



RECORD RETENTION SCHEDULE

2017

UJVN LIMITED

Regd. Office: "Ujjwal", Maharani Bagh,
GMS Road, Dehradun – 248006

Website: www.ujvnl.com

INDEX

Sl. No.	Particulars	Page/Pages
i)	Index	2
ii)	Definitions	3
iii)	References	5

Table of Contents

Sl. No.	Particular Records	Concerned department	Page/Pages
<i>Records Concerned to all departments :-</i>			
1.	Establishment	All departments	6 – 13
2.	Common office services	All departments	14 – 16
3.	Tendering (Procurement and Contracts)	All departments	17 – 18
4.	Finance, budget cash and accounts	All departments	19 – 20
5.	O&M (Operation & Maintenance) of Power Stations	All Power stations	21 – 22
<i>Records Concerned to Particular departments :-</i>			
6.	Company Secretary		23 – 23
7.	Monitoring(Operations) & Technical		24 – 24
8.	Civil New Projects/Civil Maintenance/Civil Design & Hydrology		25 – 25
9.	E&M Design and RMU		26 – 26
10.	IT and Communication		26 – 26
11.	Commercial		27 – 27
12.	MM&C (Material Management & Contract)		27 – 27

Definitions

Categorization of Records

1. **Category 1 - Permanent (A)** - Records which qualify for permanent preservation in the form of soft (microfilms / digital /e-files on server)as well as in hard copy. Hard copy of rules may be compiled in book form for frequent references in future. These records must be kept in Central Place in soft as well as hard form.

In this category following records can be held:-

- 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 to avoid its damage or loss; or
- material likely to be required for frequent reference by different parties simultaneously/frequently.
- files of historical importance.

Examples: Design Drawings, Manuals, Technical Knowledge obtained during construction/ maintenance, Topography, Policies, Circulars, Rules & Regulations, etc.

2. **Category 2 - Permanent (B)** - Records which qualify for permanent reservation in the form of hard copy only for frequent references in future.

Examples: Service Books, Personal Files, Pay bill register etc.

3. **Category 3 - C-'N'** -Records which required to be preserved in the form of hard copy only upto 'N' number of years of closing the file/record. For example C-1, C-3, C-10, etc. after indicated time such record required retention / weeding out through proper procedure.

Examples: All records excluded from Category 1 & Category 2.

Cost/Tax Records

1. As per “**Cost Accounting Records(Electricity Industry) Rule 2011**”& “**Companies (Cost Accounting Records) Rule 2011**”the minimum period for maintenance for “**Cost Records**” cost statements and reconciliation statements is prescribed as **8(Eight) financial years** immediately preceding a financial year.
2. “**Cost Records**” means books of account relating to utilization of materials, labour and other items of cost as applicable to the activities of the UJVN Ltd.
3. Under **Income Tax Act 1961**, any matter which is subject to Income Tax proceedings, have to be retained up to the period of **16 years**. The records pertaining to any proceedings of a financial year/assessment year which is pending would be kept till the time the proceedings and disputes are over and matter finalized.

Review of records

1. The year of Review of Category -1 – Permanent(A) & Category -2 – Permanent(B) files be reckoned with reference to the year of their opening.
2. Both Category -1 & Category -2 documents may be reviewed on attaining the 25th year of their life.
3. The year of Review of Category -3 files be reckoned with reference to the year of their closing.
4. In these reviews classification of above files may also be changed with due approval.
5. All Category -3 file will be reviewed on the expiry of the specified retention period and weeded out unless there are sufficient grounds warranting its further retention
6. Extension in retention period of Category -3 records/documents for any unavoidable reason can be made through approval.
7. Any Category -3 records/documents which is under the process of arbitration, litigation, enquiry or audit, shall be retained five years after final clearance.

Destruction/Weed out of Records

All EEs/Sr. Account officer / equivalent officer/ unit head under the guidance of their DGMs shall identify the records to be weeded out as per policy and prepare a list of the same.

Concerned GM shall constitute "Weeding out Committee" which shall review the list of records submitted by various EEs/Sr. Account officer / equivalent officer and grant approval for destruction of records as per following procedure:

Procedure for destruction of Records/documents through Weeding out Committee

- i. To collect the list of Records/documents to be weeded out as recommended by the unit head.
- ii. To verify the list of records with the Record Retention Schedule of Nigam with reference to their retention periods. The records, whose retention period is remaining, may be separated from the list of records to be weeded out.
- iii. Review/Filter of such records/documents against which some actions/enquiries/audits arbitration/litigation etc. is pending but their retention period has been completed. If such records exist in the list, recommend sufficient temporary extension in their retention period for such records and separate those records from list.
- iv. From remaining list, separate the records/documents which are required to be transferred from Category -3 to Category -1 depending upon the requirement and nature of document. However, the hard copy of the document/records will be weeded out as per retention schedule or decision may be given for their retention as hard copies.
- v. After activities from sl. no. (ii) to (iv), rest of the documents may be approved for weeding out. Now the weeding out of records/ documents may be done after making proper entry in Weeding out Register of the office.
- vi. Records/documents approved to be weeded out will be destroyed through shredding in the presence of the competent authority of committee and the report will be sent to GM and Higher level.

Format of Weeding Out Register

Sl. No.	Brief Description of Record with Period	Total no. of Pages	Date of Weeding	Reference of Approval	Signature of Unit Head
1	2	3	4	5	6

References

- State Government Orders(Regarding retention Periods of Records):
 - GO – 3657/XLVII- 1-37(1)1984 dt 07.1.1984 of Uttar Pradesh
 - GO – 244/XXXI(13)G/2005 dt 23.04.2005 of Uttarakhand
 - GO – 2223/XXXI(13)G/2013-37(lk0)/2013 dt 15.07.2013 of Uttarakhand
 - GO – 103/XV-8/2013-14 dt 28.10.2013 of Uttarakhand
- Financial Hand Book Vol. II & V
- Gol Record Retention Schedule 2012 , 2010 & 2004
- NHPC Record Retention schedule 2010
- GFR 2005

Establishment

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head	Sub Head	
1	2	3	4
1	Recruitment	Recruitment (general aspects) including provisions of the Constitution	Permanent (A) in the case of HR deptt ; other departments need to keep only the standing orders, weeding out the superseded ones as and when they become obsolete.
		Appointment of dependents of deceased employees	C-7 After availing last pay commission/wage board benefits or after Retirement whichever is later. Other (those who have ceased to be in service): C-7 after their service have ceased or after availing last pay commission/wage board benefits whichever is later.
		Estimate (annual) of vacancies	C-5
		Employment priorities and maintenance of roster.	C-20 for HR Deptt and other departments need to keep only the standing orders.
		Framing of recruitment rules	Permanent (A) in the case of HR Deptt. other departments need to keep only the standing orders, weeding out the superseded ones as and when they become obsolete.
		Recruitment from open market, including advertisement and inviting of applications	C-10
		Application for various posts:- a) Selected candidates b) Rejected/ Not selected applications	Permanent (B) C-2 after completion process
		Reservation in services: (a) Scheduled castes/ Scheduled Tribes (b) others	C-15 C-10
		Relaxation of age/ educational qualifications	C-10 for HR department. Subject to keeping an authenticated copy of order in personal file.
		Selection committees for recruitment of personnel: constitution & proceedings	C-10
		Call letters & related registers of fresh recruitment	Permanent(B)
		Security Bonds in original	C-10
		Condonation of break in service	C-10 for order issuing department and department concerned, subject to suitable entry in the service record and keeping the copy of order in the personal file.
		Engagement of Contract/ UPNL employees	C-10 for order issuing department and C-10 after final AG audit for other concerned departments
2	*Records related to -Creation and classification of posts	Continuance/abolition/revival of posts	Permanent (B) for HR and for other departments, weeding out the superseded ones, as and when they become obsolete
		Conversion of temporary posts into permanent ones	Permanent (A) for HR and for other departments, weeding out the superseded ones, as and when they become obsolete
		Creation of posts	Permanent (A) for HR and for other departments, weeding out the superseded ones, as and when they become obsolete

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head	Sub Head	
1	2	3	4
		Revision of scales of pay	Permanent (B) for HR and for other departments, weeding out the superseded ones, as and when they become obsolete
		Upgrading of posts	Permanent (B) for HR and for other departments, weeding out the superseded ones, as and when they become obsolete
		Re-designation of Posts	Permanent (B) for HR and for other departments, weeding out the superseded ones, as and when they become obsolete
	Note: * The power of creation/abolition/revival & classification of posts in UJVN Ltd is vested in GoU. The staff structure has to be retained Permanent by HR deptt. These documents/records will become obsolete only when these are declared Obsolete by GoU.		
3	Scheduled Castes and Scheduled Tribes	Representation in posts and services – policy and implementation of safeguards	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
		Reservation of vacancies (including grouping of posts, and exclusion of posts from reservation order)	C-15
		De-reservation of vacancies	C-15
		Complaints from associations regarding non-observance of reservation in services	C-15
		Roster/Registers for Schedule Castes and Scheduled Tribes	Permanent (B)
4	Retrenchment	General principles	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
		Correspondence, other related records	C-10(after finalizing the case), subject to suitable entry in the appropriate service record and the final report itself being kept in the service book/ personal file.
5	GOs/BOs	Guard files of GOs/BOs	Permanent(B)
6	Verification/re-verification of character and antecedents	Rules (General aspects)	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
		Correspondence, other related records	C-5 after retirement / resignation/ death/ discharge from service, subject to suitable entry in the appropriate service record and the final report itself being kept in the service book/ personal file.
7	Medical	Rules (General aspects)	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
		Medical examination Correspondence	C-5 (after finalizing the case), subject to suitable entry in the appropriate service record and the final report itself being kept in the service book/ personal file.
		Medical treatments/ reimbursement Correspondence	C-5(after completion of audit for the departments concerned), subject to suitable entry in the appropriate service record and the final report itself being kept in the service book/ personal file.
		Hospital empanelment Correspondence	C-3 after completion of validity, in case of temporary empanelment. In case of permanent empanelment keep only the standing orders/records.

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head	Sub Head	
1	2	3	4
8	Service records	History of services	C-7 After availing last pay commission/wage board benefits or after Retirement whichever is later. Other (those who have ceased to be in service) : C-7 after their service have ceased or after availing last pay commission/wage board benefits whichever is later, subject to suitable entry in the appropriate service record and the final report itself being kept in the personal file.
		Verification of age and education	
		Admission of previous service not supported by authenticated service record, e.g. through collateral evidence	
		Nomination relating to family pension and DCR gratuity	
		G.P. Fund nomination	
		Service Books	Permanent (B)
9	Personal files	Officers	Permanent (B)
		Staffs retired / ceasing from service below officer cadre	C-3 after retirement / ceasing from service.
10	Movement Registers/ Records of Service books / Personal files.		C-2 after finalizing all receive back entries or transferring to next register.
11	Posting and transfers	General aspects	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
		Correspondence, other related records	C-10, subject to suitable entry in the appropriate service record and the final report itself being kept in the service book/ personal file.
12	Charge Certificates/Joining Reports		C-5,subject to a suitable entry in the appropriate service record and copy itself being kept in the personal file
13	Seniority	General principles	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
		Representations, Correspondence, other related records	C-3 after confirmation on the current post of employees.
		Representations, Correspondence other related records of seniority in case of conflicts raised in court.	C-3 after confirmation on the current post of employees or final decision of court whichever is later.
		Final Seniority lists	Permanent (B) for HR Deptt. and other departments need to keep only the standing orders.
14	Attendance/Absentee / Incumbency statement	Attendance Registers	C-5
		Absentee / Incumbency statement records (monthly)	C-5
15	Leave (other than study leave and casual leave)	Rules (general aspects)	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
		Correspondence, other related records	C-10, subject to suitable entry in the appropriate service record and the final report itself being kept in the service book/ personal file.
		Leave accounts/Registers of employees	C-5 for those eligible for retirement/terminal benefits after issue of final pension/gratuity payment order and for other : C-5 after they have ceased to be in service

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head	Sub Head	
1	2	3	4
		Leave accounts/Registers of UPNL employees	C-5 after final AG audit.
16	Study leave	Rules (general aspects)	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
		Correspondence of cases	C-3 after completion of study, subject to a copy of study certificates being kept in the service book/ personal file.
17	Casual leave (including Special leave)	Rules	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
		Correspondence, other related records	C-3
		Casual leave account/registers	C-2 after completion of calendar year.
		Special casual/hill leave register	C-2 after completion of calendar year.
18	Pay/special pay	Rules (general aspects)	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
		Correspondence, other related records	C-10, subject to a suitable entry in the appropriate service record and the final report itself being kept in the service book/ personal file.
19	D.A. and other Allowances guideline / orders	Rules and Guidelines (general aspects)	Permanent(B) for HR Deptt. and other departments need to keep only the standing orders.
		Correspondence, other related records	C-10, subject to a copy of the order being placed in the personal file.
20	Annual Confidential report (ACRs)	Rules (general aspects)	Permanent(B) for HR Deptt. and other departments need to keep only the standing orders.
		Correspondence, other related records	C-3
		ACRs/character Rolls	C-5 after retirement / resignation/ death/ discharge from service
21	Increment	Rules (general aspects)	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
		Correspondence, other related records	C-10, subject to a suitable entry in the appropriate service record and the final report will be kept in the service book/ personal file.
22	Probation/confirmation	General principles (probation)	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
		Correspondence, other related records	C-10, subject to a suitable entry in the appropriate service record and the final order will be kept in the service book/ personal file.
23	Pay Commission and Wage boards	Related General Rules, Clarifications, Revisions etc.	Permanent (B)
24	ACP/Time scales	Rules (general aspects)	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
		Correspondence, other related records	C-10, after retirement for those eligible for retirement/terminal benefits after issue of final pension/gratuity payment order and for other: C-10 after they have ceased to be in service, subject to a suitable entry in the appropriate service record and the final report itself being kept in the service book/ personal file.

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head	Sub Head	
1	2	3	4
25	Promotion / reversion	General principles	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
		Departmental promotion committee	Constitution:C-5 or one year after the reconstitution of D.P.C., whichever is later
		Correspondence, other related records	C-10, subject to a suitable entry in the appropriate service record and the final report will be kept in the service book/ personal file.
26	Training/ workshops/ seminar	General principles (for training on fresh appointment)	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
		Catalogues/ Brochures & training calendar, etc.	C-2
		Records related to conducted training programs.	C-10
		Training Profile of individual employee	Till service period of employee in UJVN Ltd. subject to keep a copy in personal file.
		Short term trainings/ workshops / seminars related records	C-2
		Part time courses or qualification enhancement with departmental permission.	C-10, subject to a suitable entry in the appropriate service record and the final report will be kept in the service book/ personal file.
		Apprentices under training	C-3 after final AG audit.
		Vocational training	C-3
		Part time courses sponsored by Department.	C-3 after the period of validity bond/agreement or completion of AG audit, whichever is later, subject to suitable entry in the appropriate service record and a copy of final certificate will be in the service book/ personal file.
27	Departmental examinations/ Interviews	Framing of rules	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
		Complete procedure of Holding of examinations/interviews and Results-declaration.	C-5, subject to suitable entry in the appropriate service record and the copy of final Results-declaration will be kept in the service book/ personal file.
		Answer books	C-3 after declaration of results.
28	Deputations and delegations	Rules regarding deputations, including deputation on foreign service in India and abroad.	Permanent(A) for order issuing Deptt. and other departments need to keep only the standing orders.
		Delegation cases	C-5 after final AG audit and settlement of all audit objections
		Deputations cases of employees	C-5 after final pension, retirement benefits.
		Register of delegations / deputations	C-5 after final AG audit and settlement of all audit objections
29	Service Regulations	Rules (general aspects)	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
30	Delegation of powers	Rules (general aspects)	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
		Correspondence	C-5
		Related OMs, Circulars, etc.	Permanent(B) for HR Deptt. and department issuing the orders. Other departments need to keep only the standing orders.

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head 2	Sub Head 3	
1	2	3	4
31	Honorarium/ awards	Rules (general aspects)	Permanent(B) for HR Deptt. and other departments need to keep only the standing orders.
		Related Correspondence,	C-5 after final AG audit, subject to suitable entry in the appropriate service record and a copy of final certificate will be kept in the service book/ personal file.
32	Pension/ gratuity /retirement	Rules and orders (general aspects)	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
		Cases and related Correspondence	Permanent (B)
33	Resignation	Rules and orders (general aspects)	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
		Correspondence of cases	C-10 after acceptance of resignation and after issue of final pension/gratuity payment order for those eligible for retirement/terminal benefits and for other: C-10 after acceptance of resignation. Subject to a copy of OM will be kept in the service book/ personal file.
34	Extension of service	Rules and orders (general aspects)	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
		Correspondence of cases	C-3 after completion of extended period or final AG audit whichever is later. Subject to a copy of OM will be kept in the service book/ personal file.
35	Re-employment	Rules and orders (general aspects)	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
36	Nomination of Employees	General aspects	Permanent(A) for HR Deptt. and the departments concerned :other departments need to keep only the standing orders.
		Nomination for short term Committees/working groups for administrative action against employee.	C-10 after completion of allotted work in case of department issuing the orders and the departments concerned; other departments need to keep only the standing orders. Subject to a copy of reports will be kept in the service book/ personal file.
		Nomination for short term Committees/working groups for general purpose.	C-5 after completion of allotted work in case of department issuing the orders and the departments concerned; other departments need to keep only the standing orders.
		Nomination for permanent Committees/working groups .	C-10
37	Forwarding of applications	General aspects	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
		For examinations	C-3 after announcement of result of the examination or selection for particular post.
		For other cases	C-3
38	Review of cadres/ services	General aspects	Permanent(A)for HR Deptt. and other departments need to keep only the standing orders.
		Correspondence of cases	C-10 after completion of review of cadres/ services. Subject to a copy of final OM will be kept in the service book/ personal file.

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head	Sub Head	
1	2	3	4
39	No objection certificates.	General aspects	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
		For issue of passport, arms licenses to govt. servants.	C-15 or upto employee's retirement whichever is earlier.
		N.O.Cs for other cases for internal uses of deptt.	C-5 after retirement, subject to a copy of all such NOCs will be kept in the service book/ personal file.
		N.O.Cs for other cases for external uses of deptt.	C-3
40	Court cases	Rules (general aspects)	Permanent(A)for HR Deptt. and other departments need to keep only the standing orders.
		Different Cases	Permanent (B) for concerning deptt.
		Final Judgement orders of court	Permanent (B)for concerning deptt. Subject to, keeping a copy of court order with HR deptt and concerned personal files.
41	Trade Union matters	Rules (general aspects)	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
		Recognition of Associations/Staff Unions	Permanent(B)
		Different Cases	C-3 after final decision
		Final Decisions related to different cases	Permanent(B) for HR Deptt. and other departments need to keep only the standing orders.
42	Gifts/Grants in-aid/ Hospitality grants	Rules (general aspects)	Permanent(B)
		Grant for Sports & other Cultural activities	C-3 or one year after final AG audit, whichever is later.
		Purchase of gifts for Delegations / employees on retirement and for others	C-3 or one year after final AG audit, whichever is later.
		Hospitality of delegations cases	C-3 or one year after final AG audit, whichever is later.
43	Singing Ceremony of MOU/Agreement	Correspondence cases	C-3 or one year after final AG audit, whichever is later.
44	Correspondence with Government	Various correspondence	C-10 for department dealing with government. C-5 for concerning department and C-3 for other deptts.
45	Suo Motto Information		C-3
46	Relaxations	Rules (general aspects)	Permanent (A) for HR Deptt. and other departments need to keep only the standing orders.
		Various Relaxation cases	C-5 after final Relaxation orders.
		Final Relaxation orders	Permanent(A) for HR Deptt. and other departments need to keep only the standing orders.
47	Various Monthly progress reports.		C-3
48	Correspondence under RTI	Rules (general aspects)	Permanent(A) for HR Deptt. and concerned departments. Other departments need to keep only the standing orders.
		Cases disposed off without attracting 1 st appeal	C-3
		Cases attracting 1 st appeal	C-5

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head	Sub Head	
1	2	3	4
		Cases attracting 2 nd appeal (without any remarkable decision)	C-5 or till compliance of orders, whichever is later.
		Cases attracting 2 nd appeal (involving a remarkable decision)	C-5
		Files/ registers of RTI applications i.e. records other than case files.	Permanent (B)
49	Record retention matters	Rules (general aspects) regarding policy /constitution of committee	Permanent(B) for HR, other departments need to keep only the standing orders.
		Various record retention Correspondence	C-3 after final report/order by concerned committee.
		Final reports/orders for weed out / re-retention of records.	Permanent(B) for HR Deptt. and concerned department.
		Weed Out Register	Permanent(B) for concerned department.
50.	Preliminary Enquiry / Departmental Enquiry (After issue of Charge Sheet)		
i)	Complaints& Enquiries	Rules (general aspects)	Permanent (A) for HR & order issuing Deptt. and other departments need to keep only the standing orders.
		Anonymous or pseudonymous complaints on which no action is taken	C-3 or one year after finalizing the case, whichever is later
		Other complaints	C-3
		Complaints resulting in exoneration of accused official with or without warning issued from Concerning Deptt.	C-3 after finalizing the case.
ii)	Preliminary Enquiry	Complaints resulting in exoneration of accused official with or without warning	Permanent (B) at DGM(Personnel), subject to keep a copy of warning in the personal file. Refer OM 7515 dt.23.08.14 of MD
		Complaints leading to disciplinary enquiries & their registers	C-5 after final disposal of appeal or final judgement under normal course of law. Subject to a copy of final report/reports being kept in the service book/ personal file.
iii)	Departmental Enquiry / Disciplinary proceedings (After issue of Charge Sheet)	Enquiry resulting in imposition of penalties. (including complete enquiry proceedings, evidences, Representations & Appeals)	Permanent (B) at DGM(Personnel), subject to keep a copy of final report/judgement in the personal file. Refer OM 7515 dt.23.08.14 of MD.
iv)	Prosecution by Police/ State Vigilance department		Permanent (B) at DGM(Personnel)

Common Office Services

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head	Sub Head	
1	2	3	4
1	Working environment	Rules (general aspects)	Permanent (B) for HR and others should keep only the standing orders.
		Related issues	C-3
2	Office Registers	Attendance Registers	C-5
		Dairy/Despatch Registers	C-5
		Stamp Register	C-3 after final AG audit
		Runner/Peon Books	C-2
		List/Register of temporary files	C-3
		List/Register of permanent files	Permanent (B)
		Complaint Registers	C-1 after transferring unattended complaints in new register
3	Official journeys/tours	TA/TTA case files	C-3 or one year after final AG audit, whichever is later.
4	Audits	Rules, Circulars, Office orders (General aspects)	Permanent (B) in the case of departments issuing the orders/instructions etc, other departments need to keep only the standing orders and just preceding order.
		Internal audit reports & correspondence	Till next AG audit after clearing all paras
		AG/Govt. Audit Paras/ reports& correspondence	Till next AG audit after clearing all paras
5	Stock/T&P – Furniture /IT equipment / Electrical equipment/ tools	Rules for purchase, hire, entitlement, condemnation (general aspects)	Permanent(B), for order issuing department and others should keep only the standing orders.
		DGS&D rates contracts	Keep only standing orders
		Hiring/repair & maintenance cases	C-3 after final AG audit of payment, subject to suitable entry in Stock/T&P registers
		Physical verification	C-5 after final AG audit
		Indents of Stock/T&P	C-3 after final AG audit
		Survey, Condemnation and disposals a) OMs and Final Reports b) Related Correspondence	a) C-10 b) C-3 or one year after completion of audit, whichever is later, subject to suitable entry in Stock/T&P registers
6	Accommodation	Office/Residential accommodation (general aspects)	Permanent (A) for departments dealing the allotments. Other departments need to keep only the standing orders.
		Buildings Records:- • Classification/Construction / Electrification/ Sale /Grant/ Damages or destruction records & Registers. • Cases of Rent/ Hire	Permanent (B) C-5 after final AG audit.
		Office shifting/ rental arrangement records	C-3 after completion of shifting or C-1 after final AG audit whichever is later
		Advertisement, applications, other related records.	C-2 after allotment orders
		Final allotment orders, possession /vacate related Registers, rosters, NOCs/ No Dues of accommodations	Permanent (B) for order issuing deptt.

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head 2	Sub Head 3	
1			4
		Related complaints	C-1 for general complaints and C-5 for violation of rule.
		Panel rent issues related correspondence and final orders	C-3 after completion of audit of deduction of panel rents for allotment authority.
		Unauthorized possession/Sub-letting issues, related correspondence.	C-3
		Other correspondence with Government/other department related accommodation	C-7 for concerned deptt.
7	House rent allowance	General aspects	Permanent (A) for HR Deptt. and other departments need to keep only the standing orders.
		Related correspondence and related records	C-5
		Final OMs	C-3 after transfer/retirement/allotment of accommodation for order issuing deptt., subject to keeping a copy of OM in service record/ personal files.
8	Insurance	Insurance policy of Power Plants & Departmental vehicles	C-2 after settle down of all claims, subject to keeping a copy with individual claim case.
		Renewal case of all type of Insurances	C-2
		Claim cases of insurance related to power plants	Permanent (B)
		Claim cases of insurance related to Departmental vehicles	C-3 after final AG audit.
9	Stationery/ Printing/ binding and forms	Rules for printing/binding/ procurement of stationery (general aspects)	Permanent(B), for order issuing deptt. and others should keep only the standing orders.
		Stationery registers, Correspondence relating to printing & binding and other related records	C-3 or one year after final AG audit and physical verification, whichever is later.
		Indents	C-3
10	Black-listing of firms/ contractors	Circulars (general aspects)	Permanent(B), for HR and others should keep only the standing orders.
		Individual cases	C-10 for order issuing deptt. & HR and others should keep only the standing orders.
11	Telephones/Mobiles/ Internet Services	Office telephones/mobiles installation and shifting of – telephone bills	C-3 or one year after final AG audit, whichever is later.
		Residential telephones- installation of telephone bills	
		Repair and maintenance	
		Internet Services	
12	Newspapers/ magazines		C-2 after final AG audit
13	Identity Cards	Rules (general aspects)	Permanent(B), for HR and others should keep only the standing orders.
		Case for making I-Cards	C-2 or one year after completion of audit whichever is later.
		Issue/Receive back Registers or ledgers	C-2 after finalizing all receive back entries or transferring to next register/ledger
14	Departmental Vehicles	Rules for purchase, hire, entitlement, condemnation (general aspects)	Permanent(B), for order issuing deptt. and others should keep only the standing orders.

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head	Sub Head	
1	2	3	4
		DGS&D rates contracts	Keep only standing orders
		Correspondence related to purchase of vehicles	C-5 after final AG audit of payment, subject to suitable entry in T&P/ 2T register
		Official/Non-official journeys	C-3 or one year after AG audit, whichever is later.
		Vehicle log books	C-3 or one year after AG audit, whichever is later.
		Correspondence related to purchase of vehicle accessories	
		Accounting of Old & used accessories	C-3 or one year after AG audit, whichever is later, subject to suitable entry in Stock/T&P account if necessary.
		Hiring/Servicing, repairs and replacement of parts and relevant correspondence	C-3 or one year after AG audit, whichever is later.
15	Unserviceable, obsolete and surplus articles	Rules (general aspects)	Permanent(B), for order issuing deptt and others should keep only the standing orders.
		Engagement of auctioneers and notice of auction	C-5 or one year after AG audit, whichever is later, subject to suitable entry in account if necessary.
16	Maintenance of records	Rules for review of records (general aspects)	Keep only standing orders
		Cases of Maintenance of records and other related records	C-3 or one year after completion of audit, whichever is later.
17	Library /Central Library	Rules (general aspects)	Permanent(B), for order issuing deptt and deptt. concerned, others should keep only the standing orders.
		Records/files related to Order and receipt of books	C-3 or one year after completion of audit, whichever is later, subject to suitable entry in Library Books register
		Library books of older edition	C-1 after receipt of new edition.
		Records (Permanent A) transferred from various internal departments.	Permanent (A)
		Issue/Receiving back registers or related ledgers	C-2 after finalizing all receive back entries or transferring to next register/ledger
		Cases of non-returning of books or other records	C-3 after final AG audit of miscellaneous/penalty
18	Security / Reception/gate entry	Rules (general aspects) for Engagement / hiring	Permanent (B)
		Cases of agreements of Engagement/ hiring security and related correspondence	C-2 after final AG audit.
		Entry gate/Reception records of Visitors/Vehicles	C-2
		Entry gate/Reception records of Supplied products/ Material/ tools for workman, etc.	C-2 after final AG audit or after suitable entry in store/central store account whichever is later
19	Accident/ Casualty Reports		C-5 after finalizing the case
20	Theft and misuse Cases & Reports		C-5 after finalizing the case & recovery
21	Meeting, conferences, celebrations and functions	Various cases including expenditure wherever applicable.	C-3 or one year after final AG audit, whichever is later.
		Minutes of meetings	Permanent(B)
22	Inspection	Inspection reports and compliance records	Till next inspection after compliance.

**Tendering (Procurement, Contracts, Consultancy etc)/Supply &
Work Order**
(Common to all Departments)

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head	Sub Head	
1	2	3	4
1	Major (i.e cost above Rs. 5 lac) works /supply/ services through tenders	Rules, guidelines, policy, circulars	Keep the standing orders
		Pre award correspondence files (excluding approvals, evaluation report and bids)	C-3 after final AG audit of final payment of individual contract.
		Complete case file including approvals, tender documents, NITs, corrigendum, evaluation report, MOMs, LOI/LOA, etc.	C-5 after final AG audit of final payment of individual contract.
		Original bids of successful bidder/bidders (i.e. L1)	C-5 after final AG audit of final payment of individual contract.
		Original bids of remaining bidders	C-5 after award of individual contract.
		Original agreement and its amendments	C-5 after final AG audit of final payment of individual contract.
		Papers pertaining to Inspection/dispatch clearances	C-5 after final AG audit of final payment or after issuing the completion certificate whichever is later.
		Procurement orders	C-10 after final AG audit of final payment of individual contract.
		Files pertaining to bills, break up bill, Intimations of payments under process / released.	C-5 after final AG audit of final payment of individual contract.
		All post award approvals including agreements, and associated correspondence.	
		Papers pertaining to retendering after tender declared scrapped.	
		Contract closing certificate/records	
		Papers pertaining to performance reports forwarded to external agencies.	
2	Minor (i.e cost upto Rs. 5 lac) works/ supply/ services through tenders	Rules, guidelines, policy, circulars	Keep the standing orders
		Pre award correspondence files (excluding approvals, evaluation report and bids)	C-3 after final AG audit of final payment of individual contract.
		Complete case file including approvals, tender documents, NITs, corrigendum, evaluation report, MOMs, LOI/LOA, etc.	C-3 after final AG audit of final payment or after issuing the completion certificate whichever is later.
		Original bids of successful bidder/bidders (i.e. L1)	
		Original bids of remaining bidders	C-3 after award of contract.
		Procurement orders	C-5 after final AG audit of final payment of individual contract.

Tendering (Procurement, Contracts, Consultancy etc.)/Supply & Work Order

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head	Sub Head	
1	2	3	4
		Original agreement and its amendments	C-3 after final AG audit of final payment or after issuing the completion certificate whichever is later.
		Papers pertaining to Inspection/dispatch clearances	
		Files pertaining to bills, break up bill, . Intimations of payments under process / released.	
		All post award approvals including agreements, and associated correspondence.	
		Papers pertaining to retendering after tender declared scrapped.	
		Contract closing certificate/records	
		Papers pertaining to performance reports forwarded to external agencies.	
3	FDR/BGs/CDRs records/correspondence		C-3 after final AG audit of releasing of FDRs/BGs/CDRs.
4	Correspondence regarding refund of earnest Money.	Earnest money of all bidder	Keep such correspondence with Complete case file of the contract.
5	Supply / Work order cases, TI/PI records		C-3 after final AG audit
6	Consultancy	Rules (general aspects), Orders	Permanent for order issuing department and other department should keep the standing orders.
		Papers pertaining to Status / progress of work	C-5 after final AG audit of final payment.
		Papers pertaining to Summary of work after its completion, intermediate / final bills payments, etc	
7	Tender Registers		C-5
8	Tender Boxes	Paper pertaining to submission of tenders, NIT records, etc.	C-2
<p>Note: In case, any particular contract is under arbitration, Litigation, Enquiry or Audit by any Authority, all documents and records shall be required to be retained five years after the final clearance from arbitration/ disputes/ claims/ Litigation/ Enquiry/ Audit as the case may be.</p>			

Finance, Budget, Cash and Accounts (Common to all departments)

Note:

- i) As per “**Cost Accounting Records(Electricity Industry) Rule 2011**”& “**Companies (Cost Accounting Records) Rule 2011**”the minimum period for maintenance for “**Cost Records**” cost statements and reconciliation statements is prescribed as **8(Eight) financial years** immediately preceding a financial year.
- ii) “**Cost Records**” means books of account relating to utilization of materials, labour and other items of cost as applicable to the activities of the UJVN Ltd.
- iii) Under **Income Tax Act 1961**, any matter which is subject to Income Tax proceedings, have to be retained up to the period of **16 years**. The records pertaining to any proceedings of a financial year/assessment year which is pending would be kept till the time the proceedings and disputes are over and matter finalized.

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head	Sub Head	
1	2	3	4
1	Budget estimates/ revised estimates	General aspects	Permanent (A) for the deptt. issuing the orders/ instruction etc. Permanent (B) for other departments.
		Budget estimates/ revised estimates	C-5 after final AG audit.
2	Annual Balance Sheet	Estimates of income & expenditure statements/ Records	C-10
		Reconciliation of expenditure	C-5 after final AG audit.
		Final Balance sheets	C-10 after final AG audit
3	Income tax and other taxes	Rules, Circulars, Office orders (General aspects)	Permanent (B)
		Related Correspondence with employees	C-2
		Income tax memos of employees	C-2 after releasing of Form 16, 12A,12B, etc.
		Related Correspondence with contractors or firms.	C-16 (as per income tax act 1961)
		Records of submission of various taxes to the government.	Permanent (A)
		Form 16, 12A,12B, TDS, etc. of employees or contractors or firms.	C-7 after final AG audit but at least C-16 (as per income tax act 1961)
4	Audits	Rules, Circulars, Office orders (General aspects)	Permanent (B) for the departments issuing the orders instruction etc. Other departments need to keep the standing orders and just preceding order.
		Internal audit reports& correspondence	Till next AG audit after clearing all paras
		AG Audit Paras / reports and other correspondence	Till next AG audit after clearing all paras
5	Advances	Rules (General aspects) of GPF/EPF advance/ final withdrawal and other advances	Permanent (B) for the departments issuing the orders/instruction etc. Other departments need to keep only the standing orders.
		Advance cases	C-3 after AG audit of settlement, subject to suitable entries in pay bill account/ register & if necessary, copies of sanction will be kept in personal files.
		Permanent Advance cases of GPF,EPF	C-10 after settlement of all final claims.

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head	Sub Head	
1	2	3	4
6	Payments	General aspects	Permanent (B)
		Different payment cases of (Salary, Allowances, Arrears, Advances, Reimbursements GPF/EPF advance/ final withdrawal, payments on retirement, etc)	C-3 after final AG audit, subject to suitable entry in Pay bill registers if necessary.
		Different payment cases of (PI, TI, TA, TTA) and their Bills, Vouchers, Hand Receipt, etc)	
		Different payment cases of Major works to different contractors, firms, suppliers, etc.	C-10 after formal closing of particular contract
		Different payment cases of Minor works to different contractors, firms, suppliers, etc.	C-5 after final AG audit or after issuance of completion certificate, whichever is later.
		GPF related matters, records & registers	C-5 after clearing all final GPF claims
7	Deductions / Recoveries	General aspects	Permanent (B)
		Different recovery cases of (Advance, Penalties, Cooperatives, LICs, Electricity (EC & ED), Salary, Allowances, PI, TI, TA, TTA, GPF/EPF advance/ final withdrawal, Reimbursements, etc.)	C-3 after final AG audit of completion of individual recovery.
8	Stock/T&P accounts, registers & Measurement/ Work order books	Rules (general aspects)	Permanent (B)
		Monthly Accounts of receive/issue of Stocks/T&P	C-2 after final AG audit
		Registers of receive/issue of Stocks	C-2 after final AG audit or physical verification or finalization of annual balance sheet, whichever is later.
		Registers of receive/issue of T&P	
		Measurement books & Work order books	C-5 after final AG audit of all entries of a completely filled book.
		M.B. and Work order Book Issue/submission Registers.	C-5 after destruction of all issued books or after transferring all entries into new register.
		Movement Registers/Records of M.B. and Work order Book	C-2 after finalizing all receive back entries or transferring all entries into new register.
9	Various Registers/ Ledgers/ rolls, etc.	Monthly expenditure registers	C-5 after final AG audit or after finalization of annual balance sheet, whichever is later.
		Register for watching progress of expenditure	
		Register for reconciliation of accounts	
		Cash Book	Permanent (B)
		Cash receipts , counterfoils, petty vouchers	C-3 after final AG audit.
		Pay authorities/pay fixations	C-10 for order issuing authority, subject to suitable entry in the service record and a copy of Order will be kept in the service book/ personal file.
		Vetting of arrears	C-3 after final AG audit, subject to suitable entry in Pay bill register.
		Pay Bill Registers / Acquittance Roll	Permanent (B)
		Office copies of establishment related pay bills (in respect of period for which pay bill register is not maintained).	C-2 after appropriate entry in Pay bill registers.
		Adjustment books (Bill encashment registers)	C-5 after final A.G. audit or after finalization of annual balance sheet, whichever is later.

O&M Records of Power Stations

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head	Sub Head	
1	2	3	4
1	Commissioning Records	Intermediate commissioning reports and other correspondence (in case of projects under construction)	C-5 after issuing the operational acceptance
		Final Drawings, Agreements ,DPRs & Manuals (Civil, Electrical, Mechanical , Test and Operations)	Permanent (B), subject to keep a copy at central library in Permanent(A) form.
2	RMU Records	Intermediate commissioning reports and other correspondence (in case of projects under RMU)	C-5 after issuing the operational acceptance after RMU.
		After RMU Final Agreements, Drawings, DPRs & Manuals (Civil, Electrical, Mechanical , Test and Operations)	Permanent (A) for the power station and a copy will be kept as Permanent (A) in central place(library) and weeding out the obsolete one.
3	History Register of equipment	Basic Specification of equipments	Permanent(B)
4	Breakdown records.	Defect register	C-3
		Tripping Register/records	C-5, subject to suitable entry in Breakdown History Register (including complete remedial action)
		Breakdown History Register: Related to rare breakdowns in power station history (including complete remedial action).	Breakdown History Register – Permanent (B) Related Records - C-3, subject to suitable entry (including complete remedial action) in Breakdown History Register.
5	Basic Daily Records	Log Books (Hourly basis)	C-3, subject to conversion in soft (Scanned /digitized) form as Permanent (A).
		Daily Energy accounting, Outages, Generation losses, Tripping, Declared Capacity, etc.	
		Shutdown / Work permit records of machine/equipment	C-5
		Daily Check lists/schedules of Operation & Maintenance	C-3
		Log books/ Record Registers of consumption of fuels/Oils/lubricants/ Transformer oil, etc.	C-3
6	Basic Monthly Records	Monthly Energy accounting, Outages, Generation losses, Tripping, Declared Capacity, etc.	C-3
		Store related daily/monthly records, indents, invoices, Gate Pass etc.	C-3 after final AG audit
7	Other technical records	Maintenance/Operation records of equipment or systems except generating units.	C-10
		Annual / Planned maintenance records	C-5
		Various reports as (Daily generation reports, fortnightly reports, auxiliary consumption reports, quarterly reports, half yearly/yearly reports, deemed generation, tripping analysis, daily load schedules, machine availability/capacity index, break down, various progress reports, etc.)	C-5

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head	Sub Head	
1	2	3	4
		Information (based on above records) required for higher offices as well as other departments (e.g. UERC, CEA, NRLDC, SLDC, etc.).	C-5
8	Disaster management plan & contingency plan	PLAN/ Constitution of the committee	Permanent (B) for the departments issuing the orders and other departments need to keep only the standing orders
		Implementation records	C-5 after final AG audit of complete implementation
9	General correspondence with various agencies as Schools, CISF, Police, post office, gas agency.	Various agreements	Keep only the standing agreements, weeding out the superseded ones as and when they become obsolete.
		Correspondence	C-5

Company Secretary

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head	Sub Head	
1	2	3	4
1	Company registration		Permanent (A)
2	Memorandum & Articles		Permanent (A)
3	Register of members commencing from the date of the registration of the company		Permanent (B)
4	Index of members		Permanent (B)
5	Register and Index of debenture-holders		C-15 after the redemption of debentures.
6	Copies of all prepared annual returns, certificates and documents under section 159 to 161 of Companies Rules, 1966		C-8 after the date of filing with the Registrar.
7	Investment		Permanent (B)
8	Fixed asset		Permanent (B)
9	BOD & Audit Committee	Rules (general aspects)	Permanent(B) for order issuing Deptt. and other departments need to keep only the standing orders.
		Correspondence regarding BOD and Audit committee meeting	C-2 after finalization of minutes/action taken reports.
		Preparation of agenda	C-5 after finalization of minutes/action taken reports for concerned deptt.
		Board Agenda	Permanent (B)
		Audit committee agenda	Permanent (B)
		Minutes/action taken reports and Registers	Permanent(B) for issuing deptt, C-10 for concerned deptt and C-2 for other deptt.
10	Certificates	Received from statutory bodies	Permanent (B)
		Issued by registrar of companies	Permanent (B)
11	Correspondence	Related to legal compliances under the company's act.	C-3 after completion of compliance
		Related filing of necessary forms with MCA (Ministry of corporate affairs)	C-5
12	Statutory Registers		C-10
13	Publication of Annual reports		C-5, subject to keeping 05 original copies in Central library.
14	Directors	Appointment of directors	Permanent (A)
		Record of Directors Particulars	C-10
15	Filing of Returns		C-10
16	Delegation of Powers	Policy	Permanent (B)
		Correspondence	C-5

Note:

- All Statutory documents of company maintained and kept by the company under Companies Act, 2013, has to be preserved and disposed in accordance with the Companies (preservation and Disposal of Records) Rules, 1966.
- [Point No. 3 to 6 are as per Companies (preservation and Disposal of Records) Rules, 1966]

Monitoring (Operations) & Technical

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head	Sub Head	
1	2	3	4
1	UERC	Correspondence related to Coordination, follow up of directives, regulations, and deficiencies in Petitions filed by UJVNL	C-5
2	CEA	Effective capacity during the period report	C-5
		Addition in installed capacity reports	C-10
		Month wise generation, Ex-bus Targets in MW(Max.),Ex-bus average energy (MU/Day), for the period.	C-5
		Annual Maintenance schedule	C-5
3	UPCL	Projected Generation (MW) Report.	C-3
		Other correspondence with UPCL	C-3
4	Approvals cases	For procurement, works, goods, services, etc.	C-5 after completion of work or final AG audits whichever is later.
5	Auxiliary Consumption Report	Power Station Auxiliary Consumption Report	C-2
		UJVNL Auxiliary Consumption Reports.	C-5
		Other correspondence regarding Auxiliary Consumption	C-3
6	Energy Generation Report.	Daily Generation Report.	C-5
		Plant Status Performance (on 24 hrs. basis).	C-5
		Plant wise Target and Generation status report	C-5
		Other correspondence regarding Energy Generation.	C-2
7	Verification of Declared Capacity of Power Stations.	Daily Peaking data- Declared Capacity of all (Large & Medium) Power Stations.	C-1 after verification of Declared Capacity
		Day wise 24 hrs. actual load- Actual load of the month of all (Large & Medium) Power Stations.	
		Actual Load in descending order Day wise) - Actual load of the month in descending order of all (Large & Medium) Power Stations.	
		MRI Data – MRI data of machines along with proposed declared capacity of Power Stations for the month.	
		Compiled data for verification of Declared Capacity	
		Verified Declared Capacity of Power Stations.	C-5

Civil New Projects/Civil Maintenance/Civil Design & Hydrology

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head	Sub Head	
1	2	3	4
1	Civil New Projects	Survey records	Permanent (B)
		Topographical maps	Permanent (B)
		Investigation works	Permanent (B)
		Project clearance	Permanent (B)
		Land acquisition	Permanent (B)
		Feasibility Report	Permanent (B)
		Correspondence with CEA / CWC	C-5
		CEIA/ EIA/ EMP reports.	Permanent (B)
		R&R policy/ works	Permanent (B)
		Detailed project reports	Permanent (A)
2	Civil Design & Hydrology	Design/Design Brief/ Design calculation	Permanent (B)
		Technical Specification	Permanent (B)
		Hydraulic model study	Permanent (B)
		Tender Stage drawings	Permanent (B)
3	Civil construction	General Correspondence	C-5 after completion of final AG audit/ arbitration if any.
		Infrastructure works	
		Construction drawings	Permanent (A)
4	Civil Maintenance	General correspondence	C-3
		Complaints/ maintenance cases of colony	C-5
		Maintenance cases of power stations	C-5
5	Administrative matters including general & miscellaneous matters	Correspondence with local administration	C-5
		Personal & administration of project	C-5
		Progress reports	C-5
		Project review meetings	C-5
		Correspondence with conservators/state government.	C-5
		Correspondence with contractors/consultants/suppliers.	C-5 after completion of contract/ audit/ arbitration/ claim if any.

E&M Design and RMU

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head	Sub Head	
1	2	3	4
1	General correspondence regarding projects		C-5 after final AG audit of final payment of individual contract.
2	Correspondence with CEA regarding Techno-Economic clearance		C-5 after issuing operational acceptance
3	<ul style="list-style-type: none"> • Design calculations • Technical/ material specifications 		Permanent (B), subject to keeping the copy of same at central library.
4	<ul style="list-style-type: none"> • DPR • Final Drawings & manuals • Testing & commissioning results 		Permanent(A) at central library, subject to keep a copy at O&M site in form of Permanent(B).
5	RLA Study – RM&U		C-5 after final AG audit of final payment of individual contract.
6	RM&U Expenditure		C-5 after final AG audit of final payment of individual contract.

IT & Communication

IT & Communication

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head	Sub Head	
1	2	3	4
1	IT equipment purchases	Papers pertaining to Procurement cases (excluding procurement orders)	C-3 after final AG audit.
		Procurement orders	C-10
2	Tender/NIT uploading & publishing	Paper pertaining to Tender/NIT uploading on departments Website& publishing in newspapers.	C-2
3	Uploading of other information, etc.	Papers pertaining to uploading of various information for eg. Suo moto, HR/Finance/corporate office information, orders, etc.	C-2
4	Softwares		Keep only the updated/latest version
5	General correspondence / gate passes, office files.		C-2

Commercial

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head	Sub Head	
1	2	3	4
1	Petitions for UERC	Paper pertaining to prepare petitions for submission to UERC <ul style="list-style-type: none"> • Correspondence • Minutes of meetings • Affidavit against petitions • Board agenda 	C-3
		Final Petitions	C-5
2	Power purchase agreement	Paper pertaining to power purchase agreement	C-2
		Correspondence with UPCL	C-2
		Agreements	C-5 after completion of agreement period.
3	JMR of different HEPs		C-5
4	Energy bills	Energy bill copy from HEPs	C-5
		Final Energy Bills raised o UPCL & HPSEB	C-5, subject to a copy to be sent to all power stations.
5	Tariff	Rules (General aspects) Orders	Keep standing & one previous order.
		Papers pertaining application/revision/queries about tariff of power houses	C-3 after finalizing the individual case.
6	Other information Records		C-3

MM&C (Material Management & Contract)

MM&C (Material Management & Contract)

Sl. No	Description of Record		Retention Period in UJVN Ltd.
	Main Head	Sub Head	
1	2	3	4
1	Central Procurement cases	Requisition & other correspondence for Turbine oil, Transformer oil, Lubricants Stationary and cartridges (for headquarter), Tyres & tubes, Uniforms, Pressure gauge, Valve, CT, PT, LA, Cables, Luminaries, Electrodes, Jointing Kit, Printing	C-3 after final AG audit
2	Disposal of Scraps	Rules (General Aspects)	Permanent for order issuing department and other departments need to keep standing orders only.
		Scrap Identification Committee.	C-10
		Papers pertaining to various disposal of Scrap cases	C-3 after final AG audit.

Note: For records pertaining to Tenders, Contracts, Supply and Work orders please refer to “**Tendering (Procurement and Contracts) records**” section.