



SAMARTHAN-CENTRE FOR DEVELOPMENT SUPPORT

Disposal Policy

Disposal of Records

In compliance to records disposal guidelines of Society registration Act and Income Tax Act 1961, Samarthan will keep secured and available all the records till ten years or based on the requirement of same more than ten years from the date of financial year when Samarthan was registered.

Samarthan's procurement committee will also perform the role of Disposal Committee. Any of the records related to statutory or legal proceeding will not treat under the policy till the time the final order for same comes in effect.

Records will be get burned in presence of Disposal Committee defined, the committee will signed a disposal proceeding and keep in records purpose.

Records can't be destroyed

1. Employee personal file and records
2. Records related to employee personal benefits (EPF, Gratuity, securities and other reimbursable amount etc)
3. Contracts made in Originals
4. Deeds/Bonds
5. Registries
6. Orders passed related to Income Tax/Sales tax/Service Tax etc.
7. FDs/Securities

Samarthan's Disposal Committee will submit a proposal to the Executive Director regarding disposal of records, which already had completed defined timeline. After receiving approval from Executive Director, committee will proceed for disposal process of the records.