

नौएडा विश्रेष आर्थिक क्षेत्र प्राधिकरण (अधीनस्थ भारत सरकार)

वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग नौएडा दादरी रोड, फेस-प, नौएडा,201305, जिला गौतम बुद्ध नगर (उ०प्र०)

NOIDA SPECIAL ECONOMIC ZONE AUTHORITY

(Under Government of India)

Min. of Commerce & Industry, Deptt. of Commerce, Noida Dadri Road, Phase-II, NOIDA-201305, Distt. Gautam Budh Nagar (UP)



F.No. 01/01/2010-EM/ 65 70

Dated: 06/07/2016

OFFICE MEMORENDUM

Subject: Retention period/Destruction schedule of recorded files

Competent Authority has approved retention schedule of files for Estate Management Section as under:-

	Estate Management Section	
S.No.	Particulars	Schedule
1.	Digitalization of files	6 month after closer of unit
2.	Weeding Out of files	3 Year from the closer of the unit or within one year from the Audit, whichever is later. Further, if any file pertains to unit whose court case or any proceeding is pending, that file may not be destroyed.
This pract	ice be followed with immediate effect.	Rai Uma Lind
		(R.K.Srivastava)

(R.K.Srivastava)

Deputy Development Commissioner

1. Asst. Development Commissioner, Estate

. Estate Management Section