

7470.8.

No. RW. A. 25 (16)/85 (i)

Dated the 7th June, 1985

Subject : Weeding out of files

It has been observed that some of the files which are not really needed to be retained and can be weeded out have been kept in the Sections and also retained in the Records Cell. This not only occupies an enormous volume of limited available space but is also not hygienic as the files are prone to dust and need frequent cleaning. Director General (Road Development) and Additional Secretary has, therefore, decided that the Sections should review and weed out on priority basis following types of files as per guidelines given below :

A. PROCEDURE IN RESPECT OF SPECIFIC CASES

- (1) Proposals and/or estimates for NH (O) works not included in annual plan.

The proposals and/or estimates for NH (O) works which are not included in any of the annual plans of the five Year Plan shall not be entertained and returned to the State P.W.D. from the main file of the annual plan of the concerned State, (i.e. without retaining any copy of the estimate in question in the Ministry) except where the proposal and/or estimate is/are classified as emergent, or the work in question is proposed as a substitute for a plan work.

- (2) NH (O) works where RO's comments have not been received during the past two years.

If there are old pending cases, the files may be weeded out by putting to the concerned Superintending Engineers directly by the Section. But this will not include the cases of revised estimates where sanction to revised estimates is still to be accorded.

- (3) The projects which have been completed long back and completion reports are still awaited.

The case file of the project which has been completed for 5 years or more and where it is certified by the State P.W.D. that no revised estimate is pending with them, the file can be destroyed without waiting for the completion certificate duly verified by the audit.

However, where a revised estimate is likely to be received or is under consideration, the main file of the original sanctioned work will not be destroyed but the drawing folder on it will be destroyed unless the Superintending Engineer feels that it should be retained. For this purpose, the file will be put up to the concerned Superintending Engineer by the Section directly.

- (4) Progress Report files

Progress reports for the previous three quarters will only be kept on the file at any time during the period the work is under execution and earlier reports will be destroyed.

After the work is reported to be complete, the progress report file will be destroyed without waiting for the completion certificate.

The quarterly progress reports will be duly entered into the work register maintained by the concerned project drawing section.

- (5) Powers to Section Officers for weeding out of files in respect of FDR and SR works.

Files on FDR and Special Repair estimates will be destroyed by the Section Officers after three years of sanction of the concerned work unless and until specifically recorded by the concerned Technical Officers on the file for its longer retention.

- (6) Weeding out of superfluous documents from current files at various stages.

The earlier documents which become superfluous on receipt of subsequent modified documents shall be destroyed with the concurrence of the concerned Superintending Engineer. Section will put up such cases directly to the concerned Superintending Engineer.

To

All the Technical Officers (Roads/Bridges) DS (P&B)/DS (R), All the Under Secretaries/Desk Officers/Section Officers.