

No. 5/1/2007-IWSU  
Government of India  
Ministry of Environment & Forests

Paryavaran Bhavan,  
CGO Complex, Lodi Road,

New Delhi, the 16<sup>th</sup> July, 2007.


**OFFICE MEMORANDUM**


Subject: Records Management – Weeding-out of old files/ records- reg.


Internal Work Study Unit (IWSU) from time to time requests various Divisions/ Sections/ Desks in the Ministry for taking necessary action to review the records during special drives. A special drive for review of records was last held from 25<sup>th</sup> May to 3<sup>rd</sup> June 2007. In response to special drive, the reports of review/ weeding of records were received only from three divisions.


2. It may be mentioned that retention of unwanted files/ records occupies precious scarce space, and obstructs systematic maintenance and ready retrieval of files/ records from almirahs/ racks. As such, timely review of records, their transfer to Departmental Record Room which are required to be kept in custody as per the prescribed guidelines, and weeding out of records which are no longer useful, call for priority attention by all the officers concerned.


3. In this connection, the following directions of the Secretary (E&F), which were earlier conveyed by the IWSU vide circulars of even number dated June 04, 2004 and October 04, 2004, are reiterated:

 All files, on which no action has been taken for the last two years, should be recorded by the sections, and sent to the Departmental Record Room.

 The files may be reviewed/ weeded out in a chronological order as per provisions contained in the Manual of Office Procedure, keeping in view the retention period prescribed. The retention schedule is available on the web-site of the Ministry.

 At the time of reviewing the files, it may be noted that the files should not be retained further beyond the prescribed retention period **without the approval of the concerned officer of the level of JS.**

 The files identified for weeding should not only be listed out but also be weeded out physically.

 General Administration division should entertain request for upgradation and supply of equipment, furnishing, etc., from various divisions only when record management/ physical weeding out of files is given due priority by them.

4. All concerned are requested to kindly cooperate in this clearing drive and take necessary action for reviewing/ weeding out the old records and forward the progress/ confirmation reports to IWSU in the enclosed modified proforma by 5<sup>th</sup> of every month.

Handwritten signature of A.K. Goyal and the date 17.07.07.

**(A.K. Goyal)**

Joint Secretary to the Government of India

To

All the officers upto the SO level.

Copy to: All the divisional heads in the Ministry including NRCD and NAEB with the request to issue suitable directions to divisions/ sections under their control for taking necessary action, in the matter.



27	IFS-I								
28	IFS-II								
29	IWSU								
30	P-I								
31	P-II								
32	P-III								
33	Parl.								
34	PC								
35	PT								
36	P&L								
37	RE								
38	RT								
39	RO (Hq)								
40	SU								
41	Vig-Desk								
42	WL-I								
43	NRCD								
44	NAEB								
<b>Total:</b>									

Note: (i) Column 1 to 5 to be filled by IWSU  
(ii) Column 6 to 9 to be filled by concerned Section.