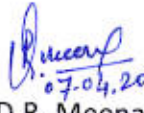


Government of India
Central Water Commission
(O&M)

Room No. 326(S), Sewa Bhawan,
R.K.Puram, New Delhi-110066,

Sub:-Publication of Records Retention Schedule" pertaining to
Substantive functions of Central Water Commission -2014 edition-
reg.

Records Retention Schedule" pertaining to Substantive functions of Central
Water Commission-2014 edition has been prepared. It is requested that the scanned
copy of the same may please be up loaded on CWC web site. In this regard, soft copy
of scanned Records Retention Schedule is sent herewith.


07.04.2015
(D.R. Meena)

Under Secretary (O&M)

Dy. Director, SM Directorate. It is requested to upload on CWC web site.

No. 14/1/2011-O&M/Vol-II/ 373

dated 07 /04/2015


08/04/15

J.E

SM2 अनु. / Sec. निदे. / Di.
डा. सं. / Dy. No. 722
दिनांक / Date 8/4/15

NEW DELHI
2014

RECORDS RETENTION SCHEDULE

**FOR RECORDS PERTAINING TO SUBSTANTIVE FUNCTIONS OF
CENTRAL WATER COMMISSION (HQ)
AND
FIELD OFFICES/ SUBORDINATE OFFICES OF
CENTRAL WATER COMMISSION**

**NEW DELHI
2014**

FOREWORD

The Record Retention Schedule (RRS) is very essential for a sound records management for ensuring proper creation, maintenance, use and disposal of records. The last edition was brought out in 1998 in consultation with National Archives of India (NAI). The departmental Record Retention Schedules are required to be reviewed once in 5 years in consultation with NAI. Such a review has also become necessary because of large scale restructuring which has taken place in the Organisational set up of this Commission.

Dr. Pradeep Kumar, Archivist of National Archives of India carried out on the spot study of records connected with the substantive functions of Central Water Commission and its field/ subordinate offices. The existing Record Retention Schedule has been reviewed and updated incorporating new developments.

This revised publication consists of the following:

- i. Prefatory Note on the Retention Schedule
- ii. Study Report of the National Archives of India covering their observations and recommendation
- iii. Record Retention Schedule of Records of substantive functions of Technical Directorate in head office as well as field offices/ subordinate offices of Central Water Commission

This RRS has been prepared in consultation with all Wings/ Directorates, however, if any subject is not covered in the schedule, the same may be brought to the notice for improvement.

This Commission would like to convey thanks to National Archives of India, especially to Dr. Pradeep Kumar, Archivist of N.A.I who conducted the valuable on-the-spot study. O&M officers/ officials under HRM unit and several other officers who contributed in the task deserve compliments in bringing out this publication in a refined format.

It is hoped that all Directorates and Field offices of CWC would make use of the publication to achieve efficient management of their records.



(ATUL JAIN)

Chief Engineer (HRM)

Categorisation of Records

As per contents of para.105 of the Manual of Office Procedure

Files may be recorded under any one of the following categories:

1. **Category 'A'** *meaning 'keep and microfilm'*- This categorisation will be adopted for:
 - (a) files which qualify for permanent preservation for administrative purposes (*vide* Part 'A' of Appendix-25) and which have to be microfilmed because they contain:
 - (i) 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; or
 - (ii) material likely to be required for frequent reference by different parties.
 - (b) files of historical importance such as those listed in Part 'B' of Appendix-25.
2. **Category 'B'** *meaning 'keep but do not microfilm'*- This category will cover files required for permanent preservation for administrative purposes, such as those listed in Part 'A' of Appendix-25. It will, however, exclude the nature of material falling under the category described in (i) or (ii) of sub-para.(1)(a) above and therefore need not be microfilmed.
3. **Category 'C'** *meaning 'keep for specified period only'*- This category will include files of secondary importance and having reference value for a limited period not exceeding 10 years. In exceptional cases, if the record is required to be retained beyond 10 years, it will be upgraded to B category.

INDEX

Prefatory Note		i-ii
Study Report		iii-iv
Sl. No.	Name of Division/ Section/Branch	Page No.
1.	TECHNICAL CO-ORDINATION DIRECTORATE	01
2.	TRAINING DIRECTORATE	02
3.	NATIONAL WATER ACADEMY	03
4.	DAM SAFETY MONITORING DIRECTORATE	03-04
5.	SOFTWARE MANAGEMENT DIRECTORATE	05
6.	FOUNDATION & SPECIAL ANALYSIS DIRECTORATE	06
7.	DAM SAFETY REHABILITATION DIRECTORATE	06-07
8.	INSTRUMENTATION DIRECTORATE	07
9.	BARRAGE AND CANAL DESIGN (E&NE)DIRECTORATE	08-09
10.	CMDD (E&NE) DIRECTORATE	10-11
11.	EMBANKMENT (E&NE)DTE.	12-13
12.	GATES(E&NE) DIRECTORATE	13
13.	HCD (E&NE) DIRECTORATE	14
14.	HYDROLOGY (SOUTH) DIRECTORATE	15
15.	HYDROLOGY (NORTH) DIRECTORATE	16
16.	HYDROLOGY NORTH EAST DIRECTORATE.	16
17.	HYDROLOGY(C)	17
18.	HYDROLOGY (DSR) DIRECTORATE	18

19.	CONCRETE & MASONRY DAM DESIGN (N&W) DIRECTORATE	19
20.	EMBANKMENT (N&W)DTE.	20
21.	GATES DESIGN (N&W) DIRECTORATE	21
22.	HYDEL CIVIL DESIGNS (N&W), DIRECTORATE	22-23
23.	BARRAGE AND CANAL DESIGN (N&W) DIRECTORATE	23-24
24.	NT(PH) DIRECTORATE	24-25
25.	GATES DESIGN/ HYDEL CIVIL DESIGN/CMDD/ EMBANKMENT/ BCD (NW&S) DIRECTORATE	25-26
26.	RIVER DATA-COMPILATION DIRECTORATE (RDC)	27-28
27.	NEPAL-BHUTAN CO-ORDINATION DIRECTORATE (NBCD)	28
28.	RIVER MANAGEMENT CO-ORDINATION DIRECTORATE (RMCD)	29-30
29.	COASTAL EROSION DIRECTORATE (CE)	30-31
30.	FLOOD FORECAST MONITORING DIRECTORATE (FFM)	31
31.	FLOOD MANAGEMENT AND PLANNING DIRECTORATE (FMP)	32
32.	FLOOD MANAGEMENT-I DIRECTORATE(FM-I)	33
33.	UT & SS DIRECTORATE	34
34.	FLOOD CONTROL APPLICATIONS DIRECTORATE (FCA)	34-35
35.	FLOOD MANAGEMENT-II DIRECTORATE(FM-II)	35
36.	CC & IAD	36
37.	MORPHOLOGY DIRECTORATE	36-37
38.	P & D DIRECTORATE	38

39.	RM-WING(FIELD OFFICES) CWC	38-43
40.	BASIN PLANNING DIRECTORATE	43-44
41.	NATIONAL WATER PLANNING DIRECTORATE	44
42.	RESERVOIR OPERATION DIRECTORATE	44
43.	PLANT & MACHINERY DIRECTORATE	45
44.	CONSTRUCTION MACHINERY CONSULTANCY DIRECTORATE	45-46
45.	CONTROL BOARD DIRECTORATE	47
46.	TECHNICAL DOCUMENTATION DIRECTORATE	48-49
47.	ENVIRONMENTAL MANAGEMENT DIRECTORATE	49-50
48.	REMOTE SENSING DIRECTORATE	50
49.	WATERSHED AND RESERVOIR SEDIMENTATION DIRECTORATE	51
50.	INTERSTATE MATTERS DIRECTORATE	51-52
51.	IRRIGATION PLANNING DIRECTORATE (SOUTH & NORTH)	52-53
52.	WATER MANAGEMENT DIRECTORATE	53-54
53.	IRRIGATION PERFORMANCE OVERVIEW DIRECTORATE	55
54.	EVALUATION OF WATER UTILIZATION DIRECTORATE	55-56
55.	COST APPRAISAL (HYDRO WATER SUPPLY & FOOD) DIRECTORATE	56
56.	COST APPRAISAL (IRRIGATION) DIRECTORATE	57
57.	PROJECT APPRAISAL DIRECTORATE (NORTH, SOUTH & CENTRAL)	57-58
58.	MONITORING DIRECTORATES (NORTH, SOUTH, EAST, WEST & CENTRAL)	58-59
59.	PLANNING AND PROGRESS DIRECTORATE	59-60

60.	PROJECT PREPARATION ORGANISATION NATIONAL PROJECT – I & IIDIRECTORATES	60
61.	PROJECT PREPARATION ORGANISATION EXTERNAL ASSISTANCE DIRECTORATE	60-61
62.	INFORMATION SYSTEM ORGANISATION HDD/IT DIRECTORATE	61
63.	WATER RESOURCES INFORMATION SYSTEM DIRECTORATE	62
64.	WATER PLANNING & PROJECTS CO- ORDINATION DIRECTORATE	63

**GOVERNMENT OF INDIA
NATIONAL ARCHIVES OF INDIA
JANPATH, NEW DELHI-110001
Prefatory Note**

The records created by the Central Water Commission, New Delhi. (hereafter 'Records Creating Agency or RCA') fall under three categories i.e. (i) Records relating to housekeeping jobs and common office service functions (ii) Records dealing with financial matters, and (iii) Records relating to substantive functions, peculiar to the said Records Creating Agency. These records, among other things, require proper recording, classification, reviewing and timely transfer to the Departmental Records Room (DRR) or to the National Archives of India (NAI), as these are prerequisites of a sound records management system.

1. For recording and classification of files relating to the house-keeping jobs, common office service records and those relating to financial matters, appropriate instructions given in the *Record Retention Schedule for Records Common to all Departments*, 2012 issued by the Department of Administrative Reforms and Public Grievances of the Ministry of Personnel, Public Grievances & Pensions and Rule 289 and Appendix-XIII of the *General Financial Rules*, 2005 issued by the Ministry of Finance respectively should be followed.
2. The enclosed Retention Schedule, which has been vetted by the National Archives of India as required under clause (e) of sub-section (1) of Section 6 of the *Public Records Act, 1993* and para 111 of CSMOP should be followed while recording and classifying the records of substantive functions. The recommendations of the National Archives of India regarding Retention Period are given in column 3 of the Retention Schedule.
3. The present Retention Schedule may be got reviewed after five years to ensure that any change that may occur in the activities of the RCA are covered in it.
4. The Retention Period for category 'A' and 'B' files are 25 years from the date of opening of the files. In case of class 'C' files the retention period is reckoned from the date of their recording. The classification of each file should be distinctly written with the red ink on the top left corner of the each file cover.
5. While prescribing the retention period for the category 'C' files in the enclosed Retention Schedule slabs of C-1, C-3, C-5 and C-10 may be followed, where the numeral stands for number of years of retention of a file. The concerned sections on the expiry of the specified retention period must review all Class 'C' files. While doing so, these files, if so required, may be granted a further lease of life not exceeding a period of ten years, or upgraded as 'B', depending upon the importance of the subject matter dealt with therein.
6. 'A' and 'B' files may be appraised by the said Records Creating Agency in consultation with the National Archives of India after 25 years of their life. The files selected for permanent retention after appraisal, may be transferred to the National Archives of India for permanent custody and scientific preservation as per provision of section 6(1)(c) of the Public Record Act, 1993 and the rule 5(2)(3)(4) of Public Records Rules, 1997 and para 112 (5) of CSMOP.

7. All Section/Branch/Divisions may be advised to transfer their one-year-old files to the Departmental Records Room so that the semi-current files do not unduly clutter the precious working space in the Sections.
8. Generally, the files need to be recorded as and when the action considered therein is completed, but efforts should be made to record all files in the month of January every year. While opening a new file, action pending in the previous file should be succinctly reflected on the first page of the 'Notes' portion of the new file in which the reference of the old file should also be given. However, files of purely ephemeral nature containing information of little reference value may be destroyed after one year without being formally recorded.
9. It is likely that the files grow bulky in the course of their currency. Therefore, efforts should be made to keep the routine correspondence such as routine reminders and acknowledgements, in a subsidiary file along with the main file so that the former could be easily weeded out while retaining the main file intact without its being unnecessarily bulky.

During the stage of currency of the file when either the 'Notes' or the 'Correspondence' portion becomes bulky (say exceeds 100 pages), it may be stitched and marked Volume-I. Further papers on the subject may be kept in a new folder of the same file, which should be marked Volume-II and so on.
10. In order to facilitate retrieval of information from old files it is desirable that for every file, which has been recorded and marked as 'A' and 'B', index slips should be prepared as per para 107 of CSMOP. In addition to the subject entries given on the file cover, all the important items dealt with in each file should also be reflected in the index slips. Thereafter, the annual Index of files of the organisation as a whole should be compiled for easy reference/retrieval.
11. It should be ensured that four copies each of all printed reports/proceedings should be deposited with the Departmental Library for reference purposes. In case the proceedings are secret/ confidential, these may be transferred to Library after their down-gradation.
12. The present Retention Schedules should be followed meticulously at the time of recording and classification of files/Registers as also at the time of their review. The recording, indexing and reviewing of files by different Divisions/Sections may also be regularly monitored by way of monthly progress report.
13. In case, any particular contract/case/file is under Arbitration, Litigation, Enquiry or A by any Authority, all documents and records shall be required to be retained till the final clearance from Arbitration, Litigation, Enquiry or Audit as the case may be or till the prescribed retention period, whichever is later. This is applicable on all the Divisions/Sections/ including all branches of Central Water Commission, New Delhi it may be concluded that the present exercise of compiling/reviewing/vetting the Records Retention Schedule would prove worthwhile only if it is implemented in letter and spirit.

Study Report regarding review/vetting of Records Retention Schedule of records relating to substantive functions and other matters relating to Records Management of the "Central Water Commission, New Delhi.

The Public Records Act, 1993 (No. 69 of 1993) clause (e) of sub-section (1) of section 6 and the Central Secretariat Manual of Office Procedure, (XIII edition, 2010) para 111 (1) (d) envisage that the Records Officer of every records creating agency shall be responsible for compilation of a schedule for retention of Public Records in consultation with the National Archives of India. Sub-para (2) of para 111 of the Central Secretariat Manual of Office Procedure further stipulates that Records Retention Schedules should be revised at least once in five years, so as to include in it the expanding activities of the organisation, reallocation of subjects and organizational changes which take place from time to time.

In this connection, request was received from the Central Water Commission, New Delhi; vide their letters no. 14/1/2011-O&M/Voll-II/139 dated 24th January, 2014, 14/1/2011-O&M/Voll-II/348, dated 4th March, 2014, and 14/1/2011-O&M/Voll-II/696 dated 20th May, 2014 for vetting the RRS. Accordingly, on the spot study of records was carried out by Dr. Pradeep Kumar, Archivist for review/vetting the Records Retention Schedule of the Central Water Commission, New Delhi, at the following venue:

1. Headquarters New Delhi from 16th June 2014 to 24th June 2014.

The study was confined to records dealing with substantive functions only as records relating to common office services, house-keeping jobs and financial matters are covered by *Records Retention Schedule Common to All Departments, 2012* issued by the Department of Administrative Reforms and Public Grievances (Ministry of Personnel, Public Grievances and Pensions) and *General Financial Rules, 2005* (Rule No. 289 and Appendix, XIII) issued by the Ministry of Finance, respectively.

Although utmost care has been taken to compile comprehensive Records Retention Schedule, yet if any subject/record group of any Divisions of the Central Water Commission has escaped attention during the study, the same may please be included at the appropriate place in the enclosed Records Retention Schedule and the retention period of the same may be got prescribed in consultation with the National Archives of India, New Delhi.

Procedure of Study: -

The officer visited various Divisions/Sections of the Central Water Commission, New Delhi and examined their Files/ Registers so as to ensure that all possible recurring subject-heads covering the activities of the Divisions of the Central Water Commission, The suitable retention periods have been prescribed to various groups of records, keeping in view their administrative, legal, and financial and research values. Discussions with the concerned officers were also held before prescribing suitable retention periods to the subject heads.

Observations/ Recommendations and Suggestions: -

1. The files should be recorded and their retention period be prescribed in accordance with the enclosed Records Retention Schedule and also as per paras 103,104,105, of the *Central*

2. All the Divisions of the Central Water Commission, may be directed to maintain the File Register as prescribed in Para 97 and Appendix 22 of the CSMOP
3. Proper index slips should be prepared for records, which are to be categorized as 'A' and 'B'. In this connection procedure as laid down under paras 106-108 of the C.S.M.O.P. may be followed.
4. A regular programme of recording/reviewing/weeding of records should be undertaken by each Division/Section and progress in this regard should be monitored.
5. An organized Departmental Records Room ensures the proper preservation, upkeep and maintenance of records. It is, therefore, recommended that the Departmental Records Room should be organized in the Central Water Commission, and in all field offices/subordinate offices.
6. A copy of the 'Note on Minimum Requirements for a Records Room' is enclosed herewith for guidance and necessary action.
7. Timely transfer of all semi-current records to the Departmental Records Room may also be ensured, as per provisions of para 112 of the C.S.M.O.P.
8. Departmental Record Officers may be trained in the Orientation Course in Records Management (Copy of the Programme for 2014-15 is enclosed and also available in Department Website).
9. In case, any particular contract/case/file is under Arbitration, Litigation, Enquiry or Audit by any Authority, all documents and records shall be required to be retained till the final clearance from Arbitration, Litigation, Enquiry or Audit as the case may be or till the prescribed retention period, whichever is later. This is applicable on all the Divisions/Sections/Branches of Central Water Commission, and in all field offices/subordinate offices.
10. Action on the above recommendations may be initiated under intimation to this Department so as to strengthen the records management activities in the Central Water Commission.

.....

HUMAN RESOURCES MANAGEMENT ORGANIZATION

TECHNICAL CO-ORDINATION DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1.	Material pertaining to Action Taken Reports on recommendations of various Technical committees, monthly report of important technical activities, monthly cabinet summary to MoWR, Quarterly report on plan schemes of J&K to MoWR.	C-10	
2.	Result Framework Document of CWC/MoWR and Annual action plan of CWC/MoWR.	C-5	
3.	Material/Information received from various units of CWC related to preparation /publication of Annual reports of CWC/MoWR.	C-3	Published 4 copies kept in Library
4.	Meeting of Senior Officers of CWC, Restructuring of CWC and Cadre review,	B	
5.	Matter related to VIP references, meetings of Consultative Committee on Water Resources and Standing Committee of Parliament on Water Resources.	B	
6.	Material for Inaugural address/Key Note address/valedictory address and presentations by Chairman (CWC).	C-3	
7.	Issues related to Mass awareness on Conservation of Water, India Water Week, Trade Fair and correspondence with the various institutions.	C-5	
8.	General technical correspondence on matters such as Interlinking of rivers, Adaption to climate variability, Brahmaputra related issues, etc.	C-10	
9.	Technical Correspondence with the state government in the field of Water Resources Development, Inter- state matters, etc.	C-10	
10.	Technical Correspondence regarding International cooperation in the field of Water Resources. Matter related to ICID and INCSW.	C-10	

TRAINING DIRECTORATE, CWC

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Annual membership to various National/International Committees/Associations/ Water Resources Society etc.	C-5	
2	Lectures delivered by visiting foreign experts and other Indian experts in C.W.C.- Arrangements thereof.	C-3	
3	Long Term /Short Term Courses Programs organized by various Institutions/ Departments/Universities in India-Deputation etc.	C-3	
4	Training facilities to fresh graduates/diploma holders under the Apprentices (Amendment Act1972)of the Govt. of India.	C-3	
5	International Symposia/Conferences/ Meetings in India &Abroad in the field of water Resources- participation of C.W.C officers therein.	C-3	Register 'B'
6	Correspondence regarding SFC/EFC Memo	C-5	
7	Deputation of Joint Hydrological Observation to Bangladesh.	C-1	
8	Standing Committee on Education and Training minutes, Recommendations	C-10	

**NATIONAL WATER ACADEMY
PUNE**

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1.	Advisory Board Meeting of NWA	B	
2.	Training programs/ Workshops/ Seminars/ Conferences at NWA	C-5	
3.	Expenditure on various training programs	C-5	
4.	Infrastructure Development (under all Plan Schemes) of NWA	C-5	
5.	Land Allocation to NWA	B	
6.	Training Calendar of NWA	C-3	

**DESIGN & RESEARCH WING
DAM SAFETY ORGNISATION
DAM SAFETY MONITORING DIRECTORATE**

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1.	National Committee on Dam Safety	B	
2.	Information/Correspondence/court case matter related to Mulla-periyar dam issues.	B	
3.	Details of National register of large dams (NRLD)	C-3	
4.	Annual/Quarterly/Monthly Returns	C-3	
5.	Technical General Correspondence	C-3	
6.	Health Status report of dams	C-3	
7.	Correspondence on Review of Bureau of Indian Standard Codes.	C-5	

8.	Status report on the safety of Dam	C-5	
9.	Preparation of Emergency Action Plan of dams	C-5	
10.	A)Dam safety assurance rehabilitation Program World bank Assisted Project B)Upgradation of facilities and skills in CWC regarding Dam safety Rehabilitation in India (Plan Scheme) C)Damsafety Studies & planning(Plan Scheme)	C-5	
11.	RFD	C-3	
12.	PQ	C-3	
13.	VIP references	C-3	
14.	Minutes/Agenda	B	

**DESIGN & RESEARCH WING
DAM SAFETY ORGANISATION
SOFTWARE MANAGEMENT DIRECTORATE**

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1.	Purchase of computers software	B	
2.	T&P of IT equipment	B	
3.	Court cases/ enquiry	C-10	C-10 or after final settlement of case under normal course of law
4.	Hardware procurement	C-3	C-3 or one year after completion of audit, whichever is later.
5.	Budget expenditure annual plans	C-3	C-3 or one year after completion of audit, whichever is later.
6.	Installation of software & Hardware	C-3	C-3 or one year after completion of audit, whichever is later.
7.	Information Technology/ Strategic Planning	C-5	
8.	Network Administration and Training	C-3	
9.	Implementation of e-governance	C-5	
10.	Correspondence regarding procurement of IT equipment & e-Governance	C-3	C-3 or one year after completion of audit, whichever is later.

**DESIGN & RESEARCH WING
DAM SAFETY ORGANISATION
FOUNDATION & SPECIAL ANALYSIS DIRECTORATE**

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	National Committee on Seismic Design Parameters(NCSDP)	B	
2	Technical/ Misc Correspondence	C-3	
3	Revision of Bureau of Indian Standards Codes	C-10	
4	Dam Break Analysis/GLOF Studies/Back water Studies (Project Consultancy)	B	
5	Bureau of Indian Standards General file	C-5	
6	Assistance to Bureau of Indian Standards in finalisation of Standards	C-5	
7	Technical Examination of DPR'S	B	
8	Reports/Returns	C-3	
9	Notes/Research Papers/Case Studies	C-3	Published 4 copies kept in Library

**DESIGN & RESEARCH WING
DAM SAFETY REHABILITATION DIRECTORATE**

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Legislation for safety of Dam/Committees/ Conferences-Minutes Etc - Dam Safety Bill.	B	
2	Preventive and protective measures for Dam Safety.	B	
3	Formation of Dam Safety Services-policy matters	B	
4	Comprehensive Safety Review of Dams	B	
5	World Bank Assisted Projects – DRIP		
	a) Project Screening Templates of Dams under DRIP	B	

	b) Other Technical documents of DRIP	B	
	c) Tenders & Documents & related Correspondence	C-10	
	d) Correspondence regarding DRIP	C-10	
	e) Financial Documents related to operation of Consultancy for DRIP	C-10	
6	Correspondence related to approval of Dam rehabilitation Projects (Other than DRIP dams)	C-10	
7	Correspondence on Review of Bureau of Indian Standard Codes	C-5	
8	Annual/ Quarterly/ Monthly Returns	C-3	
9	Miscellaneous other Correspondence	C-3	

**DESIGN & RESEARCH WING
DAM SAFTY ORGANISATION
INSTRUMENTATION DIRECTORATE**

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Data on Instrumentation	B	
2	Inspection/Scrutiny of instrumentation drawings	B	
3	Project Consultancy	B	
4	Standard Instrumentation Drawings for projects	C-10	
5	Technical General Correspondence	C-3	
6	Notes/Research Papers /Case Studies	C-1	Published 4 copies kept in Library
7	Technical Examination of DPR	B	
8	Reports/Returns	C-3	
9	Revision of Bureau of Indian Standard codes	C-5	
10	Matters related to Instrumentation Demonstration Centre	B	

BARRAGE AND CANAL DESIGN (E&NE)DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1.	All Design Memoranda	B	
2.	All Construction Drawings	A	
	All Specification Drawings	B	
3.	Preparation of Technical Memoranda for specific problems.	B	
4.	Preparation of Hydraulic and Structural design of channels, falls, Bridges, Syphon in the Projects concerned	B	
5.	Preparation of Hydraulic and Structural designs of Important Barrages (Farrakha and Godavari etc.) and preparation of specification and construction design /drawings.	B	
6.	Assistance to Bureau of Indian Standards in finalization of Standards.	C-5	
7.	Committees / Seminars Meetings etc.	C-3	
8.	Panel of Experts / Technical Advisory Committee of Farakka Barrage Project.	B	
9.	Comments on Project Reports received from project appraisal directorate i) Comments etc. ii) Projects Reports.	C-10 C-1 after giving comments	
10.	Committee for suggesting remedial measures against water logging-Follow up action	C-5	
11.	Technical advice on river training and construction of weir.	C-5	
12.	International –Association- Bridges and Structures Engineer-Meetings etc.	C-3	
13.	Correspondence with Central Board of Irrigation and Power.	C-5	
14.	Programme of works in equivalent drawing and work load	C-3	

15.	Preparation of design manuals, scrutiny of tender documents.	C-10	
16.	Technical Conference, Meetings etc.	C-3	
17.	Technical scrutiny of Irrigation Power and Flood control projects on the aspects of barrages weirs, Navigation locks, canal and canal structure.	C-5	
18.	Training of Engineers-Nominations etc.	C-3	
19.	Special problems such as river training works and operation of barrages etc.	C-5	
20.	Action Plan etc.	C-3	
21.	Correspondence relating to special technical problems.	C-3	
22.	Monthly/Quarterly programmes /progress for Barrage Canal Designs Directorate.	C-3	
23.	Supply of information regarding significant activities for Technical News Bulletin of C.W.C	C-3	
24.	Debit Bills	C-1	after payments

CMDD (E&NE) DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1.	Concrete & Masonry Dams / Control/State/U.T./ Foreign Projects –Construction Drawings	A	
2.	Concrete & Masonry Dams / Control/State/U.T./ Foreign Projects –Analysis/Designs and Feasibility and project reports	B	
3.	Concrete & Masonry Dams / Control/State/U.T./ Foreign Projects –Specification Drawings	B	
4.	Construction of concrete and Masonry Dams- Specification Drawings, Structural/ Hydraulic/ Construction Design	B	
5.	Establishment of Seismological stations in different regions of the country.	B	
6.	River Division Proposals & Construction Programme	B	
7.	Standing Panel of experts on valley projects – Agenda/ Minutes of the meetings	B	
8.	Expert Committee to assess effects of Earthquake & advise protective measures for Dams/ Adjacent areas.	B	
9.	Expert Committee on Dams- i) Agenda/Minutes. ii) Report	B B	Published 4 copies kept in Library
10.	Committee/Commission/Working Group- Constitution and Agenda-Follow up action	B	
11.	Examination of various aspects of earthquake engineering	B	

12.	Examination of Maintenance problems in storage structures and the stress in Dams Failures etc. remedial measures thereof.	B	
13.	Instrumentation of Masonry Dams	B	
14.	Foundation treatment for Masonry Dam/ Treatment of cracks in Dams	B	
15.	Bureau of Indian Standards – Standing code/study report.	C-5	
16.	Technical examination of concrete & Masonry Dams & Spillway portion of the State.	C-10	
17.	Technical Comments on Diversion Projects	C-10	
18.	Supply of water stops and Monolithic Joints in Masonry and Concrete Dams by private firms	C-5	
19.	Training of Indian Engineers abroad under various schemes	C-5	

**DESIGN & RESEARCH WING
EMBANKMENT (E&NE) DTE.**

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Earth and rock fill dams (Design Engineering and consultancy to Central / State / PSU/ UT/Foreign country) I. Analysis / Study Data II. Maps / Topo sheets III. Feasibility project reports IV. Design Studies V. Design and Drawings a) DPR b) Construction c) Specification VI. Design Memorandum / Technical Memorandum VII. Analysis of special problems and solutions VIII. Model Study reports	B B B B B B B B B B C - 10	
2	Technical examination of projects:- I) Comments etc. II) Project Reports.	C-10 C-1 after giving comments	
3	Design assistance for special problems and technical matters	B	
4	Assistance to B.I.S. in drafting and finalizing the B.I.S. Codes concerned with Earth/Rock fill Dams.	B	
5	Preparation of manuals	B	
6	Training abroad :- I) Policy matters. II) Report by Trainees.	B C-5	
7	Submission of technical papers for seminars / workshops / Conferences.	C-3	

8	Technical Advisory Committee-Minutes etc.	B	
9	Action Plan Programme / Progress report / RFD etc.	C - 3	
10	Design charges from State Govts. / PSUs	C - 3	C-3 or one year after completion of audit, whichever is later.

**DESIGN & RESEARCH WING
GATES(E&NE) DIRECTORATE**

Sl. No.	Subjects/Records-groups	Retention Period	Remarks
		Recommended by the National Archives of India (NAI)	
1.	Detailed Designs and Fabrication Drawings	B	
2.	Technical Memorandum, Preliminary Designs, Specification drawings and inspection reports.	B	
3.	Technical scrutiny of project reports:		
	i. Comments	C-10	
	ii. Project reports	B	Project Appraisal section may mark it B
4.	Special / Technical problems etc.	B	
5.	Assistance in framing of Bureau of Indian Codes.	C-5	
6.	Assistance in tender evaluation.	C-5	
7.	Technical General Correspondence.	C-3	
8.	Training of officers.	C-3	

**DESIGN & RESEARCH WING
HCD (E&NE) DIRECTORATE**

Sl. No.	Subjects/Records-groups	Retention Period	Remarks
		Recommended by the National Archives of India (NAI)	
1.	Preparation of Manual	B	
2.	Design Assistance for Special Technical Problems	B	
3.	Technical Examination of Projects: i) Comments etc. ii) Project Reports	C-10 C-1 (after giving comments)	
4.	Submission of Technical Paper for Seminars /Workshops	C-3	
5.	Technical General Matters	C-5	
6.	BIS Codes	B	
7.	Boards / Committee	C-5	
8.	Design Charges from State Government/ PSU	C-3	C-3 or one year after completion of audit, whichever is later.
9.	Training: i) Policy Matters ii) Report by Trainees	C-10 C-3	
10.	Action Plan / Progress Report	C-3	
11.	Preparation of Drawings: i) Construction Drawings ii) Specification Drawings	A B	

**DESIGN & RESEARCH WING
HYDROLOGY (SOUTH) DIRECTORATE**

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1.	Comments on Inter State River Water Disputes	B	
2.	Assessment of water potentiality in States	B	
3.	Investigation and preparation of designs for dams for augmenting water supply to mines and steel plants	B	
4.	Modernization Improving of Canals / drainage project report / statistics & data/ maps/ plans	B	
5.	Seminar & Symposium	C-5	
6.	Revised studies for estimates of design flood for rivers / sites/ dams	C-10	
7.	Construction of Barrages on rivers for irrigation and other purposes i) Comments on Reports ii) Projects Reports iii) Data	B C-5 After giving comments B	Appraisal Directorate may make it B
8.	Micro-hydelschemes (Indian & Foreign) i) Data / Drawings ii) Techno economic appraisal of micro-hydel scheme	B B	
9.	Reservoir projects i) Data etc. ii) Comments	B C-5	
10.	Review of technical papers	C-5	
11.	Committees / Conferences / Agenda / Minutes	B	
12.	i) Bureau of Indian Standards – revision of ii) Study report for standards	C-5	
13.	Draft Report of project	C-10	
14.	Correspondence regarding consultancy work of HDA & PMP	C-1 C-5	
15.	Draft report submitted by consultant in Consultancy work such as HAD & PMP Atlas	C-1 After accepting the final report.	

**DESIGN & RESEARCH WING
HYDROLOGY (NORTH) DIRECTORATE**

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1.	All technical files related to Projects	B	
2.	Bureau of Indian Standards	C-5	
3.	Draft Report submitted by consultant in Consultancy works	C-5 After accepting the final report	
4.	Administrative files a leave, Postings, transfers etc.,	C-5	
5.	Files related to IWT and Arbitration with Pakistan	B	

**DESIGN & RESEARCH WING
HYDROLOGY NORTH EAST DIRECTORATE**

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Comments on design floods on HEP/MHEP	B	
2	Assessment of water potentiality in States	B	
3	National Technical research papers/reports	B	
4	Revised studies for estimates of design floods.	B	
5	DPR	B	
	i. Data/ drawings.	B	
	ii. Comments	C-10	
	iii. Committees/ Conferences/ Agenda/Minutes	B	
6	Correspondence regarding comments on estimates of design floods for HEP.	B	
7	Studies pertaining to Water availability, Design flood computations, Diversion flood computation, and Sedimentation analysis.	B	

**DESIGN & RESEARCH WING
HYDROLOGY(C)**

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Assessment of water potentiality in States	B	
2	Revised studies for estimates of design flood for rivers/sites/dams	B	
3	Comments on: i)Water Availability Studies Report ii)Design Floods Studies Report iii)Sedimentation Studies Report	B	
4	DPR i)Data/Drawing	B	
5	Bureau of Indian Standards	C-5	
6	Committees/Conference/Agenda/Minutes	B	
7	i) BIS-revision of ii) Study report for standards	C-5 C-10	
8	Files related to: i)Meetings with Senior officers ii)Meeting with MoWR regarding progress of activities iii)Action plan/progress reports iv)Training/symposium/Workshops	C-5 C-5 C-3 C-3	

DESIGN & RESEARCH WING
HYDROLOGICAL STUDIES ORGANISATION
HYDROLOGY (DSR) DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1.	Flood Estimation reports of various sub-zones	B	
2.	Guard File	B	
3.	Projects: i) Dam Rehabilitation & Improvement Project (DRIP) ii) Review of Design flood under DRIP of various states 'Projects	C-10 C-10	
4.	Flood Estimation Planning & Coordination Committee(FEPC)	B	
5.	Seminar/Conferences/Training courses	C-3	
6.	Meetings: i) D&R Coordination Meeting ii) Meeting of the group of officers in CWC iii) Meeting by MoWR regarding progress of activities	C-3 C-3 C-3	
7.	Progress Report and Action Plan	C-3	

DESIGN & RESEARCH WING
CONCRETE & MASONRY DAM DESIGN (N&W) DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Concrete & masonry dams/Control/State/foreign Projects-analysis/design and drawings/ Feasibility and project reports	B	
2	Construction of concrete and Masonry Dams-specification Drawings, structural/Hydraulic/construction design	B	
3	Standing Panel of experts on valley projects-Agenda/Minutes of the meeting	B	
4	Expert Committee to assess effects of earthquake & advise protective measures for Dams/Adjacent areas	B	
5	Expert Committee on Dams- (i) Agenda/Minutes (ii) Report	B B	Published 4 copies kept in Library
6	Committee/ commission/ working Group Constitution and agenda-follow up action	B	
7	Examination of maintenance problems in storage structure and the stress in dams Failures etc. Remedial measures thereof	B	
8	Foundation treatment for masonry Dam/treatment of cracks in Dams	B	
9	Bureau of Indian standards- Standing code/study report	C-5	
10	Technical examination of concrete & masonry dams & spillway portion of the state	C-10	

**DESIGN AND RESEARCH WING
EMBANKMENT (N&W)DTE**

Sl. No.	Subjects/Records-groups	Retention Period	Remarks
		Recommended by the National Archives of India (NAI)	
1	Earth and rock fill dams (Design Engineering and consultancy to Central / State / PSU/ UT/Foreign country) I. Analysis / Study Data II. Maps / Topo sheets III. Feasibility project reports IV. Design Studies V. Design and Drawings a) DPR b) Construction c) Specification VI. Design Memorandum / Technical Memorandum VII. Model Study reports	B B B B B B B B C - 10	
2	Technical examination of projects:- I) Comments etc. II) Project Reports.	C-10 C-1 after giving comments	
3	Design assistance for special problems and technical matters like Indus Water Treaty etc.	B	
4	Assistance to B.I.S. in drafting and finalizing the B.I.S. Codes concerned with Earth/Rock fill Dams.	C-5	
5	Preparation of manuals	B	
6	Training abroad :- III) Policy matters. IV) Report by Trainees.	B C-5	
7	Submission of technical papers for seminars / workshops / Conferences.	C-5	
8	Technical Advisory Committee-Minutes etc.	B	
9	Action Plan Programme / Progress report / RFD etc.	C - 3	
10	Technical correspondence	C-10	
11	Design charges from State Govts. / PSUs	C - 3	C-3 or audit, is over.

**DESIGN & RESERECH WING
GATES DESIGN (N&W) DIRECTORATE**

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Detailed Designs and fabrication Drawings	B	
2.	Technical Memorandum Preliminary Designs, specification drawings and inspection report	B	
3	Technical scrutiny of project reports (i) Comments (ii) Project report	C-10 C-1 after giving comments	
4	Technical problems etc.	B	
5	Assistance in framing of Bureau of Indian codes	C-5	
6	Assistance in tender evaluation	C-5	
7	Technical General Correspondence	C-10	
8	Training of Officers	C-3	

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Hydel Civil Components (Design Engineering consultancy to Central / State / PSU / UT/Foreign Country) I. Analysis / Study Data II. Maps /Topo sheets III. Feasibility Reports IV. Design Studies V. Design and Drawings a. DPR b. Construction c. Specification VI. Design Memorandum / Technical Memorandum VII. Model Study Report	B B B B B B B B C - 10	
2	Technical examination of projects :- I. Comments etc. II. Project Reports	C-10 C-1 after giving comments	
3.	Design Assistance for Special Problems and technical matter like IWT etc.	B	
4.	Assistance to B.I.S. in drafting and finalizing the B.I.S. Codes concerned with Hydel Civil Aspects.	C – 5	
5.	Preparation of manuals	B	
6.	Training abroad :- I. Policy matters II. Report by Trainees	B C – 5	
7.	Submission of technical papers for seminars / workshops / conference	C – 5	

8.	Technical Advisory Committee-Minutes etc.	B – Keep	
9.	Action Plan Programme / Progress report, RFD etc.	C – 3	
10.	Inter-Ministerial Group and other related correspondence	B Keep	
11.	Miscellaneous Technical correspondence	C – 10	
12.	Design charges from State Govts. / PSUs	C – 3	C-3 or one year after completion of audit, whichever is later.

**DESIGN AND RESEARCH WING
BARRAGE AND CANAL DESIGN (N&W) DIRECTORATE**

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1.	Barrage & Canal (Design Engineering consultancy to Central/State/PSU/UT/foreign Country) I. Analysis/Study Data II. Maps/Topo sheets III. Feasibility Reports IV. Design Studies V. Design & Drawings a. DPR b. Construction c. Specification VI. Design Memorandum / Technical Memorandum VII. Model study Report	 B B B B B B B B C - 10	
2.	Technical Examination of Projects. I. Comments etc. II. Project Reports	 C – 10 C – 1 (after giving comments)	
3.	Design assistance for special problems and technical matter like Indus Water Treaty etc.	B	
4.	Assistance to Bureau of Indian Standard in drafting and finalization the B.I.S. Codes concerned with		

	Barrage & Canal aspects.	C - 5	
5.	Preparation of manuals.	B	
6.	Training abroad: I. Policy matters II. Report by Trainees	B C - 5	
7.	Submission of technical papers for seminars / workshops/conference.	C - 5	
8.	Technical Advisory Committee – Minutes etc.	B	
9.	Action Plan Programme/ Progress report RFD etc.	C - 3	
10.	Inter Ministerial Group and other related correspondence	B	
11.	Miscellaneous Technical correspondence	C - 10	
12.	Design charges from States Govt. / PSUs.	C - 3	C-3 or one year after completion of audit, whichever is later.

NT(PH) DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Hydel Civil Components (Design Engineering consultancy to Central / State / PSU / UT/Foreign Country) I. Analysis / Study Data II. Maps /Topo sheets III. Feasibility Reports IV. Design Studies V. Design and Drawings a. Construction b. Specification VI. Design Memorandum / Technical Memorandum VII. Model Study Report	 B B B B B B B C - 10	
2.	Design Assistance for Special Problems and technical matter like IWT etc.	B	
3.	Assistance to B.I.S. in drafting and finalizing the B.I.S. Codes concerned with Hydel Civil Aspects.	C - 5	

4.	Preparation of manuals	B	
5.	Training abroad :- I. Policy matters II. Report by Trainees	B C – 5	
6	Submission of technical papers for seminars / workshops / conference	C – 5	
7	Technical Advisory Committee-Minutes etc.	B	
8	Action Plan Programme / Progress report, RFD etc.	C – 3	
9	Inter-Ministerial Group and other related correspondence	B	
10	Miscellaneous Technical correspondence	C - 5	
11	Design charges from State Govts. / PSUs	C – 3	C-3 or one year after completion of audit, whichever is later.

DESIGN & RESEARCH WING
GATES DESIGN/ HYDEL CIVIL DESIGN/ CMDD/ EMBANKMENT/ BCD
(NW&S) DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1.	Preparation of Manuals in various disciplines	B	
2.	Design assistance for special problem and other technical matters-like Indus water-Treaty	B	
3.	Memorandum Register –Technical/ Designs	B	
4.	Manufacturers` Design & Drawings	B	

5.	Technical examination of project reports. (i) Comments (ii) Project report	C-10 C-1 (After giving comments)	
6.	Individual Project- Technical Correspondence	C-10	
7.	Submission of technical papers for seminars/ workshops etc.	C-5	
8.	Board of consultants for Ganga Valley Project- Meetings/Minutes/Design Problems	B	
9.	Technical General Correspondence	C-3	
10.	Bureau of Indian Standards/ Boards/ Committee/Panels meetings and Minutes	C-5	
11.	Design charges from State Governments	C-3	C-3 or one year after completion of audit, whichever is later.
12.	Training of Officers from states/Central Government- reminders etc.	C-3	
13.	Action Plan Programme/progress report etc.	C-3	

RIVER DATA-COMPILATION DIRECTORATE (RDC)

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Storage, analysis and retrieval of hydrological Data for Ganga Brahmaputra Basin in the use of computer system	B	
2	Development of software for maintenance of Data base for easy storage, processing and retrieval of Hydro meteorological data	B	
3	Works relating to construction of residential or non-residential buildings for the field offices of River Management Wing of C.W.C.	C-10	
4	Development of Mathematical Model for clean flow forecast (data also)	B	
5	Supply of detailed Discharge data for Billigundulu site of river Cauvery to Ministry of Water Resources	B	
6	Processing of the cases for supplying data for Ganga Brahmaputra Basin to different users.	C-10	
7	Preparation and updating of computerized data base	C-10	
8	Work relating to establishment of hydromet network and telemetry system in Narmada Basin	C-10	
9	Compilation of canal data particularly in Ganga Basin	C-10	
10	Issue of Water Quality Bulletin to all users in the country	C-5	Published 4 copies kept in Library
11	Preparation of report for implementation of setting up of the National Hydrology project under World Bank assistance	C-10	
12	Activities concerning Ganga Action Plan as far as it relates to Ministry of Water Resources, C.W.C.	C-10	
13	Planning and Development activities concerning hydrological observation including sediment and water quality monitoring.	C-10	
14	Co-ordination of activities of hydrological observations of C.W.C./Hydrological observation sites for the country as a whole.	C-10	
15	Plan Schemes- Hydrological observations	C-10	

16	Standardization of Procedures and equipments for hydrological, sediment and water quality observations in association with Bureau of Indian Standards	C-5	Published 4 copies kept in Library
17	Scrutiny of various estimates and standing Finance committee memos received from field offices of Central Water Commission	C-5	
18	Co-ordination work in connection with the meeting of National Institute of Hydrology, Roorkee	C-5	
19	Monitoring of Peak flows and computerization of data	C-3	after computerization
20	Co-ordination work for the preparation of Manual for hydrological observations	C-1	Published 4 copies kept in Library

NEPAL-BHUTAN CO-ORDINATION DIRECTORATE (NBCD)

Sl. No.	Subjects/Records-groups	Retention Period	Remarks
		Recommended by the National Archives of India (NAI)	
1	Indo-Nepal Projects-General Correspondence	B	
2	Indo-Bhutan Projects-General Correspondence	B	
3	Individual Projects- Nepal	B	
4	Individual Projects-Bhutan	B	
5	Modernization of Investigation Equipments- Administrative approvals, sanctions etc.	C-10	
6	Proposals from International firms like G.I.F.(Japan)	B	
7	Correspondence regarding Tour Programme of C.W.C. officers to Nepal & Bhutan	C-5	
8	Visit of C.W.C. Official's to Bhutan for (WAPCOS) works i.e. Water and Power Consultancy Organization Services	C-5	

RIVER MANAGEMENT CO-ORDINATION DIRECTORATE (RMCD)

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1.	Flood Forecasting/ Infrastructure Development/ Investigation of Water Resources Project/ Data Collection works: i. Policy Matters. ii. Data/Information published.	B C-5	Published report, 4 copies kept in library
2.	EFC/PIB/Standing Committee/Meeting etc.	B	
3.	Record reviewing and weeding out of files	B	
4.	Standing Committee on Water Resource Important decisions etc.	B	
5.	All Co-ordination work relating to other wings/ministries/organizations. (1)Policy matters (2)Others	B C-5	
6.	Correspondence about other committees/ Tribunals their reports etc.	C-10	
7.	Technical Advisory Committee of Flood Control and Multi-Purpose Projects	C-10	
8.	Compilation of Material for publication of Brochures / Pamphlets.	C-3	
9.	Technical Directions from Chairman (CWC)	C-5	
10.	Plan Budget	C-5	
11.	Work Charged staff issues	C-5	
12.	Cabinet Summary-Supply of information regarding important activities of R.M.Wing	C-10	Work plan coordination section shall retain the file till the finalization of report
13.	Progress Report, monthly	C-3	
14.	Action Plan of CWC/MoWR	C-3	
15.	Seminars	C-3	
16.	Boards/Meetings	B	
17.	General Technical Correspondence	C-3	
18.	Annual Report of C.W.C. /Ministry of Water Resources/ RFD	C-3	Published 4 copies kept in Library
19.	Committee for preparation of manual on Flood Forecast-correspondence	C-3	

20.	Flood Bulletin of C.W.C. Chief Engineers-Supply of information	C-1	
-----	--	-----	--

COASTAL EROSION DIRECTORATE (CE)

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1.	Transfer of Secretariat of Beach Erosion Board from CWPRS Pune to CWC , New Delhi, and follow up action of BEB Meetings	B	
2.	Record reviewing and weeding out of files	B	
3.	National Co-ordination Committee for Coastal Zone & islands-Minutes etc.	B	
4.	Constitution of Steering Committee for monitoring the Department of Ocean Development, Coastal Protection and Development Advisory Committee (DOD/CPDAC)	B	
5.	External Assistance /Central Assistance to Maritime States	B	
6.	International Development Centre Indo-Japan	B	
7.	Technical Committee	B	
8.	Coastal Protection and Development Advisory Committee-Meetings	B	
9.	Research schemes on Anti-Erosion Schemes	B	
10.	Coastal Erosion in Maritime States /UTs-Reports	B	
11.	Setting up of Coastal Engineering Directorate	B	
12.	Observation of Behaviour of Sea in the context of Coastal Engineering	B	
13.	World Bank Aided Project	B	
14.	National Coastal Protection Project	B	
15.	ADB aided project (Technical Assistance Programme with Asian Development Bank)	B	

16.	SFC Memo	B	
17.	Committee on Remote sensing technology of Water Resources Development	B	
18.	Inspection of Technical Directorate by Chief Engineer –Half yearly Internal review	C-10	
19.	National Coastal zone Management Authorities Correspondence etc.	C-5	
20.	National Institute of Hydrology-Activities of Working Group.	C-3	
21.	Action Plan of CWC/MoWR	C-3	
22.	VIP References.	C-3	
23.	Seminars.	C-3	
24.	Boards /Meetings	B	
25.	Integrated Coastal Marine Area Management (ICMAM)	C-3	
26.	Meeting of the Beach Erosion Board- Proceedings etc.	C-1	Published 4 copies kept in Library
27.	Significant activities for the Technical News Bulletin.	C-1	Published 4 copies kept in Library

FLOOD FORECAST MONITORING DIRECTORATE (FFM)

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1.	Flood survey Maps	B	
2.	Flood Forecasting Appraisal Reports (Central & Divisional)	B	
3.	Flood Reports	B	
4.	Wireless operating licence of Telemetry stations	B	
5.	Flood Forecasting Models	B	
6.	Contract document for telemetry system	C-10	
7.	Opening of new Flood Forecasting sites	C-10	
8.	Records of meetings of Implementation committee for telemetry system	C-10	
9.	DRT user's Meeting records	C-5	
10.	VIP reference	C-5	
12.	News bulletins regarding FF activities	C-1	

FLOOD MANAGEMENT AND PLANNING DIRECTORATE (FMP)

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1.	Minutes of the Consultative Committee	B	
2.	Policy matter regarding flood forecasting , flood management	B	
3.	Flood Management and related matter (1)Policy matters (2) Others	B C-5	
4.	Recording reviewing and weeding out of files.	B	
5.	Technical Policy Matters.	B	
6.	Asian Development Bank (ADB) Aided Projects.	B	
7.	Flood Protection/anti-erosion Schemes of the NE region	B	
8.	Construction of Science and Technology Advisory Committee	C-10	
9.	Conference and working Groups for flood control	C-10	
10.	Material supplied to Finance commission in regard to flood control.	C-10	
11.	Press cuttings- follow up action. (1) Multipurpose Schemes. (2) References from VIP (3) Others	C-5 C-5 C-5	
12.	Disaster Managements –Bringing out a special Issue.	C-3	
13.	Technical News Bulletin-Supply of Information	C-1	Documentation section may keep it till the Bulletin is published. Keep 4 copies in the library after publication.

FLOOD MANAGEMENT-I DIRECTORATE(FM-I)

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1.	Technical Policy Matter	B	
2.	General Technical Secret Correspondence	B	
3.	Monitoring of Flood Control and Drainage Projects	B	
4.	Technical Committee Meeting like Yamuna and Ghaggar Standing Committees	B	
5.	Project Report	B	
6.	Standing Committee Meeting Minutes. etc	B	
7.	Master Plan , Manuals , Model Study Report etc	B	
8.	Scrutiny of Master Plans, Annual Plans, Five Years plan Documents /State Memorandum and reports on flood	C-10	
9.	Report from the study of Traffic Potential and Economic Validity of River services	C-10	
10.	Scrutiny and Processing of Flood Control Drainage and Anti erosion Schemes in respect of the states falling within their jurisdiction	C-10	
11.	V.I.P references and Important Activities	C-5	
12.	Quarterly Progress Report	C-5	
13.	Inspection of Flood Control works and rendering advice to other department of flood control, drainage aspects.	C-5	
14.	Status of Technical examination of Flood Management Schemes	C-5	

UT & SS DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Project reports (DPR) of FMP Schemes and Anti-erosion schemes	B	
2	Matters related to Delhi Jal Board (drawing of Raw water from Projects) , Fixing of Raw water Rate, Signing of MoU	B	
3	Administrative / Technical Matters related to irrigation Projects of Union Territories	B	
4	Scrutiny and processing on flood Control, drainage and Anti-erosion schemes in Andhra Pradesh, Maharashtra , Goa, Karnataka and Pondicherry (Including examination, Monitoring of Ongoing works and Processing for release of Central assistance etc)	C-10	
5	Preparation of TAC note	B	
6	Inspection of Flood Control Works and rendering advice to Andhra Pradesh, Maharashtra, Goa, Karnataka and Pondicherry	C-10	
7	VIP Reference	C-5	
8	Important activities of FMO.	C-5	

FLOOD CONTROL APPLICATIONS DIRECTORATE (FCA)

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Development of Flood Forecasting Models using Mike II	C-10	
2	Training on "Use of MIKE-11 for Flood Forecasting/ Inflow Forecasting"	C-3	
3	River Engineering studies.	C-5	
4	Consultancy work relating to river engineering	C-5	

	problems.		
5	Technical examination of proposals received from various agency regarding river modelling and flood management	C-10	
6	Technical committee meeting /senior officers meeting , etc.	C-10	
7	Matter related 5 Year Plan Proposals	C-10	
8	Matter related to Working Groups	C-10	
9	Miscellaneous technical work.	C-10	
10	Training /Seminars/ conference in India and abroad.	C-5	

FLOOD MANAGEMENT-II DIRECTORATE(FM-II)

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Technical Policy Matters	B	
2	Project Reports	B	
3	General Technical secret Correspondence	B	
4	Technical Committee meeting etc	B	
5	Scrutiny and Processing of Flood Control Drainage and Anti erosion Schemes in respect of the states falling within their jurisdiction of Orissa, Gujarat, Madhya Pradesh, Chhattisgarh, and Rajasthan.	C-10	
6	Monitoring report of flood control and Drainage Projects	C-10	
7	Quarterly Progress Reports	C-5	
8	VIP References	C-5	
9	Inspecting on flood control works and rendering advice to other department for flood control, drainage and anti sec erosion.	C-5	

CC & IAD

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Climate Change Cell/ Inter Climate Change Cell - Meetings	C-10	
2	NWM-High Level Steering Committee (including SWM)	C-10	
3	NWM-Review of Network	C-10	
4	NWM-Implementation of Strategies, Meetings	C-10	
5	NWM-ADB	C-10	
6	Snow Hydrology, Glacial Lakes and Water Bodies/ CWC studies	C-10	
7	Mission Directorate	C-10	
8	Other Mission Documents Under NAPCC	C-10	
9	National Water Mission secretariats	C-10	
10	Chair Professor, their constitution/ Research Proposals	C-10	
11	MOU'S Agreements with other countries	B	
12	Studies by other International/ Indian Organizations	C-10	
13	Standing Committee for Assessment of Impact of Climate Change on Water Resources	C-10	
14	Working group for 12 th plan	C-5	
15	Other Workshops, Seminars, etc	C-5	
16	Misc. Matters/ Technical issues/ RMC meetings	C-5	
17	Core Negotiating Team	C-5	
18	Newspaper Articles	C-1	

MORPHOLOGY DIRECTORATE

SL.No.	Subject	Retention Period Suggested by RCA Recommended by NAI	Remark
1.	Morphology Studies of River	C-10	
2.	Research Projects on Conservation of Soil from the Erosion action of River	C-10	
3.	Kosi High level Committee-Minutes of the meetings	C-10	

4.	International Co-operation schemes concerning	C-10	
5.	River Morphology Consultancy Services to States.	C-10	
6.	Advisory Committee on Research and Development for River Hydraulics and Sediment Transport.	C-10	
7.	Guidelines and Instructions for Implementation of the recommendations of the RastriyaBarhAyog- correspondence with State.	C-10	
8.	(i) Appraisal of Project- Comments thereof (ii) Project reports	C-10 C-1. After giving comments.	Project Appraisal Directorate may mark it B-Keep
9.	Impact of Environment Degradation of flood and Droughts.	C-5	
10.	Various Methods of rivers bank protection	C-5	
11.	Computerization Programme in the CWC.	C-5	
12.	Study of Management of Technical records in the Design and Research.	C-5	
13.	Inspection Report and Engagement Diaries, of Chief Engineers.	C-3	
14.	Submission of Articles /papers for Publication in different journals etc.	C-3	
15.	Irrigation Ministries conference-Supply of information to Rivers Management Co-Ordination	C-5	
16.	Monthly Progress report of River Morphology Directorate	C-3	
17.	Supply of information to Documentation Section about significant activities for technical news bulletin.	C-3	
18.	Half yearly review of periodical Reports/returns by Chief Engineer.	C-1	
19.	Fortnightly report on important events in the Irrigation Sector (Ministry of Water Resources) to Co-ordination Directorate.	C-1	
20.	Improvements in the Water Resources Sector.	C-1	
21.	Return of pending cases of CWC /Ministry of Water Resources and Meetings thereof.	C-1	
22.	Problems associated with Flood Deliberations.	C-1	
23.	Taskforce Committee-Supply of Information.	C-1	
24.	Collection of river cross section data	B	
25.	Review of Technical Report/DPR	C-5	

P & D DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1.	Development of Mathematical Models for a River Basin	B	Matters related to all files will be available in Soft copy
2.	Files related to Procurement of Hardware	B	
3.	Files related to Procurement of Software	B	
4.	Technical correspondence related to inundation Modeling	B	
5.	Matters related to integrated Flood Management under Climate Change, ADB Project	B	
6.	Matters related to Environmental Management Plan for Ganga River Basin Authority	B	
7.	Matters related to Indian National Committee on Ground Water	B	
8.	Other miscellaneous matters	C-3	

RM-WING(FIELD OFFICES) CWC

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1.	Storage, analysis and retrieval of hydrological Data.	B	
2.	Development of software for maintenance of Data base for easy storage, processing and retrieval of Hydro meteorological data	B	
3.	Works relating to construction of residential or non-residential buildings.	B	

4.	Indo-Nepal/Bhutan/Pakistan/Bangladesh Projects-General Correspondence	B	
5.	Individual Projects- Nepal/Bhutan/Pakistan/Bangladesh	B	
6.	Flood Forecasting/ Infrastructure Development/ Investigation of Water Resources Project/ Data Collection works: i. Policy Matters. ii. Data/Information.	B C-5	
7.	EFC/PIB/SFC/Standing Committee/Meeting consultative committee/Parliamentary Standing Committee/Tribunal/Their Reports.	B	
8.	Record reviewing and weeding out of files	B	
9.	Co-ordination work (1)Policy matters (2)Others	B C-5	
10.	External Assistance /Central Assistance to Maritime States	B	
11.	World Bank Aided Project	B	
12.	Flood survey Maps & Flood Reports	B	
13.	Flood Forecasting Appraisal Reports	B	
14.	Wireless operating licence of Telemetry stations.	B	
15.	Flood Forecasting Models	B	
16.	Flood Protection/anti-erosion Schemes, Irrigation, Multipurpose Projects	B	
17.	Monitoring of Flood Control and Drainage Projects	B	
18.	Technical Committee Meeting	B	
19.	Project Reports	B	
20.	Master Plan , Manuals , Model Study Report etc	B	
21.	Project reports (DPR) of Irrigation, Multipurpose Projects, FMP Schemes and Anti-erosion schemes	B	
22.	Administrative / Technical Matters related to irrigation Projects Flood Control & Drainage Schemes	B	

23.	Files related to Procurement of Hardware	B	
24.	Files related to Procurement of Software	B	
25.	Technical correspondence related to inundation Modeling	B	
26.	All correspondence related to BIS	B	
27.	Matters related to integrated Flood Management under Climate Change, ADB/World Bank Project	B	
28.	Matters related to Environmental Management Plan for Ganga River Basin Authority	B	
29.	Matters related to Indian National Committee on Ground Water	B	
30.	Processing of the cases for supplying data for River Basin to different users.	C-10	
31.	Preparation and updating of computerized data base	C-3	
32.	Work relating to establishment of hydromet network and telemetry system	C-5	
33.	Issue of Water Quality Bulletin to all users in the country	C-5	Published 4 copies kept in Library
34.	Planning and Development activities concerning hydrological observation including sediment and water quality monitoring.	C-10	
35.	Co-ordination of activities of hydrological observations of C.W.C./Hydrological observation sites.	C-10	
36.	Plan Schemes- Hydrological observations	C-10	
37.	Modernization of Investigation Equipments- Administrative approvals, sanctions etc.	C-10	
38.	Technical Advisory Committee of Flood Control and Multi-Purpose Projects	C-10	
39.	Inspection of Technical Directorate by Chief Engineer –Half yearly Internal review	C-5	

40.	Contract document for telemetry system/Procurement of high value Equipments.	C-10	
41.	Opening of new Flood Forecasting sites	C-10	
42.	Records of meetings of Implementation committee for telemetry system	C-10	
43.	Conference and working Groups Minutes /Agenda.	B	
44.	Material supplied to Finance commission	C-10	
45.	Scrutiny of Master Plans, Annual Plans, Five Years plan Documents /State Memorandum and reports.	C-10	
46.	Development of Flood Forecasting Models using Mike II	C-10	
47.	Training on "Use of MIKE-11 for Flood Forecasting/ Inflow Forecasting"/Other Subjects	C-10	
48.	River Engineering studies.	B	
49.	Consultancy work relating to river engineering problems.	C-10	
50.	Technical examination of proposals received from various agency regarding river modelling and flood management etc.	C-10	
51.	Matter related to Working Groups	C-10	
52.	Climate Change Cell/ Inter Climate Change Cell - Meetings	C-10	
53.	NWM-High Level Steering Committee (including SWM)	C-10	
54.	NWM-Review of Network	C-10	
55.	NWM-Implementation of Strategies, Meetings	C-10	
56.	MOU'S Agreements with other countries	B	
57.	Studies by other International/ Indian Organizations	C-10	
58.	Morphology Studies of River	B	
59.	Research Projects on Conservation of Soil from the Erosion action of River	C-10	

60.	International Co-operation schemes	C-10	
61.	River Morphology Consultancy Services to States.	C-10	
62.	Standardization of Procedures and equipments for hydrological, sediment and water quality observations in association with Bureau of Indian Standards	C-5	
63.	Scrutiny of various estimates and standing Finance committee memos received from field offices of Central Water Commission	C-5	
64.	Compilation of Material for publication of Brochures / Pamphlets.	C-5	
65.	Technical Directions from Chairman (CWC)/M(RM)	C-5	
66.	Plan Budget	C-5	
67.	Work Charged staff issues	C-5	
68.	Cabinet Summary-Supply of information regarding important activities.	C-5	
69.	Progress Report	C-3	
70.	DRT user's Meeting records	C-5	
71.	Press cuttings- follow up action. (1) Multipurpose Schemes. (2) References from VIP (3) Others	C-5 C-5 C-5	
72.	Quarterly Progress Report/ Irrigation, Multipurpose Projects	C-5	
73.	Inspection of Flood Control works and rendering advice to other department	C-5	
74.	Status of Technical examination of Flood Management Schemes/ Irrigation, Multipurpose Projects	C-5	
75.	Impact of Environment Degradation of flood and Droughts.	C-5	
76.	Computerization Programme in the CWC.	C-5	
77.	Action Plan of CWC/MoWR	C-3	
78.	Seminars/Boards/Meetings.	C-3	

79.	General Technical Correspondence	C-3	
80.	Annual Report of C.W.C. /Ministry of Water Resources/ RFD	C-3	Published 4 copies kept in Library
81.	Inspection Report and Engagement Diaries, of chief Engineers.	C-3	
82.	Submission of Articles /papers for Publication in different journals etc.	C-3	
83.	Irrigation Ministries conference & Co-Ordination	C-3	
84.	Supply of information to Documentation Section about significant activities for technical news bulletin.	C-3	
85.	Flood Bulletin of C.W.C. Chief Engineers-Supply of information	C-1	
86.	News bulletins	C-1	

WATER PLANNING & PROJECTS (WING)
BASIN PLANNING MANAGEMENT ORGANISATION
BASIN PLANNING DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Documents, reports related to Reassessment of Basin wise water situation – National Water Mission- Pilot study of CWC & NRSC	B	
2	Documents, data, reports related to requirements and demand of water	B	
3	Data, MoU, action plan, documents, reports related with the Government of Republic of India and the Government of Australia partnership	B	
4	Documents related to Delhi-Mumbai Industrial Corridor (DMIC) and Bangalore Mumbai Industrial Corridor	C-10	
5	General Correspondences with MoWR, other ministries, State Governments and other units of CWC.	C-10	

6	Documents and reports related with Upper Yamuna River Board	C-10	
7	Correspondences related to Integrated River Basin Studies.	C-10	
8	Material for reply to PQ's, Parliament Assurances, VIP References etc.	C-5	

WATER PLANNING & PROJECTS (WING)
BASIN PLANNING MANAGEMENT ORGANISATION
NATIONAL WATER PLANNING DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Setting up of River Basin Organization	B	
2	National Water Policy Matters	B	
3	Secretariat to National Water Board	B	
4	Secretariat to National Water Resources Council	C-10	
5	Liaison work with National Water Development Agency	B	
6	National Work framework law	C-10	

WATER PLANNING & PROJECTS (WING)
BASIN PLANNING MANAGEMENT ORGANISATION
RESERVOIR OPERATION DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	National Water Mission	C-5	
2	Decision Support System (Planning)	C-5	

**WATER PLANNING & PROJECTS (WING)
CENTRAL MECHANICAL ORGANISATION
PLANT & MACHINERY DIRECTORATE**

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Disposal committee for unserviceable equipment & stores/ store purchase committee meeting etc.	C-3	C-3 or one year after completion of audit, whichever is later.
2	Census and utilization of equipment Surplus equipment/typewriter etc. files	C-3	
3	Nomination of officers for various training courses in CWC/other organization	C-1	

**WATER PLANNING & PROJECTS (WING)
CENTRAL MECHANICAL ORGANISATION
CONSTRUCTION MACHINERY CONSULTANCY DIRECTORATE**

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Requirement of equipment for different project. Plant planning of <u>Hydel</u> /Irrigation Project	B	
2	Techno-Economic Appraisal of Detail project report from plant planning angel	B	
3	Symposium conferences/seminars etc. 1) Report/Proceedings 2) Others	C-10 C-5	Published 4 copies kept in Library
4	Time and motion study on earthmoving equipment by project unit and CWC	C-5	
5	Assessment of requirement of earthmoving equipment during five year plan	C-5	
6	Consultancy Service to State/Project authorities regarding selection/essentiality of requirement	C-5	

	of equipment		
7	Committees/Sub Committee appointed by the Bureau of Indian Standard on construction equipment	C-5	
8	Collection of technical literature from firm/manufacture	C-5	
9	Examination of tenders received from State/Project	C-5	
10	Examination and vetting of specification of equipment	C-5	

WATER PLANNING & PROJECTS (WING)
CENTRAL MECHANICAL ORGANISATION
CONTROL BOARD DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Betwa River Control Board		
	i) Agenda/Minutes	B	
	ii) General Correspondences	C-5	
	iii) Contract work subcommittee – meetings etc.	C-5	
	iv) Claim committee meeting	C-5	
2	Project report	C-10	
3	Progress report on projects – quarterly and cumulative	C-3	
4	Annual plan	C-3	
5	General Correspondence	C-3	

WATER PLANNING & PROJECTS (WING)
CENTRAL MECHANICAL ORGANISATION
TECHNICAL DOCUMENTATION DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Publication Division: Ferro printing-supply of ammonia rolls of Drawing sheets etc. sent by Ministry or different Directorates of CWC	C-1	
2	Renovation/Expansion of CWC Offset Press: i) Policy Matters ii) Schemes like "Modernization of offset press"	B B	
3	Proposal for replacement of old equipment of CWC offset press correspondence.	C-3	PCP may mark their file C-1 after the audit is over
4	Supply of publication to the different Directorates of CWC/Ministry of Water Resources and other allied offices of the Central Government like Central Electricity Authority (C.E.A.)	C-1	
5	Accounting matters like verification of supplier – Bills for payment	C-3	C-3 or one year after completion of audit, whichever is later.
6	Bagirath – Quarterly journal – Contribution of articles, approval by editorial board; preparation of MSS/other columns; printing and distribution	C-3	Published 4 copies kept in Library
7	II Microfilming Divison i) Mini library and microfilm library – microfilms of Drawing and other Books. ii) Requisition/Returns of drawing/documents etc. after microfilming iii) Matters pertaining to Computer terminal meant for recording information about microfilms prepared. iv) Proposals regarding procurement of microfilming equipment's/microfilming	B C-1 after documents are acknowledged by concerned Directorates C-10 C-3	Registers B C-3 or one year after completion of audit, whichever is

	v) consumables Service and repair of microfilming equipment's	C-3	later. -do-
	vi) Nodal officers in CWC for microfilming – Meetings for matters relating to microfilming of drawing/documents	C-5	
	vii) Imprest Accounts	C-3	C-3 or one year after completion of audit, whichever is later.
	viii) General matters relating to maintenance of Microfilming Division.	C-1	
	ix) Photographic Coverage by Microfilm Division during CWC functions.	C-1	

WATER PLANNING & PROJECTS (WING)
ENVIRONMENTAL MANAGEMENT ORGANISATION
ENVIRONMENTAL MANAGEMENT DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Central Environment Management Monitoring Committee-Meetings etc.	C-10	
2	Collection of Environmental Data of 3 River Basins	C-10	
3	SFC/EFC Standing Finance Committee and Economic Finance Committee Memo for Environmental Impact Assessment Studies	C-10	
4	Progress on Rehabilitation and Resettlement activities on Projects at National level	C-10	
5	Rehabilitation and Resettlement Plans of River Valley Projects	C-10	
6	National Water Resources Council – Policy matters on Rehabilitation and Resettlement	B	
7	Cost Index of River Valley Projects i-e studies regarding cost	C-10	
8	Seminars/Meetings on technical matters organized by Non-Governmental Organizations	C-3	

9	General Correspondence on Technical Matters	C-3	

WATER PLANNING & PROJECTS (WING)
ENVIRONMENTAL MANAGEMENT ORGANISATION
REMOTE SENSING DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Studies regarding application of Remote Sensing in Water Sectors: i) Important Correspondence ii) General Correspondence	C-10 C-3	4 Copies of study reports may be kept in the library
1 (A)	Studies by other agencies/departments	C-3	
2	Satellite/Aerial data products from National Remote Sensing Agency (NRSA)	C-5	Published 4 copies kept in Library. Data products may be kept for longer period as required
2 (A)	Standing Finance Committee and Economic Finance Committee – Plan Schemes etc.	B	
3	Standing Committee on Water Resources National Natural Resources Management System (N.N.R.M.S.)	B	
4	Purchase of Instruments etc.	B	
5	Task forces on Water	C-5	
5 (A)	General Correspondence on Technical matters	C-3	
6	Progress/Annual review	C-1	
7	Symposium/Seminars/Trade fairs/Training of staff	C-1	

WATER PLANNING & PROJECTS (WING)
ENVIRONMENTAL MANAGEMENT ORGANISATION
WATERSHED AND RESERVOIR SEDIMENTATION DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Studies relating to Reservoir	B	
2	Collecting Sediment data for various agencies	B	
3	UNDP studies of Sedimentation of reservoir	C-10	
4	Hydrographic survey of 30 Reservoirs	C-10	
5	Watershed Management	C-5	
6	Procurement of Instruments etc.	C-5	
7	Soil Conservation, Water shed and meetings – Centrally sponsored soil conservation scheme is River Valley Projects.	C-5	
8	Committees – Meetings	B	
9	Conferences – deputation of members	C-3	
10	General Correspondence technical matter	C-5	

WATER PLANNING & PROJECTS (WING)
IRRIGATION MANAGEMENT ORGANISATION
INTERSTATE MATTERS DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Inter-state Water dispute files – Negotiations/correspondence with the states.	B	
2	Examination of various existing and proposed water laws and Irrigation acts in various states	B	

	within the country and abroad		
3	Project reports received for comments from Project Appraisal Directorate. i) Comments etc. ii) Project reports	C-10 C-1 after giving comments	
4	Computerization of Inter State and International agreements – water allocations/disputes	C-10	
5	Files related to meetings of Monitoring Committee under Cauvery River Authority	B	
6	General correspondence on Technical matters including VIP reference	C-3	

**WATER PLANNING & PROJECTS (WING)
IRRIGATION MANAGEMENT ORGANISATION
IRRIGATION PLANNING DIRECTORATE
(SOUTH & NORTH)**

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Technical Examination of Major Irrigation Projects	B	
2	Correspondence on matters pertaining to Indian National Committee and Irrigation and Drainage (INCID)/Examination of Research schemes on Irrigation Projects	C-10	
3	Project report received for comments from Project Appraisal Directorate i) Comments etc. ii) Project reports iii) Appraisal project	B C-5 after giving comments B	
4	Technical notes	B	
5	Study of allocation of cost of multipurpose projects to various beneficiaries and between various purposes of project	C-10	
6	TungaBhadra Board (Inter State Board) Agenda/Minutes/Meetings	B	
7	Follow up action on the Irrigation note of the	B	

	Union Minister of I&P/Deputy Minister of I&P		
8	Meeting of the consultative committee of the Ministry of Agriculture Co-ordination work.	B	
9	Presidential address and Ministers Budget Speech and Material for Annual report for Minister of Irrigation	C-3	After publication of the report
10	Matters related to Bureau of Indian Standards (BIS) – Comments and draft codes etc.	C-10	
11	General correspondence on Technical matters	C-3	
12	Co-ordination work regarding celebration of Water Resources day	C-3	

**WATER PLANNING & PROJECTS (WING)
IRRIGATION MANAGEMENT ORGANISATION
WATER MANAGEMENT DIRECTORATE**

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Co-ordination of ICAR-CWC (Indian Council of Agricultural Research and Central Water Commission) Joint-panel work – Policy matters.	B	
2	Data register of daily reservoir level and storage	B	
3	Data register of hydrological data at selected key sites	B	
4	Matters relating to Appraisal committee of NWMP i-e National Water Management Projects and correspondence relating to scrutiny of projects	C-10	
5	Matters relating to Committees in which Member (WP&P)/C.E.(C.M.O.) and Director (W.M.) is member.	C-10	
6	Co-ordination work regarding committee/working group in which Member (WP&P)/CE (CMO)/Director (W.M.) is Member Secretary and WM Directorate is Secretariat.	C-10	
7	Weekly Reservoir, Hydrological and Cauvery	C-10	Published 4 copies

	Bulletin and States reports		kept in Library
8	Formulation of proposals for schemes such as monitoring of CAD Projects by CWC, field units	C-10	
9	Study files regarding hydrological condition and water balance of various river basins.	C-10	After the volume is brought out
10	General correspondence regarding data collection	C-5	
12	General correspondence on National Water Board/National Water Resources Council/INCID	C-5	
13	Co-ordination work regarding operation and maintenance expenditure and Finance commission note.	C-5	
14	V.I.P. References	C-3	Important papers may be retained for longer period
15	Annual Action Plan	C-3	
16	Correspondence/co-ordination in connection with organizing seminar/symposium including papers received etc.	C-5	
17	General correspondence on technical matters	C-3	
18	Matters relating to Bureau of Indian Standards (BIS) comments and observations on draft standard.	C-5	
19	Correspondence regarding IWRA (International Water Resources Association) – Renewal of membership	C-3	C-3 or one year after completion of audit, whichever is later.
20	Co-ordination work regarding celebration of water resources day/World Water Day etc.	C-3	

WATER PLANNING & PROJECTS (WING)
PERFORMANCE OVERVIEW & MANAGEMENT ORGANISATION
IRRIGATION PERFORMANCE OVERVIEW DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Water Use Efficiency Studies	C-10	Published 4 copies kept in Library
2	PE Studies, ERM Studies	C-10	
3	Meetings of Core Group/TAC/Senior Officers and any other	C-5	
4	Symposiums and Seminars	C-5	
5	National Water Mission	C-10	
6	National Action Plan on Water Use Efficiency Studies	C-10	
7	Hand Book of Water Use efficiency studies	C-10	

WATER PLANNING & PROJECTS (WING)
PERFORMANCE OVERVIEW & MANAGEMENT ORGANISATION
EVALUATION OF WATER UTILIZATION DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Performance Evaluation study of Irrigation projects in various states	C-10	Published 4 copies kept in Library
2	Benchmarking of irrigation projects in various states	C-10	
3	Meeting of Core Group/TAC/Senior Officers and any other	C-5	
4	Course/Seminar/Training	C-5	

5	Selection of project for PES of irrigation project in various states	C-10	
6	Water Audit & Water Conservation	C-10	
7	Minutes of meeting in respect of R&D Plan Schemes of MoWR	C-5	
8	General correspondence on technical matters	C-5	

WATER PLANNING & PROJECTS (WING)
PROJECT APPRAISAL ORGANISATION
COST APPRAISAL (HYDRO WATER SUPPLY & FOOD) DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Scrutiny of cost estimates of Hydro Power Projects. i) Appraisal on cost estimates – correspondence ii) Estimates – Volumes	B B	
2	Scrutiny of cost estimates of Water Supply, Flood Control, Drainage Projects i) Appraisal on cost estimates – Correspondence ii) Estimates – Volumes	B B	
3	General Technical Correspondence	C-10	

**WATER PLANNING & PROJECTS (WING)
PROJECT APPRAISAL ORGANISATION
COST APPRAISAL (IRRIGATION) DIRECTORATE**

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Scrutiny of Cost Estimates of Major Irrigation & Multipurpose Project	B	
2	Committees – like committee for cost control on River Valley Projects – Meetings/Minutes	B	
3	Supply of information to Documentation for Engineers News Bulletin/Annual report of Ministry of Water Resources	C-1	

**WATER PLANNING & PROJECTS (WING)
PROJECT APPRAISAL ORGANISATION
PROJECT APPRAISAL DIRECTORATE
(NORTH, SOUTH & CENTRAL)**

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Project reports	B	Published 4 copies kept in Library
	a) Correspondence files	B	
2	Advisory Committee of Ministry of Water Resources/Technical Advisory Committee notes etc.	B	
	a) Correspondence files	C-10	
4	Consultative Committee meetings etc.	C-10	
5	Scrutiny of projects	C-5	

8	Inter State Meetings, Agenda Minutes	B	
9	National Water Development Authority – Minutes of the meeting of Technical Advisory Committee	C-10	
10	Annual Review Meetings	C-3	
11	V.I.P References	C-3	

**WATER PLANNING & PROJECTS (WING)
PROJECT MONITORING ORGANISATION
MONITORING DIRECTORATES
(NORTH, SOUTH, EAST, WEST & CENTRAL)**

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Project files	C-10	
2	State Irrigation Minister's Conference – Minutes/Agenda	B	
3	Conference/Meetings/Seminars	C-5	
4	Irrigation development on Major/medium projects	C-5	
5	Annual plan/8 th Five year plan	C-5	
6	Co-ordination work with state field offices relating to 8 th Five year plan.	C-5	
7	Standing Finance Committee Meetings	C-10	
8	Co-ordination work relating to potential creation and utilization.	C-10	
9	Policy matters regarding improvement in irrigation projects	B	
10	Status reports of the project	C-5	Published 4 copies kept in Library
11	Consultative Committee meetings	C-3	
12	V.I.P. References	C-3	

13	Annual review of Major/Medium Projects	C-3	
14	General Correspondence regarding Major/Medium Irrigation Projects with State Governments etc.	C-5	
15	Work related to computerization of data of centrally monitored projects	C-5	
16	Important issues in Water Resources Development with State Governments	C-5	
17	Status of Major/Medium individual Irrigation projects in India.	C-5	
18	Follow up action on the minutes of the review meetings	C-5	
19	Workshops/Seminars on Monitoring	C-3	
20	Action Plan Co-ordination work also	C-1	
21	Quarterly progress reports regarding projects	C-1	
22	Correspondence relating to trainings, seminars, nominations etc.	C-1	
23	Work Management council meetings	C-1	

**WATER PLANNING & PROJECTS (WING)
PROJECT MONITORING ORGANISATION
PLANNING AND PROGRESS DIRECTORATE**

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Expenditure on major and medium irrigation projects – State wise (as received from the Planning Commission)	C-10	
2	Working group report on major and medium Irrigation Projects	B	

3	Data related to MMI project	B	Published 4 copies kept in Library
---	-----------------------------	---	------------------------------------

**WATER PLANNING & PROJECTS (WING)
PROJECT PREPARATION ORGANISATION
NATIONAL PROJECT – I & II DIRECTORATES**

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1.	National Projects	B	
2.	Technical Advisory Committee – Meetings and Minutes of National Projects.	B	
3.	General Correspondence on Technical Matters	C-3	
4.	Appraisal of Medium Irrigation Projects	C-3	
5.	V.I.P. References	C-3	
6.	Economic Analysis of Irrigation Project – benefits/cost	C-3	After the project is cleared

**WATER PLANNING & PROJECTS (WING)
PROJECT PREPARATION ORGANISATION
EXTERNAL ASSISTANCE DIRECTORATE**

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	World Bank Assisted Major – Medium projects-overseeing and Monitoring	C-10	
2	Dam safety panel correspondence	C-5	
3	Reimbursement claims by the states from the world bank.	C-5	
4	Assistance from Foreign Agencies other than world Bank i-e copies sent by Ministry to CWC	C-5	

	for information		
5	Study tour abroad- nomination etc.	C-3	
6	VIP References	C-3	
7	General Correspondence on Technical Matters including compliances/views of different ministries on EFC note, cabinet note, parliament standing committee	C-5	

WATER PLANNING & PROJECTS (WING)
INFORMATION SYSTEM ORGANISATION
HDD/IT DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Data base for hydrological data	B	
2	Inventory of Gauges and Discharge sites	B	
3	Water Quality Data – Supply & Processing	B	
4	Gauge Discharge Data	B	
5	Sediment Data	B	
6	Co-ordination, management and monitoring of computer related activities and services including development of software.	B	
7	Statistical Data for minor, medium, major CAD and Flood Control Project	C-5	
8	Monitoring the progress of Hydrological Data Processing	B	
9	Monitoring of E-governance activities of CWC	C-5	

WATER PLANNING & PROJECTS (WING)
INFORMATION SYSTEM ORGANISATION
WATER RESOURCES INFORMATION SYSTEM DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Files pertaining to preparation of publication "Water and related statistics "and "Hand book on Water Related Information.	B	Published 4 copies kept in Library
2	Proposal of DWRIS for continuation in XII Plan for consideration of Expenditure Finance Committee (EFC).	C-5	
3	Evaluation study of Plan Scheme "Development of Water Resources Information System" (DWRIS) of XI Plan.	C-5	
4	Annual Plans of Plan Scheme "Development of Water Resources Information System" (DWRIS) of XII Plan.	C-5	
5	Budget Estimates, Revised Estimates and final estimates of Plan Scheme "Development of Water Resources Information System"(DWRIS)	C-5	
6	Material for replies to the observations/queries of Standing Committee of Water Resources.	C-5	
7	Material for replies to local audit party	C-5	
8	Material for resident and Finance Ministers speech in Budget session of Parliament	C-5	
9	Proposal for undertaking census of Major and Medium Irrigation Project under DWRIS in 12 th Plan.	C-5	

WATER PLANNING & PROJECTS (WING)
WATER PLANNING & PROJECTS CO-ORDINATION DIRECTORATE

Sl. No.	Subjects/Records-groups	Retention Period Recommended by the National Archives of India (NAI)	Remarks
1	Meetings/Conferences – Co-ordination work.	C-5	
2	Committees/Boards	C-10	
3	Technical correspondence	C-10	
4	All other co-ordination works	C-5	