

No. C-8 (46)/76

Dated the 27th December, 1977

CIRCULAR

Subject : Recording, Indexing and Weeding of files

A meeting was held in the room of DG (RD) & Addl. Secretary on 5th December 1977 to discuss the question of recording, indexing and weeding out of files in the Roads Wing. Besides DG (RD) & Addl. Secy. the meeting was attended by DS (R), the Under Secretaries and the Section Officers in the Roads Wing.

2. DG (RD) & Addl. Secy. stressed on all the officers present in the meeting the need for giving proper attention to the work relating to recording, indexing and weeding out of files. It was brought out at the meeting that the files sent by the Record Cell to the various Sections for review were not given due attention. The files which could be weeded out and destroyed, were sent back to the Record Cell for being kept for further period of three to five years and required to be reviewed again on the expiry of the said period. This is resulting in accumulation of a large number of files in the Record Cell occupying all the available space. It is, therefore, most essential that the files which have outlived their utility should be weeded out and destroyed so as to make room for the fresh files being received by the Record Cell from different Sections.

3. It is, therefore, again brought to the notice of all officers/sections that the work relating to the weeding out of old files should be given due importance and files which are not required to be retained should be marked for weeding out/destruction. Necessary instructions providing guidelines for weeding out old files in the Roads Wing were issued vide circular letter No. A-25.(9)/70 dated 2.8.71 and 24.9.73 (copies enclosed). These guidelines should therefore be kept in view while marking the files for recording, weeding out, etc.

To

All Under Secretaries and Section Officers in the Roads Wing