

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली-110001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



सां/No.: 5-1(17)/2008-PD

दिनांक/Dated: 18.07.2017

प्रेषक / From:

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To :

The Directors / Heads of all
National Labs./Instts. of CSIR
Hqrs./Complex/Centres/Units

महोदय/Sir / महोदया/Madam,

मुझे, अभिलेख प्रतिधारण अनुसूची के संबंध में सचिव, प्रशासनिक सुधार और लोक शिकायत विभाग, कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय, भारत सरकार के अर्ध-सरकारी पत्र दिनांक 20.06.2017 सं. 15011/2/2017-O&M को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है।

I am directed to forward herewith D.O. letter No. 15011/2/2017-O&M dated 20.06.2017 received from Secretary, Department of Administrative Reforms & Public Grievances, MoPPG&P, Govt. of India regarding Record Retention Schedule for information, guidance and compliance.

भवदीय/Yours faithfully,

-विनोद कुमार

(विनोद कुमार /Vinod Kumar)
अवर सचिव (नीति प्रभाग) / US(PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- 1) Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
- 2) कार्यालय प्रति/Office copy.

सी. विश्वनाथ

सचिव

C. VISWANATH

SECRETARY

Tel : 011-23742133

Fax : 011-23742546

E-mail : secy-arpg@nic.in



सत्यमेव जयते

भारत सरकार,
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,
प्रशासनिक सुधार और लोक शिकायत विभाग,
सरदार पटेल भवन, संसद मार्ग,
नई दिल्ली-110001

GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS,
DEPARTMENT OF ADMINISTRATIVE REFORMS
& PUBLIC GRIEVANCES,
SARDAR PATEL BHAVAN, SANSAD MARG,
NEW DELHI-110001

D.O.No.15011/2/2017-O&M

June 20, 2017

Dear Secretary,

The Department of Administrative Reforms and Public Grievances (DAR&PG) is the administrative Ministry for prescribing Record Retention Schedule (RRS) for files/records common to all Ministries/Departments of Government of India to ensure that there is uniformity in retention schedule of records of common nature. The 12th Edition of the RRS, which is in e-book form, is available on the website of DAR&PG (www.darpg.nic.in).

With a view to re-iterate the instructions as contained in RRS and also to make Government offices clean for ensuring Swachh Bharat, I would request your Ministry/Department to record, review & weed out all old files/records based on RRS. All the files/records which have been recorded and reviewed should also be digitized to ensure that your office migrates to e-Office platform.

With regards,

Yours sincerely,

(C. Viswanath)

The Secretaries to all Ministries/Departments
(Government of India)



सूचना का
अधिकार