

## Regional & Multilateral Trade Relations (RMTR)

Sl. No.	Subjects/records Group	Retention period	Remarks
1	Bay of Bengal Initiative for Multi-Sectoral Trade and Economic Cooperation (BIMSTEC ) (i) Negotiation of BIMSTEC Framework Agreement (ii) Negotiation of BIMSTEC FTA including Rules of Origin (iii) Ministerial Meetings of BIMSTEC (iv) Meetings of the BIMSTEC Sub-groups (v) Other meetings relating to BIMSTEC	 B B C-10 C-10 C-5	
2	Global System of Trade Preferences (GSTP) (i) Negotiations on Agreement on GSTP (ii) Negotiations on Market Access and Rules of Origin under different rounds of GSTP (iii) Ministerial meetings of GSTP (iv) Meeting of the Committee of Participants (v) Generalized System of Preference (GSP)	 B  B C-10 C-5  C-5	
3	Revision of Schemes, Rules of Origin i) Miscellaneous references relating to GSP	C-10  C-5	
4	Bangkok Agreement (i) Negotiations of the Agreement including Rules of Origin (ii) Negotiations on exchange of tariff preferences (iii) Meetings of the Standing Committee	 B  C-10 C-10	
5	Issues related to Preferential Certificate of Origin (i) Authorization of agencies for issue of Certificate of Origin under Bangkok Agreement, GSTP and BIMSTEC (ii) Stamps and signatures of authorized signatories (iii) Printing of blank forms, price of	  C-10  C-5	

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	forms, certification fee (iv) Other issues related to Certificate of Origin viz. verification etc.	C-5 C-10	
6	Indian Ocean Rim Association for Regional Cooperation (IOR-ARC) (i) Meetings of IOR-ARC—official and ministerial	C-5	
7	United Nations Conference on Trade & Development (UNCTAD) (i) Main/ Ministerial Conference (ii) Meetings of the Trade and Development Board (iii) Meetings of the Commissions (iv) Expert Meetings of UNCTAD Commissions (v) Other meetings and miscellaneous matters relating to UNCTAD	C-5 C-3 C-3 C-3 C-3	
8	Common Fund for Commodities (CFC) (i) Negotiation of the Agreement establishing CFC (ii) India's contribution to CFC (compulsory and voluntary) (iii) Nomination of Governor and Executive Director on the Governing Council and Executive Board respectively (iv) Meetings of the Governing Council and Executive Board (v) Other meetings and miscellaneous matters	B B C-10 C-5 C-5	
9	International Trade Centre(ITC) (i) India's contribution to ITC (ii) Projects and meetings of ITC (i) Miscellaneous matters relating to ITC	C-10 C-5 C-3	
10	All matters relating to other multilateral economic groupings/ institutions (UN, World Bank, ESCAP, G-77, G-15, RETA etc.)	C-5	
11	New proposals relating to bilateral/ multilateral PTA/ FTA (i) Negotiations of Agreements, Rules of Origin, tariff preferences, etc (ii) Miscellaneous matters relating to	C-10	

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	new proposals	C-5	
12	Committees and Expert Groups relating to RTAs	C-10	
13	Studies and reports relating to FTAs/ RTAs	C-10	
14	Miscellaneous matters relating to RTAs	C-5	
15	Budget proposals relating to RTAs/ customs tariff	C-10	