

Important Circular

No.R/12/Weeding out/Vol-II
Office of the CDA Guwahati
"Udayan Vihar", Narangi,
Guwahati – 781171
Dated :- 27/02/2017

To

- (1) All sections in MO
- (2) All sub-offices

Subject :- Weeding out of old time barred records.

As the **perspective plan to make the process of weeding out of old time barred records current** has been approved by the competent authority, the officers-in-charge of all the sections/groups of the sections in main office and the sub-offices are requested to implement the following procedures for weeding out of old time barred records :-

To ensure a systematic weeding out of the time expired records for effective utilization of available space as laid down in Para 521 to 524 of OM Pt-I(Revised edition 2014), the records as and when fall due for disposal/destruction as stipulated in Annexure 'A' & 'D' of OM Pt-II Vol-I(Revised edition 2014), Appendix-13 of GFR, Appendix-A of UA Manual(for AOsGE) and Appendix-A of OM Pt-X Vol-I(for PAOs) will be entered in a register(IAFA-492) which will periodically(say quarterly)be submitted to GO-in-charge/SAO/AO of the dealing sections/groups of the sections in Controller's office and GO-in-charge/SAO/AO of the sub-offices for scrutiny and issue of orders for disposal. However, the records relate to cases under investigation or on which final action has not been taken or in connection with which all outstanding items have not been settled,are not be declared time expired until all action or investigation has been concluded and all outstanding items are finally settled as the case may be. The **secret and confidential records** and **time expired paid cheques** will invariably be destroyed by burning in the presence of a gazetted officer. Other records will be sold either by open tender through advertisement or through local dealers of old papers, by accepting the highest rates quoted. But the **unclassified records** which are likely to reveal information involving security should be torn into small pieces before they are sold.

Action to be taken by the sections/groups of section in MO :- The sections/groups having records due for deposit in the record rooms will make arrangement to have them bound and will be bundled category wise of their usage(i.e. Files will be taken as on category & Registers will be taken as another category etc.) in convenient size by wrapping with packing paper/water proof cover or keeping the bundles in gunny bags. Each bundle or bag will be marked serial no.(1,2,3.....) and a copy of list prepared thereof will be pasted on each bundle/bag and will send to the record rooms where the bundles/bags will keep in specified racks of each section/group of section. One copy of the list will hand over by the concerned sections/groups to R Section at the time of transfer of records for verification of the transferred records

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with the lists by Record Clerk who will enter particulars of the records in the register for Index Records. This register is kept for records issued to and received back from sections. The stage at which the current records in sections are to be transferred to the record rooms will depend on the nature of the files maintained and is left to the discretion of the CDA as specified in Para 57 of OM Pt-II Vol-I.

Action to be taken by the sub-offices :- The officer-in-charge of (i)AAO Shillong ,(ii)PAO(ORs)58GTC Shillong & (iii)PAO(ORs)ARC Shillong will take similar action as the action of sections/groups of main office described above as these sub-offices have separate Record Section. However, the PAOs will dispose the time expired records as per Para 26 of OM Pt-X Vol-I wherein it is clearly mentioned that the IRLAs and IAB-64 will be destroyed by burning only after obtaining the sanction of Main Office and they should not be disposed of in any other manner. Other sub-offices will take action as described in para 2 ante.

All are requested to begin the action to implement the above procedures from the beginning of next financial year except the sections/groups of Main Office and the sub-offices deal the third party bills may begin the action after closing of the present financial year. Further, with reference to this office important circular no.even dated 20.01.2017, the sub-offices who have not been submitted the status report of the personal target for 2016-17 till date are again requested to submit the status report latest by 31st March,2017.

CDA has seen.

(K.Lalbiakchung)
ACDA
Group Officer(R)

Copy to :-

The officer-in-charge,EDP Section(Local) -

It is requested to upload this important circular in CDA Guwahati website.

(R.Singha)
Sr.AO(R)