

**PREMISES DEPARTMENT  
CENTRAL OFFICE**

<b><u>CORE/MAIN SUBJECT</u></b>	<b><u>SUB-ACTIVITY</u></b>	<b><u>PRESERVATION PERIOD</u></b>
Project Work-Separate files are maintained centre-wise and subject-wise	(i) Purchase of land for office and residential buildings, etc. (ii) legal documents, sale deeds, payment receipts, court orders and decrees conveyance deeds (iii) Sanctioned Plans and Original drawings (iv) Memoranda and Office notes of approval by ED/DG/BSC/LB/CCB	Permanent
	(v) Accepted Tender Documents for works	10 years after the settlement of final bills/claims and disputes
	(vi) Appointment of Architects and Consultants	10 years after settlement of final bills and claims of the architect and contractors whichever is later
	(vii) Papers relating to purchase, installation and repairs of telephones and computers.	Important papers regarding installation of new lines and purchase of exchange to be preserved permanently. The rest shall be destroyed after 5 years.
	Misc. Correspondence	10 years
	All other files	10 years
Matters concerning with Budget, Meetings, Concurrent /Inspection and disposal of surplus properties/vacant land and plots	(i) Disposal of surplus properties and plots (ii) BSC Correspondence, Agenda Notes and Minutes (iii) Issue of Circulars (iv) All files pertaining to policy	Permanent
	(iv) Preparation and formulation of Premises related Capital Budget	5 years
	(v) Inspection Report- Observation/Compliance	6 years (Hard Copy), 15 years (Soft Copy)
	(vi) All other files	3 to 10 years