

F.No. D-13012/31/2020-(Genl.)
Government of India
Ministry of Road Transport & Highways
(General Section)
Transport Bhawan, 1, Parliament Street, New Delhi-110001

Dated 22nd October, 2020

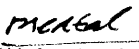
OFFICE MEMORANDUM

Subject:- Weeding out of old Files/Records - regarding.

The undersigned is directed to refer to the instructions issued from time to time in connection with review/weeding out of old files/records as per Record Retention Schedule(RRS) contained in chapter 10 of Manual of Office Procedure 2019. During the recent visits of senior officers, it is found that huge bundles of old files, documents, folders tender documents etc. are lying in the Sections/Corridors/Rooms and occupying considerable space.

2. Keeping in view of above, all officers/officials are requested to kindly review their old records and weed out the old files, documents, folders, tender documents etc., which are not required any more as per retention schedule mentioned above. The whole exercise of weeding out may be completed by all Divisions/Sections within 15 days. A report on the action taken in the matter may kindly be furnished to this Division by 12.11.2020.

This issue with the approval of the Competent Authority


(M.L. Atal)
Dy. Secretary (Genl Admn.)

To

- i. All ADGs
- ii. All Joint Secretaries, RT&H
- iii. All CEs/SEs, RT&H
- iv. All Dir/Dy. Secretaries of RT&H
- v. All Under Secretaries of RT&H
- vi. All Section Officers of RT&H
- vii. Dir(NIC) for uploading the same on Ministry's website.

Copy for information to:-

- i. Sr. PPS to Secretary(RT&H)
- ii. Sr. PPS to DG(RD)&SS