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No. RW-C&A-8 (8)/81

*Dated the 3rd December, 1981*

**OFFICE ORDER**

**Subject : Weeding out of the old files**

It has been observed that a number of old files which have been sent to the various sections by the Record Cell for weeding are lying there and proper steps have not been taken for reviewing these files to decide about their destruction/further retention. With a view to stream-lining the regular flow of these files from the sections to the technical officers and also keeping in view the existing work-load of the Executive Engineers in the various zones, it has been decided that the sections will send at the rate of upto 5 files per week to each of the Executive Engineer for reviewing the old files under the overall supervision of the Superintending Engineers and respective Chief Engineers. It will also be ensured that these files are returned to the sections concerned with definite orders for destruction or further retention as per the exist-

ing instructions. The Sections will also ensure that the older files are taken up for review earlier than the files opened subsequently.

2. This order will come into effect from 3rd December, 1981 and the files for review for the week ending 5th December, 1981 will be sent to the concerned Executive Engineers immediately by the sections. In future, the files will be sent during the first two days of the week so that the technical officers have sufficient time to clear the files by the end of the week.

3. Attention of all the officers is also invited to para 1 (iii) of the minutes of the meeting held in DG (RD) & Addl. Secy's room on 7.1.1978, when the progress made in recording of the files was reviewed. For the benefit of all the officers, the relevant para is reproduced below :

"The files should be sent by the Record Cell to the Sections concerned where the Section Officers will examine and mark the files for destruction/further retention, as the case may be. Where the technical files are involved, the Section Officer will send the files to the Executive Engineer concerned and get his orders for destruction/retention of the file. Wherever the Section Officer or the Executive Engineer considers it necessary to mark the file for further retention, he will put up the file to the next senior officer for obtaining his orders in writing on the title cover. The officer ordering the file to be retained further will do so by assigning necessary reasons. In border line cases, the Superintending Engineer should consult the Chief Engineer as well."

4. DG (RD) has also decided that fortnightly progress reports should be submitted to him by all through the Chief Engineers. The first progress report for the fortnight ending 12th December 1981 will be sent to US (A) by 15th December, 1981. The report should be sent in the enclosed proforma (Annexure-I). In future, the reports will be sent to US (A) on the 1st and 15th of each month for preceding fortnights. The section will also keep proper record of the files sent to the technical officers for review, and where the files are not received back by them by the week end, they should remind the concerned Executive Engineers and furnish a fortnightly report as above to US (A) indicating the number of files not received back in the section. The report will be sent in the prescribed proforma (Annexure-II).

5. In view of the heavy accumulation of old files, all officers and the sections are requested to extend their full cooperation in weeding out the old files. Chief Engineers (Projects) are specially requested to give necessary guidance and help to their officers in this regard.

Copy to :

(i) All Officers at Headquarters/all Sections at Headquarters

Copy also forwarded to all Regional Officers with the request that they should take immediate steps for weeding out the old records. They need not send any reports to the Headquarters.

ANNEXURE I

#### PROFORMA

(Report by Executive Engineer)

Fortnightly report indicating the progress made in weeding out of old records.

Report for fortnight ending .....

1. Name of the Executive Engineer
2. Designation.
3. Zone
4. Number of files received for review during the fortnight.
5. Number of files returned to the Sections concerned after passing necessary orders
6. Number of files still pending with the Executive Engineer and the reasons therefor

Signature of Executive Engineer

Countersigned \_\_\_\_\_  
(Chief Engineer)

To

US (A)

*ANNEXURE II*

**PROFORMA**  
**(Report by Section Officer)**

Fortnightly report indicating the progress made in weeding out of old records

Report for fortnight ending .....

1. Name of the Section
2. Number of Executive Engineers concerned with the States dealt with in the Section
3. Number of files sent to the Executive Engineers during the fortnight for review
4. Number of files received back from the Executive Engineers after review
5. Number of files still pending with the Executive Engineers

Signature of the Section Officer

Signature of the Branch Officer

To

US (A)