

OFFICE ORDER NO. 183/75 (FILE NO. A-25 (37)/75) DATED THE 24TH SEPT., 1975, TO SECTION OFFICER OF RECORD CELL/ALL SECTIONS/ALL OFFICERS (technical as well as Sectt.)

Subject : Weeding out of files by the Section Officer of Record Cell

It has been observed that a very large number of recorded files in the Record Cell are still pending for review. Some of these files had become due for review in 1948 and others in subsequent years. If all these files are sent to the concerned sections for review, the review work is bound to take a very long time and also hamper the daily work of disposal of receipts and files of those sections.

2. It has also been observed from the files received back in the Record Cell from the Sections after review that the review work has not been done properly. In most of the cases the year of review had been merely changed in pencil and the change had not even been initialled by the Section Officer. For instance, one file related to the demands for grants for 1967-68 and after review the year of destruction was changed from 1975 to 1985. Evidently the demands for grants for 1967-68 cannot be of any use thereafter particularly because the permanent record of these demands is available in the printed book.

3. It has been decided that the Section Officer of the Record Cell will review and weed out the files (except technical files) which become due for destruction, in accordance with the periods of retention of record mentioned in the Record Retention Schedule i.e. the files which become due for review according to

the year of destruction indicated on the concerned file and for which the period of retention indicated in the Record Retention Schedule expires are not to be sent to the concerned sections for review and weeding. However, the Section Officer of the Record Cell will have the discretion to refer to the concerned sections, such file in respect of which he has any doubt, as to whether or the concerned file is to be retained for a further period, even though the period of retention indicated in the Record Retention Schedule has already expired.

4. The files which are sent by the Section Officer of the Record Cell to the concerned sections will be reviewed by those sections very carefully and if any of these files is required to be retained for a further period, the change of the year of the destruction on that file shall be indicated in ink and initialled by the Section Officer of the concerned Section.

5. All the Technical files (i.e. the files relating to estimates/revised estimates and tenders of road/bridge works) which become due for review and weeding, will be sent by the Section Officer of the Record Cell to the concerned Executive Engineer.

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