



# 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

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

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No. 11041/236/2012-Admin

17<sup>th</sup> 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-Coord

30<sup>th</sup> September 2014

POLICY MATTER – ADMINISTRATION/FINANCE ( 149/2014)  
(Decision taken on File No. 11041/236/2012-Admin.)

Subject : **Record retention Schedule, Categorisation and Weeding out of Records for ROs/Field Units.**

The record retention schedule for NHAHQ was revised and issued vide Policy Circular No. AF-138/2014 dated 30.04.2014. A separate schedule has been worked out for the ROs and field units of NHAHQ. 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 this 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 ROs/ Field Units of NHAHQ 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.

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 ROs/ Field Units 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.



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

**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 NHA, 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 NHA; how it was organised and how it functioned.
  - (ii) Data about what NHA 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 FOR ROs/FIELD UNITS****A: ESTABLISHMENT & ADMINISTRATION, MEDIA, RTI, PARLIAMENT MATTERS**

SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS
1	Recruitment /Appointment /Engagement			
(i)		on contract (long term)	Category 'B'	
(ii)		on short term basis	C-5	
(iii)		Recruitment applications	C-5	
(iv)		Appointment of Consultants/ Advisors	C-10	
(v)		Engagement of staff through agencies	C-5	
(vi)		Selection Committees for recruitment of personnel- Constitution and Proceedings	Category 'B'	
2	Posting and transfers			
(i)		Officers/ staff	C-10	Subject to a copy of transfer/ posting order placed in the personal file.
3	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	
4	Pay/Special Pay			
(i)		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.
5	Allowances			
(i)		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.
6	Increment			
(i)		Withholding of increments	Category 'B'	Subject to a copy of the order placed in the personal file/ service record.
(ii)		Representations and	C-5	If the representation results in the original

SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS
		petitions		order being revised, a copy of the relevant order/ decision be kept in the personal file/ service record.
7	Honorarium/ Bonus			
(i)		Officers/ staff	C-3 or one year after completion of audit, whichever is later.	
8	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 employee.
9	Facilities to NHAI officers/ employees			
(i)		Grant /Retention/ Cancellation of Lease facility	C-3 or one year after completion of audit, whichever is later.	
(ii)		Reimbursement/purchase of mobile/ laptop	-do-	
(iii)		Retention/write off of mobile instrument/laptop	-do-	
(iv)		Advance for purchase of mobile/ laptop	-do-	
(v)		Payment/re-imburement of mobile/data card bills	-do-	
(vi)		Group Insurance Scheme	-do-	
(vii)		Diwali gifts	-do-	
(viii)		Re-imburement for briefcase/ handbag	-do-	
(ix)		Medical re-imburement	-do-	
10	Leave (other than study leave and casual leave)			
(i)		Officers/ staff	C-3	Subject to suitable entries made in the service record.
11	Casual leave			
(i)		Officers/ staff	To be destroyed at the end of the year	
12	Study leave			
(i)		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.
13	Confidential/Assessment report			
(i)		Correspondence	C-5	
14	Moveable/Immovable property return			
(i)		Correspondence	C-5	
15	Training/ Seminars/ Workshops/ Scholarships/ fellowships in India and abroad			
(i)		Correspondence	C-3	

SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS
16	Deputations and delegations on foreign service in India and abroad			
(i)		Officers/staff	C-3 or one year after completion of audit, whichever is later.	
17	Duties and responsibilities of NHAI officers			
(i)		Officers/staff	C-5	In case of individual officers, a copy of the order be kept in personal file.
18	Office Establishment			
(i)		Opening/ closing of ROs/ SLOs/ PIUs/ CMUs/ Site Offices	Category 'B'	
(ii)		Reorganisation and redistribution of functions	Category 'B'	
19	Telephones	Office telephones installation and shifting of - telephone bills	C-3 or one year after completion of audit whichever is later.	
20	Accommodation			
(i)		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.	
(ii)		Addition, alternations and Maintenance	C-3 or one year after completion of audit whichever is later.	
21	Furniture			
(i)		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.
(ii)		Hiring/purchase	C-3 or one year after completion of audit whichever is later.	
(iii)		Maintenance and repairs	C-3 or one year after completion of audit whichever is later.	
(iv)		Physical verification	C-3 or one year after completion of audit whichever is later.	
22	Vehicle/ Travel			
(i)		Approval for hiring of vehicles	C-3	
(ii)		Payment for hiring of vehicles	C-3 or one year after completion of audit whichever is later.	
(iii)		Engagement of vehicles at ROs/ Field Units	C-3 or one year after completion of audit whichever is later.	
(iv)		Requisition for availing vehicles	C-3 or one year after completion of audit whichever is later.	
(v)		Booking/cancellation of air tickets	C-3 or one year after completion of audit	

SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS
			whichever is later.	
(vi)		Payment for booking of air tickets	C-3 or one year after completion of audit whichever is later.	
23	Stationery items			
(i)		Purchase / printing of stationery	C-3 or one year after completion of audit whichever is later.	
(ii)		Record of Indent/issue of stationery	C-3 or one year after completion of audit whichever is later.	
(iii)		Local purchase	C-3 or one year after completion of audit whichever is later.	Subject to suitable entries made in the appropriate stock register.
(iv)		Supply of stationery	C-1	
(v)		Physical verification	C-3 or one year after completion of audit whichever is later.	
24	Office equipments including machines, Computers, TVs/ LCDs/ LEDs/ Photocopy machines, Shredding machine including electrical and mechanical appliances and other miscellaneous stores items			
(i)		Purchase	C-3 or one year after completion of audit whichever is later.	Subject to suitable entries made in the appropriate stock/ assets register
(ii)		Condemnation and disposal	C-3 or one year after completion of audit whichever is later.	
(iii)		Repairs and maintenance	C-3 or one year after completion of audit whichever is later.	
(iv)		Physical verification	C-3 or one year after completion of audit whichever is later.	
25	Unserviceable, obsolete and surplus articles			
(i)		Engagement of auctioneers and notice of auction	C-3 or one year after completion of audit whichever is later.	
26	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.	
27	Black-listing of firms/ contractors			
(i)		Individual cases	One year after expiry of blacklisting	



SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD duration	REMARKS
28	Meetings	Agenda/Minutes of the review meetings/meeting with the State Govt. etc. and correspondence thereof	C-7	
29	Agreements	MOUs, State Support Agreements, convention etc.	Category 'B'	
30	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 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
31	Library			
(i)		Procurement/ subscription of Books/ Magazines / Journals etc.	C-3 or one year after completion of audit whichever is later.	
(ii)		Write off /weeding out of books/ publications	Category 'B'	
(iii)		Auction Newspapers/ magazines/Journals etc.	C-3 or one year after completion of audit whichever is later.	
32	Progressive use of Hindi –Implementation of Official Language			
(i)		Hindi workshops/ Hindi Pakhwara	C-3 or one year after completion of audit whichever is later.	
(ii)		Circulation of orders	To be destroyed at the end of the year.	
(iii)		Periodical reports regarding use of Hindi for official purposes	C-3	
(iv)		Meeting and Follow up action of Hindi Committee	C-3	
33	Media			
(i)		Release of Display 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	
(ii)		Release of Tender	C-3 or one year after	

SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS
		Notices/Employment Notices/Display Advertisements	completion of audit, whichever is later.	
(iii)		Designing and printing of Brochures / Leaflets (including bids)	C-3 of one year after completion of audit, whichever is later	
(iv)		Press Releases/ rejoinders	C-3	
(v)		Press Tours (Hotel arrangements, booking of tickets, reception arrangements, 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	
(vi)		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	
(vii)		Articles/Briefs on NHA Projects, Response to the Questionnaires by the Press	C-3	
(viii)		Production/Telecast of NHA documentary /TV spots	C-3 or one year after completion of audit, whichever is later	
(ix)		Entertainment, Procurement of items for delegations/ press etc.	C-3 or one year after completion of audit, whichever is later	
(x)		Photography/ Videography of projects for publicity	C-3 or one year after completion of audit, whichever is later	
34	Parliament /assembly matters			
(i)		Assurance and undertaking	C-3 after fulfillment of assurance	
(ii)		Material/Agenda/Minutes etc. of the Committees	C-10	Subject to a copy of the report being retained permanently.
(iii)		Calling Attention notices – Lok Sabha/ Rajya Sabh	(a) Admitted and answered/ discussed : C-10	Cases containing material of great precedence/reference value/historical importance may be retained permanently.
(iv)		Questions-Lok Sabha	(b) Disallowed, lapsed or withdrawn: C-1	
(v)		Questions-Rajya Sabha		
(vi)		Visit of parliamentary committees : Expenditure incurred & accounting thereof	C-3 or one year after completion of audit, whichever is later	
35	Right to Information (RTI)			
(i)		RTI Cases disposed without attracting any Appeal	C-3	
(ii)		RTI Cases attracting 1 <sup>st</sup> Appeal	C-3	

SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS
(iii)		RTI Cases attracting 2 <sup>nd</sup> Appeal (without any remarkable decision)	C-3 or till compliance of CIC orders, whichever is later.	
(iv)		RTI Cases attracting 2 <sup>nd</sup> Appeal (involving a remarkable decision)	C-5	
(v)		1 <sup>st</sup> Appeal cases files	C-3	
(vi)		2 <sup>nd</sup> 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'	
36	Disposal of Public Grievances	Disposal of Public Grievances	C-5	

#### RECORDS OTHER THAN FILES

S.No.	Description of Records	Retention Period	Remarks
37	Leave account of : Officials entitled to retirement/terminal benefits  Other employees	C-3 after issue of final pension/gratuity payment order.  C-3 after they have ceased to be in service.	
38	Casual Leave Account	To be destroyed at the end of the year	
39	Attendance register	C-1	
40	Staff car log book	C-3 or one year after completion of audit, Whichever is later	
41	Stock register	C-3 or one year after completion of audit, whichever is later	
42	Library Accession Register	Category 'B'	If, for any reason, a register has to be rewritten, the old register will be retained for 3 years.
44	Dispatch / Receipt Register	C-3	
45	Slips of dispatch through courier/ post	C-3	
46	Asset register	Category 'B'	

**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	C-10	
(iv)		Audit (C&AG)	Category 'B'	
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	Fund Management			
(i)		RO/PIU wise release of funds under CBS system	C-3 or one year after completion of audit, whichever is later	
(ii)		Audit observations on funds management	C-5 or till para is dropped, whichever is later	
12	Toll remittance			
(i)		Toll remittance to CFI : correspondence	C-3 or one year after completion of audit, whichever is later	
13	Opening of Bank Accounts			
(i)		Operation of Bank Accounts	Category 'B'	
(ii)		Authorised signatory of Bank Account	Category 'B'	
(iii)		Core banking solution -- Policy	Category 'B'	
(iv)		Correspondence : CBS Banking	C-5	
(v)		Correspondence : Bank guarantee/ bid security	C-5	

SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS
(vi)		Over Draft facility with banks	C-3	
(vii)		Opening of Accounts for toll collection	Category 'B'	
(viii)		Operation of bank accounts in PIUs	C-5	
(ix)		Reconciliation of Bank Accounts	C-3 or one year after completion of audit, whichever is later	
(x)		Reconciliation of toll collection FDRs	C-5 or one year after completion of audit, whichever is later	
(xi)		Bank operation – PIU/RO/SLUs	C-3 or one year after completion of audit, whichever is later	
14	<b>Audit reports</b>			
(i)		Internal audit reports	C-3 or upto critical analysis report is considered by Internal audit committee of NHA, whichever is later	
(ii)		Govt. audit reports	C-3 after audit para is dropped	
(iii)		In-house audit	C-3	
15	<b>Filing of ITR / TDS returns</b>			
(i)		TDS/TCS remittance	Category 'B'	
(ii)		TDS return	Category 'B'	
(iii)		TDS certificate	C-5	
(iv)		Application for lower-deduction of TDS	C-5	
16	<b>Reports relating to payment exceeding 1 lakh through RTGS</b>		C-3	

**RECORD OTHER THAN FILES**

S. No.	Description of records	Retention Period
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
26	Transfer vouchers	C-8 after settlement of income tax cases
27	Bank Guarantee Register	Category 'B'
28	Staff reimbursement register	Category 'B'
29	Register of Measurement Books	Category 'B'

**C : TECHNICAL AND LAND ACQUISITION**

SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS
1	<b>Documents related to DPR Consultant / feasibility consultant</b>			
(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 /feasibility report	All volumes	Category 'B'	
(v)	Correspondence files		Category 'B'	
2	<b>Supervision Consultancy/ Independent Consultant/ Independent Engineer / Authority's Engineer</b>			
(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)	Review drawing / Proof checking designs, final completion drawing / as built drawing / handing over report		Category 'B'	
(vi)	Correspondence files		Category 'B'	
(vii)	Payment to SC/IC/IE/AE		C-3 after release of final payment	
3	<b>Civil Work Contract/ BOT (Toll)/ Annuity/OMT Contract and other Works</b>			
(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	

SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS
			award of the contract except L-2 and L-3 which shall be destroyed 2 years after completion of work	
		Finally successful bid	Category 'B'	
(iii)	Contract /Concession Agreement		Category 'A'	
(iv)	Measurement Book / level book		C-10 from the date of actual completion	
(iv)	Interim payment certificate (IPC) / final bill		C-8 after release of final payment	
(iv)	Correspondence file		Category 'B'	
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	
7	Land Acquisition			
(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'	
		Proposal for sanction / extension of SLAUs	Category 'B'	
		LA Estimates and Compensation	Category 'B'	
		Mutation of land records/ possession certificates	Category 'B'	
8	Correspondence / misc. reports of general nature		C-3	
9	Utility shifting	Estimates and sanction	Category 'B'	
		Payments	Category 'B'	
		Correspondence	Category 'B'	

SL NO.	MAIN HEAD	SUB-HEAD	RETENTION PERIOD	REMARKS
10	Environmental matters	Correspondence	Category 'B'	
11	Forest clearance	Correspondence	Category 'B'	
		Tree cutting	Category 'B'	
12	Permission to use ROW	Retail outlets/ petrol co. / private property access/ laying of utilities etc. - correspondence	Category 'B'	
		ROW permission register	Category 'B'	
13	Highway Administration	Cases/files	Category 'B'	
14	Arbitration	Proceedings of arbitration tribunal / DRB	C-5 after settlement of the case	
		Payment to DRB / AT members	C-3 or 1 year after the audit is over, whichever is later	
15	VIP References		C-5	
16	Wild life clearance matters		Category 'B'	
17	NOC from Pollution control Board / Irrigation Deptt / ROBs etc.		Category 'B'	
18	Project inspection notes		C-3	
19	Issue of fee notifications	Correspondence	Category 'B'	
20	PPPAC proposals		C-3	
21	Engagement of DGRs/ Tolling agencies		C-5	



**Procedure for weeding out of documents.**

(a) The weeding out of documents shall be undertaken by a three member Committee headed by the GM in the concerned RO or DGM, where no GM is in place and two officers from the same RO. In case of field units, the Committee shall be headed by the concerned PD and two officers from the same PIU or one officer from the same PIU and one officer from the adjacent PIU. The Committee shall be constituted with the approval of the concerned RO.

(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 clarification, the matter may be referred to the Admin. Division in the HQ.

(c) The documents recommended by the Committee shall be weeded out with the approval of concerned RO. A list of weeded out documents shall be kept as a permanent record. After approval of the concerned RO, tearing off and disposal of the documents to be weeded out shall be undertaken.

**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 office dealing in the matter. Other offices need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.

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