books of account of every company relating to a period of not less than eight financial years immediately preceding a financial year, or where the company had been in existence for a period less than eight years, in respect of all the preceding years together with the vouchers relevant to any entry in such books of account shall be kept in good order. Where an investigation has been ordered in respect of the company, the Central Government may direct that the books of account may be kept for such longer period as it may deem fit. Definition of Books of Accounts : 2(13) "Books of Account" includes records maintained in respect of— (i) all sums of money received and expended by a company and matters in relation to which the receipts and expenditure take place; (ii) all sales and purchases of goods and services by the company; (iii) the assets and liabilities of the company; and (iv) the items of cost (i.e. particulars relating to the utilisation of material or labour or other prescribed items of cost) in the case of a company which belongs to any class of companies specified under that section;	8 years immediately preceding a financial year		
18	Accounts Payable Records (Work Orders, Vouchers, Vendor Invoices, Receiving Reports, Check Requests, Travel Expense Records and Supporting Documentation, Cash Disbursement Journals)	Corporate Laws	Central	Companies Act 2013	Sec 128 (5) read with 2(13)	Books of Accounts Section 128 (5): The books of account of every company relating to a period of not less than eight financial years immediately preceding a financial year, or where the company had been in existence for a period less than eight years, in respect of all the preceding years together with the vouchers relevant to any entry in such books of account shall be kept in good order. Where an investigation has been ordered in respect of the company, the Central Government may direct that the books of account may be kept for such longer period as it may deem fit. Definition of Books of Accounts : 2(13) "Books of Account" includes records maintained in respect of— (i) all sums of money received and expended by a company and matters in relation to which the receipts and expenditure take place; (ii) all sales and purchases of goods and services by the company; (iii) the assets and liabilities of the company; and (iv) the items of cost (i.e. particulars relating to the utilisation of material or labour or other prescribed items of cost) in the case of a company which belongs to any class of companies specified under that section;	8 years immediately preceding a financial year		
19	Accounts Receivable Records (Statements to Customers, Check Photostats and Remittance Advice, Aging Analyses, Deposit Slips, Cash Receipt Records) and Computer Listings (Paid Invoices and Zero Balance Reports, Offsetting Debits and Credits, Factory Listings of Invoice and Credits)	Corporate Laws	Central	Companies Act 2013	Sec 128 (5) read with 2(13)	Books of Accounts Section 128 (5): The books of account of every company relating to a period of not less than eight financial years immediately preceding a financial year, or where the company had been in existence for a period less than eight years, in respect of all the preceding years together with the vouchers relevant to any entry in such books of account shall be kept in good order. Where an investigation has been ordered in respect of the company, the Central Government may direct that the books of account may be kept for such longer period as it may deem fit. Definition of Books of Accounts : 2(13) "Books of Account" includes records maintained in respect of— (i) all sums of money received and expended by a company and matters in relation to which the receipts and expenditure take place; (ii) all sales and purchases of goods and services by the company; (iii) the assets and liabilities of the company; and (iv) the items of cost (i.e. particulars relating to the utilisation of material or labour or other prescribed items of cost) in the case of a company which belongs to any class of companies specified under that section;	8 years immediately preceding a financial year		
20	Cancelled Cheques (Cancelled Voucher cheques)	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 2 years.	Item / period not specified under any law
21	Inventory	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 1 year.	Item / period not specified under any law

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22	Cost Records	Corporate Laws	Central	Companies Act 2013	Sec 128 (5) read with 2(13)	Books of Accounts Section 128 (5). The books of account of every company relating to a period of not less than eight financial years immediately preceding a financial year, or where the company had been in existence for a period less than eight years, in respect of all the preceding years together with the vouchers relevant to any entry in such books of account shall be kept in good order. Where an investigation has been ordered in respect of the company, the Central Government may direct that the books of account may be kept for such longer period as it may deem fit. Definition of Books of Accounts : 2(13) "Books of Account" includes records maintained in respect of— (i) all sums of money received and expended by a company and matters in relation to which the receipts and expenditure take place; (ii) all sales and purchases of goods and services by the company; (iii) the assets and liabilities of the company; and (iv) the items of cost (i.e. particulars relating to the utilisation of material or labour or other prescribed items of cost) in the case of a company which belongs to any class of companies specified under that section;	8 years immediately preceding a financial year	-	
23	Capital Asset Records	Corporate Laws	Central	Companies Act 2013	Sec 128 (5) read with 2(13)	Books of Accounts Section 128 (5). The books of account of every company relating to a period of not less than eight financial years immediately preceding a financial year, or where the company had been in existence for a period less than eight years, in respect of all the preceding years together with the vouchers relevant to any entry in such books of account shall be kept in good order. Where an investigation has been ordered in respect of the company, the Central Government may direct that the books of account may be kept for such longer period as it may deem fit. Definition of Books of Accounts : 2(13) "Books of Account" includes records maintained in respect of— (i) all sums of money received and expended by a company and matters in relation to which the receipts and expenditure take place; (ii) all sales and purchases of goods and services by the company; (iii) the assets and liabilities of the company; and (iv) the items of cost (i.e. particulars relating to the utilisation of material or labour or other prescribed items of cost) in the case of a company which belongs to any class of companies specified under that section;	8 years immediately preceding a financial year	-	
24	Depreciation and Asset Retirement Records	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 6 years.	Item / period not specified under any law
25	Bank Statements and Reconciliations	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 6 years after end of relevant fiscal year.	Item / period not specified under any law
26	Write-Offs and Uncollectible Account Records	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 6 years after relevant write-off.	Item / period not specified under any law
27	Payroll Records (Clock Cards and Time Sheets, Payroll Register, Paid Payroll Checks, Individual Earnings Records, Overtime Records, Incentive Pay Records, Payroll and Deduction Authorizations, Wage Rate Tables, Work Time Schedules, W-2 and W-4 Records, Internal Summaries of Accrued HR, HR Earnings Registers, HR Reports to Federal, State, and Local Agencies)	Labour Laws	Central	Variou State Legislations	Variou State Legislations	Under respective Central / State legislations	6 Years (highest period)	-	Under various legislations, states prescribe period of retention for documents under various provisions of respective acts, like period prescribed for maintenance of registers and for maintaining filings. Highest of such period is mentioned as prescribed period under law
28	Form BB (Service Record)	Labour Laws	Central	Kerala Shops and Commercial Establishments Act, 1960 read with Kerala Shops and Commercial Establishments Rules, 1961	Sec 30 r/w Rule 10	Maintenance of registers and records and display of notices. -Subject to the general or special orders of the Government, an employer shall maintain the registers and records. All such registers and records shall be kept on the premises of the establishment to which they relate	Form BB to be maintained for the period of the whole service of the employee concerned. Other records -1 Year	-	
29	Register / Records of unclaimed wages and fines under State Labor Welfare fund legislations	Labour Laws	Central	Variou State Legislations	Variou State Legislations	Under respective state legislations for Labor Welfare funds	10 years Pending cases - till finally disposed off	-	Under various legislations, states prescribe period of retention for documents under various provisions of respective acts, like period prescribed for maintenance of registers and for maintaining filings. Highest of such period is mentioned as prescribed period under law
30	Tax Returns and Records (Records for Federal, State, and Local Income, Property, and Sales Taxes)	Indirect Tax	Central	Variou State Legislations	Variou State Legislations	Under respective Central / State legislations	8 Years or till the proceedings are finalised (highest period)	-	Under various legislations, states prescribe period of retention for documents under various provisions of respective acts, like period prescribed for maintenance of registers and for maintaining filings. Highest of such period is mentioned as prescribed period under law
31	Import and Export Records	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 6 years after import or export of relevant goods.	Item / period not specified under any law

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32	Contracts and Agreements (Supplier Contracts, Vendor Contracts, Distributor Agreements, Financing Documents, Credit Agreements, Commitments, Loan Agreements, Mortgages/Trust Agreements, Data Processing Agreements, Leases, Surety Bonds, Intellectual Property License Agreements, Export Contracts/Employee Contracts, Union and Individual Purchase Orders and Quotes)	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 10 years after termination of relevant agreement.	Item / period not specified under any law
33	Employee Invention Assignment Agreements, Non-Disclosure and Confidentiality Agreements, and Joint Development Agreements	General	Central	Not specified	Not specified	Not specified	Not specified	Retain permanently.	Item / period not specified under any law
34	Filings with Regulatory Bodies	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 10 years after superseded or made obsolete.	Item / period not specified under any law
35	Litigation Files (Filings, Expert Reports, Investigation Reports, Discovery, Disposition Recommendations, Settlements, Structured Settlements, Releases, Waivers) and Claims Files (General and Products Liability Claim Files, Automobile Liability Claim Files, Director Liability, Officer Liability, and Trustee Liability Claim Files, Director Liability, Officer Liability, and Trustee Liability Claim Files, Environmental Claim Files, Employer's Liability Claim Files, Property Loss Claim Files)	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 7 years after final resolution of relevant litigation and completion of all conditions necessary to relevant settlement, if applicable.	Item / period not specified under any law
36	Workers' Compensation Claim Files	General	Central	Not specified	Not specified	Not specified	Not specified	Retain for the LONGER of 6 years after the relevant injury OR 1 year after final resolution of relevant claim and close of any related audit.	Item / period not specified under any law
37	Research and Development Records (Designer, Engineer, and/or Inventor Notebooks)	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 7 years after termination of relevant intellectual property rights.	Item / period not specified under any law
38	Non-Confidential and Unsolicited Ideas and Invention Submissions	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 27 years after closure of relevant file.	Item / period not specified under any law
39	Insurance Policies	General	Central	Not specified	Not specified	Not specified	Not specified	Retain permanently.	Item / period not specified under any law
40	Renewal Negotiations Records	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 10 years.	Item / period not specified under any law
41	Certificates of Insurance	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 5 years.	Item / period not specified under any law
42	Insurance Loss Data and Statistics	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 10 years after settlement or termination of relevant claim.	Item / period not specified under any law
43	Premium Data and Audits	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 10 years.	Item / period not specified under any law
44	Employment Advertising and Recruitment Records (Advertisements and Notices of Openings, Promotions, Training Programs, and/or Overtime), Job Orders to Employment Agencies)	General	Central	Not specified	Not specified	Not specified	Not specified	Retain for 2 years from the date of the record's creation.	Item / period not specified under any law
45	Application Materials for Non-Hired Candidates (Applications, Résumés, Photographs, References, Physical Examinations)	General	Central	Not specified	Not specified	Not specified	Not specified	Retain for 2 years from the date of the record's creation.	Item / period not specified under any law
46	Employee Personnel Files (Job Applications, Résumés and References, Job Descriptions, Employee Information, Tests and Test Results (Including Drug and Medical Tests), Policy Sign-Offs, Licenses and Certificates, Work Schedules and Attendance Records, Employee Evaluations, Minor Employee Records (Permit Records), Requests for Reasonable Accommodation, Employee Assignment, Employee Profiles, Attachments, Deduction, and Garnishment Authorizations and Records, Employee Status and/or Compensation Change Records, Records Related to Hiring, Firing, Transfer, Demotion, Promotion, Discipline, Layoff, and/or Recall Decisions for Employee)	Labour Laws	Central	Variou State Legislations	Variou State Legislations	Under respective Central / State legislations	6 Years (highest period)	-	Under various legislations, states prescribe period of retention for documents under various provisions of respective acts, like period prescribed for maintenance of registers and for maintaining filings. Highest of such period is mentioned as prescribed period under law
47	Termination and Separation Agreements	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 10 years after termination of relevant agreement.	Item / period not specified under any law
48	Training Records (Records Relating to Selection for Training, Education Tuition Aid Requests and Refunds)	General	Central	Not specified	Not specified	Not specified	Not specified	Retain for 1 year from the date the record is made.	Item / period not specified under any law
49	Job Evaluation Questionnaires (JEQs)	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 3 years after superseded or made obsolete.	Item / period not specified under any law
50	Remediation Project Records (Records of Remediation of Leaks, Spills, and Discharges to the Environment)	General	Central	Not specified	Not specified	Not specified	Not specified	Retain permanently.	Item / period not specified under any law
51	Records Regarding Investigations of Leaks, Spills, and Discharges to Environment	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 7 years.	Item / period not specified under any law

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52	Waste Disposal Records for Hazardous Waste	EHS	All	Hazardous Wastes (Management, Handling and Transboundary Movement) Rules, 2008	Rule 5(6), 7(1) Rule 15(7), Rule 15 (7), Rule 22 (1)	Rule 5(6): Every person authorized under these rules shall maintain the record of hazardous wastes handled by him in Form 3. Rule 7(1) Storage of Hazardous Waste: The occupiers, recyclers, re-processors, re-users, and operators of facilities may store the hazardous wastes for a period not exceeding ninety days and shall maintain a record of sale, transfer, storage, recycling and reprocessing of such wastes Rule 15(7): The exporter of the hazardous wastes shall maintain the records of the hazardous wastes exported by him in Form 10 and the record so maintained shall be available for inspection. Rule 16(7) The importer of the hazardous waste shall maintain records of the hazardous waste imported by him in Form 10 and the record so maintained shall be available for inspection. Rule 22(1)-The occupier generating hazardous wastes and operator of the facility for disposal of hazardous waste shall maintain records of such operations in Form 3.	Not specified	Retain for 5 years	
53	Internal Inspections	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 2 years.	Item / period not specified under any law
54	Permits and Licenses	General	Central	Not specified	Not specified	Not specified	Not specified	Retain until superseded or made obsolete.	Item / period not specified under any law
55	Employee Exposure and Medical Records Required under OSHA	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 30 years after termination of relevant employee.	Item / period not specified under any law
56	Employee Training Materials Regarding Hazardous Material Handling	EHS	All	Hazardous Wastes (Management, Handling and Transboundary Movement) Rules, 2008	Rule 5(6), 7(1) Rule 15(7), Rule 15 (7), Rule 22 (1)	Rule 5(6): Every person authorized under these rules shall maintain the record of hazardous wastes handled by him in Form 3. Rule 7(1) Storage of Hazardous Waste: The occupiers, recyclers, re-processors, re-users, and operators of facilities may store the hazardous wastes for a period not exceeding ninety days and shall maintain a record of sale, transfer, storage, recycling and reprocessing of such wastes Rule 15(7): The exporter of the hazardous wastes shall maintain the records of the hazardous wastes exported by him in Form 10 and the record so maintained shall be available for inspection. Rule 16(7) The importer of the hazardous waste shall maintain records of the hazardous waste imported by him in Form 10 and the record so maintained shall be available for inspection. Rule 22(1)-The occupier generating hazardous wastes and operator of the facility for disposal of hazardous waste shall maintain records of such operations in Form 3.	Not specified	Retain for 5 years	
57	Programs, Manuals, Materials, and Employee Training Records Regarding Hazard Communications and Emergency Action Plans	General	Central	Not specified	Not specified	Not specified	Not specified	Retain only most current version of programs, manuals, and materials, and retain other records for 3 years.	Item / period not specified under any law
58	Programs, Manuals, Materials, and Employee Training Records Regarding General Safety (Fork Life Lock Out/Tag Out)	General	Central	Not specified	Not specified	Not specified	Not specified	Retain only most current version of programs, manuals, and materials, and retain other records for 3 years.	Item / period not specified under any law
59	Material Safety Data Sheets	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 10 years after relevant substance is no longer used, produced, or stored.	Item / period not specified under any law
60	Preventative Maintenance Records for Power Equipment and Machines, Cranes, and Hoist s	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 2 years.	Item / period not specified under any law
61	Fire Extinguisher Maintenance Records	EHS	All	Indian Standard Code of Practice for Selection, Installation and Maintenance of Portable First Aid Fire Extinguishers	Rule 13	The records of maintenance, inspection and testing of all fire extinguishers including its operational history shall be maintained in a register as per the form in Annex G.	Not specified	Retain for shorter of one year since last entry of check or life of extinguisher shell	
62	Records of Employee Injuries or Illnesses (OSHA Forms)	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 18 years.	Item / period not specified under any law
63	Records of Employee Exposures to Hazardous Materials	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 40 years.	Item / period not specified under any law
64	Engineering Project Records as Defined by Project Management Process (PMP) and Project Evolution Process (PEP) (Requests, Business Case Financial Evaluations (BCFEs), Business Requirements Documents (BRDs), Product Design Specifications, Phase Plans, Phase Reviews and Closure Documents, Design Review and Closure Documents, Peer Reviews and Closure Review Certifications, Final Product Safety Review Certifications, Technical Documentation Review Forms, and Approvals for Pilot Run and/or New Product)	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 7 years after relevant project closure.	Item / period not specified under any law

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65	Engineering Project Plans That Do Not Go Into Production, Standard Engineering Technical Records That Do Not Go Into Production, and Product Support Records That Do Not Go Into Production	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 7 years after relevant project closure.	Item / period not specified under any law
66	Standard Engineering Technical and Product Support Records (Part, Sub-Assembly, and Final Assembly Drawings), Assembly Bills of Material, Data Sheets and Specifications, Hazard Labels, Instructional Materials and Manuals, Third-Party Certifications and Revisions to Certifications, Final Product Safety Review Certifications from Project Files, Test Reports, Layouts, Sketches, Calculations, Design Records, Engineering Change Notices, Bills of Material, Product Regulatory Approvals, Failure Mode Effects Analysis (FMEA), Fault Tree Analysis (FTA), Finite Element Analysis)	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 15 years after cancellation of relevant product.	Item / period not specified under any law
67	Special Order Customer Records (Copies of the Order, Customer Correspondence) and Production Records (Final Approval Drawings, As-Built Drawings (Part, Sub-Assembly, and Final Assembly Drawings), Assembly Drawings, Bills of Material, Specifications Front Elevation, Layouts, Sketches, Calculations, Wiring Diagrams, Change Notices, Final Inspection and Test Reports, Special Labels and Instructional Materials, Final Product Safety Review Certifications, Engineering Change Notices, Product Regulatory Approvals) NOTE: Examples of "Special Order" Products include Panelboard, Distribution Merchandise, Safety Switch, Busway and Wire Management, LV Switchgear, LV Motor Control, Motor Control Center, MV Switchgear, Switchboard, Transformer, Combo Starters, Enclosed Drive, Crane Control and MV Motor Control, Turn-Key Track Lighting, and Solutions.	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 5 years after relevant order shipment.	Item / period not specified under any law
68	Quality System Procedures (Inspection Procedures, Test Procedures for Specific Parts)	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 10 years after superseded or made obsolete.	Item / period not specified under any law
69	Product-Specific or Part-Specific Quality Reports	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 20 years after obsolescence of relevant product or component.	Item / period not specified under any law
70	Quality Reports Not Tied to a Specific Product or Part	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 1 year after superseded or made obsolete.	Item / period not specified under any law
71	Reference File of Problems, Process Capability Studies, and Other Product-Specific or Part-Specific Information	General	Central	Not specified	Not specified	Not specified	Not specified	Retain for the LONGER of 10 years OR until obsolescence of relevant product or component.	Item / period not specified under any law
72	Supplier Quality Data	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 20 years after obsolescence of relevant product or component.	Item / period not specified under any law
73	Bills of Material, Material and Component Requisitions, and Inspection Reports	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 10 years.	Item / period not specified under any law
74	Shipping Records (Freight Bills, Bills of Lading, Shippers, Order Shipping Records)	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 2 years after relevant delivery.	Item / period not specified under any law
75	Order Records (Customer Order Records, Internal Order Records)	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 5 years.	Item / period not specified under any law
76	Billing Records (Copies of Customer Invoices and Debit and Credit Memos, Return Material Records, Interplant Invoices, Daily Billing Summaries)	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 5 years.	Item / period not specified under any law
77	Product Safety Records Related to an Alert Campaign	General	Central	Not specified	Not specified	Not specified	Not specified	Retain until close of relevant alert campaign.	Item / period not specified under any law
78	Product Safety Records for Which No Alert Campaign Was Undertaken	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 1 year after decision not to undertake relevant alert campaign.	Item / period not specified under any law
79	Customer Support and Complaint Records (ETQ, CTA, Vantive)	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 1 year.	Item / period not specified under any law
80	Records of Customer Calls	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 3 months.	Item / period not specified under any law
81	Negotiation Records for Lost Orders	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 1 year.	Item / period not specified under any law
82	Negotiation Records for Received Orders	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 3 years.	Item / period not specified under any law
83	Marketing Records (Estimates, Catalog Sheets, and Discount Sheets)	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 1 year after superseded or made obsolete.	Item / period not specified under any law
84	Project Job Files	General	Central	Not specified	Not specified	Not specified	Not specified	Retain 5 years.	Item / period not specified under any law
85	Register of members along with index in Form MGT-1	Corporate Laws	Central	Companies (Management and Administration) Rules, 2014	Rule 15 (1)	Preservation of register of members etc. and annual return. The register of members along with the index of names shall be preserved permanently in Form No. MGT-1	Permanent	-	

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86	Copies of all annual returns and certificates and documents to be annexed thereto	Corporate Laws	Central	Companies (Management and Administration) Rules, 2014	Rule 15(3)	Copies of Annual Returns Copies of all annual returns prepared under section 92 and copies of all certificates and documents required to be annexed thereto shall be preserved for a period of eight years from the date of filing with the registrar	8 years from the date of filing with the Registrar	-	
87	Company's register of charges and instruments creating / modifying the charge	Corporate Laws	Central	Companies (Registration of Charges) Rules, 2014	Rule 10 (4)	Company's register of charges and instrument ceating or modifying the charge The register of charges shall be preserved permanently and the instrument creating a charge or modification thereon shall be preserved for a period of eight years from the date of satisfaction of charge by the company.	Register of charges - Permanent Instrument creating/modifying the charge - 8 years from the date of satisfaction of charge	-	
88	Register of Investments not held in Company's name	Corporate Laws	Central	Companies (Meetings of Board and its Powers) Rules, 2014	Rule 14	Investments of company to be held in its own name. The register in form MBP-3 having the particulars of investments in shares or other securities beneficially held by the company but which are not held in its own name, shall be preserved permanently.	Permanent	-	
89	Register of loans, guarantee, security and acquisition made by the company in Form No. MBP-2	Corporate Laws	Central	Companies (Meetings of Board and its Powers) Rules 2014	Rule 12 (3)	Register of loans, guarantee, security and acquisition made by the company: The register of loan, guarantee, security and acquisition made by the company in form MBP-2 shall be preserved permanently	Permanent	-	
90	Register of contracts or arrangements in which directors are interested in Form No. MBP-4	Corporate Laws	Central	Companies (Meetings of Board and its Powers) Rules 2014	Rule 16 (3)	Register of contracts or arrangements in which directors are interested: The register of contracts or arrangements in which directors are interested shall be preserved permanently in Form MBP-4	Permanent	-	
91	Notice of interest by directors	Corporate Laws	Central	Companies (Meetings of Board and its Powers) Rules, 2014	Rule 9(3)	Disclosures by a director of his interest. The notice of interest shall be preserved for a period of eight years from the end of the financial year to which it relates	8 Years from the end of the financial years to which it relates	-	
92	Tape recordings of Board Meeting	Corporate Laws	Central	Companies (Meetings of Board and its Powers) Rules, 2014	Rule 3(2)(d)	Tape recording of Board Meetings The Chairperson of the meeting and the company secretary, if any, shall store the recording of Board Meeting through video conferencing or other audio visual means, for safekeeping and marking the tape recording(s) or other electronic recording mechanism as part of the records of the company at least before the time of completion of audit of that particular year.	At least before the time of completion of audit of that particular year	-	
93	Register of debenture holders or any other security holders (including index)	Corporate Laws	Central	Companies (Management and Administration) Rules, 2014	Rule 4 & 15(2)	Register of debenture holder and other security holder: The register of debenture holders or any other security holders in Form No. MGT-2 along with the index shall be preserved for a period of eight years from the date of redemption of debentures or securities, as the case may be.	8 years from the date of redemption of debentures or securities	-	
94	Foreign register of debenture holders or any other security holders	Corporate Laws	Central	Companies (Management and Administration) Rules, 2014	Rule 15(4)	Foreign register of debenture holder/other security holders: Foreign register of debenture holders or any other security holders shall be preserved for a period of eight years from the date of redemption of such debentures or securities.	8 years from the date of redemption of debentures or securities	-	
95	Books of accounts	Direct Tax	Central	Income Tax Act, 1961 read with Income Tax Rules	Sec 44AA read with Rule 6F	Maintenance of accounts (Section 44A): Company to keep and maintain such books of account and other documents as may enable Assessing Officer to compute his total income in accordance with the provisions of this Act. Rule 6F(1), (2). The company shall keep and maintain the following books of account and other documents: a cash book, a journal, if the accounts are maintained according to the mercantile system, a ledger, original bills wherever issued to the person and receipts in respect of expenditure incurred by the person. RULE 6F(5): Retention requirements: The books of account and other documents specified shall be kept and maintained for a period of six years from the end of the relevant assessment year	6 Years from the end of relevant Assessment year	-	
96	Information to be retained w.r.t. International transactions	Direct Tax	Central	Income Tax Act, 1961 read with Income Tax Rules	Sec 92D read with Rule 10D	Maintenance of information and document by persons entering into an international transaction or specified domestic transaction: 92D: Every person who has entered into an international transaction or specified domestic transaction shall keep and maintain such information and document in respect thereof, as prescribed under Rule 10. RULE 10(D) (5) Retention requirements: The information and documents specified in Rule 10 shall be kept and maintained for a period of eight years from the end of the relevant assessment year.	8 Years from the end of relevant Assessment year	-	
97	Records of e-waste handled	EHS	ALL	e-Waste (Management and Handling) Rules, 2011	Rule 4(8)	Maintain record in Form 2 of the e-waste handled and make such record available for scrutiny of the state pollution control board or committee concerned.	Not specified	Retain for 5 years	
98	Records of hazardous chemicals imported	EHS	ALL	The Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989	Rule 18(5)	IMPORT OF HAZARDOUS CHEMICALS: Any person importing hazardous chemicals shall maintain the records of the hazardous chemicals imported as specified in Schedule 10 and the records so maintained shall be open for inspection by the concerned authority at the State or the Ministry of Environment and Forests or any officer appointed by them in this behalf	Not specified	Retain for 5 years	

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99	Records	EHS	ALL	Explosives Rules, 2008	Rule 24 n/w Rule 25	RULE 24: Maintenance of records —(1) Every person holding a licence granted under these rules for manufacture, possession, sale, use or transport of explosives shall maintain records and shall produce such records on demand to the authorities. Such records shall be retained for period of three years, unless otherwise directed by an authority. RULE 25: Records of accidents —Records of all accidents occurring within the licensed premises shall be maintained and shall be made available to the inspecting authority	Three years	-	
100	Record of Bio-medical waste	EHS	ALL	Bio-Medical Waste Management & Handling Rules, 1998	Rule 11	Every authorised person shall maintain records related to the generation, collection, reception, storage, transportation, treatment, disposal and/or any form of handling of bio-medical waste in accordance with these rules and any guidelines issued.	Not specified	Retain for 5 years	
101	Record of Cylinder manufacturer's name and the rotation number, tests etc	EHS	ALL	Gas Cylinder Rules, 2004	Rule 27	Rule 27: Owner's record —The owner of a cylinder shall keep for the life of each cylinder, a record containing the following information regarding each cylinder, namely:- (i) Cylinder manufacturer's name and the rotation number; (ii) Records of the specification number to which the cylinder is manufactured; (iii)Record of date of original hydrostatic test or hydrostatic stretch test; (iv) Record of Cylinder manufacturer's test and inspection certificates; (v) Record of Number and date of letter of approval granted by the Chief Controller, records of conversions.	For the life of cylinder	-	
102	Certificate of safety	EHS	ALL	Gas Cylinder Rules, 2004	Rule 12	Repairing of welded or brazed cylinders: Welded or brazed cylinder, before repairing, shall be thoroughly cleaned and gas-free or otherwise prepared for safely carrying out hot work and certified in writing, by a competent person, to have been so prepared. The certificate shall be preserved for a period of three months and produced to the Chief Controller on demand.	3 months	Retain until superseded or made obsolete	
103	Records maintained under Service Tax Act	Indirect Tax	ALL	Chapter V of The Finance Act, 1994 and Chapter VA of The Finance Act, 2003 read with rules (Service Tax Act and Rules)	Rule 5 of Service Tax Rules, 1994	Rule 5. Records – 1) Records to be maintained for the - provision of service, service tax charged thereon, details of recipient of service - procurement of input services, value and service tax paid thereon, the person from whom the input service has been procured - receipt, disposal, consumption of inputs and capital goods, their value, duty paid thereon, the person from whom the input or capital goods have been procured - the CENVAT credit taken and utilized on input services, inputs and capital goods - in case, the service provider provides taxable as well as exempt services, he shall maintain separate accounts for inputs or input services used in relation to providing exempt and taxable services. RULE 5 (3): Retention Requirements: All such records shall be preserved at least for a period of five years immediately after the financial year to which such records pertain	5 years immediately after the financial year to which such records pertain	-	
104	Records of goods manufactured, removed and assessable value thereof	Indirect Tax	ALL	Central Excise Act, 1944, read with Central Excise Rules, 2002	Rule 10 of Central Excise, Rules, 2002	Rule 10. Daily stock account. — Assessee shall maintain proper records, on a daily basis, in a legible manner indicating the particulars regarding description of the goods produced or manufactured, opening balance, quantity produced or manufactured, inventory of goods, quantity removed, assessable value, the amount of duty payable and particulars regarding amount of duty actually paid. RULE 10(3) Retention Requirement : All such records shall be preserved for a period of five years immediately after the financial year to which such records pertain.	5 years	-	
105	Receipt, disposal, consumption and inventory of the input and capital goods in which the relevant information regarding the value, duty paid, CENVAT credit taken and utilized, the person from whom the input or capital goods have been procured	Indirect Tax	ALL	Central Excise Act, 1944 read with Cenvat Credit Rules, 2004	Rule 9(5) of CENVAT Credit Rules, 2004	Rule 9(5): The manufacturer of final products or the provider of output service shall maintain proper records for the receipt, disposal, consumption and inventory of the input and capital goods in which the relevant information regarding the value, duty paid, CENVAT credit taken and utilized, the person from whom the input or capital goods have been procured is recorded and the burden of proof regarding the admissibility of the CENVAT credit shall lie upon the manufacturer or provider of output service taking such credit.	Not Specified	Retain for 10 years after end of fiscal year of relevant tax filing	
106	Proper books of accounts	Indirect Tax	ALL	Customs Act 1962, read with Handbook of Procedures issued by Director General of Foreign Trade	4.36, 5.15, 3.3	Maintain proper book of accounts by the status holders (Advance Authorisation holder, EPCG authorisation holder etc.) for a period of 3 years	For a minimum period of three years from the date of redemption	-	

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107	Maintenance of Accounts and Register and records under VAT rules	Indirect Tax	Assam	Assam Value Added Tax Act, 2003 read with Assam Value Added Tax Rules, 2005	Section 55 & 59	Section 55. Maintenance of accounts and records etc.: (1) Every registered dealer or every dealer liable to pay tax under this Act shall keep a true and up-to-date account of the value of goods purchased or manufactured and sold by him or goods held by him in stock, in respect of each class of goods taxable at different rate of tax under this Act including input tax paid and output tax payable and, in addition to the books of account that a dealer maintains and keeps for the purpose referred to in this sub-section, he shall maintain and keep such registers and accounts Section 59. Period of retention of accounts : Every dealer shall preserve books of accounts including tax invoice and retail invoices until the expiry of eight years after the end of the year to which they relate or for such other period as may be prescribed or until the assessment reaches its finality, whichever is later.	8 years or till assessment reaches finality	-	
108	Maintenance of Account for Tax Deducted	Indirect Tax	Assam	Assam Value Added Tax Act, 2003 read with Assam Value Added Tax Rules, 2005	Section 47 read with Rule 28(5c)	Every person responsible for issuance of Certificate of tax deducted at source, shall maintain for each year a separate account showing the amount of tax deducted, certificate of tax deduction issued and the particulars of remittances made to the Government Account.	Not Specified	Retain for 10 years after end of fiscal year of relevant tax filing	
109	Books of accounts, Cash memos, invoices etc	Indirect Tax	Assam	Assam Entry Tax Rules, 2008	Rule 9	Maintenance of accounts and preservation of cash memo, bill, invoice etc.- (1) Every registered dealer liable to pay tax under the Act shall keep true and complete accounts of all specified goods imported by him into any local area. The provisions of Section 55 of the Assam Value Added Tax Act, 2003, shall apply mutatis mutandis for the purpose of this rule. (2) An importer other than a registered dealer who imports any specified goods into a local area for consumption or use, shall preserve the bill/invoice/cash memo, insurance papers and the number and the date of the relevant Air/ Railway / Road Transport receipt or the bill of lading for each such import and shall produce the same before the Assessing Authority of the area in which he resides, as and when called for by the said authority for the purposes of the Act or the Rules.	Not Specified	Retain for 10 years after end of fiscal year of relevant tax filing	
110	Maintenance of Accounts, Registers and records of Inter state transactions	Indirect Tax	Assam	Central Sales Tax Act, 1956 read with Central Sales Tax (Assam) Rule, 1957	Rule 4(1), & 4 (5)	4. (1) Every dealer shall keep and maintain a true and correct accounts (in one of the languages mentioned in the Eighth Schedule to the Constitution of India or in English) in Form No. 1 of the value of the goods sold by him in the course of inter-State trade or commerce. He shall also maintain a correct and true account showing the day-to-day purchase, sales, deliveries and stocks of each kind of goods. Rule 4(5) Every dealer shall maintain all vouchers relating to stocks, purchases, sales and deliveries relating to all transactions under the Act for a period of eight years after the close of the year to which they relate.	8 years	-	
111	Maintenance of Accounts and Register and records under VAT rules	Indirect Tax	Orissa	Orissa Value Added Tax Act, 2004 read with Orissa Value Added Tax Rules, 2005	Section 62 (5) read with Rule 67, 70	Rule 67: The Company shall maintain a true and up-to-date accounts of goods- (i) purchased or received otherwise than by way of purchases, in the purchase or input register; (ii) sold or dispatched outside the State otherwise than by way of sales by him, in the sales or output register; (iii) held in stock, for the purpose of business. Maintain accounts of way bills issued and received, vouchers, bills, tax/retail invoices, challan/delivery challan and such other documents, as may be required, in support of any entry in the purchase and sales register. Rule 70: Dealer liable to pay turnover tax shall maintain the following records: i) The name and address of the person from whom the goods are purchased supported by an invoice, bill, delivery note ii) Description of the goods iii) The quantity and the value of the goods purchased iv) The quantity and value of the goods sold, sale of goods exempt from tax v) The counterfoil of retail invoice issued Section 62(5) Every dealer shall preserve the books of account including tax invoice and retail invoice until the expiry of five years after the end of the year to which they relate or for such further period as may be prescribed, or until the assessment reaches its finality, whichever is later :	5 years after the end of the year to which it relates or till the completion of assessment or until the appeal is disposed of, in cases where appeal is filed, whichever is later	-	
112	Books of account, Tax-returns, bills/Invoices	Indirect Tax	Orissa	Orissa Entry Tax Act, 1999	Sec 21	Every registered dealer and every dealer liable to get himself registered for the purposes of this Act shall maintain and keep true and complete accounts relating to his business as well as true accounts of value of goods bought and sold and all such accounts, registers or records shall be retained by the dealer in his safe custody till his assessment or reassessment, as the case may be, for the relevant year is completed or, in case where any appeal, revision or other proceedings in respect of such year has been filed and is pending, the same is disposed of	Till completion of assessment or disposal of appeal	-	

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113	Maintenance of Books of Account	Indirect Tax	Chandigarh	THE PUNJAB VALUE ADDED TAX ACT, 2005 EXTENDED TO THE UT OF CHANDIGARH	Section 42 read with Section 44	Section 42: The Company shall maintain following records on ongoing basis: True account of goods sold and purchased, delivery of goods or payment made or received at the place of business specified in the registration certificate. Section 44: Every person required under this Act to keep and maintain account books or other records, shall retain them until the expiry of six years after the end of the year to which these relate or for such other period, as may be required or until the assessment becomes final, whichever is later.	6 years after the end of year to which it relates or until the assessment is final, whichever is later	-	
114	Register and records under VAT rules	Indirect Tax	Tamilnadu	Tamil Nadu VAT Act, 2006 read with Tamil Nadu VAT Rules, 2007	Section 64 r/w Rule 6 (11)	Section 64: The Company shall maintain true and correct and complete account in ink or electronic records in the place of business as specified in the registration certificate. 1. Purchases of good within the State and inter-state with or without C-forms. 2. Sales within state and inter-state with or without C-forms or stock transfer against Form -F 3. Production cum stock account in Form H 4. Delivery note register in Form NN Rule 6(11): Accounts maintained by a registered dealer shall be preserved by him for a period of five years from the date of assessment.	5 Years	-	
115	Maintenance of Accounts, Registers and records of Inter state transactions	Indirect Tax	Tamilnadu	Central Sales Tax Act, 1956 read with Central Sales Tax (Tamil Nadu) Rules, 1957	Rule 4(3A), (5), (5A), (5B), (5C) and Rule 4(4)	Maintenance of Accounts and records: Every principal, who claims exemption on the sale of goods on consignment account through agents outside the State, shall maintain the following records: (a) Every registered dealer shall maintain a register in Form 8A. Every registered dealer shall submit an extract of columns 5 to 11 of the register in Form 8 or an extract of all columns of the register in Form 8A. (b) Every registered dealer shall maintain a register in Form 12A. Every registered dealer to whom any declaration in Form F is issued by an assessing authority shall maintain a register in Form 12. (c) Every registered dealer dispatching goods to place outside the State otherwise than by way of sale shall maintain a true and correct account in Form 13. Preservation: Every dealer shall maintain all vouchers relating to stocks, purchases, sales and deliveries relating to all transactions under the Act for a period of five years after the close of the year to which they relate.	5 years	-	
116	Books, accounts and documents	Indirect Tax	UP	Uttar Pradesh Value Added Tax Act 2008 read with Uttar Pradesh Value Added Rules 2008	Rule 39	Rule 39: Period for which books, accounts and documents are to be preserved- All books of accounts and documents maintained by a dealer or other person shall be preserved for a period of eight years after expiration of the assessment year to which such books, accounts or documents relate. Provided that where any proceedings are pending against a dealer, he shall maintain books, accounts or documents beyond period of eight years till such proceedings are finalized.	8 Years, or till proceedings is finalised	-	
117	Maintenance of Accounts and Registers and records of Inter state transactions	Indirect Tax	UP	Central Sales Tax Act 1956 read with Central Sales Tax (Uttar Pradesh) Rules, 1957 and Central Sales Tax (Registration & Turnover) Rules, 1957	Rule 4, Rule 8	4. Maintenance of Accounts by dealers - (1) Every registered dealer shall kept a true and complete account in respect of all goods purchased or sold by him in the course of inter-State trade or produced, raised, manufactured or processed by him for such sale or partly for such sale and partly for any other purpose. The account of inter-State sales shall be maintained in a register in form VII Rule 8 (6): Maintain register mentioning the correct and complete account of every form obtained or furnished by or to the dealer	Not specified	Retain for 10 years after end of fiscal year of relevant tax filing	
118	Register and records under VAT rules	Indirect Tax	West Bengal	West Bengal Value Added Tax Act, 2003 read with West Bengal Value Added Tax Rules, 2005	Section 87, Rule 90	Section 87: Maintenance of Accounts: Following accounts shall be maintained on an on going basis at principal place of business - Input tax account ; - Out put tax account ; - Way bills received and documents, vouchers, tax invoices, cash memos, counterfoils of way bills issued and such other record that may require to support the books of accounts - Stock statements Rule 90: Preservation of account books, registers etc. (a) For a period of eight years after the expiry of the year to which they relate or (b) Till the disposal of any pending matter before any Court or Tribunal (c) for a period not less than four years after the expiry of specified period mentioned in the certificate of eligibility if the dealer continues to enjoy deferment of tax under clause (a) of sub-section (1) of section 118, whichever is later.	8 years or till disposal of pending matter whichever is later	-	

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119	Account, Register and records under VAT rules	Indirect Tax	Karnataka	Karnataka Value Added Tax Act, 2003 read with Karnataka Value Added Tax Rules, 2005	Rule 32	32. Period of retention of accounts - (1) Every dealer required under this Act to keep and maintain books of account or other records including tax invoices relating to his purchases and sales until the expiration of five years after the end of the year to which they relate or for such other period as may be prescribed or until the assessment reaches finally, whichever is later.	5 years, or till finalisation of assessment	-	
120	Maintenance of Accounts	Indirect Tax	Karnataka	State Tax on Entry of Goods Into Local Areas Act read with rules	Sec. 17A	17A. Maintenance of accounts by dealers and issue of sale bills or cash memorandum.- (1) Every registered dealer and every dealer liable to get himself registered for the purposes of this Act shall maintain and keep true and complete accounts relating to his business. All such accounts, registers or records shall be retained by the dealer in his safe custody till his assessment or re-assessment, as the case may be, for the relevant year is completed or, in cases where any appeal, revision or other proceedings in respect of such year has been filed and is pending, the same is disposed off.	Till assessment or re-assessment, is completed or, in cases where any appeal, revision has been filed and is pending, the same is disposed off	-	
121	Register and records under VAT rules	Indirect Tax	Maharashtra	Maharashtra Value Added Tax Act 2002 ("MVAT Act") read with Maharashtra Value Added Tax Rules 2005 ("MVAT Rules")	Section 63 r/w Rule 68	Section 63: Accounts, registers and documents relating to stocks of goods, or to purchases, sales and delivery of goods or payment made or received towards sale or purchase of goods, to be kept at the place of business specified in the registration certificate Rule 68. Preservation of books of accounts, registers, etc. - Every registered dealer shall preserve all books of accounts, registers and other documents relating to the stocks, purchases, dispatches and deliveries of goods and payments made towards sale or purchase of goods for a period of not less than five years from the expiry of the year to which they relate.	5 years	-	
122	Maintenance of Accounts	Indirect Tax	Maharashtra	State Tax on Entry of Goods Into Local Areas Act read with rules (Maharashtra Tax on the Entry of Goods into Local Areas Rules, 2002)	Rule 14	14. Preservation of books of accounts.-Every importer who is liable to maintain the books of accounts shall preserve all the books of accounts, registers and other documents including bills, invoices, vouchers, agreements and other documents, relating to the entry of specified goods into the local area effected by him during any year, for a period of five years from the expiry of the said year.	5 Years	-	
123	Maintenance of Accounts and others records	Indirect Tax	Maharashtra	Central Sales Tax Act 1956, read with Central Sales Tax (Bombay) Rules, 1957	Rule 4A, Rule 6	4A. Maintenance of records of certificate and declarations: (1) A dealer making sales in the course of inter-State trade or commerce, shall for the purpose of claiming exemption and dealer making transfers of goods may for the purpose of claiming deduction maintain a register in Form I(B) in respect of such sales: Provided that where the dealer issues invoices in respect of such sales containing all the particulars required to be shown in the register in Form I(B) and preserves them in a serial order bound in a book form for each fortnight or month, so as to preclude any possibility of insertion, removal or substitution of such invoices, such dealer may not maintain a register in Form I(B). 6. Accounts, etc., to be preserved for eight years—Every registered dealer shall preserve all books of accounts, registers and other documents including bills, cash memoranda, invoices, vouchers and other documents relating to the stocks, purchases, despatches and deliveries of goods for a period of eight years after the expiry of the year to which they relate.	8 years	-	
124	Register and records under VAT rules	Indirect Tax	Gujarat	Gujarat Value Added Tax Act, 2003 read with Gujarat Value Added Tax Rules, 2006	Section 62 r/w Rule 64	Section 62: The Company shall maintain a true account of the value of goods purchased, sold, supplied and delivery of goods made by him Rule 64: The dealer shall preserve his books of accounts and the records relevant for the purpose of this Act till the period of eight years from the end of the accounting year to which the books of accounts and the records relate	8 years	-	
125	Accounts, Register and records under VAT rules	Indirect Tax	Jharkhand	Jharkhand Value Added Tax Act, 2005 read with Jharkhand Value Added Tax Rules, 2006	Section 59 r/w Rule 38	Section 59: Every registered dealer shall maintain a true and up to date account of the value of goods purchased or manufactured and sold by him or goods held by him in stock, and, in addition thereto, he shall maintain and keep registers and accounts as mentioned in Rule 38. Rule 38(3): All records specified in this rule shall be retained and made available for inspections / audit / verifications for a period of five years, after the end of the year.	5 years	-	
126	Invoices, other records	Indirect Tax	Jharkhand	Bihar Tax on Entry of Goods into Local Areas Rules, 1993.	Rule 5(3)(II)	Duplicate copies of cash memo, bill or invoice shall be retained and produced before the assessing authority for the purpose of assessment. These shall be preserved by the dealer for a period of eight years from the end of the year to which they relate.	8 Years	-	
127	Maintenance of Accounts and Registers and records of Inter state transactions	Indirect Tax	Jharkhand	Central Sales Tax Act 1956 & The Central Sales Tax (Jharkhand) Rules, 2006	Rule 4	4. Maintenance of Accounts by dealers - (1) Every registered dealer shall keep a true and complete account in respect of all goods purchased or sold by him in the course of inter-State trade or produced, raised, manufactured or processed by him for such sale or partly for such sale and partly for any other purpose. The account of inter-State sales shall be maintained in a register in form VII	NA	Retain for 10 years after end of fiscal year of relevant tax filing	

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128	Accounts, Register and records under VAT rules	Indirect Tax	Andhra Pradesh	Andhra Pradesh Value Added Tax Act, 2005 read with The Andhra Pradesh Value Added Tax Rules, 2005	Section 42 r/w 29(3)	Section 42. Every VAT dealer or turnover tax dealer shall maintain the documents and records specified in the rules at the place of business so registered Rule 29(3): All records specified in the rules shall be retained for a period of six years and made available for inspection by the authority prescribed	6 years	-	
129	Maintenance of records of Inter state transactions	Indirect Tax	Andhra Pradesh	Central Sales Tax Act 1956 read with Central Sales Tax (AP) Rules, 1957	Rule 10	Rule 10.(1)Every registered dealer and every dealer liable to pay tax under Act shall maintain a register in Form12 (CST./N/XIII) showing a true and correct account of declaration in Form 'C'/Form 'F' received from the notified authority	NA	Retain for 10 years after end of fiscal year of relevant tax filing	
130	Register and records under VAT rules	Indirect Tax	Delhi	Delhi Value Added Tax Act 2004 read with Delhi Value Added Tax Rules 2005	Sec. 48	Section 48: The accounts, books, others records as mentioned in Rule 42 shall be maintained by a dealer at his principal place of business Section 48(6): preservation: Every person required to prepare or preserve records and accounts shall retain the required records and accounts for, at least, seven years after the conclusion of the events or transactions which they record unless any proceedings in respect of that year are pending in which case they shall be preserved till the final decision in those proceedings.	7 Years, or till proceedings is finalised	-	
131	Register and records under VAT rules	Indirect Tax	Goa	Goa Value Added Tax Act, 2005 read with The Goa Value Added Tax Rules, 2005	Section 72 r/w Rule 43	The Company shall keep & maintain a true and correct account of his business transactions, as specified from Rule 43 2 (a) to (p). Rule 43(4): Preservation: All records maintained in course of business shall be retained for a period of six years from the expiry of the year to which they relate.	6 Years	-	
132	Accounts of the Company	Indirect Tax	Goa	Goa Tax on Entry of Goods Act, 2000 read with rules Goa Tax on Entry of Goods Rules, 2000)	Rule 15	15. Accounts to be maintained by dealers.-- (1) Every registered dealer and every person liable to get himself registered under the Act shall keep and maintain a true and correct account of his daily transaction showing the value of the entry of scheduled goods into a local area for consumption, use or sale therein. (2) Every such dealer or person shall keep separate purchase and sales account in respect of each of the scheduled goods. (3) Every such dealer or person shall keep the current books of accounts at the place or places of business entered in the registration Certificate. Every purchase shall be brought to account then and there as soon as the purchase is effected. (4) Every wholesale dealer or manufacturer shall maintain day to day stock accounts in respect of each of the scheduled goods and variety of the same scheduled goods dealt with by him. The stock accounted shall contain particulars of purchases or stock receipts, sales or stock transfers and balance of stock. (5) Every dealer shall maintain subsidiary accounts of stock for each branch, depot or godown. Every branch shall also maintain the stock accounts in respect of its own transactions in the form adopted for this purpose by its Head Office. (6) Every dealer, while delivering goods to another dealer in pursuance of sale or while consigning the goods to his branch or depot or vice	Not specified	Retain for 10 years after end of fiscal year of relevant tax filing	
133	Complete accounts	Indirect Tax	Haryana	THE HARYANA TAX ON ENTRY OF GOODS INTO LOCAL AREAS ACT, 2008	Sec 16(1)	Every importer registered under this Act and every importer who is liable for registration shall maintain and keep true and complete accounts relating to his business as well as such other registers or records, as may be prescribed in this regard. All such accounts, registers or records shall be retained by the importer in his safe custody till his assessment or re-assessment for the relevant year is completed or in cases where any appeal, revision, reference or other proceedings in respect of such year has been filed and is pending, the same is disposed of, or for a period of at least six years from the end of the year to which these relates, whichever is later.	Till assessment is complete or till the time when the appeal is disposed off or for at least 6 years, which ever is later	-	

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134	Register and records under VAT rules	Indirect Tax	Kerala	Kerala Value Added Tax Act, 2003 read with Kerala Value Added Tax Rules, 2005.	Section 40 read with Rule 55	The Company shall keep and maintain the following books of accounts disclosing true and complete accounts together with the vouchers and bills and other documents specified in the rules such as daily cash book, a journal, if the accounts are maintained according to mercantile system of accounting, a ledger etc Every dealer liable to pay tax shall maintain a register showing month wise details of input tax, output tax, purchase tax, Central Sales Tax, Entry Tax, reverse tax, tax due, tax paid and input tax, if any, carried forward to the subsequent return period together with credit and debit notes issued. Every manufacturer of goods shall, in addition to the daily stock register in respect of raw materials and finished goods maintain a monthly manufacturing account in Form No. 14. Separate account shall be maintained for goods of different grades or quality. Rule 58(20): Accounts and other records maintained by a dealer shall be preserved by him for a period of five years from the expiry of the year to which the assessment relates or two years from the date of disposal of the appeal or revision arising out of such assessment or from the date of completion of any other proceeding under the Act connected with such assessment or appeal or revision, whichever is later, and shall be kept at	5 Years from the expiry of the year to which the assessment relates or 2 years from the date of disposal of appeal whichever is later	-	
135	Register and records under VAT rules	Indirect Tax	Punjab	Punjab Value Added Tax Act 2005 read with Punjab Value Added Tax Rules 2005	Section 42 r/w Section 44 and Rule 53	The Company shall maintain following records on ongoing basis: • Accounts, registers, document relating to stocks of goods, or to purchases, sales and delivery of goods or payment made or received towards sale or purchase of goods, to be kept at the place of business specified in the certificate of registration. Rule 44: Every person required under this Act to keep and maintain account books or other records, shall retain them until the expiry of six years after the end of the year to which these relate or for such other period, as may be required or until the assessment becomes final, whichever is later.	6 years, or until finalisation of assessment, whichever is later	-	
136	Register and records under CST Rules	Indirect Tax	Punjab	Central Sales Tax Act 1956 read with Central Sales Tax (Registration & Turnover) Rules, 1957, and Central Sales Tax (Punjab) Rules, 1957	Rule 3A, 4, Rule 5(2)	3-A Maintenance of accounts relating to sales on consignment basis : Every principal, who claims exemption on the sale of goods on consignment basis through agents outside the State shall maintain the following registers prescribed therein: 4. (1) Every dealer dealing in declared goods shall maintain separate accounts of sale or purchase of each declared goods Rule 5(2): (2) All accounts mentioned in sub-rule (1) shall be preserved for a period of not less than five years after the close of the year to which such accounts, registers and documents relate.	5 years	-	
137	Register and records under VAT rules	Indirect Tax	Rajasthan	Rajasthan Value Added Tax Act 2003 reads with Rajasthan Value Added Tax Rules 2006	Sec 71(5) r/w Rule 36	The Company shall maintain the true and correct account of the business activities w.r.t. the value and quantity of the goods received, manufactured, sold or otherwise disposed of or held in stock Preservation Section 71(5): The accounts, registers and other documents relating to a year, shall be preserved and kept by a dealer for five years excluding the year to which they relate, and this period of five years shall be deemed to have been extended by such time until any pending proceeding referring thereto under this Act is finally disposed off	5 years, or till pending proceedings are disposed off	-	
138	Maintinence of Accounts	Indirect Tax	Rajasthan	The Rajasthan Tax on Entry of Goods into Local Areas Rules, 1999 r/w Rajasthan Tax on Entry of Goods into Local Areas Act, 1999	Sec 29	29. Maintenance of accounts by dealers and issue of sale bills or cash memorandum.- (1) Every registered dealer and every dealer liable to get himself registered for the purposes of this Act shall maintain and keep true and complete accounts relating to his business as well as such other registers or records as prescribed under rule 14 and all such accounts, registers or records shall be retained by the dealer in his safe custody till his assessment or reassessment, as the case may be, for the relevant year is completed or, in cases where any appeal, revision or other proceedings in respect of such year has been filed and is pending, the same is disposed off.	Till assessment is complete or till appeal is disposed off	-	
139	Register and records under VAT rules	Indirect Tax	Uttarakhand	Uttarakhand Value Added Tax Act, 2005 read with Uttarakhand Value Added Tax Rules, 2005	Section 59, 61, and Rule 44	Rule 44: Every dealer liable to pay tax or liable to be registered under the Act, shall maintain such accounts so as to make his turnover of sales or purchases or both truly and accurately verifiable. Such accounts shall include the accounts referred to in Rule 45 and 46. Section 61: Preservation: The accounts, registers and other documents relating to a year, shall be preserved and kept by a dealer for five years excluding the year to which they relate, and this period of five years shall be deemed to have been extended by such time until any pending proceeding referring thereto under this Act is finally disposed of.	Five years excluding the year to which they relate, or till proceedings is finalised	-	
140	Register and records under VAT rules	Indirect Tax	Himachal	Himachal Pradesh Value Added Tax Act 2005 read with Himachal Pradesh Value Added Tax Rules 2005	Sec 30 & 32	Rule 32 Every registered dealer shall maintain day to day accounts of his business. Rule 30(12): Preservation: Every dealer shall preserve books of accounts including tax invoices and retail invoices until the expiry of five years after the end of the year to which they relate or for such other period as may be prescribed or until the assessment attains its finality whichever is later.	5 Years, or till proceedings is finalised	-	

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141	Register and records under CST Rules	Indirect Tax	Himachal	The Central Sales Tax (Himachal Pradesh) Rules, 1970	Rule 3 & 5	Rule 3(1) & 5(1): Dealer shall maintain true accounts of his sales made in the course of Inter State trade or commerce, as mentioned in Rule 3(2) along with all accounts, registers and documents relating to stock of goods or purchases, sales and deliveries of goods in respect of business Rule 5(2): All accounts mentioned in sub-rule (1) shall be preserved for a period of not less than five years after the close of the year to which such accounts, registers and documents relate.	5 years	-	
142	Register and records under VAT rules	Indirect Tax	Tripura	State Value Added Tax Act read with Rules	Section 21 (8) and Section 50 (9)	Section 21(8): Period of preservation of accounts, books of accounts, registers by dealers :- (a) The accounts, books of accounts, registers, documents of the dealer including computerized or electronic accounts maintained on any computer or electronic media, counter foils of all statutory forms obtained and used by the dealer, documents, invoices, cash memos in respect of purchases, sales, delivery of goods by a dealer, or vouchers in respect of any year or part thereof shall be preserved by him: (i) for a period of not less than five years after the expiry of the year to which they relate, or (ii) till final disposal of any appeal, review Section 50(9): Every dealer shall preserve books of account including tax invoices and retail invoices until the expiry of five years after the end of the year to which they relate or until the assessment reaches its finality whichever is later.	5 Years or till the assessment reaches finality	-	
143	Register of Employees	Labour Laws	ALL	Employees' State Insurance Act, 1948 read with Employees' State Insurance (General) Regulations, 1950 and Employees' State Insurance (Central) Rules, 1950	Regulation 32(2)	Register of Employees Every employer shall preserve a register of employees in Form 6, for a period of five years from the date of last entry therein.	5 Years from the date of last entry therein	-	
144	Inspection Book	Labour Laws	ALL	Employees' State Insurance Act, 1948 read with Employees' State Insurance (General) Regulations, 1950 and Employees' State Insurance (Central) Rules, 1950	Regulation 102A (ii)	Inspection Book: Every principal employer shall preserve the inspection book maintained under this regulation, after it is filled for a period of 5 years from the date of the last entry therein.	5 Years from the date of last entry therein	-	
145	Accident Book	Labour Laws	ALL	Employees' State Insurance Act, 1948 read with Employees' State Insurance (General) Regulations, 1950 and Employees' State Insurance (Central) Rules, 1950	Regulation 66	Maintenance of accident book. Maintenance of accident book. — Every employer shall — (i) keep a book readily accessible (hereinafter called 'the Accident Book') in Form 11, in which the appropriate particulars of any accident causing personal injury to an employee may be entered, (ii) preserve every such book when it is completed for a period of five years from the date of the last entry thereon .	5 Years from the date of last entry therein	-	
146	Register for available and allocable surplus. Register for set off and set on Register for bonus payment Register for returns of the accounting year for bonus - Registers in Form A, B and C	Labour Laws	ALL	Payment of Bonus Act, 1965 read with Payment of Bonus Rules, 1975	Rule 4	Maintenance of registers - Every employer shall prepare and maintain the following registers, namely:- (a) a register showing the computation of the allocable surplus referred to in clause (4) of section 2, in form A; (b) a register showing the set-on and set-off of the allocable surplus, under section 15, in form B. (c) a register showing the details of the amount of bonus due to each of the employees, the deductions under sections 17 and 18 and the amount actually disbursed, in Form C.	Not Specified	8 years	
147	Name & Date of birth of every child so employed or permitted to work. Hours and periods of work of any such child and the intervals of rest to which he is entitled	Labour Laws	ALL	The Child Labour Prohibition and Regulation Act, 1986 read with The Child Labour (Prohibition and Regulation) Rules, 1988	Section 11 read with Rule 16(2)	Section 11. Maintenance of register: There shall be maintained by every occupier in respect of children employed or permitted to work in any establishment, a register to be available for inspection by an Inspector at all times during working hours or when work is being carried on in any such establishment, showing-- (a) the name and date of birth of every child so employed or permitted to work; (b) hours and periods of work of any such child and the intervals of rest to which he is entitled; (c) the nature of work of any such child; and (d) such other particulars as may be prescribed RULE 16: Register to be maintained under Sec. 11 of the Act. — (1) Every occupier of an establishment shall maintain a register in respect of children employed or permitted to work, in Form A. (2) The register shall be maintained on a yearly basis but shall be retained by the employer for a period of three years after the date of the last entry made therein.	3 Years after date of last entry therein	-	

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148	Form-D, specifying Total number of workers employed Total number of men workers employed Total number of women workers employed and components of respective salaries	Labour Laws	ALL	The Equal Remuneration Act, 1976 as amended in 1987 read with The Equal Remuneration Rules, 1976	Rule 6	Registers to be maintained by the employer. -- Every employer shall maintain a register in relation to the workers employed by him in Form 'D' thereof	Not Specified	Retain for 8 years after termination of relevant employee.	
149	Registers and other records under the Act - Registers of persons employed (Rule 49) -Muster Rolls, other registers under Rule 52	Labour Laws	ALL	Inter-State Migrant Workmen (Regulation of employment and Conditions of Service) Act and Rules (Central)	Rule 53	RULE 53: Maintenance and preservation of registers. - (1) All registers and other records required to be maintained under the Act and Rules, shall be maintained complete and upto-date, and, unless otherwise provided for, shall be kept at an office of the nearest convenient building within the precincts of the work place of at a place, if any, specified by the Inspectors oil tile specific request made by the contractor in this behalf. (2) All the registers shall be maintained legibly in English or Hindi. (3) All the registers and other records shall be preserved in original for a period of 3 calendar years from the date of last entry made therein	3 calendar years from the date of last entry made therein	-	
150	Cash Benefits Maternity Benefit Register Annual Return	Labour Laws	Goa	Maternity Benefit Act, 1961 read with Goa, Daman and Diu Maternity Benefit Rules, 1967	Rule 14	Records, kept under the provisions of the Act and these Rules, shall be preserved for a period of two years from the date of their preparation.	2 Years	-	
151	Register of Fines Register of Deduction for Damage or Loss Muster Roll Overtime Register For Workers Wage Slip	Labour Laws	Goa	Minimum Wages Act, 1948 read with Goa, Daman and Diu Minimum Wages Rules, 1975	Rule 30	Registers required to be maintained under the Act shall be preserved for a period of three years after the last entry made therein and shall be produced when so required by the Inspector.	3 Years from the date of last entry	-	
152	Muster roll, register of wages, deductions, fines & advance and wages slip	Labour Laws	Goa	Payment of Wages Act, 1936 and Goa Payment of Wages Rules, 1964	Rule 13-A	Maintenance of registers and records.-- (1) Every employer shall maintain such registers and records giving such particulars of persons employed by him, the work performed by them, the wages paid to them, the deductions made from their wages and the receipts given by them (2) Every register and record required to be maintained under this section shall, for the purposes of this Act, be preserved for a period of three years after the date of the last entry made therein.	3 Years from the date of last entry	-	
153	Register of wages, unclaimed wages and fines	Labour Laws	Goa	The Goa, Daman and Diu, Labour Welfare Fund Act, 1986 and Rules, 1990	Rule 28	Maintenance of registers by employers.-- (1) Every employer of an establishment shall maintain and preserve for a period of 10 years -- (a) a register of wages in form 'D'. (b) a consolidated register of unclaimed wages and fines in Form 'E'. However, if any case is pending before the appellate authorities the record shall be preserved till the cases are finally disposed.	10 years Pending cases - till finally disposed off	-	
154	Register of overtime work and wages Register of Employment Register of Fines Register of deduction for damages, Overtime Register, Muster Roll Inspection register, wage slip service book, Register of national festival holidays, Register of Leave, Leave Card	Labour Laws	Goa	The Goa Daman And Diu Shops and Establishments Act 1973 and Rules 1975	Rule 31(9)	The registers, records and notices relating to any calendar year shall be preserved for a period of three years after the last entry is made therein.	3 Years from the date of last entry	-	
155	Records	Labour Laws	Goa	Professions, Trades, Callings and Employments Taxation Act read with Rules	Section 27	The commissioner may order the employer to keep the accounts, records in specified manner, in which case, the records shall be kept and preserved for a period of 5 years from close of financial year to which it relates	5 years from close of the financial year to which it relates	-	
156	Register of Fines Register of Deduction for Damage or Loss, Muster Roll, Overtime Register For Workers, Overtime Register For Workers, Wage Slip	Labour Laws	Punjab	Minimum Wages Act, 1948 read with Punjab Minimum Wages Rules, 1950	Rule 26(B)	Preservation of registers.? Registers required to be maintained under the Act shall be preserved for a period of 3 years after the date of last entry made therein.	3 Years	-	
157	Cash Benefits Maternity Benefit Register Annual Return	Labour Laws	Punjab	Maternity Benefit Act, 1961 read with Punjab Maternity Benefit Rules, 1967	Rule 14	Records kept under the provisions of the Act and these rules shall be preserved for a period of three years from the date of last entry made therein.	3 Years	-	
158	Muster roll, register of wages, deductions, overtime, fines & advance and wages slip	Labour Laws	Punjab	Payment of Wages Act, 1936 read with Punjab Payment of Wages Rules, 1937	Sec 13-A	Every register and record required to be maintained under this section shall, for the purposes of this Act, be preserved for a period of three years after the date of the last entry made therein.	3 Years	-	
159	Register of wages Consolidated register of unclaimed wages	Labour Laws	Punjab	Punjab Labour Welfare Fund Act, 1965 r/w Punjab Labour Welfare and Rules, 1966	Rule 22	Every employer of an establishment shall maintain the following records: (a) a register of wages in Form A. (b) a consolidated register of unclaimed wages and fines in Form B	Not Specified	Retain for 10 years after filing of relevant report to state	

S. No	RECORD CATEGORY FOR ALL SCHNEIDER ELECTRIC ENTITIES	AREA	STATE	ACT / REGULATION/ RULES	SECTION / RULE REFERENCE	COMPLIANCE REQUIREMENT UNDER SECTION (PROVISION)	PERIOD OF RETENTION PRESCRIBED UNDER LAW	RECOMMENDED PERIOD (Where period has not been specified under any law)	Remarks
160	Register of overtime work and wages Register of Employment Register of Fines Register of deduction for damages and loss caused to the employer, by the neglect or default of the employed person Overtime Register Muster Roll Inspection register wage slip service book register of employment Register of national festival holidays Register of Leave Leave Card	Labour Laws	Punjab	Punjab Shops and Commercial Establishments Act, 1958 r/w Punjab Shops and Commercial Establishments Rules, 1958	Rule 7 r/w Rule 5	All registers and records required to be maintained under the Act and these rules shall be preserved by the employer for a period of two years to be calculated from the date to which such records or registers relate.	2 Years	-	
161	Register of Contractors	Labour Laws	Punjab	The Contract Labour (Regulation and Abolition) Act, 1970 read with The Punjab Contract Labour (Regulation & Abolition) Rules, 1973	Rule 80 (3)	All the registers and other records shall be preserved in original for a period of three calendar years from the date of last entry therein.	3 Years	-	
162	Registers and other records under the Act -Registers of persons employed (Rule 49) -Muster Rolls, other registers under Rule 52	Labour Laws	Punjab	Inter-State Migrant Workmen (Regulation of employment and Conditions of Service) Act and Rules	Rule 53	All the registers and other records shall be preserved in original for a period of three calendar years from the date of last entry made therein.	3 calendar years from the date of last entry made therein	-	
163	Register of Contractors	Labour Laws	Gujarat	The Contract Labour (Regulation and Abolition) Act, 1970 read with The Contract Labour (Regulation and Abolition) (Gujarat) Rules, 1972	Rule 80(3)	Register of contractors.—Every principal employer shall maintain in respect of each registered establishment a register of contractors in Form XII All the registers and other records shall be preserved in original for a period of three calendar years from the date of last entry therein.	3 Years	-	
164	Register showing overtime payments in Form IV Register of wages Muster Rolls	Labour Laws	Gujarat	The Minimum Wages Act, 1948 read with The Gujarat Minimum Wages, Rules, 1961	Sec 26D	The registers and records shall be preserved for a period of three years after the last entry is made therein and shall be produced when so required by Inspector.	3 Years	-	
165	Muster roll, register of wages, deductions, over time, Fines & advance and wages slip	Labour Laws	Gujarat	The Payment of Wages Act, 1936 read with The Gujarat Payment of Wages Rules, 1963	Sec 13-A	(1) Every employer shall maintain registers and records giving particulars of persons employed by him, the work performed by them, the wages paid to them, the deductions made from their wages and the receipts given by them. (2) Every register and record required to be maintained under this section shall, for the purposes of this Act, be preserved for a period of three years after the date of the last entry made therein.	3 Years	-	
166	Muster Roll Wage Register Accident Register Leave With Wage Register Compensatory Holidays register Register of Rooms in Factory White Wash Registers Inspection Register	Labour Laws	Gujarat	The Factories Act, 1948 read with The Gujarat Factories Rules, 1963	Rule 84(4)	The Manager shall maintain a Register in Form No. 12 for a period of three years after the last entry in it and shall be produced before the Inspector on demand.	3 years	-	
167	Register of Adult workers	Labour Laws	Gujarat	The Factories Act, 1948 read with The Gujarat Factories Rules, 1963	Rule 88	Register of adult workers. :- The register of adult workers shall be in Form No. 15. This register shall be written up afresh each year and shall be preserved for a period of twelve months.	12 Months	-	
168	Register of Child workers	Labour Laws	Gujarat	The Factories Act, 1948 read with The Gujarat Factories Rules, 1963	Rule 93	Register of child workers. :- The Register of child workers shall be in Form No. 17. This register shall be written up afresh each year and shall be preserved for a period of twelve months.	12 Months	-	
169	Leave With Wage Register	Labour Laws	Gujarat	The Factories Act, 1948 read with The Gujarat Factories Rules, 1963	Rule 94(2)	The Leave with Wages Register shall be preserved for a period of three years after the last entry in it and shall be produced before the Inspector on demand.	3 years	-	
170	Muster Roll Wage Register	Labour Laws	Gujarat	The Factories Act, 1948 read with The Gujarat Factories Rules, 1963	Rule 110	Muster-roll. :- (1) The manager of every factory shall maintain a muster-roll of all the workers employed in the factory in Form No. 28 showing (a) the name of each worker, (b) the nature of his work and (c) the daily attendance of the worker. (2) The muster roll shall be written up afresh each month and shall be preserved for a period of 3 years from the date of last entry in it.	3 years	-	
171	Registers and records	Labour Laws	Gujarat	Bombay Labour Welfare Fund Act, 1953 r/w Labour Welfare Fund (Gujarat) Rules, 1962	Rul 3AA	3AA. Maintenance of registers etc. by Employers:- (1) Every employers of an establishments shall maintain and preserve for a period of ten years.-- (a) a register of wages in Form "A", except in case where the employer maintain muster roll-cum Wages register under the Payment of Wages Act, 1936 and the rules made then under and (b) a consolidated register (c) a register in Form C showing the particulars of employees in whose respect the unpaid accumulations are held by him.	10 years	-	

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172	Register of overtime work and wages Register of Employment Register of Fines Register of deduction for damages, Overtime Register Muster Roll, Inspection register, wage slip service book, Register of national festival holidays Register of Leave, Leave Card	Labour Laws	Gujarat	The Bombay Shops & Establishments Act, 1948 r/w Gujarat shops and Establishments Rules, 1962	Rule 23(10)	The registers, record and notices relating to any year shall be preserved until the end of the next year.	1 years	-	
173	Register of contractors	Labour Laws	Karnataka	The Contract Labour (Regulation and Abolition) Act, 1970 read with The Contract Labour (Regulation and Abolition) Karnataka Rules, 1974	Rule 80	(1) All the registers and other records required to be maintained under the Act and Rules, shall be maintained complete and up to date and, unless otherwise provided for, shall be kept at an office or the nearest convenient building within the precincts of the work-place (3) All the registers and other records shall be preserved in original for a period of three calendar years from the date of last entry therein.	3 Years	-	
174	Cash Benefits Maternity Benefit Register Annual Return	Labour Laws	Karnataka	The Maternity Benefit Act, 1961 read with The Karnataka Maternity Benefit Rules, 1966	Rule 14	Records, kept under the provisions of the Act and these Rules, shall be preserved for a period of two years from the date of their preparation.	2 Years	-	
175	Register of Fines Register of Deduction for Damage or Loss Muster Roll Overtime Register For Workers Overtime Register For Workers Wage Slip	Labour Laws	Karnataka	The Minimum Wages Act, 1948 read with The Karnataka Minimum Wages Rules, 1958	Rule 29-A	Register required to be maintained shall be preserved for a period of three years after the date of last entry.	3 years	-	
176	Muster roll, register of wages, deductions, overtime, Fines & advance and wages slip	Labour Laws	Karnataka	The Payment of Wages Act, 1936 read with The Karnataka Payment of Wages Rules, 1963	Rule 5, Rule 3 read with Rule 6	The registers required to be maintained shall be preserved by the employer for 3 years after the date of the last entry noted in them. If such registers are maintained in any language other than Kannada, a true translation thereof in English shall also be maintained.	3 Years	-	
177	Muster Roll Wage Register Accident Register Leave With Wage Register Compensatory Holidays register Register of Rooms in Factory White Wash Registers Inspection Register	Labour Laws	Karnataka	The Factories Act, 1948 read with The Karnataka Factories Rules, 1969	Rule 105(4)(b)	The Register maintained shall be preserved for a period of three years after the last entry in it and shall be produced before the Inspector on demand.	3 Years	-	
178	Leave with wages registers and other registers	Labour Laws	Karnataka	Karnataka Shops and Commercial Establishments Act, 1961 r/w The Karnataka Shops and Commercial Establishments Rules, 1963	Rule 8	8. Leave with wages register.-- (1) The employer shall maintain a leave with Wages Register in Form "F" provided that where the Inspector is of the opinion that any muster-roll or register maintained as part of the routine of the establishment or return made by the employer given in respect of any or all of the persons employed in the establishment the particulars for the enforcement of Chapter IV of the Act, he may, by order in writing direct that such muster-roll or register or return shall, to the corresponding extent, be maintained in place of and be treated as the register or return required under this rule for that establishment. (2) The register maintained under sub-rule (1) shall be preserved for a period of three years after the last entry in it and shall be produced before the Inspector on demand.	3 Years	-	
179	Registers and other records under the Act	Labour Laws	Karnataka	The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 r/w The Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) (Karnataka) Rules, 1981	Rule 53	All the registers and other records shall be preserved in original for a period of three calendar years from the date of last entry made therein. Registers and other records under the Act - Annual return (Rule 56) - Registers of persons employed (Rule 49) - Muster Rolls, other registers under Rule 52	3 calendar years from the date of last entry made therein	-	
180	Cash Benefits Maternity Benefit Register Annual Return	Labour Laws	Himachal	Maternity Benefit Act, 1961 read with Himachal Pradesh Maternity Benefit Rules, 1973	Rule 14	Records, kept under the provisions of the Act and these Rules, shall be preserved for a period of two years from the date of their preparation.	2 Years	-	
181	(1) Register of fines in Form I (2) Register of deductions for damages or loss caused to employer in Form II (3) Register of overtime in Form V (4) Register of wages (5) Muster roll (6) Wage Slip (7) Register of Employees- Form VIII	Labour Laws	Himachal	Minimum Wages Act, 1948 read with Himachal Pradesh Minimum Wages Rules, 1978	Section 18 read with Rule 22(4), 27(3), 28, 29	Employer shall maintain the following registers and records. (1) Register of fines in Form I (2) Register of deductions for damages or loss caused to employer in Form II (3) Register of overtime in Form V (4) Register of wages (5) Muster roll (6) Wage Slip (7) Register of Employees- Form VIII All the registers and other records shall be preserved in original for a period of three calendar years from the date of last entry made therein.	3 Years	-	

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182	1. A register of employees in Form 8 2. A register of wages in Form 9 3. A register of deductions in Form 10 4. A register of leave with wages in Form 11 5. Working hours, rest intervals and the amount of leave taken by every person employed and particulars of all overtime employment shall be separately entered in the record. 6. Attendance of every employee	Labour Laws	Himachal	Himachal Pradesh Shops and Commercial establishment Act, 1969 read with H.P Shops and Commercial Establishment Rules, 1972	Section 20 (2) read with Rule 14-16	Every employer shall maintain registers keeping a record of : 1. A register of employees in Form 8 2. A register of wages in Form 9 3. A register of deductions in Form 10 4. A register of leave with wages in Form 11 5. Working hours, rest intervals and the amount of leave taken by every person employed and particulars of all overtime employment shall be separately entered in the record. 6. Attendance of every employee The registers and records should be preserved for the period of three years from the date the date to which such record or register relate.	3 Years	-	
183	Muster roll, register of wages, deductions, overtime, fines & advance and wages slip	Labour Laws	Himachal	Payment of Wages Act, 1936 read with HP Payment of Wages Rules, 1979 and HP Payment of Wages (Procedure) Rules, 1979	Sec 13-A	Maintenance of registers and records.— (1) Every employer shall maintain registers and records giving such particulars of persons employed by him, the work performed by them, the wages paid to them, the deductions made from their wages and the receipts given by them (2) Every register and record required to be maintained under this section shall, for the purposes of this Act, be preserved for a period of three years after the date of the last entry made therein.	3 Years	-	
184	Books of accounts, other documents	Labour Laws	Himachal	State Labour Welfare fund Act and Rules	Section 16	(1) If the Commissioner is satisfied that the books of accounts and other documents maintained by an employer in the normal course of his business are not adequate for verification of the returns filed by the employer under this Act, it shall be lawful for the Commissioner to direct the employer to maintain the books of accounts or other documents in such manner as he may in writing direct, and thereupon the employer shall, maintain such books of accounts or other documents, accordingly	Not specified	Retain for 10 years after filing of relevant report to state	
185	Register of contractors	Labour Laws	Maharashtra	The Contract Labour (Regulation and Abolition) Act, 1970 read with The Maharashtra Contract Labour (Regulation and Abolition) Rules, 1971	Rule 61(3)	All the records need to be preserved for three years.	3 Years	-	
186	Cash Benefits Maternity Benefit Register Annual Return	Labour Laws	Maharashtra	The Maternity Benefit Act, 1961 read with The Maharashtra Maternity Benefit Rules, 1965	Rule 16	All records shall be preserved for three years	3 Years	-	
187	Muster roll, register of wages, deductions, overtime, fines & advance and wages slip	Labour Laws	Maharashtra	The Minimum Wages Act, 1948 read with The Maharashtra Minimum Wages Rules, 1963	Rules 30	The registers and records shall be preserved for a period of three years after the last entry is made therein and shall be produced when so required by an Inspector.	3 Years	-	
188	Muster roll, register of wages, deductions, overtime, fines & advance and wages slip	Labour Laws	Maharashtra	The Payment of Wages Act, 1936 read with The Maharashtra Payment of Wages Rules, 1963	Sec 13-A	Maintenance of registers and records.— (1) Every employer shall maintain registers and records giving particulars of persons employed by him, the work performed by them, the wages paid to them, the deductions made from their wages and the receipts given by them. (2) Every register and record required to be maintained under this section shall, for the purposes of this Act, be preserved for a period of three years after the date of the last entry made therein.	3 Years	-	
189	Muster Roll Wage Register Accident Register Leave With Wage Register Compensatory Holidays register Register of Rooms in Factory White Wash Registers Inspection Register	Labour Laws	Maharashtra	The Factories Act, 1948 read with The Maharashtra Factories Rules, 1963	Rule 93(5)	The register maintained under clause (a) shall be preserved for a period of three years after the last entry in it shall be produced before the Inspector on demand.	3 Years	-	
190	Compensatory holiday records/ registers	Labour Laws	Maharashtra	The Maharashtra Factories Rules, 1963	Rule 93	The register shall be preserved for a period of three years after the last entry in it.	3 years	-	
191	Register of Adult workers	Labour Laws	Maharashtra	The Maharashtra Factories Rules, 1963	Rule 99	The register of adult workers shall be in Form 17. This register shall be written up afresh each year and shall be preserved for a period of twelve months.	12 months	-	
192	Register of Child-Workers	Labour Laws	Maharashtra	The Maharashtra Factories Rules, 1963	Rule 104	Register of Child-Workers The Register of child-workers shall be in Form 17. This register shall be written up afresh each year and shall be preserved for a period of twelve months	12 months	-	
193	Leave with Wages Register	Labour Laws	Maharashtra	The Maharashtra Factories Rules, 1963	Rule- 105(2)	The Leave with Wages Register shall be preserved for a period of three years after the last entry in it and shall be produced before the Inspector on demand.	3 years	-	

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194	Muster Roll	Labour Laws	Maharashtra	The Maharashtra Factories Rules, 1963	Rules 122	Muster-roll (1) The manager of every factory shall maintain a muster-roll of all the workers employed in the factory in Form 29 showing (a) the name of each worker, (b) the nature of his work, and (c) the daily attendance of the worker. (2) The muster-roll shall be written up afresh each month and shall be preserved for a period of 3 years from the date of last entry in it. Such registers are preserved for a period of 3 years from the date of last entry in them a separate muster-roll required under sub-rule (1) need not be maintained.	3 Years	-	
195	Register of overtime work and wages Register of Employment Register of Fines Register of deduction for damages Overtime Register, Muster Roll Inspection register, wage slip service book, Register of national festival holidays, Register of Leave Leave Card, Register of Opening and Closing Hours	Labour Laws	Maharashtra	Bombay Shops and Establishments Act, 1948 read with Maharashtra Shops and Establishments Rules, 1961	Rule 20	Every employer or manager of a shop or commercial establishment shall maintain a register of employment in Form H, provided that where the opening and closing hours and period of interval for rest are ordinarily uniform, the employer or manager may maintain such register in Form J and such other books as specified therein. The registers and records relating to any year shall be preserved for period of two years after the last entry is made therein.	2 Years	-	
196	register of wages and consolidated register of unclaimed wages	Labour Laws	Maharashtra	The Bombay Labour Welfare Fund Act, 1953	Rule 27	Every employer of an establishment shall maintain and preserve for a period of ten years- (a) a register of wages in Form 'D' (b) a consolidated register of unclaimed wages and fines in Form 'E'.	10 Years Case pending before Authority - till finally disposed off	-	
197	Cash Benefits Maternity Benefit Register Annual Return	Labour Laws	Assam	The Maternity Benefit Act, 1961 read with The Assam Maternity Benefit Rules, 1965	Rule 14	Records kept under the Act shall be preserved for a period of two years from the date of their preparation.	2 years	-	
198	Muster roll, register of wages, deductions, overtime, fines & advance and wages slip	Labour Laws	Assam	The Payment of Wages Act, 1936 read with The Assam Payment of Wages Rules, 1937	Sec 13-A	Maintenance of registers and records.— (1) Every employer shall maintain such registers and records giving particulars of persons employed by him, the work performed by them, the wages paid to them, the deductions made from their wages and the receipts given by them. (2) Every register and record required to be maintained under this section shall, for the purposes of this Act, be preserved for a period of three years after the date of the last entry made therein.	3 Years	-	
199	Registers under the Act	Labour Laws	Assam	Assam Shops and Establishments Act, 1971 read with Assam Shops and Establishments Rules, 1976	Rule 39-45	The employer to maintain following registers: Register of overtime work and wages Register of Employment Register of Fines Register of deduction for damages and loss caused to the employer, by the neglect or default of the employed person Overtime Register Muster Roll Inspection register wage slip service book register of employment Register of national festival holidays Register of Leave Leave Card	3 years	-	
200	Register of Contractor	Labour Laws	Assam	The Contract Labour (Regulation and Abolition) Act, 1970 read with The Contract Labour (Regulation and Abolition) Assam Rules, 1971	Rule 79(3)	The registers and records shall be preserved in original for a period of three calendar years from the date of last entry therein.	3 Years	-	
201	Register of Fines Register of Deduction for Damage or Loss Muster Roll Overtime Register For Workers Overtime Register For Workers Wage Slip	Labour Laws	Assam	The Minimum Wages Act, 1948 read with The Assam Minimum Wages Rules, 1952	Rule 26-A	Registers required to be maintained and the muster roll required to be maintained under the Act shall be preserved for a period of three years after the date of last entry made therein	3 years	-	
202	Register of contractors	Labour Laws	Haryana	Contract Labour (Regulation and Abolition) Act, 1970 read with Haryana Contract Labour (Regulation And Abolition) Rules, 1975	Rule 79(3)	All the registers and other records shall be preserved in original for a period of three calendar years from the date of last entry therein	3 Years	-	
203	Cash Benefits Maternity Benefit Register Annual Return	Labour Laws	Haryana	Maternity Benefit Act, 1961 read with The Haryana Maternity Benefit Rules, 1967	Rule 14	Records kept under the provisions of the Act and the rules, shall be preserved for a period of two years from the date of their preparation	2 Years	-	
204	Register of Fines Register of Deduction for Damage or Loss Muster Roll Overtime Register For Workers Overtime Register For Workers Wage Slip	Labour Laws	Haryana	Minimum Wages Act, 1948 read with Punjab Minimum Wages Rules, 1950	Rule 26(B)	A register required and the muster roll required to be maintained shall be preserved for a period of 3 years after the date of last entry made therein.	3 Years	-	

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205	Muster roll, register of wages, deductions, overtime, fines & advance and wages slip	Labour Laws	Haryana	Payment of Wages Act, 1936 read with The Punjab Payment of Wages Rules, 1937	Sec 13-A	(1) Every employer shall maintain registers and records giving such particulars of persons employed by him, the work performed by them, the wages paid to them, the deductions made from their wages and the receipts given by them. (2) Every register and record required to be maintained under this section shall, for the purposes of this Act, be preserved for a period of three years after the date of the last entry made therein.	3 Years	-	
206	Records under the Act: - Registers of Wages in form A - Consolidate register of unclaimed wages and fines in Form -B	Labour Laws	Haryana	Punjab Labour Welfare Fund Act, 1965 read with Punjab Labour Welfare Fund Rules, 1966	Rule 22	Maintenance of register by certain employers. Section 27(2)(i). -- Every employer of an establishment shall maintain the following records: - (a) a register of wages in Form A. (b) a consolidated register of unclaimed wages and fines in Form B;	Not specified	Retain for 10 years after filing of relevant report to state	
207	Registers under act	Labour Laws	Haryana	Punjab Shops and Commercial Establishments Act, 1958 read with Punjab Shops and Commercial Establishments Rules, 1958.	Rule 20	The employer of every establishment shall, in the prescribed form and manner keep exhibited in the establishment a notice setting forth the close day, the working hours and the period of interval of employed persons, if any, and such other particulars as may be prescribed. Prescribed registers: Register of overtime work and wages Register of Employment Register of Fines Register of deduction for damages and loss caused to the employer, by the neglect or default of the employed person Overtime Register Muster Roll Inspection register Wage slip	Not specified	Retain for 8 Years	
208	Register of contractors	Labour Laws	Andhra Pradesh	Contract Labour (Regulation and Abolition) Act, 1970 read with Andhra Pradesh Contract Labour (Regulation and Abolition) Rules, 1971	Rule 80	(a) All the registers and other records required to be maintained under the Act and Rules, shall be maintained complete and up to date and, unless otherwise provided for, shall be kept at an office or the nearest convenient building within the precincts of the work-place (b) All the registers and other records shall be preserved in original for a period of three calendar years from the date of last entry therein.	3 calendar years from the date of last entry therein	-	
209	Records under Maternity Benefit act	Labour Laws	Andhra Pradesh	Maternity Benefit Act, 1961 read with Andhra Pradesh Maternity Benefit Rules, 1966	Rule 14	Rule 14: Records.-- Records kept under the provisions of the Act and these Rules shall be preserved for a period of two years from the date of their preparation	2 Years from date of preparation	-	
210	Registers	Labour Laws	Andhra Pradesh	Minimum Wages Act, 1948 read with Andhra Pradesh Minimum Wages Rules, 1960	Rule 29, 30 read with Rule 31A	Rule 29(2). Register showing overtime payments shall be kept in form IV Rule 30 Form of records and registers: 30(1) -Register of wages in Form X 30(2) -Wage slip in form XI 30(5) -Muster roll Rule 31A - Preservation of Register - a register required to be maintained under rule 29, 30 shall be maintained for period of 12 months after date of last entry therein	12 months of last entry	-	
211	Muster roll, register of wages, deductions, Overtime - Fines & advance and wages slip	Labour Laws	Andhra Pradesh	Payment of Wages Act, 1936 read with Andhra Pradesh Payment of Wages Rules, 1937	Sec 13-A	RULE 13A. Maintenance of registers and records— (1) Every employer shall maintain such registers and records giving such particulars of persons employed by him, the work performed by them, the wages paid to them, the deductions made from their wages, the receipts given by them and such other particulars and in such form as may be prescribed. (2) Every register and record required to be maintained under this section shall, for the purposes of this Act, be preserved for a period of three years after the date of the last entry made therein.	3 Years from date of last entry	-	
212	Register in Form III	Labour Laws	Andhra Pradesh	Andhra Pradesh Factories and Establishments (National, Festival and other Holidays) Act, 1974 r/w Andhra Pradesh Factories and Establishments (National, Festival and other Holidays) Rules, 1974	Rule 6	RULE 6. Maintenance of registers and records.-- Every employer shall maintain a register in Form-III and its shall be produced whenever it is required by the Inspector having jurisdiction over the area: Provided that no separate register need be maintained if the Inspector having jurisdiction over the area in which the factory/establishment is situated is satisfied that the particulars required are contained in any other register maintained by the employer. (4) The records relating to a calendar year shall be preserved for a period of subsequent two years.	2 Years	-	
213	Registers under LWF	Labour Laws	Andhra Pradesh	Andhra Pradesh Labour Welfare Fund Act, 1967 r/w Andhra Pradesh Labour Welfare Fund Rules, 1968	Rule 4	Rule 4 - Maintenance of Registers with employers - (1) Every Employer of an establishment shall maintain and preserve for a period of five years the following registers: Consolidated register of wages in Form D, register of unclaimed wages and fines in Form G	5 years	-	
214	Register of overtime work and wages Register of Employment Register of Fines Register of deduction for damages and loss Overtime Register, Muster Roll Inspection register, wage slip service book, Register of national festival holidays Register of Leave, Leave Card	Labour Laws	Andhra Pradesh	Andhra Pradesh Shops and Establishments Act, 1988 r/w Andhra Pradesh Shops and Establishments Rules, 1990	Rule 29	Maintenance of registers and records-- The registers, records and notices relating to any calendar year shall be preserved for a period of three years after the last entry is made therein.	3 years after the last entry is made therein	-	

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215	Files relating to appeals preferred under the act	Labour Laws	Andhra Pradesh	The Industrial Employment (Standing Orders) Act, 1946 read with Andhra Pradesh Industrial Employment (Standing Orders) Rules, 1953	Rule 12-A	12-A. (1) Files relating to the appeals preferred under the Act shall be preserved for three years.	3 Years	-	
216	Cash Benefits Maternity Benefit Register Annual Return	Labour Laws	Delhi	Maternity Benefit Act, 1961 read with The Delhi Maternity Benefit Rules, 1967	Rule 14	Records, kept under the provisions of the Act and these Rules, shall be preserved for a period of two years from the date of their preparation.	2 Years	-	
217	Register of Fines Register of Deduction for Damage or Loss Muster Roll Overtime Register For Workers Wage Slip	Labour Laws	Delhi	Minimum Wages Act, 1948 read with Minimum Wages Rules, 1950	Rule 26-A	Registers required to be maintained under the rules along with the muster roll shall be preserved for a period of three years after the date of last entry made therein.	3 Years	-	
218	Muster roll, Register of wages, deductions, over time, fines & advance and wages slip	Labour Laws	Delhi	The Payment of Wages Act, 1936 read with The Payment Of Wages (Procedure) Rules, 1937	Sec 13-A	(1) Every employer shall maintain such registers and records giving such particulars of persons employed by him, the work performed by them, the wages paid to them, the deductions made from their wages and the receipts given by them. (2) Every register and record required to be maintained shall be preserved for a period of three years after the date of the last entry made therein	3 Years	-	
219	Register of wages and consolidated register of unclaimed wages and fines	Labour Laws	Delhi	The Bombay Labour Welfare Fund Act, 1953 (as Extended To The Union Territory of Delhi) read with the Delhi Labour Welfare Fund Rules, 1997	Rule 27	Every employer of an establishment shall maintain and preserve for a period of ten years the following registers- (a) Register of wages in Form 'D' (b) Consolidated register of unclaimed wages and fines in Form 'E'.	10 Years Case pending before Authority - till finally disposed off	-	
220	Register of overtime work and wages Register of Employment Register of Fines Register of deduction for damages and loss Overtime Register, Muster Roll Inspection register, wage slip service book, Register of national festival holidays Register of Leave, Leave Card	Labour Laws	Delhi	Delhi Shops and Establishments Act, 1954 read with Delhi Shops and Establishments Rules, 1954	Rule 14	(1) Employer shall maintain a register of employment and wages in form 'G'. (2) The registers, records and notices relating to any calendar year shall be preserved till the end of the following year.	1 Year	-	
221	Register of contractors	Labour Laws	West Bengal	The Contract Labour (Regulation and Abolition) Act, 1970 read with The West Bengal Contract Labour (Regulation and Abolition) Rules, 1972	Rule 78 r/w Rule 80	All the registers and other records required shall be preserved in original for a period of three calendar years from the date of last entry therein.	3 Years	-	
222	Cash Benefits Maternity Benefit Register Annual Return	Labour Laws	West Bengal	The Maternity Benefit Act, 1961 read with The West Bengal Maternity Benefit Rules, 1965	Rule 14	Records kept under the provisions of the Act and the rules shall be preserved for a period of two years from the date of their preparation.	2 years	-	
223	Register of Fines Register of Deduction for Damage or Loss Muster Roll Overtime Register For Workers Wage Slip	Labour Laws	West Bengal	The Minimum Wages Act, 1948 read with The West Bengal Minimum Wages Rules, 1951	Rule 23-A	All registers and records for the preceding three years shall be preserved and produced on demand before the Inspector.	3 Years	-	
224	Register of Persons employed Wage Slips Register of wages	Labour Laws	West Bengal	The Payment of Wages Act, 1936 read with The West Bengal Payment of Wages Rules, 1958	Sec. 13-A	(1) Every employer shall maintain registers and records giving such particulars of persons employed by him, the work performed by them, the wages paid to them, the deductions made from their wages and the receipts given by them. (2) Every register and record required to be maintained shall, for the purposes of this Act, be preserved for a period of three years after the date of the last entry made therein.	3 Years	-	
225	Register of overtime work and wages Register of Employment Register of Fines Register of deduction for damages and loss caused to the employer, by the neglect or default of the employed person Overtime Register Muster Roll Inspection register wage slip service book register of employment Register of national festival holidays Register of Leave Leave Card	Labour Laws	West Bengal	West Bengal Shops & Establishments Act, 1963 read with West Bengal Shops & Establishments Rules, 1964	Rule 54(2)	All registers, except those in Forms I and J, records and notices relating to any calendar year shall be preserved and made available in the shop or establishment for examination by the Inspector till the end of the next calendar year. Registers in Forms I and J shall be so preserved and made available for examination by the Inspector till the end of the next fourth calendar year	1 year & 4 Years	-	
226	Unclaimed wages records	Labour Laws	West Bengal	West Bengal Labour Welfare Fund Act, 1974 r/w West Bengal Labour Welfare Funds Rules, 1976	Rule 4	Employer to maintain consolidated register of wages in Form D, and register of unclaimed wages and fines in Form G.	5 years	-	

S. No	RECORD CATEGORY FOR ALL SCHNEIDER ELECTRIC ENTITIES	AREA	STATE	ACT / REGULATION/ RULES	SECTION / RULE REFERENCE	COMPLIANCE REQUIREMENT UNDER SECTION (PROVISION)	PERIOD OF RETENTION PRESCRIBED UNDER LAW	RECOMMENDED PERIOD (Where period has not been specified under any law)	Remarks
227	Registers and other records under the Act - Annual return - Registers of persons employed - Muster Rolls, other registers	Labour Laws	West Bengal	Inter-State Migrant Workmen (Regulation of employment and Conditions of Service) Act, 1978 read with West Bengal Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Rules, 1981	Rule 53	(1) All registers and other records required to be maintained under the Act and Rules, shall be maintained complete and upto-date, and, unless otherwise provided for, shall be kept at an office of the nearest convenient building within the precincts of the work place of at a place, if any, specified by the Inspectors on the specific request made by the contractor in this behalf. (2) All the registers and other records shall be preserved in original for a period of 3 calendar years from the date of last entry made therein	3 calendar years from the date of last entry made therein	-	
228	Register of contractors	Labour Laws	Jharkhand	The Contract Labour (Regulation and Abolition) Act, 1970 read with The Bihar Contract Labour (Regulation and Abolition) Rules, 1972	Rule 80(3)	All the registers and other records shall be preserved in original for a period of three calendar years from the date of last entry therein.	3 years	-	
229	Cash Benefits Maternity Benefit Register Annual Return	Labour Laws	Jharkhand	The Maternity Benefit Act, 1961 read with The Bihar Maternity Benefit Rules, 1964	Rule 14	Records kept under the provisions of the Act and these rules shall be preserved for a period of two years from the date of their preparation.	2 years	-	
230	Muster roll, register of wages, deductions, over time, fines & advance and wages slip	Labour Laws	Jharkhand	The Payment of Wages Act, 1936 read with The Jharkhand Payment of Wages Rules, 1937	Sec 13-A	(1) Every employer shall maintain such registers and records giving such particulars of persons employed by him, the work performed by them, the wages paid to them, the deductions made from their wages and the receipts given by them. (2) Every register and record required to be maintained under this section shall, for the purposes of this Act, be preserved for a period of three years after the date of the last entry made therein.	3 Years	-	
231	Registers of children employed	Labour Laws	Jharkhand	Child Labor (Prohibition and Regulation) Act, 1986 r/w Bihar Child Labor (Prohibition and Regulation) Rules, 1995	Rule 16 r/w Sec 11	(1) Every occupier of establishment shall maintain a register in respect of children employed or permitted to work, in Form A. (2) The register shall be maintained on a yearly basis but shall be retained by the employer for a period of three years after the date of the last entry made therein.	3 years	-	
232	Register of overtime work and wages Register of Employment Register of Fines Register of deduction for damages and loss caused to the employer Overtime Register Muster Roll Inspection register wage slip service book Register of national festival holidays Register of Leave Leave Card	Labour Laws	Jharkhand	Jharkhand Shops and Establishments Rules, 2001 r/w Jharkhand Shop & Establishment Act 1953	Rule 37	The registers, records and notices relating to any calendar year shall be prescribed for a period of three years after the end of the calendar year, to which they relate.	3 Years	-	
233	Cash Benefits Maternity Benefit Register Annual Return	Labour Laws	Orissa	The Maternity Benefit Act, 1961 read with The Odisha Maternity Benefit Rules, 1966	Rule 14	Records kept under the provisions of the Act and these rules shall be preserved for a period of two years from the date of their preparation.	2 years	-	
234	Register of Wages Register of Deduction for Damage or Loss Muster Roll Overtime Register For Workers Wage Slip	Labour Laws	Orissa	The Minimum Wages Act, 1948 read with The Odisha Minimum Wages Rules, 1956	Rules 26-A	Registers required to be maintained under the rules shall be preserved for a period of three years after the date of last entry made therein.	3 Years	-	
235	Muster roll, register of wages, deductions, over time, Fines & advance and wages slip	Labour Laws	Orissa	The Payment of Wages Act, 1936 read with The Orissa Payment of Wages Rules, 1936	Sec 13-A	(1) Every employer shall maintain such registers and records giving such particulars of persons employed by him, the work performed by them, the wages paid to them, the deductions made from their wages and the receipts given by them. (2) Every register and record required to be maintained under this section shall, be preserved for a period of three years after the date of the last entry made therein.	3 Years	-	
236	Register of overtime work and wages Register of Employment Register of Fines Register of deduction for damages and loss caused to the employer, by the neglect or default of the employed person Overtime Register Muster Roll, Inspection register wage slip, Service book Register of national festival holidays Register of Leave, Leave Card	Labour Laws	Orissa	Orissa Shops and Commercial Establishments Act, 1956 read with Orissa Shops and Commercial Establishments Rules, 1956	Sec 38	An employer shall maintain such registers and records as may be prescribed. All such registers and records shall be kept on the premises of the establishment to which they relate.	Not Specified	Retain for 8 years	
237	Muster Roll	Labour Laws	Orissa	Orissa Industrial Establishments (National and Festival) Holidays Act, 1969 read with Orissa Industrial Establishments (National and Festival) Holidays Rules, 1972	Rule 9	Every employer of an industrial establishment shall maintain a muster roll in Form VI	Not Specified	Retain for 8 years	

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238	Register of contractors	Labour Laws	Tamilnadu	The Contract Labour (Regulation and Abolition) Act, 1970 read with The Tamil Nadu Contract Labour (Regulation and Abolition) Rules, 1975	Rule 80(3)	All the registers and other records shall be preserved in original for a period of three calendar years from the date of last entry therein.	3 Years	-	
239	Cash Benefits Maternity Benefit Register Annual Return	Labour Laws	Tamilnadu	The Maternity Benefit Act, 1961 read with The Tamil Nadu Maternity Benefit Rules, 1967	Rule 14	Records kept under the provisions of the Act and the rules shall be preserved for a period of two years from the date of last entry made therein.	2 Years	-	
240	Register of Persons employed Wage Slips Register of wages Other registers	Labour Laws	Tamilnadu	The Minimum Wages Act, 1948 read with The Minimum Wages (Tamil Nadu) Rules, 1953	Section 18 read with Rule 21(4) and 27	Employer shall maintain such registers and records giving such particulars as stated below (1) Register of fines- Form I (2) Register of deductions for damages or loss caused to employer- Form II (3) Register of deductions from wages (3) Register of overtime- Form IV- Total overtime worked and the overtime earnings in the wage period. (4) Register of wages- The signature and the thumb impression of every person employed on the wage book (5) Muster roll- It should be maintained and kept in Form V by every employer and written up on every day on which work is performed. Note: No separate register need to be maintained if the particulars mentioned in Form V are contained in any other records maintained by the employer under any other law) (6) Wage Slip- wage slips containing gross wages, deductions and the wages actually paid to each person shall be issued to every person employed a day prior to the disbursement of wages. The entries shall be authenticated by the employer or any person on his behalf. (7) Register of Employees- a register shall be maintained and attached to it in Form XI. Note: no separate register need to be maintained if the particulars required in Form XI are contained in any other record. The register and records shall be preserved for a period of 12 months	12 months	-	
241	Muster roll, register of wages, deductions, OT, Fines & advance and wages slip	Labour Laws	Tamilnadu	The Payment of Wages Act, 1936 read with The Tamil Nadu Payment of wages Rules, 1937	Sec 13-A read with Rule 6	13A. Maintenance of registers and records— (1) Every employer shall maintain such registers and records giving such particulars of persons employed by him, the work performed by them, the wages paid to them, the deductions made from their wages and the receipts given by them. (2) Every register and record required to be maintained under this section shall, for the purposes of this Act, be preserved for a period of three years after the date of the last entry made therein. Rule 6: Registers shall be maintained for period of 3 years from date of last entry noted in them	3 Years from last entry noted in them	-	
242	Register of Employment & Remuneration Register of Leave Notice of Holiday Notice of close day or a change in close day Notice of Change Registration Certificate of Establishment	Labour Laws	Tamilnadu	The Tamil Nadu Shops and Establishments Act, 1947 read with The Tamil Nadu Shops and Establishments Rules, 1948	Rule 16(8)	Rule 16(8): The registers records and notices relating to any calendar year shall be preserved till the end of the next calendar year	1 year	-	
243	Register of Employment & Remuneration Register of Leave Notice of Holiday Notice of close day or a change in close day Registration Certificate of Establishment Muster Roll Register of Overtime Pay Slip	Labour Laws	Tamilnadu	The Tamil Nadu Industrial Establishments (National & Festival Establishments) Act, 1958 read with The Tamil Nadu Industrial Establishments (National & Festival Establishments) Rules, 1959	Rule 7	Maintenance of registers and records.— Every employer shall maintain a register in Form No. VI with upto-date entries, by making the entry relating to any day on that day itself. Provided that no separate register need be maintained if the Inspector having jurisdiction over the area in which the Industrial establishment is situated is satisfied that the particulars required to be kept in Form No. VI are contained in any other register maintained by the employer. Every employer shall maintain a visit book in which the Inspector visiting the industrial establishment may record his remarks regarding any defects that may come to light at the time of his inspection The records relating to a calendar year shall be preserved till the end of the subsequent calendar year.	1 Year	-	
244	Register of wages Consolidated register of unpaid accumulations	Labour Laws	Tamilnadu	Tamil Nadu Labour Welfare Fund Act, 1972 read with Tamil Nadu Labour Welfare Fund Rules, 1973	Rule 29	29. Maintenance of registers by employers -- (1) Every employer of an establishment shall maintain the following registers-- (a) a register of wages in Form 'B'; (b) a consolidated register of unpaid accumulations and fines and other deduction in Form 'C'; (c) a visit book (3) The registers shall be preserved for a period of ten years from the date of last entry made therein	10 years	-	
245	Registers and other records under the Act - Annual return -Registers of persons employed -Registers of Contractors, Persons Employed, Service Certificate, Journey Allowances Register	Labour Laws	Tamilnadu	Inter-State Migrant Workmen (Regulation of employment and Conditions of Service) Act and Rules	Rule 53	All the registers and other records shall be preserved in original for a period of 3 calendar years from the date of last entry made therein	3 calendar years from the date of last entry made therein	-	

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246	Registers and other records under the Act - Annual return - Registers of persons employed - Registers of Contractors, Persons Employed, Service Certificate, Journey Allowances Register	Labour Laws	UP	Inter-State Migrant Workmen (Regulation of employment and Conditions of Service) Act and Rules	Rule 53	RULE 53: Maintenance and preservation of registers. - (1) All registers and other records required to be maintained under the Act and Rules, shall be maintained complete and upto-date, and, unless otherwise provided for, shall be kept at an office of the nearest convenient building within the precincts of the work place of at a place, if any, specified by the Inspectors or the specific request made by the contractor in this behalf. (2) All the registers shall be maintained legibly in English or Hindi. (3) All the registers and other records shall be preserved in original for a period of 3 calendar years from the date of last entry made therein	3 calendar years from the date of last entry made therein	-	
247	Register of national holidays	Labour Laws	UP	Uttar Pradesh Industrial Establishments (National Holidays) Act and Rules, 1965	Rule 5	A register shall be maintained by every employer and kept in form II	6 years	-	
248	Register of contractors	Labour Laws	UP	The Contract Labour (Regulation and Abolition) Act, 1970 read with The Uttar Pradesh Contract Labour (Regulation and Abolition) Rules, 1975	Rule 80(3)	(3) All the registers and other records shall be preserved in original for a period of three calendar years from the date of last entry therein	3 Years	-	
249	Cash Benefits Maternity Benefit Register Annual Return	Labour Laws	UP	The Maternity Benefit Act, 1961 read with The Uttar Pradesh Maternity Benefit Rules, 1963	Rule 14	14. Records.—Records kept under the provisions of the Act and these rules shall be preserved for a period of two years from the date of their preparation.	2 years	-	
250	Register of Fines Register of Deduction for Damage or Loss Muster Roll Overtime Register For Workers Overtime Register For Workers Wage Slip	Labour Laws	UP	The Minimum Wages Act, 1948 read with The U.P. Minimum Wages Rules, 1952	26-A	26-A. Preservation of registers.—A register required to be maintained under Rules and the muster roll required to be maintained shall be preserved for a period of three years after the date of last entry made therein.	3 Years	-	
251	Muster roll, register of wages, deductions, OT, Fines & advance and wages slip	Labour Laws	UP	The Payment of Wages Act, 1936 read with The Uttar Pradesh Payment of Wages Rules, 1936	Sec 13-A	13A. Maintenance of registers and records— (1) Every employer shall maintain such registers and records giving such particulars of persons employed by him, the work performed by them, the wages paid to them, the deductions made from their wages and the receipts given by them. (2) Every register and record required to be maintained under this section shall, for the purposes of this Act, be preserved for a period of three years after the date of the last entry made therein.	3 Years	-	
252	Register of Employment & Remuneration Register of Leave, Notice of Holiday Notice of close day or a change in close day, Notice of Change, Registration Certificate of Establishment	Labour Laws	UP	The Uttar Pradesh Dookan aur Vanijya Adhishthan Adhinyam, 1962 read with The Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamavali, 1963	Rule 18(5)	The registers and notices to be kept by the employers relating to any year shall be preserved for six years after the expiry of the year to which they relate and shall be produced before an Inspector.	6 Years	-	
253	Registers and other records under the Act - Annual return - Registers of persons employed - Registers of Contractors, Persons Employed, Service Certificate, Journey Allowances Register	Labour Laws	Uttarakhand	Inter-State Migrant Workmen (Regulation of employment and Conditions of Service) Act and Rules	Rule 53	RULE 53: Maintenance and preservation of registers. - (1) All registers and other records required to be maintained under the Act and Rules, shall be maintained complete and upto-date, and, unless otherwise provided for, shall be kept at an office of the nearest convenient building within the precincts of the work place of at a place, if any, specified by the Inspectors or the specific request made by the contractor in this behalf. (2) All the registers shall be maintained legibly in English or Hindi. (3) All the registers and other records shall be preserved in original for a period of 3 calendar years from the date of last entry made therein	3 calendar years from the date of last entry made therein	-	
254	Register of national holidays	Labour Laws	Uttarakhand	Uttar Pradesh Industrial Establishments (National Holidays) Act and Rules, 1965	Rule 5	A register shall be maintained by every employer and kept in form II	6 years	-	
255	Register of contractors	Labour Laws	Uttarakhand	The Contract Labour (Regulation and Abolition) Act, 1970 read with The Uttar Pradesh Contract Labour (Regulation and Abolition) Rules, 1975	Rule 80(3)	(3) All the registers and other records shall be preserved in original for a period of three calendar years from the date of last entry therein	3 Years	-	
256	Cash Benefits Maternity Benefit Register Annual Return	Labour Laws	Uttarakhand	The Maternity Benefit Act, 1961 read with The Uttar Pradesh Maternity Benefit Rules, 1963	Rule 14	14. Records.—Records kept under the provisions of the Act and these rules shall be preserved for a period of two years from the date of their preparation.	2 years	-	
257	Register of Fines Register of Deduction for Damage or Loss Muster Roll Overtime Register For Workers Overtime Register For Workers Wage Slip	Labour Laws	Uttarakhand	The Minimum Wages Act, 1948 read with The U.P. Minimum Wages Rules, 1952	26-A	26-A. Preservation of registers.—A register required to be maintained under Rules and the muster roll required to be maintained shall be preserved for a period of three years after the date of last entry made therein.	3 Years	-	

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258	Muster roll, register of wages, deductions, OT, Fines & advance and wages slip	Labour Laws	Uttarakhand	The Payment of Wages Act, 1936 read with The Uttar Pradesh Payment of Wages Rules, 1936	Sec 13-A	13A. Maintenance of registers and records.— (1) Every employer shall maintain such registers and records giving such particulars of persons employed by him, the work performed by them, the wages paid to them, the deductions made from their wages and the receipts given by them. (2) Every register and record required to be maintained under this section shall, for the purposes of this Act, be preserved for a period of three years after the date of the last entry made therein.	3 Years	-	
259	Register of Employment & Remuneration Register of Leave, Notice of Holiday Notice of close day or a change in close day, Notice of Change, Registration Certificate of Establishment	Labour Laws	Uttarakhand	The Uttar Pradesh Dookan aur Vanijya Adhishthan Adhiniyam, 1962 read with The Uttar Pradesh Dookan Aur Vanijya Adhishthan Niyamevali, 1963	Rule 18(5)	The registers and notices to be kept by the employers relating to any year shall be preserved for six years after the expiry of the year to which they relate and shall be produced before an Inspector.	6 Years	-	
260	Register of contractors	Labour Laws	Kerala	Contract Labour (Regulation and Abolition) Act, 1970 read with Kerala Contract Labour (Regulation and Abolition) Rules, 1974	Rule 80	80. (3) All the registers and other records shall be preserved in original for a period of three calendar years from the date of last entry therein	3 Years	-	
261	Files relating to appeals	Labour Laws	Kerala	Industrial Employment (Standing Orders) Act, 1946 read with Kerala Industrial Employment (Standing Orders) Rule, 1958	Rule 13	13. Files relating to appeals under the Act shall be preserved for 3 years	3 Years	-	
262	Cash Benefits Maternity Benefit Register Annual Return	Labour Laws	Kerala	Maternity Benefit Act, 1961 read with Kerala Maternity Benefit Rules, 1964	Rule 14	14. Records: Records, kept under the provisions of the Act and these Rules, shall be preserved for a period of two years from the date of their preparation.	2 Years	-	
263	Register of Fines Register of Deduction for Damage or Loss Muster Roll Overtime Register For Workers Wage Slip	Labour Laws	Kerala	Minimum Wages Act, 1948 read with Kerala Minimum Wages Rules, 1958	Rule 29	29. Form of registers and records - A Register of wages in Form XI shall be maintained by every employer and kept at the worksport. 129A. Preservation of registers. - Each register required to be maintained under the rules and the muster roll required to be maintained shall be preserved for a period of three years after the date of last entry made therein!	3 Years from the date of last entry	-	
264	Muster roll, register of wages, deductions, over time, Fines & advance and wages slip	Labour Laws	Kerala	Payment of Wages Act, 1936 read with Kerala Payment of Wages (General) Rules, 1958	Sec 13-A	13A. Maintenance of registers and records.— (1) Every employer shall maintain such registers and records giving such particulars of persons employed by him, the work performed by them, the wages paid to them, the deductions made from their wages and the receipts given by them. (2) Every register and record required to be maintained under this section shall, for the purposes of this Act, be preserved for a period of three years after the date of the last entry made therein.	3 Years	-	
265	Register of overtime work and wages, Register of Employment Register of Fines, Register of deduction for damages and loss caused to the employer, by the neglect or default of the employed person, Overtime Register Muster Roll, Inspection register wage slip, service book register of employment Register of national festival holidays Register of Leave, Leave Card	Labour Laws	Kerala	Kerala Shops and Commercial Establishments Act, 1960 read with Kerala Shops and Commercial Establishments Rules, 1961	Sec 30 r/w Rule 10	30. Maintenance of registers and records and display of notices.-Subject to the general or special orders of the Government, an employer shall maintain the registers and records. All such registers and records shall be kept on the premises of the establishment to which they relate	Form BB (Service Record) to be preserved for the period of the whole service of the employee concerned, Other records -1 Year	-	
266	Registers and other records under the Act - Annual return (Rule 56) - Registers of persons employed (Rule 47.48) -Registers of Contractors, Persons Employed, Service Certificate, Journey Allowances Register (Rule 51)	Labour Laws	Kerala	Inter-State Migrant Workmen (Regulation of employment and Conditions of Service) Act, 1978 read with Kerala Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Rules, 1983	Rule 52	RULE 52: Maintenance and preservation of registers. - (1) All registers and other records required to be maintained under the Act and Rules, shall be maintained complete and upto-date, and, unless otherwise provided for, shall be kept at an office of the nearest convenient building within the precincts of the work place of at a place, if any, specified by the Inspectors on the specific request made by the contractor in this behalf. (2) All the registers shall be maintained legibly in English or Hindi. (3) All the registers and other records shall be preserved in original for a period of 3 calendar years from the date of last entry made therein	3 calendar years from the date of last entry made therein	-	
267	Register of contractors	Labour Laws	Kerala	Contract Labour (Regulation and Abolition) Act, 1970 read with Kerala Contract Labour (Regulation and Abolition) Rules, 1974	Rule 80	80. (3) All the registers and other records shall be preserved in original for a period of three calendar years from the date of last entry therein	3 Years	-	

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268	Files relating to appeals	Labour Laws	Kerala	Industrial Employment (Standing Orders) Act, 1946 read with Kerala Industrial Employment (Standing Orders) Rule, 1958	Rule 13	13. Files relating to appeals under the Act shall be preserved for 3 years	3 Years	-	
269	Cash Benefits Maternity Benefit Register Annual Return	Labour Laws	Kerala	Maternity Benefit Act, 1961 read with Kerala Maternity Benefit Rules, 1964	Rule 14	14. Records: Records, kept under the provisions of the Act and these Rules, shall be preserved for a period of two years from the date of their preparation.	2 Years	-	
270	Register of Fines Register of Deduction for Damage or Loss Muster Roll Overtime Register For Workers Wage Slip	Labour Laws	Kerala	Minimum Wages Act, 1948 read with Kerala Minimum Wages Rules, 1958	Rule 29	29. Form of registers and records - A Register of wages in Form XI shall be maintained by every employer and kept at the worksport. 129A. Preservation of registers. - Each register required to be maintained under the rules and the muster roll required to be maintained shall be preserved for a period of three years after the date of last entry made therein	3 Years from the date of last entry	-	
271	Muster roll, register of wages, deductions, over time, Fines & advance and wages slip	Labour Laws	Kerala	Payment of Wages Act, 1936 read with Kerala Payment of Wages (General) Rules, 1958	Sec 13-A	13A. Maintenance of registers and records.— (1) Every employer shall maintain such registers and records giving such particulars of persons employed by him, the work performed by them, the wages paid to them, the deductions made from their wages and the receipts given by them. (2) Every register and record required to be maintained under this section shall, for the purposes of this Act, be preserved for a period of three years after the date of the last entry made therein.	3 Years	-	
272	Muster Roll in form VI	Labour Laws	Kerala	Kerala Industrial Establishments (National and Festival Holidays) Act, 1958 read with Kerala Industrial Establishments (National and Festival Holidays) Rules, 1959	Rule 11	Rule 11 (1) Every employer of an industrial establishment shall maintain Muster Roll in form VI.	Not Specified	Retain for 8 years	
273	Register of overtime work and wages, Register of Employment Register of Fines, Register of deduction for damages and loss caused to the employer, by the neglect or default of the employed person, Overtime Register Muster Roll, Inspection register wage slip, service book register of employment Register of national festival holidays Register of Leave, Leave Card	Labour Laws	Kerala	Kerala Shops and Commercial Establishments Act, 1960 read with Kerala Shops and Commercial Establishments Rules, 1961	Sec 30 r/w Rule 10	30. Maintenance of registers and records and display of notices.—Subject to the general or special orders of the Government, an employer shall maintain the registers and records. All such registers and records shall be kept on the premises of the establishment to which they relate	Form BB (Service Record) to be preserved for the period of the whole service of the employee concerned. Other records - 1 Year	Retain for 8 years	
274	Registers and other records under the Act - Annual return (Rule 56) - Registers of persons employed (Rule 47.48) -Registers of Contractors, Persons Employed, Service Certificate, Journey Allowances Register (Rule 51)	Labour Laws	Kerala	Inter-State Migrant Workmen (Regulation of employment and Conditions of Service) Act, 1978 read with Kerala Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Rules, 1983	Rule 52	RULE 52: Maintenance and preservation of registers. - (1) All registers and other records required to be maintained under the Act and Rules, shall be maintained complete and upto-date, and, unless otherwise provided for, shall be kept at an office of the nearest convenient building within the precincts of the work place of at a place, if any, specified by the Inspectors on the specific request made by the contractor in this behalf. (2) All the registers shall be maintained legibly in English or Hindi. (3) All the registers and other records shall be preserved in original for a period of 3 calendar years from the date of last entry made therein	3 calendar years from the date of last entry made therein	-	
275	Cash Benefits Maternity Benefit Register Annual Return	Labour Laws	Rajasthan	Maternity Benefit Act, 1961 read with Rajasthan Maternity Benefit Rules, 1967	Rule 14	Records.-- Records, kept under the provisions of the Act and these Rules, shall be preserved for a period of two years from the date of their preparation.	2 Years	-	
276	Register of Fines Register of Deduction for Damage or Loss Muster Roll Overtime Register For Workers Wage Slip	Labour Laws	Rajasthan	Minimum Wages Act, 1948 read with Rajasthan Minimum Wages Rules, 1959	Sec 26 read with Rule 27A	Sec 26: Form of registers and records.— (1) A register of wages shall be maintained by every employer at the work-spot in Form X. (2) A wage slip in Form XI (5) A Muster Roll shall be Maintained by every employer at the work-spot and kept in Form V 27A. Preservation of registers - The registers required to be maintained shall be preserved for a period of three years after the date on which the latest entry is made therein	3 Years	-	
277	Register of Fines Register of Deduction for Damage or Loss Muster Roll Overtime Register For Workers Overtime Register For Workers Wage Slip	Labour Laws	Rajasthan	Payment of Wages Act, 1936 read with Rajasthan Payment of Wages Rules, 1937	Sec 13-A	13A. Maintenance of registers and records.— (1) Every employer shall maintain such registers and records giving such particulars of persons employed by him, the work performed by them, the wages paid to them, the deductions made from their wages and the receipts given by them. (2) Every register and record required to be maintained under this section shall, for the purposes of this Act, be preserved for a period of three years after the date of the last entry made therein.	3 Years	-	
278	Register of contractors	Labour Laws	Rajasthan	Rajasthan Contract Labour (Regulation and Abolition) Rules, 1971	Rule 79(3)	Rule 79(3) All the registers and other records shall be preserved in original for a period of three calendar years from the date of last entry therein.	3 Years	-	

S. No	RECORD CATEGORY FOR ALL SCHNEIDER ELECTRIC ENTITIES	AREA	STATE	ACT / REGULATION/ RULES	SECTION / RULE REFERENCE	COMPLIANCE REQUIREMENT UNDER SECTION (PROVISION)	PERIOD OF RETENTION PRESCRIBED UNDER LAW	RECOMMENDED PERIOD (Where period has not been specified under any law)	Remarks
279	Leave Wage Register	Labour Laws	Rajasthan	Rajasthan Shops and Establishments Act, 1958 read with Rajasthan Shops and Establishments Rules, 1959	Rule 13	13. Leave Wages Register (1) The employer shall keep a Register in Form No. 8 hereinafter called the Leave with Wages Register. (2) The Leave with Wages Register shall be preserved for a period of three years after the last entry in it and shall be produced before the Inspector on demand.	3 Years	-	
280	Register of Employment	Labour Laws	Rajasthan	Rajasthan Shops and Establishments Act, 1958 read with Rajasthan Shops and Establishments Rules, 1959	Rule 22	22. Maintenance of registers and records (1) Every employer shall maintain a register of employment in Form No. 11 provided that where the opening and closing hours are ordinarily uniform, the employer may maintain such register in Form No. 12. (8) The registers, records and notice relating to any calendar year shall be preserved till the end of the next calendar year.	1 Year	-	
281	Register of Fines Register of Deduction for Damage or Loss Muster Roll Overtime Register For Workers Overtime Register For Workers Wage Slip	Labour Laws	Rajasthan	Payment of Wages Act, 1936 read with Rajasthan Payment of Wages Rules, 1937	Sec 13-A	13A. Maintenance of registers and records.— (1) Every employer shall maintain such registers and records giving such particulars of persons employed by him, the work performed by them, the wages paid to them, the deductions made from their wages and the receipts given by them. (2) Every register and record required to be maintained under this section shall, for the purposes of this Act, be preserved for a period of three years after the date of the last entry made therein.	3 Years	-	
282	Register of contractors	Labour Laws	Rajasthan	Rajasthan Contract Labour (Regulation and Abolition) Rules, 1971	Rule 79(3)	Rule 79(3) All the registers and other records shall be preserved in original for a period of three calendar years from the date of last entry therein.	3 Years	-	