



ब्रह्मपुत्र वैली फर्टिलाईजर कारपोरेशन लिमिटेड, नामरूप
BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED
RECORD RETENTION SCHEDULE (Revision-0)

<u>GENERAL OFFICE RECORDS (For all Dept)</u>		
Sl.no.	File name	Record retention period (in years)
1	Receipt/Dispatch Register	3
2	Peon Book	3
3	Attendance register	3
4	Leave Register	3
5	Leave applications	2
6	Issue/return notes	5
7	General correspondence file/circulars/ office others	3
8	Personal files and records (boiler certificate)	permanent
9	Impress Account record	2
10	Short-hand note books/note pads	To be destroyed immediately
11	Files register/Indent register	permanent
12	Policy circulars/standing orders	permanent
13	Job responsibility	5
14	General AVI	3 months
15	Outgoing AVI	3 months
16	Outgoing Register to be maintained	permanent
17	Short leave AVI	3 months
18	Short leave register to be maintained	3 years
19	NPC related doc.	Permanent

GENERAL TECHNICAL RECORDS (PRODUCTION)

Sl.no.	File name	Record retention period (in Years)
1	Files on contracts	If it is critical in nature, to be preserved permanently, otherwise it can be kept for 5 years
2	Accident Records	5
3	Indents/Purchase Order (catalyst)	Permanent
4	Indents/Purchase Order (others)	5
5	Work Order/Job order	5
6	Shift Roster	3
7	Permit to work/Safety Permits-class I	5
8	Permit to work/Safety Permits-class II	2
9	Shift In-charge log book	Permanent
10	Log sheet of compressors	3
11	LLF sheets	1
12	PR tube skin temperature	5
13	History book	Permanent
14	List of shut down jobs	2
15	Shut down reports (Quality objectives & Planning)	Permanent
16	Production loss/break-down record	Permanent
17	Daily production reports	1
18	NG consumption report	1
19	Lab analysis report including flue gas stack & effluent analysis	1
20	Lab analysis report	Permanent
21	Monthly lubricants/chemicals consumption report	3
22	Drawing of plants and equipments	Permanent
23	Operating manual/Technical specification of plant and machinery	Permanent
24	SOPs (Standard Operating Procedures)	Permanent
25	Horton Sphere Stock verification reports	Permanent
26	Modification & energy saving scheme	Permanent
27	Calibration reports	3
28	NDT reports	3
29	Actions to address risks and opportunities	5
30	Environmental objectives & planning	5

CIVIL DEPARTMENT

Sl.no.	File name	Record retention period (in years)
1	Budgeting/Estimation	5
2	Details feasibility/Project Report	Permanent
3	Procurement specification	Permanent
4	Bids received and bids evaluation	5
5	Feasibility studies	Permanent
6	Minutes of discussion with accepted bidder LOI	5
7	Correspondence to contractors	5
8	Records relating to projects	Permanent
9	Other project related document	Permanent
10	Quality control documents	7
11	Quarterly/Half yearly/Other reports	5
12	Risk management report	5
13	Drawings , layout (Inside/outside) factory	Permanent
14	Forest royalty & Correspondence with forest deptt	Permanent
15	Railway Agreement, railway payment, procurement of railway material	Permanent
16	Physical stock verification	5
17	Maintenance related services	5
18	Bills/Measurements/guarantee	5
19	Statutory compliance	5

ELECTRICAL

Sl.no.	File name	Record retention period (in years)
1	Feasibility Report of system studies	Permanent
2	Procurement file (Indents, NITs, Purchase Orders)	3
3	Job Contract File (Proposals, NITs, Work Orders)	3
4	Bill File	3
5	MIS File	
6	Bids received and bids evaluation	3
7	Minutes of Meetings (MOM)	3
8	Inter Office Memo (IOM)	3
9	Correspondence with contractors	3
10	Records relating to turnkey projects	Permanent
11	Other project related document	Permanent
12	Process manual/Manuals of machines and equipments	Permanent
13	Analysis Report	Permanent

INSTRUMENTATION

Sl.no.	File name	Record retention period (in years)
1	Standard operating procedure relating to Instruments & Control System.	PERMANENT
2	Drawing of plant and equipment	PERMANENT
3	Operating manual/technical specification of plant and machinery	PERMANENT
4	Records relating to maintenance of equipment	10
5	Records relating to contract/work orders	5
6	Inventory Stocks records	5
7	Bids received and bids evaluation	5
8	Procurement specification	10
9	Purchases Indents/Purchases order-Departmental	5
10	List of Shut Down Jobs	3

MECHANICAL MAINTENANCE

Sl.no.	File name	Record retention period (in years)
1	Policies relating to plant and machinery	Permanent
2	Drawing of plant and equipment	Permanent
3	Operating manual/technical specification of plant and machinery	Permanent
4	Consolidated production performance	Permanent
5	Records relating to maintenance of equipment	Permanent
6	Records relating to vehicles	5
7	Records relating to <ul style="list-style-type: none">➤ contract/work orders for regular maintenance➤ contract/work orders for critical equipment	5 Permanent
8	Stock analysis report	5
9	Inventory Records	5

General Technical Records (Mech.)

Sr.No	Nomenclature	Life Period (In years)
1.	Files on contracts	10 years
2.	Estimates	3 years after completion of work

3.	Accident Records/Statistics	5
4.	Work Order/Job Orders	Permanent
5.	Shift Rota	1
6.	P.T.W. Issue Register (Permit to work/Safety Permit)	1
7.	A.V.I's	1
8.	Safety Permits	to be destroyed at the end of the year
9.	Pre-qualification documents of vendors/contractors etc.	3 years after the pre-qualification is done
10.	Shift Engr. Log Book	10
11.	Sr. Operator Log Book	5
12.	Log Sheet of different Unit	3
13.	List of Shut Down Jobs	3
14.	Production Loss Statement	5
15.	Weekly Efficiency Report	3
16.	Lubrication Data	3
17.	Monthly Material Consumption Report	5
18.	Analysis Report for Chem. Deptt.	5
19.	Work Study Report/file	2
20.	Technical Record/file	Permanent
21.	Daily report of Units	Permanent
22.	Elec./Water Bill	Permanent
23.	Inspection of Statutory Bodies Report	Permanent
24.	Equipment history Sheet	Permanent
25.	Final Vendor Drawing (FVD)	Permanent
26.	Operational & Maint. Manual	Permanent
27.	G.T.R	Permanent
28.	Bids of unsuccessful bidders	5 year after the award of job.

MATERIALS MANAGEMENT

STORES::

Sl.no.	File name	Record retention period (in years)
1	Indents, Purchase Orders allied Correspondence	5
2	Receipt Vouchers and allied Correspondence	5
3	Issue Notes, Return Notes, transfer Notes & allied correspondence.	5
4	Materials outgoing AVI	Permanent

PURCHASE

Sl.no.	File name	Record retention period (in years)
1	File relating to Parliament question	5
2	Periodical reports & returns	5
3	Audit objections	Permanent
4	Policy matter relating to Purchase Sales Tax, shipping, transit insurance, registration and blacklists of firms, etc.	Permanent
5	Conditions of contract	Permanent
6	Master file of indents	Permanent
7	Purchase Order/Indents Register	Permanent
8	Files relating to Cancelled indents	1 year after cancellation
9	Master files: Purchase Order	Permanent
10	Bin cards/ Priced Stores Ledger	Permanent
11	Physical verification records	5
12	Disposal of regular scrap	5
	Disposal of major scrap like plant	Permanent
13	Freight Verification Bills	3
14	Handing contractor Bills	3
15	OSRD/TRO/Insurance declaration	3 year from the date of settlement

SAFETY

Sl.no.	File name	Record retention period (in years)
1	Dispatch Register/ Daily maintained	3
2	Acknowledgement etc. of Regd. Dak	3
3	Peon Book/Challans	3
4	Attendance Register	3
5	Casual Leave/ E.L/ M.L/R.H/C.O Register	3
6	Leave Applications	2
7	Earned leave Record (Sectional)	3
8	Purchases Indents/Purchases order-Records	Permanent (if critical in nature) 5 years (for regular & consumable nature)
9	Issue/Return Notes	5
10	General Correspondence files, Circulars,routine periodical statements	3 years after action is completed
11	Personal files and records	Permanent
12	Account Record- Sectional- expenditure	1 year after completion of F/Y
13	Short-hand Note Books	To be destroyed at the end

		of the F/ to which these relate.
14	Files Register/Indent register	Permanent
15	Files movement Register	2
16	Policy Circulars and standing orders records	Permanent
17	Circulation folders/Master Files/Guard Files	5
18	Overtime intimations/Statements/ C.O records	3
19	Delegation of Power	Permanent
20	Intimation to Board/Management Committee	Permanent
21	Computer Date Stores in Office Computer	5

<u>TECHNICAL SERVICE</u>		
<u>General Office Record</u>		
Sl.no.	File name	Record retention period (in years)
1	Dispatch Register/ Dairy maintained by Central Dispatch Section	Proposed for 15 yrs old, so that the files can easily be traced.
2	Acknowledgement etc. of Regd. Dak	Proposed for 15 yrs old, so that the files can easily be traced.
3	Earned leave Record (Sectional)	Proposed for 2 yrs old, which help in monitoring of carryover of earned leave
4	Computer Date Stores on Media (CD/DVD)	Proposed for Permanent store. Some drawings stored which may required any time.

General Technical Records

Sl No.	Nomenclature	Life Period (in years)
1	Files on contracts	Proposed for Permanent store for Natural Gas supply and transportation agreement with M/s OIL & AGCL
2	Estimates	Proposed for Permanent store.
3	Work Order/Job Orders	Proposed for Permanent store.
4	Pre-qualification documents of vendors/contractors etc.	Proposed for Permanent store.
5	Production Loss Statement	Proposed for Permanent store.
6	Lubrication Data	Proposed for Permanent store.
7	Monthly Material Consumption Report	Proposed for Permanent store.
8	Analysis Report for Chem. Deptt.	Proposed for Permanent store.
9	Work Study Report/file	Proposed for Permanent store.
10	Bids of unsuccessful bidders	Proposed for Permanent store.

Engineering Design and works to all (TS)

Sl No.	Nomenclature	Life Period (in years)
1	Feasibility studies	Permanent
2	Procurement specifications	Permanent
3	Bids received and bids evaluation	Permanent
4	Minutes of discussion with accepted bidder LOI/TOI	Permanent
5	Correspondence with contractors	Permanent
6	Record relating to turnkey projects	Permanent
7	Others project related document	Permanent

Following Records/Documents are also to be kept permanently in Technical Services Dept.

- 1 Daily Energy Report
- 2 Daily NG Report
- 3 Daily Ministry Report
- 4 Monthly Input output Report
- 5 Monthly NG reconciliation minutes along with bill from M/s OIL & M/s AGCL
- 6 Monthly Ministry DO report
- 7 Quarterly review meeting report and Board memo
- 9 Quarterly report to CPCB and PCB, Assam
- 10 Half yearly report to MoES, GoI and PCB, Assam
- 11 Annual FICC report
- 12 Annual lubricant and chemicals report of plants
- 13 Annual downtime report
- 14 Annual consent report to CPCB and PCB Assam

<u>PERSONNEL</u>		
Sl.no.	File name	Record retention period (in years)
1	Personal file	Permanent
2	Recruitment file	Permanent
3	Promotion file	Permanent
4	Important papers and files on policy matter	Permanent
5	Certified Standing Orders	Permanent
6	CDA Rules	Permanent
7	Proceedings of the Selection Committee	Permanent
8	Bonds and Service Agreements	Permanent
9	Settlement with Unions	Permanent
10	Files connected to Court cases /Legal matters	Permanent
11	Roster of SC/ST/OBC/PH	Permanent

12	Personal files & offer of appointment	Permanent
13	Disciplinary cases and Enquiry reports	Permanent
14	File for press advertisement of posts	3 years
15	File of inter department advt. of posts	3 years
16	NOC passport file	3 years
17	Special casual Leave for Union workmen	3 years
18	Wage Revision files	Permanent
19	Board Agenda /Minutes	Permanent
20	Recruitment Specifications	Permanent
21	Forwarding of applications	Permanent
22	Engagement of Recruitment Agency file	Permanent
23	Engagement of Manpower Study by NPC file	Permanent
24	Departmental Asset Register	Permanent
25	Ministry Correspondence file	Permanent
26	Rotation employees posted in sensitive posts	Permanent
27	Quarter report submitted to vigilance dept.	Permanent
28	FR 56 (j)	Permanent
29	Engagement of Recruitment Agency for CBT test	Permanent
30	Recruitment for workmen	Permanent
31	APARs /ACRs dossiers	Permanent
32	File of APARs policy	Permanent
33	PESB files	Permanent
34	RTI files	Permanent
35	HR Audit file	permanent
36	E-nomination file for PF & Pension	Permanent
37	Engagement Retainer file	3 years

MARKETING DEPARTMENT

Sl.no.	File name	Record retention period (in years)
1	NIT	5
2	Work Order	5
3	Road Challan	3
4	DI / DO	3
5	Export File (Nepal/Bhutan)	Permanent
6	KSK	5
7	Rail Despatch	3
8	Annual Report	Permanent
9	Railway Report (RR)	Permanent
10	Despatch Report	5
11	Circular/IOM/Memorandum	3
12	Tripura Correspondence File	Permanent
13	Nagaland Correspondence File	Permanent

14	Mizoram Correspondence File	Permanent
15	Manipur Correspondence File	Permanent
16	Bihar Correspondence File	Permanent
17	Odisha Correspondence File	Permanent
18	West Bengal Correspondence File	Permanent
19	Chhattisgarh Correspondence File	Permanent
20	Jharkhand Correspondence File	Permanent
21	Dealer Agreement	Permanent
22	H & T contract files	5
23	Pamphlets	Permanent
24	Railway Correspondence (Transportation, Freight)	Permanent
25	KCFL Correspondence	Permanent
26	BACL Correspondence	Permanent
27	NFL Correspondence	Permanent
28	PICT Correspondence	Permanent
29	Sales Term	5
30	NE Godown Holder	4
31	Bihar Godown Holder	4
32	WB Godown Holder	4
33	Freight	Permanent
34	Dealer's File	Permanent
35	RTI	Permanent
36	Zonal Conference	5
37	FAI Correspondence	Permanent
38	IPP Correspondence	Permanent
39	MFL Correspondence	Permanent
40	CFL Correspondence	Permanent
41	FICC Correspondence	Permanent
42	Vigilance	Permanent
43	Board Meeting	Permanent
44	ISO Audit	Permanent
45	Farmers Training Program	3
46	Contract Workers file	5
47	Products	Permanent
48	BVFCL Imported Urea	Permanent
49	IFMS & DBT	Permanent
50	Retailer Registration	Permanent
51	ECA-Non-ECA	Permanent

MARKETING-FINANCE FILES

Sl.no.	File name	Record retention period (in years)
1	Supplier File	5
2	Handling transportationFile	5

3	RTGS File	8
4	Remittance File	5
5	RR files	5
6	JV File	6
7	Closing Year file	5
8	IMO/ Circular File	5
9	DO File	5
10	Marketing Cost file	5
11	Performa Invoice File	3

<u>FINANCE & ACCOUNTS</u>		
Sl.no.	File name	Record retention period (in years)
1	Central Bills Registers	3
2	Branch Bill Registers	3
3	Branch Inward Registers	2
4	Pay Bills	10
5	Sub Ledgers	10
6	Sub Journals	10
7	Journals	10
8	Ledges	10
9	Payments Vouchers	10
10	Journal Vouchers	10
11	Stores Receipt Vouchers	10
12	Purchases Orders	10
13	Store Issue & Return Notes	10
14	Salvage Return & issue Notes	10
15	Stores ledgers	10
16	Budget Sanction Registers	3
17	Cash Books	10
18	Works Allotment Registers	3
19	Works Registers	3
20	Allotment Register of Bonds	Permanent
21	Audit Reports including internal Audit Reports	5 years after the audit report has been settled
22	Sanction Registers	3
23	Registers pertaining to payment of suppliers bills	10
24	All correspondence about sanction of funds	3
25	Correspondence Files	3
26	TA Bills	8

INTERNAL AUDIT

Sr.No	Nomenclature	Life Period (In years)
1.	CAG & Govt. Audit Reports*	15
2.	Audit Reports of Units, External Auditors, Cost Audit & EDP Audit for All Units	5
3.	Correspondence of Ministry	15
4.	Empanelment and Appointment of Auditors	5
5.	Audit Committee Meetings Records	Permanent

SPECIFIC RECORDS OF STORES ACCOUNTS

1.	Issue Summaries & Receipt Summaries	10
2.	Category Registers	10
3.	Reconciliation Registers	5

SPECIFIC RECORDS OF PURCHASE ACCOUNTS

1.	Supply Orders	5
2.	Registers of 10% payments through PAO	5
3.	Equipment Register-Equipment relating to Hospital, School, Canteen, Welfare & Estate.	10
4.	Rent Recovery Register (to watch rent recoveries)	10
5.	Form 'A'	5
6.	Payment Register	Permanent
7.	Detailed register in receipt of payment of awards to land owners village wise and khewat wise	Permanent

SPECIFIC RECORDS OF DEPARTMENTAL & PERSONNEL ACCOUNTS

Sr.No	Nomenclature	Life Period (In years)
1.	Earning Records	8
2.	Income Tax & Calculation Sheets & Register	10 years after completion of the IT Assessment
3.	Overtime Sheet	5
4.	Attendance Certificates	5
5.	Leave & Pension contribution file relating to deputationist	5 years after the deputation ended
6.	Salary Journal	10
7.	Copies of appointment letters	Permanent record only in case of employees who continue in services and in other cases it may be destroyed one year after employee leaves the services of this company due to any reason whatsoever.

SPECIFIC RECORDS OF TRANSPORT ACCOUNTS

1.	Credit Notes	10
2.	Freight List	10
3.	Freight Adjustment Register	5

CORRESPONDENCE FILES

1.	e.g. file correspondence with SO	5
2.	Tender Files	5
3.	Correspondence with railways regarding freight	10
4.	Freight Adjustment letters from SO	5

SPECIFIC RECORDS OF COST ACCOUNTS

1.	Copies of Store Issue Notes	10
2.	Copies of Cash Vouchers	10
3.	Register for material issues/ consumption/ balance with the Plants (Chemicals etc)	10
4.	Manuscript copies of Cost statement	5
5.	Fair Copies of Cost statement	5
6.	Copies of Journal Vouchers	10

SPECIFIC RECORDS OF WORKSHOP ACCOUNTS

1.	Copies of Store Issue Notes & material abstracts	3
2.	Labour cards and Labour abstracts	3
3.	Job registers	3
4.	Statement of jobs opened & closed	2
5.	Copies of Private Party Bills	3

SPECIFIC RECORDS OF WORKS ACCOUNTS

1.	Security Vouchers files	5
2.	Cash Voucher Files	5
3.	Requisition Files for M.B	3
4.	M.B. Issue Register	Permanent
5.	Expenditure Statement	1
6.	Circular file	5
7.	Unpaid Wages Register	3
8.	Tender Notice file	5
9.	Estimate Register	1
10.	Written of orders	5

11.	Work abstract files	3
12.	Daily labour Reports files	3
13.	Register of working of compensation	3
14.	Arbitration cases register/file	permanent
15.	Running Accounts Bills, final bills of contractors, Reconciliation registers, Material/consumption reports, Misc, recovery register Misc. Advance register, contract register, agreement.	10 years or 5 years after settlement of final account of contractor, whichever is more
16.	Correspondence file relating to contracts	5 years after settlement of the accounts.
17.	Standard rent under F45-A and 45-A files	Permanent Record

SPECIFIC RECORDS OF CASH ACCOUNTS

1.	Receipt book counter foils	10
2.	Bank pay-in-slip	3
3.	Counter Foils of Cheque books and Credit note books	10
4.	Letter of credit register	10
5.	Pay slips	10
6.	Daily Cash balance register	5
7.	Receipts register	5
8.	Petty Cash book	10
9.	Muster roll cash book (kacha)	8
10.	Cheques received registers	5
11.	Statement of Accounts received from Bank	10

SPECIFIC RECORDS OF MISC. ACCOUNTS

1.	Misc. sanctions for payments of entertainments, legal expenditure	10
2.	Register of payment of telephone bills	5
3.	Authority letter for issue of Advertisement.	10

SPECIFIC RECORDS OF CENTRAL ACCOUNTS

1.	Balance sheet files containing the balance sheets signed by Auditors and other correspondence in respect of audit report etc.	Permanent Record
2.	Schedules of the balance sheets	Permanent Record
3.	files regarding advices received from other units/divisions and C.O. and also files regarding advices sent to other units/divisions/C.O	5

4.	Correspondence files with CO regarding instruction from CO from time to time about preparation of Accounts	5
5.	Circular File	Permanent Record
6.	File regarding collection of statistics annual and quarterly	10
7.	File regarding monthly accounts return to C.O	5
8.	Depreciation Calculation registers	Permanent Record
9.	Income tax returns	Permanent Record

SPECIFIC RECORDS OF SALES ACCOUNTS

1.	Sale Day Book	10
2.	Office copy of FICC bills	Permanent Record
3.	Officer copy of 90% & 10% bills sent to the Ministry	10
4.	Dispatch instructions and dispatch advices	2
5.	Daily reports of production & dispatches and weekly reports	3
6.	Copies of notice issued to consignees for sanction of 10% payment in the absence of consignees receipts	2
7.	Statement of Accounts Receivable (Sales)	5
8.	Statement of Production & dispatch of products	2
9.	Letters indicating details of cheques form pay & Accounts officers.	3

SPECIFIC RECORDS OF FACTORY ERACTION ACCOUNTS

1.	Correspondence files relating to foreign contractors	5 years but with the permission of Competent Authority after finalization of contracts.
2.	Shipping documents	3 years after the finalization of Contract
3.	Contractors registers	3 years after the finalization of contact.

ESTATE SECTION OF ADMINISTRATION DEPT.

Sl.no.	File name	Record retention period
1	License Agreement of quarter	Permanent
2	Notice for execution of L.agreement	5yrs
3	Occupation report of qtr.	Permanent
4	Vacation Repaort of qtr.	Permanent
5	Notice for outstanding	Permanent
6	Notice of Estate Court	5 yrs

7	Notice of subletting	5 yrs
8	Eviction notice	5yrs
9	Estate Court order	5yrs
10	Land document	Permanent
11	Revenue depostion file	Permanent
12	Correspondence to Dist.Authority	Permanent
13	Board Agenda/Minutes	Permanent
14	DPE guidline	Permanent
15	Internal Audit Report	Permanent
16	Statutory Report/CAG Report	Permanent
17	Township inspection report	Permanent
18	Records of Right(Jamabandi)	Permanent
19	No demand Cetificate to retired employee	10 yrs
20	Minutes of Qtr allotment to outsider	Permanent
21	Minutes of Qtr allotment to employee	Permanent
22	Allotment order of outsider	10yrs
23	Allotmend order to employee	10 yrs
24	Approval of qtr. allotment	Permanent
25	House allotment rules of employee	Permanent
26	House allotment rules of outsider	Permanent
27	Circular for qtr.notification	5 yrs.
28	License Agreement of shop	Permanent
29	Allotment order of shop	Permanent
30	Tendering documents of open spaces of BVFCL daily market	5 yrs.
31	Notice to shopkeeper for renewal of L.agreement	5 yrs.
32	policy matter on qtr and land	Permanent
33	Inter office Memo	3 yrs.
34	Qtr.allotment order despatch register	10yrs
35	Reciept regiseter of ocupation & vacation report	10 yrs
36	issaunace of No Demand Certificate register	10 yrs
37	water connection file	Permanent
38	Disconnection of Electricity & Water	5 years

ADMINISTRATION & TRANSPORT (VEHICLE)

S N	Name of Files	No of years for Retention
1.	Horticulture Contract Files	10
2.	Horticulture & Gardening File	10
3.	Horticulture Monthly Bills File	5
4.	Quarterly report of Horticulture	5
5.	Equipments file-1 Falcon Electric Lawn Mower Machine (Copper Coil)	Permanent
6.	Equipments file-2 Manual Falcon Lawn Mower Machine	Permanent

7.	Guest House Room Booking record Files (General & Company Guest)	5
8.	Catering Contract GH & DB (Running File)	5
9.	Catering Contract Fixation File	10
10.	Technical Documents of Bidders of above catering contract	10
11.	Guest House Accommodation Policy file	Permanent
12.	Guest House Accommodation Policy Old Files	Permanent
13.	Engagement of 3 & 2 work men for assisting in Cooking jobs in GH& DB	10
14.	Monthly Bills Files of above 3+ 2 workmen	5
15.	Contract for Washing of Linen & Other (1 for GH & DB and other in Hospital)	10
16.	File for list of Unused/ Damaged items File	10
17.	GH Indent (New- VII) File	10
18.	GH Indent File	10
19.	Director Bungalow-I Renovation Bill file	Permanent
20.	BSF Outstanding Bill of Guest House	5
21.	Guest House Development Committee File	Permanent
22.	Limited Tender for Procurement of Furniture File	10
23.	Limited Tender for Procurement of Furniture File	10
24.	Limited Tender for Procurement of Furniture File	10
25.	Limited Tender for Electronic Items, File	10
26.	Guest House 2 nd Phase Renovation File	Permanent
27.	Director Finance Office Furniture file	Permanent
28.	Director Bungalow New Furniture file	Permanent
29.	Procurement of Misc. Items for DB (Qtr. No. 5/V/E), 2021 file	Permanent
30.	Procurement of 2(two) nos. A/C & 2 (Two) nos. Night Lamp for D(F) 05/V/E	Permanent
31.	Director Bungalow-I, 2019 file	10
32.	Furniture/Linens/Crockery Provided at Type-VI Bungalow, File	Permanent
33.	Stock Register of Guest House and Director Bungalow & qtr. No. 5/V/E	Permanent
34.	Furniture of Guest House & Director Bungalow-I (2019-2020) file	Permanent
35.	Maintenance Jobs of Civil, Electrical & Mechanical in G H& Director Bungalow	10
36.	Warranty Papers File	Permanent
37.	Conservancy Contract Township & Factory	10
38.	Bill File Cons. Contract Township Group-A	5
39.	Bill File Cons. Contract Township Group-B	5
40.	Bill File Cons. Contract Factory Group-C	5
41.	Labour Supply Contract Group- A & B	10
42.	Bill File Labour Supply Group-A	5
43.	Bill File Labour Supply Group-B	5
44.	8 (7+1) nos. Un-skilled & Semi-skilled Lab. Supply Contract	10
45.	Bill File of 8 (7+1) nos. Lab. Supply Contract.	5

46.	Engagement of 7 nos. unskilled labour in Trimming of trees in Factory & Township and cleaning of wild growth in Factory.	10
47.	Bill File of above contract file	5
48.	Spraying of Malarial Oil	5
49.	Monthly & Quarterly Vigilance report	Permanent

50.	Enhancement of VDA	Permanent
51.	Vanguard security service(VSS) bill file	5
52.	NIT VSS File	10
53.	CISF Correspondence file	10
54.	CISF Procurement file	Permanent

IR & Welfare

Sl.no.	File name	Record retention period (in years)
1	Matters relating to Bonus/Awards/Incentive	Permanent
2	AVI	1 year
3	Unpaid wages Register	3 year from the date of payment
4	Tender notice file	10
5	Estimate Register	10
6	Work Orders	10
7	File Pertaining to contract labour <ul style="list-style-type: none"> ▪ Policy file ▪ Labour Dispute ▪ Issue of gate passed etc 	Permanent permanent 2 years after end of contract
8	Files pertaining to compliance with various provisions of Labour Acts	Permanent
9	Daily/ Annual labour reports file	10
10	Register of working of compensation	10
11	Running Accounts Bills, final bills of contractors, reconciliation registers, Misc. recovery register Misc. Advance register, contract register, agreement	8 years or 5 years after settlement of final account of contractor, whichever is more
12	Correspondence of file relating to contracts	5 years after settlement of the account
13	Arbitration cases register/file	5years after the award/payment of the amount of the Arbitrator
14	Important papers and files on policy matters	Permanent
15	Property Returns	5 years after leaving service or one year after the settlement of claims by or against the company/end of litigation, if any, whichever is more.
16	Corporate social responsibility	10
17	Welfare Funds	10
18	Suggestion Scheme	10
19	Welfare Budget, grant of capital budget	As per F&A Deptt
20	Board Agenda/Minutes/Memorandums submitted to the Board	Permanent
21	Settlement with Unions/Union matters	Permanent
22	Certified Copies of wage settlement	Permanent
23	Industries disputes and connected issues	Permanent
24	Industrial relations	Permanent
25	Registers required to be maintained under the Factories Act.	Permanent
26	Insurance Policies and Renewal (after settlement of	5

	claim, if any)	
27	Medical bill register	5
28	Financial Assistance to organizations/institutes	5
29	Industrial/factory license	Permanent
30	Returns under Factories Act- Half Yearly/Yearly	10
31	Trade Apprentices	10
32	Election related	5
33	Celebration of National festivals and others	5

TRAINING

Sl.no.	File name	Record retention period (in years)
1	Training	5
2	Training Programme undertaken HRD activities	3
3	Brochure of Training Programme	3
4	Vocational Training File	3
5	Training of Trainees from other Organizations	3
6	Nomination of Officers/employees to In-house/ External programmes in India	3
7	Nomination of Officers for training programmes abroad but not accepted for attending	3
8	Nomination of Officer for training programme abroad	3
9	Files of in-house Training programmes	3
10	Files of MT/Graduate Apprentice	5
11	MTs Feedback report (after absorption)	2
12	Training Plan Manual	3
13	Training Centre Staff	3
14	Library	10
15	Stationery & Equipment	5
16	Audio Visual	10
17	Seminar/Conference	3
18	Furniture	15
19	Monthly Trainee Position	3
20	Boiler Attendant Trainee	5
21	Budget	3
22	General Correspondance	5
23	Trainees Hostel	10
24	No Demand Certificate	2
25	Assam Productivity Council	3
26	Management Development Programme	5
27	Publication/Magazine	5
28	Tech/Operator Trainees	5
29	Regarding Xerox M/C (Maint/Updation etc)	10

PUBLIC RELATIONS

Sl.no.	File name	Record retention period (in years)
1	Financial Assistance to organizations/institutes	5
2	Advertisement/NIT publish in News Papers	5
3	Advertisement/NIT publishing bills	5
4	Visitors(individuals/Groups visiting for Industry tour)	1
5	Daily News Paper Bills	3
6	Photography Bills	3
7	Message/Greetings/address-concurrence/approval & bills	3
8	Press Release	5
9	Photography & Videography Requisition	2
10	Compliance Report	Permanent
11	Office Order/Circular/Memorandum Received	Permanent
12	Old News Papers Supply to canteen	1
13	Materials Indent	5
14	Paper cuts	Permanent
15	Telephone connection/disconnection etc.	3
16	Telephone bills	5
17	Mobile phone re-imburement	3
18	DTH (Tata sky) connection re-charge	5
19	Hoarding	5
20	Yoga day celebration	5
21	Facilities like use of field, bihu pandal, electricity etc. provided to organizations/institutions	5

ADMINISTRATION

Sl.no.	File name	Record retention period (in years)
1	Renewal of Quarter License Agreement	5
2	Renewal of Daily Market Shop License Agreement	5
3	Electricity/water bill file	5
4	Building Rent file	5
5	Inventory	Permanent
6	Property Tax/ Lease Rent etc.	Permanent
7	History File of each house of the company	Permanent
8	Policy matter on allotment of house, shops and Hostels etc.	Permanent
9	Allotment of shops	Permanent
10	Correspondence reg. allotment of houses	5
11	File relating to misc. matters	2

ESTATE SECTION OF ADMINISTRATION DEPT.

Sl.no.	File name	Record retention period
1	License Agreement of quarter	Permanent
2	Notice for execution of L.agreement	5yrs
3	Occupation report of qtr.	Permanent
4	Vacation Repaort of qtr.	Permanent
5	Notice for outstanding	Permanent
6	Notice of Estate Court	5 yrs
7	Notice of subletting	5 yrs
8	Eviction notice	5yrs
9	Estate Court order	5yrs
10	Land document	Permanent
11	Revenue deposition file	Permanent
12	Correspondence to Dist.Authority	Permanent
13	Board Agenda/Minutes	Permanent
14	DPE guideline	Permanent
15	Internal Audit Report	Permanent
16	Statutory Report/CAG Report	Permanent
17	Township inspection report	Permanent
18	Records of Right(Jamabandi)	Permanent
19	No demand Certificate to retired employee	10 yrs
20	Minutes of Qtr allotment to outsider	Permanent
21	Minutes of Qtr allotment to employee	Permanent
22	Allotment order of outsider	10yrs
23	Allotment order to employee	10 yrs
24	Approval of qtr. allotment	Permanent
25	House allotment rules of employee	Permanent
26	House allotment rules of outsider	Permanent
27	Circular for qtr.notification	5 yrs.
28	License Agreement of shop	Permanent
29	Allotment order of shop	Permanent
30	Tendering documents of open spaces of BVFCL daily market	5 yrs.
31	Notice to shopkeeper for renewal of L.agreement	5 yrs.
32	policy matter on qtr and land	Permanent
33	Inter office Memo	3 yrs.
34	Qtr.allotment order dispatch register	10yrs
35	Reciept register of occupation & vacation report	10 yrs
36	issuance of No Demand Certificate register	10 yrs
37	water connection file	Permanent
38	Disconnection of Electricity & Water	5 years

VIGILANCE DEPT.

Sl.no.	File name	Record retention period
1	Fact verification Reports, Investigation Report, Disciplinary Enquiry Reports. Those leading to vigilance/disciplinary enquiries	3 years after disposal of appeal or final judgement under the normal course of law or till the prescribed retention period
2	Vigilance Clearance	3 years
3	List of doubtful integrity, Agreed List	10
4	Monthly reports for disciplinary proceedings	3 years
5	Quarterly progressive reports	5 years
6	Action plain on Anti-corruption	Permanent
7	Surprise/Regular checks reports, Audit reports (Court Cases/ Arbitrations/Enquiry/Audit)	3 years after final clearance from arbitration, litigation, enquiry or audit as the case may be or till the prescribed retention period, whichever is later
8	Review of Vigilance Works(Half yearly) by the Board	5 years (Appropriate period to be prescribed by dept. concerned in their RRS)
9	Foreign visit by BVFCL employees	3 years
10	Vigilance Awareness Week	5 years
11	Intensive examination of works/contracts /purchase order /subcontracts orders carried out by Vigilance	a) Not to be destroyed if the file is having Vigilance para b) 5 years after closure of Vigilance para c) 3 years if there is no vigilance para
12	Study Report of Purchase Order/Work Order	3 years if there is no Vigilance Para
13	Seminar/Training/Conference/ Workshop etc.	Permanent depending on the content value
14	CVO Files	Permanent
15	Charge sheet Files	3 years after disposal of appeal or final judgement under the normal course of law or till the prescribed retention period
16	Correspondence files with all Departments	Permanent, depending upon the content value
17	Annual vigilance activity report to CVC	5 years
18	Staff File	Permanent depending on the content value
19	correspondence with CBI	Permanent
20	Movable/Immovable property Return	Permanent
21	Integrity Pact	Permanent
22	File regarding SOLVE portal for vig. profile	Permanent