



भारतीय बीमा विनियामक और विकास प्राधिकरण
INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY OF INDIA

Title:RTI-4bvi

Reference No.:--

Date:03/03/2020

Custodian of documents/categories - Respective Departments

S.No	Department	Remarks												
1	Agency Distribution	<p>1) Individual Agents https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=PageNo2849&flag=1</p> <p>2) Corporate Agents https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=PageNo2611&flag=1</p>												
2	Vigilance	Vigilance related files and documents												
3	Surveyors	Surveyor Licensing is web based and records documents are maintained at BAP portal.												
4	Actuarial	After implementation of internally developed software products files are maintained electronically. Old products file and Actuarial return are maintained manually in accordance with the record maintaining procedure as adopted by the Admin department of IRDAI.												
5	Sectoral Development Department	<p>Files relating to:</p> <ul style="list-style-type: none"> International affairs, IAIS and MoUs Policymaking on AML/CFT, Insurance Fraud Monitoring Framework FSDC, Govt. reference, FSR etc. <p>Annual Report</p>												
6	Inspection	<table border="1"> <thead> <tr> <th>S.No.</th> <th>Details of documents</th> <th>Custodian</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Files / documents pertaining to Planning Wing</td> <td>Assistant Manager (Inspection-Planning)</td> </tr> <tr> <td>2</td> <td>Files / documents pertaining to Planning and Review Wings</td> <td>AGM (Inspection-Review)</td> </tr> <tr> <td>3</td> <td>Files / documents pertaining to Analysis Wing</td> <td>AGM (Inspection-Analysis)</td> </tr> </tbody> </table>	S.No.	Details of documents	Custodian	1	Files / documents pertaining to Planning Wing	Assistant Manager (Inspection-Planning)	2	Files / documents pertaining to Planning and Review Wings	AGM (Inspection-Review)	3	Files / documents pertaining to Analysis Wing	AGM (Inspection-Analysis)
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7	Non Life	<p>Some of the documents/categories are under the custody of the concerned officer of the department. Rest of the files are stored with Stock Holding Corporation of India Ltd (SHCIL), which is the outsourced entity for record keeping.</p> <p>One officer is allotted the job of keeping the details of files sent to SHCIL. However, information that can shared is placed in the public domain www.irdai.gov.in</p>												

8	Health	In accordance with the record maintaining procedure as adopted by the Admin department of IRDAI, respective employee/officer dealing with the respective work is the custodian of the related files.