

D.O. No. 1/1/89-2AR

Kamla Chowdhary, I.A.S.

Commissioner & Spl. Secretary to Government, Haryana,
Administrative Reforms Department.

Dated 25-10-94

Subject:— Record management— strict compliance of Record Retention Schedule-1984

As you know with the manifold expansion in the activities of Government Departments the rate of creation of records is multiplying day by day, which not only adding to administrative costs but also adversely affecting the efficiency of the administration.

2. During inspection of various offices, located at Chandigarh and also in the field, by 'Inspection Teams' of the Administrative Reforms Department, it has been found that no systematic procedure is being followed for proper maintenance and up keep of records and files. It has also been observed that rate of weeding out the old superfluous record is very slow as compared to the rate of the addition of new record. This results into occupation of more space, addition of more furniture like racks & almirahs and poor up keep and total chaos for tracing out the files. In view of the current thinking of efficiency & economy in unproductive expenditure in Govt., it is imperative that old record is weeded out and the current record is maintained properly.

3. The Director, Archives Department, Haryana, had supplied copies of 'Record Retention Schedule' to all Heads of Departments and other concerned officers in Haryana State wide; his memo No. 10/1-77-Adhi, dated 4-4-1985, which besides Schedule in respect of records retention, also contains instructions in that regard. (A copy of this schedule can be procured from the Director, Archives Deptt. Haryana, Manimajra (U.T.) Chandigarh, if not received earlier).

4. I shall be grateful if you kindly direct the Heads of the Departments working under your administrative control to take appropriate steps for weeding out the unwanted records by fixing a time schedule. A reply regarding the progress made in this behalf will be appreciated.

Yours

Sd/—

(KAMLA CHOWDHARY)