

**Manual 6**

A statement of the categories of documents that are held by it for under its control  
[Section 4(1) (b) (VI)]

<b>S. No.</b>	<b>Main Head</b>	<b>Sub Head</b>	<b>Retention period</b>
1	<b>Fresh Registration</b>	Registration details	Always
2	<b>Renewal Registration</b>	Registration details	Always
3	<b>NOC</b>	Registration details	Always
4	<b>Provisional Registration</b>	Registration details	Always
4	<b>Payment and recoveries</b>	Expenditure sanctions	2 years, or one year after completion of audit, whichever is later.
5	<b>Cash Books</b>	Cash Books	10 years
6	<b>Contingent expenditure</b>	Contingent expenditure	3 years or one year after completion of audit, whichever is later.