

4-10(39)/Hqrs./2025-HR-II

Dated 18.03.2025

From

संयुक्त सचिव (प्रशासन)
The Joint Secretary (Admn.)

To,

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

Subject: -Instructions on proper record management/nomination of record officer and digitization of records – reg.

Sir,

Record Management is a vital activity as it encompasses creation, maintenance, retrieval and disposal of records and is the best way to guarantee that records with historical, fiscal and legal impact are accurately identified and preserved & also that non-essential records are discarded as often as is required by established guidelines. A quality record management brings about improved efficiency & faster retrieval with enhanced work flows & minimized risks.

2. Instructions on the subject have been issued by DOPT, DAR & PG from time to time. Chapter 10 of Central Secretariat Manual of Office Procedure provides detailed guidelines regarding various stages of Record Management, Categorization of Records, Procedure for Recording, Record Retention Schedule, Custody of Records & Review & Weeding out of Records. CSIR has also reiterated from time to time that records should be managed as per these guidelines & weeding out should be carried out as a continuous exercise. In this regard, CSIR circular No. 4-10(39)/Hqrs/2023/HR-II dated 10.04.2023 may be referred to (copy enclosed).

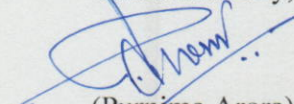
On careful examination of the information received from various labs in response to ibid CSIR circular, it has been observed that though some weeding out exercise is being done in the Lab/Instts., the same is not being consistently reported to Hqrs as per the directions.

The issue of Record Management was discussed at length during the course of CSIR Administrative Annual Meet held on 3-4th October, 2024 at CSIR-HRDC, wherein the need was felt to direct all Labs/Instts for effective Record Management with equal emphasis on all the activities involved in it. Special drive should also be carried out in all Labs/Instts. to digitize the record of policy, fiscal and legal importance.

Therefore, all the labs/Instts. of CSIR are requested to nominate a 'Records Officer' at the level of Section Officer or equivalent rank to discharge various functions outlined under the Record Management guidelines issued by GOI from time to time & provide the details of the Records Officers in the enclosed proforma within a period of 7 days of issue of this letter.

Encl.:- As above

Yours faithfully,


(Purnima Arora)
Deputy Secretary

Proforma	
Details of the Records Officer at (Name of Lab/Instt.)	
1. Name of Record Officer	
2. Designation	
3. Contact details	
a. Phone No.	
b. E-mail ID	
Signature of Sr. CoA/CoA	

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
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Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001



No. 4-10(39)/ मुख्यालय/2023-HR-II

Dated 10.04.2023

No. _____

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सभी राष्ट्रीय प्रयोगशाला/संस्थानों के निदेशक/प्रमुख /
The Director/Head of all National Laboratory/institutes

विषय: अभिलेखों की छंटाई करने के निर्देश के संबंध में।

Sub: - Instructions on carrying weeding out of records – Reg.

महोदय,

सीएसआईआर मुख्यालय से पुराने अभिलेखों की समय-समय पर छंटाई के महत्व और आवश्यकता के संबंध में निर्देश जारी किए गए हैं ताकि अभिलेखों की मात्रा को कम किया जा सके और कार्यस्थल की स्वच्छता बनाए रखी जा सके।

Instructions have been issued from CSIR Headquarters regarding importance and necessity of weeding out of old records from time to time to reduce the volume of records and to maintain cleanliness of work place.

2. उपरोक्त के क्रम में, सभी प्रयोगशालाओं/संस्थानों/मुख्यालयों के प्रमुखों से अनुरोध है कि वे अपने संबंधित प्रयोगशालाओं/संस्थानों में Central Secretariat Manual of Office Procedure/Record Retention Schedule के अनुसार अभिलेखों/फाइलों आदि की छंटाई/निपटान के लिए एक अभियान शुरू करने के लिए सभी संबंधितों को निर्देश जारी करें।

2. In continuation of the above, the Heads of all the Labs/Instts/HQrs are requested to issue directions to all concerned in their respective Labs/Instt to initiate a drive to weed out/dispose of the records/files etc. as per the procedure laid down in Central Secretariat Manual of Office Procedure/Record Retention Schedule.

3. संबंधित प्रयोगशालाओं/संस्थानों/मुख्यालयों में की गई छंटाई की पहली रिपोर्ट इस पत्र के जारी होने के तीन महीने के भीतर यानी 30 जून, 2023 तक संलग्न प्रोफार्मा में इस कार्यालय को भेजी जाए तथा उसके बाद हर छह महीने के बाद रिकॉर्ड की छंटनी की रिपोर्ट इस कार्यालय को भेजी जाए।

3. The first report of weeding out carried out at respective Labs/Instt/HQ may be sent to this office in the attached proforma within three months of issue of this letter i.e. latest by 30th June'2023 followed by subsequent weeding Out reports after every six months.

भवदीया
(पूर्णिमा अरोरा)
अवर सचिव

संलग्नक: यथोपरि/ As above

P.T.O.

प्रतिलिपि/ Copy to:-

1. वरिष्ठ उप सचिव (केंद्रीय कार्यालय)/ Sr.DS (CO)
2. O/o DG, CSIR- सूचना हेतु/ for information
3. O/o JS (A), CSIR- सूचना हेतु/ for information
4. कार्यालय प्रति/ Office copy
5. सीएसआईआर वेबसाइट/ CSIR Website

Report of Weeding Out of Records

Name of the Lab.				
upto date				
क्रम संख्या S.No.	अनुभाग/प्रभाग का नाम Name of the Section/ Division	छँटाई की गई फाइलों/दस्तावेजों की संख्या Number of files/documents weeded out	निराकृत किए गए स्कैप की मात्रा Quantity of Scrap discarded	छँटाई/निपटान के फलस्वरूप खाली हुई जगह Space freed due to weeding out/disposal
<p style="text-align: center;">Authorised Singatory</p> <p style="text-align: center;">AO/CoA/Sr.CoA</p>				