

Projects Directorate

Record Retention Schedule

As on 04.08.2022

Sl. No.	Name of the document/ Report/ File	Retention Period (Yrs)
1	General Files	
a	Manuals	Current version (Till next revision) & 1 (previous version)
b	Circulars/ Guidelines/ Office Orders/ Administrative Orders/OM	Permanent (till superseded)
c	Constitution of Committees (unless formed for a specific purpose)	Permanent (till superseded)
d	Constitution of Committees (formed for a specific purpose)	5 (from the date of constitution)
e	Committees' recommendations	Permanent
2	Progress reports	
2.1	MIS	<ul style="list-style-type: none"> • 10 (March edition) • Rest of the editions to be retained till end of Financial year
2.2	Physical & Financial Board Notes	
2.2.1	Agenda	1 (from the date of meeting)
2.2.2	MOM/ Resolutions	Permanent
2.3	Weekly Report	04 Weeks
2.4	DO's	01
2.5	Highlights for the Calendar year	01
2.6	Highlights for the Financial year	01
3	Review meetings	
3.1	Agenda / Input	
a	MoS review meeting	
b	Chairman's review meeting	01
c	Head of Projects meeting	
3.2	MOM	
a	MoS review meeting	
b	Chairman's review meeting	Permanent
c	Head of Projects meeting	

Sl. No.	Name of the document/ Report/ File	Retention Period (Yrs)
4	Replies/ Correspondence	
4.1	Parliament matters	
4.1.1	Parliamentary queries	01 (from the date of reply)
4.1.2	COPU	
4.1.3	Standing/ Consultative committees	
4.1.4	Demands for Grants	
4.2	RTI	05 (from the date of reply)
4.3	Correspondence with ministry/ Reports sent to Ministry	01 (from the date of reply)
5	Budget files	
5.1	Annual budget	01 (Current FY) + 02 previous FYs
6	Audit files	02 (after closure of all memos)
7	Appointment of Consultant/ FIs	Permanent
8	Project related files	
8.1	Appraisal Files :	
8.1.1	CPFRs/ FRs/ DPRs	Permanent
8.1.2	Approvals	Permanent
8.1.3	Withdrawals/ Deferments	Permanent
8.2	Monitoring Files :	
8.2.1	Weekly Reports from plants	04 Weeks
8.2.2	Monthly Capital Expenditure	01(Current FY) + 03 (report for the month of March)
9.3	Contracts	
9.3.1	Contract documents	Permanent
9.3.2	Dispute settlement cases	2 (from the date of closure/ settlement)
9.3.4	PCR (Post Completion Report)	Permanent
9.4	General	
9.4.1	Representations/ Complaints	5
9.4.2	Corporate Plans	Permanent