



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय, भारत सरकार)

National Highways Authority of India

(Ministry of Road Transport and Highways, Government of India)

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NHAI/Policy Guidelines/ Administration/2023

Policy Circular No.1.9.10/ 2023 dated 08th November, 2023

{Decision taken on E-Office File No. 11041/236/2021-Admin (Comp. No. 106634)}

Sub: Record Retention Schedule and Digitization of Records in NHAI-reg.

As per IT Divisions Office Order No. NHAI/ERP/IT/40/2019/90 dated 15.05.2019 regarding digitization of documents, 22 types of project documents have been identified for digitization and uploading on the portal.

Documents Types (Digitized & Uploaded)	Total Document Types
1	Feasibility Report
2	Detailed Project Report
3	3a notification
4	3A notification
5	3D notification
6	3G notification
7	3H notification
8	Responses to pre-bid queries by Authority for civil works
9	Letter of Acceptance (LoA) for civil works
10	Memorandum of Site Handover
11	Item Rate Contract
12	EPC Contract
13	PPP Concession Agreements
14	Monthly Progress Report
15	PCOD Certificate
16	Completion Certificate (COD Certificate)

Contd...2/-

17	Extension of Time (EOT) Letter
18	Change of Scope (COS) Approval Letter
19	Toll Notifications
20	Correspondence File
21	DPR contract
22	AE/IE/SC Contract

2. In supersession of NHAI Policy Circular No. 1.9.9/2017 dated 28.11.2017, it has been decided that documents listed at para 1 above shall be digitised and uploaded on the portal. For remaining documents, digitisation shall take place in accordance with NHAI Policy Circular No. Admn./Fin.-138/2014 dated 30.04.2014 and Admn./Fin. -149/2014 dated 30.09.2014 as per the following categories:

i. Category A

These are records which not only need to be preserved permanently but also need to be microfilmed/digitized. Criteria for determining whether a record will fall under Category are given in Policy Circular No. Admn./Fin.-138/2014 dated 30.04.2014 and Admn./Fin. -149/2014 dated 30.09.2014.

ii. Category B

These are records which need to be preserved permanently but need not be microfilmed/digitized.

iii. Category C

This category will include records of secondary importance and will have reference value of limited period of time not exceeding 10 years. In exceptional cases, if a particular record is required to be retained beyond 10 years, it will be upgraded to Category B. The number following category C in retention period column pertains to number of years for which the records is to be stored. For example C-3, C-5 and C-10 means category C documents to be kept for 3 years, 5 years and 10 years respectively.

3. This issues with the approval of Competent Authority.


08/11/23

(Sanjay Kumar Patel)
General Manager (Coord.)

To:

All Officers of NHAI HQ/ ROs/ PIUs/ CMUs/ Site Offices

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2. Library for hosting the circular on library site.
3. Web Admin for circulation.