



F.No. 01/01/2010-EM/ 6570

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 practice be followed with immediate effect.

Ravi Kumar Arora

(R.K.Srivastava)

Deputy Development Commissioner

1. Asst. Development Commissioner, Estate
- ✓ 2. Estate Management Section