

I-16015/2/2017/O&M
GOVERNMENT OF INDIA
MINISTRY OF ROAD TRANSPORT & HIGHWAYS
(O&M Section)

New Delhi, dated 30.12.2020

OFFICE MEMORANDUM

Subject: Review/Weeding out of old records and files - regarding.

The undersigned is directed to refer to the instructions issued from time to time in connection with review/weeding out of old files/records and provisions of Record Retention Schedule (RRS) contained in chapter 10 of Manual of Office Procedure 2019.

2. Keeping in view of above, all officers/officials are requested to kindly review their old records and weed out old files, documents, folders, tender documents etc., which are not required any more as per retention schedule mentioned above. The whole exercise of weeding out may be completed by all Divisions/Sections within 15 days. A report on the action take in the matter may kindly be furnished to this Division by 18.01.2021.

This issues with the approval of the Competent Authority.



(Rajinder Kumar)
Deputy Secretary (O&M)

To,

1. All ADGs, RT&H
2. All Joint Secretaries, RT&H
3. All CEs/SEs, RT&H
4. All Dir/Dy. Secretaries, RT&H
5. All Under Secretaries, RT&H
6. All Section Officers, RT&H
7. Dir (NIC) for uploading the same on Ministry's website.

Copy for information to:

1. Sr. PPS to Secretary (RT&H)
2. Sr. PPS to DG (RD) & SS