

CIRCULAR NO. A-25 (9)/70

*Dated the 2nd August, 1971*

Subject : Record retention schedules for records concerning Roads Wing

Attention of all the Executive Engineers in the Roads Wing is invited to A-I Section's Memo. No. A-25 (9)/70 dated 13th April, 1971, and 3rd May, 1971, on the subject mentioned above, in which it was laid down that technical files will be referred to the Executive Engineers concerned for indication regarding their retention or destruction. It has been reported that files sent to the Executive Engineers by the Records Cell are not being accepted by some of the Executive Engineers for one reason or the other. It is needless to emphasise the importance of weeding out of unwanted papers. As the work of recording and weeding out of papers in the Roads Wing is to be completed as early as possible, all the Executive Engineers in the Roads Wing are requested to return the files received from the Record Cell to them within a week or so with necessary instructions for weeding out etc.