

भारतीय मानक ब्यूरो/Bureau of Indian Standards
(प्रशासन विभाग/Administration Department)

परिपत्र/Circular

Subject: Cleanliness drive during Swachhta Pakhwada, 2023 – reg

This has reference to the Circular ref. No. BIS HQ /ADMN/Circular (02)/2023 dated 11 January 2023 and subsequent an e-mail dated 14 February 2023 for organizing Swachhata Pakhwada from 16 February 2023 to 28 February 2023. It is observed that unwanted/obsolete furniture, files, records, documents etc. are accumulated and covering valuable office space in many departments at HQs.

2. In this connection, to success the Swachhta Pakhwada, it has been decided that valuable space should be freed from unwanted furniture/scrapped material, documents, files, records etc. through various modes such as weeding-out, digitalization of records and to be kept the records safely either in the Compactors or forwarding to the Record Room as per prescribed procedure or also handover to the Disposal Section under Administration Department.

3. In this context, all departments are suggested to identify their files/records/documents etc. for weeding out from the following areas/location:

- (i) Their own departments, almirahs etc.
- (ii) Garage (some departments has kept their records/fields/documents etc. in garage)
- (iii) Record Room

4. After identification, a list may be sent to Administration Department with following due procedure, as per BIS Retention Policy, through their HoDs for disposal.

5. In addition to above, all important files/documents/records etc. may be scanned for smooth functioning and transparency in the office work and to maximize the digitalization of records, which will reduce the physical movement of files/documents etc. The required files/documents etc. may be got digitized through the Agency engaged by LSC.

6. In view of above, Head of all departments at HQ are requested to kindly depute an official of their respective Department to identify their records for weeding out as per BIS Retention Policy and other documents/files of their respective departments may also be digitalized during the Swachhta Pakhwada.

7. The matter may be accorded on priority, please.

8. This issues with the approval of Competent Authority.


(Sandeep Meena)
Director (Administration)

Our Ref: ADMN/01/40/2022

Circulated to: Head of all departments and their officials including contractual staff at HQ

Copy to: DDGA