



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India

(Ministry of Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110075

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No. 11041/236/2012-Admin

17th March 2016

CIRCULAR

Subject: Record retention Schedule, Categorization and Weeding out of Records for HQ/ROs/Field units - Corrigendum

1. Reference record retention schedule, categorization and weeding out of records for NHA HQ and ROs/Field Units issued vide policy circular No. 138/2014 dated 30.04.2014 and AF-149/2014 dated 30.09.2014 respectively.


2. Para 3 i.e. Category C at page 1 of the circular may be read as:

Category C

"This category will include records of secondary importance and will have reference value of limited period of time not exceeding 10 years. These have been specified in Annexure-2. In exceptional cases, if a particular record is required to be retained beyond 10 years, it will be upgraded to Category B.

The number following Category C in retention period column pertains to number of years for which the records is to be retained. For example C-3, C-5 and C-10 means category C documents to be kept for 3 years, 5 years and 10 years respectively."

3. This issues with the approval of the Competent Authority.


(T. Chanda Biswas)
GM (HR & Admn.)-III



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No.11041/217/2007-Admn.

30.04.2014

POLICY MATTER – ADMINISTRATION/FINANCE (138/2014)

(Decision taken in File No.11041/236/2012-Admn)

Subject : Record retention Schedule, Categorisation and Weeding out of Records.

Presently, the record retention schedule circulated with the Policy Circular No. AF-71/2004 dated 16.02.2004 is being followed in NHAI. However, a need has been felt to bring in economy of space, ensure efficiency in retrieval of documents and to have storage of data/ information in electronic format after coming into being of the Right to Information Act 2005. Accordingly, it has been felt to re-visit the record retention schedule. The record retention schedule, after a thorough review, has been revised extensively. The different types of records have been categorized into three categories as under :-

1. Category A

These are records which not only need to be preserved permanently but also need to be microfilmed. Criteria for determining whether a record will fall under Category are given in **Annexure -1**.

2. Category B

These are records which need to be preserved permanently but need not be microfilmed. Records which will fall specifically into this category are indicated in **Annexure-2**.

3. Category C

This category will include records of secondary importance and will have reference value of limited period of time not exceeding 10 years. These have been specified in **Annexure-2**. In exceptional cases, if a particular record is required to be retained beyond 10 years, it will be upgraded to Category B.

2. All officers concerned at the NHAI (HQ) in various Divisions shall review all files/papers/documents etc. with a view to categorizing them as per norms prescribed above so as to facilitate weeding out those records which are not needed. **This exercise must be completed within a period of 30 days** so that space occupied by the records which are not needed is released for alternative use. Procedure for weeding out of documents and other general instructions are given in **Annexure-3**. Subsequently, similar exercise will be taken up in PIUs and ROs for which a separate record retention schedule is being prepared.

Contd...2/-

3. The record retention schedule annexed to the Policy Circular No. AF-71/2004 dated 16.02.2004 stands superseded. Other provisions of the said Policy Circular will continue to govern the issue laid down therein.

4. All the Divisions/Officers are advised to regularly review their records, categorize them properly and weed out records which are not needed as per these guidelines.

5. This issues with the approval of the Chairman, NHAI.

M
30/04

(V.K. Sharma)
Chief General Manager (Coord)

To:

All officers/staff at HQ/ROs/PIUs/CMUs/Site Offices

CATEGORIZATION OF PHYSICAL RECORDS

Category 'A' meaning 'Keep and Microfilm/Digitise'.

- (a) Records which qualify for permanent preservation for administrative purposes because they contain a document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum or the document is required for frequent references. Following papers are covered under this category :
- (i) Papers containing evidence of rights or obligations of or against NHA1, e.g. title of property, claims for compensation not subject to a time-limit, formal instruments such as awards, schemes, orders, sanctions etc.
 - (ii) Papers relating to major policy decisions, including those relating to the preparation of legislation.
 - (iii) Papers regarding constitution, functions and working of important committees, working groups, etc.
 - (iv) Papers involving lasting precedents for important procedures, e.g. administrative memoranda, historical reports and summaries, legal opinions on important matters.
 - (v) Papers concerning rules, regulations, guidelines or instructions of general application.
 - (vi) Papers relating to salient features and staffing.
 - (vii) Papers relating to important litigation or 'causes celebres'.
- (b) Records of historical importance such as-
- (i) Papers relating to the origin of NHA1; how it was organised and how it functioned.
 - (ii) Data about what NHA1 accomplished.
 - (iii) Papers relating to a change of policy viz. the appointment of an internal or inter-departmental committee or working group, note for the Cabinet or a Cabinet Committee, papers reflecting conflicting points of view.
 - (iv) Papers relating to the implementation of a change of policy
 - (v) Papers relating to a well-known public or international event or cause-celebre, or to other events which gave rise to interest or controversy on national plane.
 - (vi) Papers containing direct reference to trends or developments in political, social, economic or other fields, particularly if they contain unpublished statistical or financial data covering a long period or a wide area.
 - (vii) Papers cited in or noted as consulted in connection with, official publications.
 - (viii) Papers relating to the more important aspects of scientific or technical research and development.
 - (ix) Papers containing matters of local interest of which it is unreasonable to expect that evidence will be available locally, or comprising synopsis of such information covering the whole country or a wide area.
 - (x) Papers relating to obsolete, activities or investigations, or to abortive scheme in important fields.
 - (xi) Any other specific category of records which are to be treated as genuine source of information on any aspect of history-political, social, economic etc. or are considered to be of biographical or antiquarian interest.

RECORD RETENTION SCHEDULE**A: ESTABLISHMENT & ADMINISTRATION, MEDIA, RTI,
PARLIAMENT MATTERS, LAND ACQUISITION**

SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS
1	Creation and classification of posts			
(i)		POLICY	Category 'B'	
(ii)		Creation of Posts	Category 'B'	
(iii)		Upgradation of posts	Category 'B'	
(iv)		Re-designation of posts	Category 'B'	
(v)		Classification of posts	Category 'B'	
(vi)		Conversion of temporary posts into permanent ones	Category 'B'	
(vii)		Policy relating to revision of scales of pay for specific posts or as recommended by pay commissions	Category 'B'	
2	Recruitment			
(i)		Policy / Recruitment Rules	Category 'B'	
(ii)		Recruitment on regular basis	Category 'B'	
(iii)		Recruitment on deputation	Category 'B'	
(iv)		Recruitment on contract (long term)	Category 'B'	
(v)		Recruitment on short term basis	C-5	
(vi)		Recruitment applications	C-5	
(vii)		Selection Committees for recruitment of personnel- Constitution and Proceedings	Category 'B'	
(viii)		Absorption of officers	Category 'B'	
(ix)		Extension of deputation	C-10	
(x)		Exemption from rule of immediate absorption	C-10	
(xi)		Appointment of Consultants/ Advisors	C-10	
		Engagement of staff through agencies	C-5	
3	Departmental Examinations			
(i)		Policy	Category 'B'	
(ii)		Holding of examinations	C-5	
(iii)		Results-declaration of	C-5	Subject to a copy placed in personal file of employees
(iv)		Representations and petitions	C-3	If the representation results in the original orders being revised, a copy of the relevant order/ decision be

SL. NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS kept in personal file.
4	Probation/ Confirmation			
(i)		Policy on probation/ confirmation	Category 'B'	
(ii)		Confirmation/ extension of probation	C-5	Subject to suitable entries made in the service record.
(iii)		Representations and petitions	C-5	If the representation results in the original orders being revised, a copy of the relevant order/ decision be kept in the personal file.
5	Seniority			
(i)		Policy	Category 'B'	
(ii)		Representations	C-5	If the representation results in the original seniority being revised, an authenticated copy of the relevant order/ decision be kept in service record.
6	Promotion/ reversion			
(i)		Policy	Category 'B'	
(ii)		Representation and petitions	C-5	If the representation results in the original order being revised, a copy of the relevant order/ decision be kept in personal file.
7	Pension/ retirement	Policy	Category 'B'	
8	Resignation			
(i)		Policy	Category 'B'	
(ii)		Officers/ staff	C-5	A copy of the communication accepting the resignation be placed in the personal file.
9	Extension of service			
(i)		Policy	Category 'B'	
(ii)		Officers/ staff	C-5 after retirement	Subject to a copy of the order being placed in the personal file
10	Re-employment			
(i)		Policy	Category 'B'	
(ii)		Officers/ staff	C-5 after the officer ceases to be in service	A copy of the order be placed in the personal file.
11	Review of cadres/ services	Review of cadres/ services	Category 'B'	
12	Posting and transfers			
(i)		Policy	Category 'B'	

SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS
(ii)		Officers/ staff	C-10	Subject to a copy of transfer/ posting order placed in the personal file.
13	Personal files and service records			
(i)		Regular officers/ staff	C-10 after issue of final pension/ gratuity payment order	
(ii)		Deputationists/ contract employees	C-10 after repatriation/ termination of contract	
(iii)		Representations on personal matters	C-5	If the representation results in the original order being revised, a copy of the relevant order/ decision be kept in personal file.
(iv)		Forwarding of applications	C-3	
(v)		Vigilance clearance	C-5	
14	Pay/Special Pay			
(i)		Policy	Category 'B'	
(ii)		Officers/staff	C-3 or one year after completion of audit, whichever is later.	Subject to suitable entries made in the appropriate service record and pay bill register.
15	Allowances			
(i)		Policy	Category 'B'	
(ii)		Claims of allowances by Officers/Staff	C-3 or one year after completion of audit, whichever is later.	Subject to suitable entries made in the appropriate service record and pay bill register.
16	Increment			
(i)		Policy	Category 'B'	
(ii)		Withholding of increments	Category 'B'	Subject to a copy of the order placed in the personal file/ service record.
(iii)		Representations and petitions	C-5	If the representation results in the original order being revised, a copy of the relevant order/ decision be kept in the personal file/ service record.
17	Honorarium/ Bonus			
(i)		Policy	Category 'B'	
(ii)		Officers/ staff	C-3 or one year after completion of audit, whichever is later.	
18	Awards			
		Officers/ staff	C-3 or one year after completion of audit, whichever is later.	Subject to appropriate entry made in the Service record/CR dossier of the concerned

SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS employee.
19	Facilities to NHAI officers/ employees			
(i)		Policy	Category 'B'	
(ii)		Grant /Retention/ Cancellation of Lease facility	C-3 or one year after completion of audit, whichever is later.	
(iii)		Reimbursement/purchase of mobile/ laptop	-do-	
(iv)		Retention/write off of mobile instrument/laptop	-do-	
(v)		Advance for purchase of mobile/ laptop	-do-	
(vi)		Payment/re-imburement of mobile/data card bills	-do-	
(vii)		Group Insurance Scheme	-do-	
(viii)		Diwali gifts	-do-	
(ix)		Re-imburement for briefcase/ handbag	-do-	
(x)		Medical re-imburement	-do-	
20	Scheduled Castes and Scheduled tribes	Reservation in services – SC/ST and others	Category 'B'	
21	Leave (other than study leave and casual leave)			
(i)		Policy	Category 'B'	
(ii)		Officers/ staff	C-3	Subject to suitable entries made in the service record.
22	Casual leave (including special leave)			
(i)		Policy	Category 'B'	
(ii)		Officers/ staff	(a) Casual leave: To be destroyed at the end of the year (b) Special casual leave: C-1	
23	Study leave			
(i)		Policy	Category 'B'	
(ii)		Officers/ staff	C-1 after the expiry of the bond/ agreement executed by the employee.	Subject to suitable entries made in the appropriate service record and leave account and an authenticated copy being kept in the personal file.
24	Confidential/Assessment report			
(i)		Policy	Category 'B'	
(ii)		Confidential reports of Officers/Staff	C-5 after retirement/ expiry of contract	
(iii)		Communication of adverse entries.	C-3	
(iv)		Representation for expunction of adverse	C-3	If representation results in expunction

SL. NO.	MAIN HEAD	SUB-HEAD entries	RETENTION PERIOD	REMARKS of adverse remarks or change in overall grading, a copy of relevant order/ decision be kept in APR dossier.
25	Moveable/Immovable property return	(a) In respect of employers entitled to retirement benefits (b) in respect of other employees:	C-3 after the issue of final pension/ gratuity payment order C-3 after the employee has ceased to be in service	
26	Training/ Seminars/ Workshops/ Scholarships/ fellowships in India and abroad	(a) Cases involving expenditure from public funds and execution of bond/agreement by the trainees; (b) Cases involving direct expenditure from public funds but not execution of bond/agreement; (c) Cases not involving direct expenditure (d) Reports submitted by trainees etc. after completion of training/study	C-1 after the period of validity bond/ agreement or completion of audit, whichever is later. C-3; or one year after completion of audit, whichever is later. C-3 C-3	
27	Deputations and delegations on foreign service in India and abroad			
(i)		Policy	Category 'B'	
(ii)		Officers/staff	C-3 or one year after completion of audit, whichever is later.	
28	Duties and responsibilities of NHA1 officers			
(i)		Policy	Category 'B'	
(ii)		Officers/staff	C-5	In case of individual officers, a copy of the order be kept in personal file.
29	Office Establishment			
(i)		Opening/ closing of ROs/ SLOs/ PIUs/ CMUs/ Site Offices	Category 'B'	
(ii)		Reorganisation and redistribution of functions	Category 'B'	
30	Telephones	Office telephones installation and shifting of - telephone bills	C-3 or one year after completion of audit whichever is later.	
31	Accommodation			
(i)		Correspondence with Dte of Estate for Residential Accommodation for NHA1	C-10	

SL. NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS
(ii)		officials Hiring/ requisitioning of private property for official use	C-3 one year after completion of audit or C-1 after termination of lease/ contract, whichever is the latest.	
(iii)		Hiring of Guest House/Transit accommodation	C-3 one year after completion of audit or C-1 after termination of lease/ contract, whichever is the latest.	
(iv)		Payment for Hiring of Guest House/Transit accommodation	C-3 one year after completion of audit or C-1 after termination of lease/ contract, whichever is the latest.	
(v)		Addition, alternations and Maintenance	C-3 or one year after completion of audit whichever is later.	
32	Furniture			
(i)		Rules for purchase, hire condemnation	Category 'B'	
(ii)		Condemnation/ disposal of unserviceable articles	C-3 or one year after completion of audit whichever is later.	Subject to suitable entries being made in the appropriate stock/assets register.
(iii)		Hiring/purchase	C-3 or one year after completion of audit whichever is later.	Subject to suitable entries being made in the appropriate stock, assets register.
(iv)		Maintenance and repairs	C-3 or one year after completion of audit whichever is later.	
(v)		Physical verification	C-3 or one year after completion of audit whichever is later.	
33	Vehicle/ Travel			
(i)		Purchase of new cars/auction of old cars	C-5 or one year after completion of audit whichever is later.	
(ii)		Condemnation of vehicles	C-3 or one year after completion of audit whichever is later.	
(iii)		Insurance of staff cars	C-3 or one year after completion of audit whichever is later.	
(iv)		Payment for repair/ maintenance/ accessories of staff cars	C-3 or one year after completion of audit whichever is later.	
(v)		Payment of general duty vehicles	C-3 or one year after completion of audit whichever is later.	
(vi)		Payment for hiring of	C-3 or one year after	

SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS
		vehicles	completion of audit whichever is later.	
(vii)		Engagement of vehicles at ROs/ PIUs/ CMUs	C-3 or one year after completion of audit whichever is later.	
(viii)		Requisition for availing vehicles	C-3 or one year after completion of audit whichever is later.	
(ix)		Booking/cancellation of air tickets	C-3 or one year after completion of audit whichever is later.	
(x)		Payment for booking of air tickets	C-3 or one year after completion of audit whichever is later.	
34	Stationery items			
(i)		Rules for procurement (general aspects)	'B' category	
(ii)		Purchase / printing of stationery	C-3 or one year after completion of audit whichever is later.	
(iii)		Record of Indent/issue of stationery	C-3 or one year after completion of audit whichever is later.	
(iv)		Local purchase	C-3 or one year after completion of audit whichever is later.	Subject to suitable entries being made in the appropriate stock register.
(v)		Supply of stationery	C-1	Subject to suitable entries being made in the appropriate stock register.
(vi)		Physical verification	C-3 or one year after completion of audit whichever is later.	
35	Office equipments including machines, Computers, TVs/ LCDs/ LEDs/ Photocopy machines, Shredding machine including electrical and mechanical appliances and other miscellaneous stores items			
(i)		Rules for procurement/ maintenance/ disposal	Category 'B'	
(ii)		Purchase	C-3 or one year after completion of audit whichever is later.	Subject to suitable entries being made in the appropriate stock/ assets register
(iii)		Condemnation and disposal	C-3 or one year after completion of audit whichever is later.	Subject to suitable entries being made in the appropriate stock/ assets register
(iv)		Repairs and maintenance	C-3 or one year after completion of audit whichever is later.	
(v)		Physical verification	C-3 or one year after completion of audit whichever is later.	
36	Unserviceable, obsolete and surplus articles			
(i)		Rules	Category 'B'	
(ii)		Engagement of auctioneers	C-3 or one year after	

SL NO.	MAIN HEAD	SUB-HEAD and notice of auction	RETENTION PERIOD completion of audit whichever is later.	REMARKS
37	Procurement of goods and services			
(i)		Courier service, security, house keeping, security, Catering, document management, record management, printing, binding, photocopying, flower arrangement etc.	C-5 or one year after completion of audit or C-3 after termination of lease/contract, whichever is the latest.	
(ii)		Bids/ proposals of successful bidder	C-2 after expiry of contract	
(iii)		Bids/ proposals of unsuccessful bidder	C-1 after award of work	
(iv)		Payment for procurement of goods and services	C-3 or one year after completion of audit whichever is later.	
38	Black-listing of firms/ contractors			
(i)		Policy	Permanent in the case of divisions issuing the orders/instructions etc. and other divisions need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
(ii)		Individual cases	One year after expiry of blacklisting duration	
39	Acts, Bills, Regulations etc	Acts, Rules, Regulations, Bills and Ordinances	Category 'A' or 'B'	Subject to fulfilling criteria as per a (i) to (vii) of Annexure-1
40	Meetings	Agenda and Minutes of the Board Meetings, Variation Committee Meetings, Executive Committee Meeting	Category 'A' or 'B'	Subject to fulfilling criteria as per a (i) to (vii) of Annexure-1
41	Delegation of powers	Delegation of powers	Category 'B'	Subject to fulfilling criteria as per a (i) to (vii) of Annexure-1
42	Reports	Annual Reports of Authority	Category 'B'	Copies to be retained in the dealing division
43	Agreements	International agreements, MOUs, State Support Agreements, convention etc.	Category 'B'	
44	Arbitration cases	Arbitration and litigation cases	C-5	Subject: to (a) the file not being closed until the award/ judgment becomes final in all respects by limitation or final decision in

SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS appeal / revision, and (b) cases involving important issues or containing material of a high precedent / reference value being retained for an appropriately longer period either initially or at the time of review
45	Library			
(i)		Policy	Category 'B'	
(ii)		Procurement/ subscription of Books/ Journals and other documents	C-3 or one year after completion of audit whichever is later.	
(iii)		Stock verification	C-3 or one year after completion of audit whichever is later.	
(iv)		Library Membership form	Till issue of No Dues Certificate to the member	
(v)		Agenda /Minutes of Library Committee Meeting	C-3 or one year after completion of audit whichever is later.	
(vi)		Library computerization/ automation	C-3 or one year after completion of audit whichever is later.	
(vii)		Library Bulletin, where expenditure is involved	C-3 or one year after completion of audit whichever is later.	
(viii)		Procurement of agency for press clipping service	C-3 or one year after completion of audit whichever is later.	
(ix)		Bid of the successful bidder	C-1 after expiry of contract	
(x)		Bids of the unsuccessful bidders	C-1 after award of contract	
(xi)		Write off /weeding out of books/ publications	Category 'B'	
(xii)		Auction Newspapers/ Journals	C-3 or one year after completion of audit whichever is later.	
(xiii)		Membership of other institutions	C-3 or one year after completion of audit whichever is later.	
46	Progressive use of Hindi			
(i)		General aspects and Hindi Committees.	Category 'B'	
(ii)		(a) Hindi workshops/ Hindi Pakhwara	C-3 or one year after completion of audit whichever is later.	
(iii)		Circulation of orders	To be destroyed at the	

SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD end of the year.	REMARKS
(iv)		Periodical reports regarding use of Hindi for official purposes	C-3	
(v)		Constitution of Hindi Committee	C-5	
(vi)		Meeting and Follow up action of Hindi Committee	C-3	
(vii)		Translation of Books, reports, periodicals etc.	C-3 after the publication is printed.	
47	Hindi Teaching Scheme			
(i)		General aspects and Hindi Committees.	Category 'B'	
(ii)		Training programme	C-2	
(iii)		Examinations	(a) Applications: C-1 (b) Results: C-5	
(iv)		Grant of advance increments	C-5 or one year after completion of audit, whichever is later.	Subject to a suitable entry made in the appropriate service record.
(v)		Grant of awards	C-3 or one year after completion of audit, whichever is later.	Subject to a suitable entry made in the appropriate service record.
(vi)		Conduct of Hindi competition	C-5	
(vii)		Reports and returns	C-5	
48	Media			
(i)		Policy	Category 'B'	
(ii)		Release of Advertisements to Publications/Souvenir, Sponsorship of Events including VIP References thereof	(a) Case involving expenditure: C-3 or one year after completion of audit, whichever is later. (b) Other cases: C-1	
(iii)		Participation in Exhibitions	(a) Case involving expenditure: C-3 or one year after completion of audit, whichever is later. (b) Other cases: C-1	
(iv)		Release of Tender Notices/Employment Notices/Display Advertisements	C-3 or one year after completion of audit, whichever is later.	
(v)		Designing and printing of Diary/Calendars/ Brochures/ Greeting Cards / Leaflets (including bids)	C-3 of one year after completion of audit, whichever is later	
(vi)		Empanelment of Advertising Agencies	One year after expiry of the panel	
(vii)		Proposal for empanelment of successful agencies	C-1 after period of empanelment is over	

SL. NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS
(viii)		Proposal for empanelment of unsuccessful agencies	C-1 after empanelment of agencies	
(ix)		Press Releases/ rejoinders	C-3	
(x)		Press Tours (Hotel arrangements, booking of tickets, reception arrangements, reporting /translation, transport arrangements etc.)	(a) Case involving expenditure: C-3 or one year after completion of audit, whichever is later. (b) Other cases: C-1	
(xi)		Press Conferences (Hospitality arrangements)	(a) Case involving expenditure: C-3 or one year after completion of audit, whichever is later. (b) Other cases: C-1	
(xii)		Articles/Briefs on NHAJ Projects, Response to the Questionnaires by the Press	C-3	
(xiii)		Production/Telecast of NHAJ documentary /TV spots	C-3 of one year after completion of audit, whichever is later	
(xiv)		Entertainment, Procurement of items for delegations/ press etc.	C-3 of one year after completion of audit, whichever is later	
(xv)		Photography/ Videography of projects for publicity	C-3 of one year after completion of audit, whichever is later	
(xvi)		Tableau in Republic Day Parade	C-3 of one year after completion of audit, whichever is later	
(xv)		Reply to Internal/ Govt. Audit	C-3	
49	Parliament matters			
(i)		Policy	Category 'B'	
(ii)		Assurance and undertaking	C-3 after fulfillment of assurance	
(iii)		Committees	C-10	Subject to a copy of the report being retained permanently.
(iv)		Cut-motions, resolutions/ Calling Attention notices – Lok Sabha/ Rajya Sabh	(a) Admitted and answered/ discussed: C-10 (b) Disallowed, lapsed or withdrawn: C-1	Cases containing material of great precedence/reference value/historical importance may be retained permanently.
(v)		Questions-Lok Sabha		
(vi)		Questions-Rajya Sabha		
(vii)		Legislation	Category 'B'	
(viii)		Furnishing of material for speech of President, Prime Minister, Minister etc.	C-3	
(ix)		Register of Parliament questions	C-3	

SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS
50	Right to Information (RTI)			
(i)		RTI Cases disposed without attracting any Appeal	C-3	
(ii)		RTI Cases attracting 1 st Appeal	C-3	
(iii)		RTI Cases attracting 2 nd Appeal (without any remarkable decision)	C-3 or till compliance of CIC orders, whichever is later.	
(iv)		RTI Cases attracting 2 nd Appeal (involving a remarkable decision)	C-5	
(v)		1 st Appeal cases files	C-3	
(vi)		2 nd Appeal cases files	C-3 or till compliance of CIC orders	
(vii)		Files relating to the administrative aspects of RTI Act, 2005 i.e. implementation, suggestions, guidelines, etc.	C-5	
(viii)		File Register of RTI Applications i.e. records other than file	Category 'B'	
51	Disposal of Public Grievances	Disposal of Public Grievances	C-5	
52	Land Acquisition			
(i)		Policy	Category 'B'	
(ii)		LA Notifications 3a 3A 3D	Category 'B'	
(iii)		Appointment of arbitrators	Category 'B'	
(iv)		Compensation cases /awards	Category 'B'	
(v)		Court cases	Category 'B'	
(vi)		Acquisition of extra land due to change in alignment	Category 'B'	
(vii)		Acquisition of land belonging to Govt. Deptt.	Category 'B'	

RECORDS OTHER THAN FILES

S.No.	Description of Records	Retention Period	Remarks
53	Rosters for Scheduled Castes and Scheduled Tribes	Category 'B'	
54	Service book of Officials entitled to retirement/terminal benefits	C-5 after issue of final pension/ gratuity payment order	
55	Answer books of departmental examinations/tests	C-5 from the date of declaration of results	
56	Leave account of : Officials entitled to retirement/terminal benefits	C-3 after issue of final pension/gratuity payment	

	Other employees	order.	
57	Casual Leave Account	C-3 after they have ceased to be in service. To be destroyed at the end of the year	
58	Special casual leave Register	C-1	
59	Attendance register	C-1	
60	Staff car log book	C-3 or one year after completion of audit, Whichever is later	
61	Stock register	C-3 or one year after completion of audit, and settlement of audit objections,, whichever is later	
62	Library Accession Register	Category 'B'	If, for any reason, a register has to be rewritten, the old register will be retained for 3 years.
63	Register of identity cards	Category 'B'	- do -
64	Dispatch register	C-3	
65	Slips of dispatch through courier/ post	C-3	

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B : FINANCE, BUDGET, CASH AND ACCOUNTS

SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS
1	Budget estimates / revised estimates	Budget estimates / revised estimates	C-5 from end of financial year	
2	Expenditure statements	Expenditure statements	C-5 from end of financial year	
3	Reconciliation	Reconciliation	C-5 from end of financial year	
4	Re-appropriation	Re-appropriation	C-5 from end of financial year	
5	Accounts and audit			
(i)		Audit objection and audit paras	C-3 from the end of the year in which para is settled	
(ii)		Internal audit (annual)	C-3	
(iii)		Annual Accounts/ Annual Report	Category 'B'	
(iv)		Write-off of losses	C-3 or one year after completion of audit, whichever is later.	
(v)		Expenditure sanction	C-3 or one year after completion of audit, whichever is later.	
6	Half yearly and annual accounts & audit thereof			
(i)		Annual accounts	Category 'B'	
(ii)		Half yearly accounts	C-10	
(iii)		Annual accounts of fields units	C-5 in HQ	
(iv)		Audit (C&AG)	Category 'B'	
7	Budget Estimates for five year plans		C-5	
8	Last Pay Certificate		C-3 after the settlement of case or one year after audit whichever is later	
9	PF record	Deputationists / regular/ contract employees	1 year after repatriation/ final settlement on retirement/ completion of contract	
10	Leave salary & Pension contribution		1 year after repatriation	
11	PFMS	Engagement of service provider and payment thereof	C-3 or one year after completion of audit, whichever is later.	
12	NHAI Bonds			
(i)		Application forms (unused)	C-2 after close of issue	
(ii)		Information Memorandum upto Tr-X (unused)	C-2 after close of issue	
(iii)		Blank stationery of Bond certificate (unused)	After maturity becomes due	
(iv)		Interest/warrant stationery (unused)	C-7 after date of validity	
(v)		Correspondence in respect of 54EC Bonds sent to RTA for updation of bank details/ correction etc.	C-7	
(vi)		Unpaid interest/ redemption warrants	C-7 from date of validity	
13	Fund Management			

SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS
(i)		Policy	Category 'B'	
(ii)		Release of funds from the Ministry	C-5	
(iii)		Submission of utilization certificate to the Ministry	C-5	
(iv)		Sanction order from Ministry of RT&H	C-5 or one year after completion of audit, whichever is later	
(v)		Repayment of Govt. loan and interest	C-5	
(vi)		FDR policy and procedure	Category 'B'	
(vii)		Investment of surplus funds	C-5 or one year after completion of audit, whichever is later	
(viii)		Placement of surplus funds in short term fixed deposits/ Flexi FDR	C-5 or one year after completion of audit, whichever is later	
(ix)		RO/PIU wise release of funds under CBS system	C-3 or one year after completion of audit, whichever is later	
(x)		Audit observations on funds management	C-5 or till para is dropped, whichever is later	
14	Toll remittance			
(i)		Toll remittance to CFI policy	Category B	
(ii)		Toll remittance to CFI : correspondence	C-3 or one year after completion of audit, whichever is later	
15	Land Acquisition Account	Policy	Category 'B'	
16	Opening of Bank Accounts			
(i)		Policy	Category 'B'	
(ii)		Operation of Bank Accounts	Category 'B'	
(iii)		Authorised signatory of Bank Account	Category 'B'	
(iv)		Core banking solution -- Policy	Category 'B'	
(v)		Correspondence : CBS Banking	C-5	
(vi)		Correspondence : Bank guarantee/ bid security	C-5	
(vii)		Over Draft facility with banks	C-3	
(viii)		Opening of Accounts for toll collection	Category 'B'	
(ix)		Operation of bank accounts in PIUs	C-5	
(x)		Reconciliation of Bank Accounts	C-3 or one year after completion of audit, whichever is later	
(xi)		Reconciliation of toll collection FDRs	C-5 or one year after completion of audit, whichever is later	
(xii)		Bank operation -- PIU/RO/SLUs	C-3 or one year after completion of audit, whichever is later	
17	NHDP-IVA			
(i)		Policy	Category 'B'	
(ii)		Sanction letters	C-3 or one year after completion of audit,	

SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD whichever is later	REMARKS
18 (i)	Audit reports	Internal audit reports	C-3 or upto critical analysis report is considered by Internal audit committee of NHAI, whichever is later	
(ii)		Govt. audit reports	C-3 after audit para is dropped	
19	Filing of ITR returns			
(i)		ITR returns	Category 'B'	
(ii)		Correspondence for ITR returns	C-5	
(iii)		Assessment order	Category 'B'	
(iv)		Assessment order : correspondence	C-5	
(v)		Appeal against assessment order	Category 'B'	
(vi)		Appeal against assessment order : correspondence	C-5 from end of they year when appeal is finally settled	
(vii)		Order of appellate authority	Category 'B'	
(viii)		Application for non-deduction of TDS	Category 'B'	
20	Manpower	Manpower management of finance cadre	C-3	

RECORD OTHER THAN FILES

FOR NHAI		
S. No.		
21	Cash Book	C-10
22	Pay Bill Register	Category 'B'
23	Payment vouchers	C-8 after settlement of income tax cases
24	Receipt vouchers	C-8 after settlement of income tax cases
25	Adjustment vouchers	C-8 after settlement of income tax cases

C : VIGILANCE

SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS
1	Complaints	Officers/ staff a) Those leading to Vigilance/disciplinary enquiries: (b) Anonymous or pseudonymous complaints on which no action is decided to be taken: (c) Other complaints	C-3 after the final disposal of appeal or final judgment under the normal course of law. To be destroyed at the end of the year C-3	If as a result of the complaint a recordable warning is issued to the employee, a copy of the relevant order will be placed in the personal file.
2	Disciplinary Proceedings	Officers/ Staff : resulting in imposition of penalties / exoneration of accused officials with or without warning	3 Years after the final disposal of appeal of final judgment under the normal course of law or till the prescribed retention period, whichever is later.	Subject to an authenticated copy of the order regarding imposition of penalty or warning being placed in the personal file and a suitable entry being made in the appropriate service record.
3	Prosecutions	Officers/ Staff : resulting in imposition of penalties / exoneration of accused officials with or without warning	C-3 after the final disposal of appeal or final judgment under the normal course of law or till the prescribed retention period.	Subject to a copy of the final judgment being placed in personal file and a suitable entry being made in the appropriate service record.
4	Appeals	Officers/ employees	C-3 or till the prescribed retention period, whichever is earlier.	If, as a result of the appeal the original order is modified, a copy of the revised order will be placed in the personal file and a suitable entry made in the appropriate service record.
5	Petitions	Officers/ employees	C-3 or till the prescribed retention period, whichever is earlier.	If, as a result of the appeal the original order is modified, a copy of the revised order will be placed in the personal file and a suitable entry made in the appropriate service record.
6	Court cases / Arbitrations / Enquiry / Audit	Officers/ employees	3 years after final clearance from Arbitration, Litigation, Enquiry or Audit as the case may be or till the prescribed retention period, whichever is later.	Subject to a copy of the court order being placed in the personal file and, where necessary a suitable entry being made in the appropriate service record.
7	Participation in	Intimation	C-3	

SL. NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS
8	politics Radio broadcasts, contribution of articles editing or managing of newspapers, publications.	Sanction	C-3	
9	Evidence before committee of Enquiry	Sanction	C-3	
10	Vigilance Administration			
(i)		List of officers of doubtful integrity	C-10	
(ii)		Cases of difference of opinion with Central Vigilance Commission / other Constitutional Bodies	C-10	
(iii)		Grant of vigilance clearance in respect of different classes of officers and the staff	C-10	

D : TECHNICAL DIVISIONS

SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS
1	Documents related to DPR Consultant			
(i)	RFQ stage	Unqualified RFQ Applications	C-1 from the date of Pre-Qualification	
		Qualified RFQ Applications	C-3 from the date of award of consultancy work	
(ii)	RFP stage	Unsuccessful RFP documents	C-3 from the date of award of the contract.	
		Finally Successful bid	Category 'B'	
(iii)	DPR Consultancy Contract Document		C-2 after expiry of professional liability period. In case of arbitration 2 years after settlement of arbitration or legal disputes, whichever is later	
(iv)	Detailed Project Report	All volumes	Category 'B'	
(v)	Correspondence files		Category 'B'	
2	Supervision Consultancy/ Independent Consultant/ Independent Engineer / Authority's Engineer			
(i)	RFQ stage	Unqualified RFQ Applications	C-1 from the date of Pre-Qualification	
		Qualified RFQ Applications	C-3 from the date of award of contract	
(ii)	RFP stage	Unsuccessful RFP documents	C-3 from the date of award of the contract.	
(iii)		Finally Successful bid	Category 'B'	
(iv)	Contract Document		C-5 after expiry of professional liability. In case of arbitration 2 years after settlement of the arbitration or legal disputes, whichever is later.	
(v)	Proof checking designs, final completion drawing handing over report		Category 'B'	
(vi)	Correspondence files		Category 'B'	
3	Civil Work Contract/ BOT (Toll)/ Annuity/OMT Contract and other Works			
(i)	RFQ stage	Unqualified RFQ Applications	C-1 from the date of Pre-Qualification	
		Qualified RFQ Applications	C-3 from the date of award of work	
(ii)	RFP stage	Unsuccessful bids	C-2 from the date of award of the contract except L-2 and L-3 which shall be destroyed 2 years after completion of work	

SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS
(iii)	Contract /Concession Agreement	Finally successful bid	Category 'B' Category 'A'	
(iv)	Measurement Books		C-10 from the date of actual completion	
4	Contracts for tolling/auction/maintenance			
(i)	RFP stage	Unsuccessful bids	C-1 from the date of award	
(ii)		Successful bid	C-3 after expiry of contract	
5	Reports & Returns	Monthly/ Quarterly/ Fortnightly/ Weekly/Annual	C-10 for originating office; for others C-1	
6	Inauguration /foundation stone laying ceremonies of NH projects		C-3 or 1 year after the audit is over, whichever is later	

Procedure for weeding out of documents.

- (a) The weeding out of documents pertaining to a division shall be undertaken by a three member Committee headed by the GM of the concerned division and two officers from the same division dealing with those records.
- (b) After listing of the documents, the Committee will recommend the documents to be weeded out on the basis of NHA's record retention schedule. The Committee will also indicate the retention period of the documents to be retained. In case of any doubt, the matter may be referred to the Advisory Committee comprising of GM of the concerned division, GM (HR/Admin.) and officer dealing with record management in Admin. Division.
- (c) The documents recommended by the Committee shall be weeded out with the approval of CGM of the concerned Division/Member, where no CGM is in place. A list of weeded out documents shall be kept in the division concerned as a permanent record.
- (d) Tearing off and disposal of the documents to be weeded out shall be undertaken by the Admin. Division dealing with the Record Management.

General Instructions

- (a) Retention schedule will **not** be applicable for the records where arbitration case / vigilance inquiry/ audit objection/ disciplinary proceedings are pending and the related records are to be retained till finalization of the cases or the period specified in the schedule, which is later.
- (b) Retention period specified in the column is to be reckoned from the year in which the file/register/document is closed.
- (c) If a record relates to two or more subjects for which different retention periods have been prescribed, it will be retained for the highest of such periods.
- (d) In exceptional cases, i.e. if the record has certain special features or such a course is warranted by the peculiar needs of the division, the record may be retained for a period longer than that specified in the schedule, in no case, however will a record be retained for a period shorter than prescribed in the schedule.
- (e) If record is required in connection with the disposal of another record, the former will not be weeded out until after all issues raised on the latter have been finally decided, even though the retention period marked on the former may have expired in the mean time.
- (f) The Principle to be adopted in respect of files having financial implications and hence liable to be called by audit for inspection is that, such files should be retained for a period of five years after they have been recorded. If, at any time during the period of five years, an audit objection having reference to the transaction dealt with in that file arises, is received, the file will not be destroyed until after the audit objection has been settled to the satisfaction of the Audit. Also, if local audit does not take place within the period of five years, the Head of the Office should ascertain from the audit authorities whether they have any objection to the files relating to the earlier years, due for weeding out by the application of the five year formula, being destroyed or retained for a further period for scrutiny by the audit party and, if so, for what period.
- (g) The retention period mentioned in the schedule is meant for the divisions dealing in the matter. Other divisions need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.