

भारतीय मानक ब्यूरो / BUREAU OF INDIAN STANDARDS
(प्रशासन विभाग / Administration Department)

परिपत्र / CIRCULAR

Subject: **Special Campaign 2.0 for disposal of Pending Matters from 2nd October 2022 to 31st October 2022 - reg.**

This has reference to an e-mail dated 16 September 2022 of DoCA therewith attached the copy of (i) DoCA letter No. N-21/31/ 2022-P&C dated 16.09.2022 (ii) D.O. ref. No. Q-11011/2/2022-O&M-DARPG (e-7842) dated 08 Sept 2022 of the Secretary, DARPG (iii) D.O. letter No. O-17024/102/2022-Admn.V (UD) dated 14 Sept 2022 of the Addl. Secretary, Ministry of Housing and Urban Affairs (iv) Office Memorandum ref. No. 30011/01/2014-O&M (Vol.) dated 15 Sept 2022 in respect of Record Management Practices in light of Special Campaign 2.0 (copies enclosed).


2. It is submitted that DoCA, vide their letter dated 16 Sept 2022 has identified BIS Regional Offices (05 Units), BIS Branch Offices (41 Units), NITS (01 Unit) and BIS Labs (09 Units) for carrying out the Special Campaign 2.0 as external units/offices. All the external units/offices may be requested to use the portal <https://doca.gov.in/dosd/> for daily uploading and high resolution photographs. For Login ID and Password to access the portal, please contact Shri Natarajan, Technical Director, NIC. The High Resolution pictures of the sites planned to be taken up for the campaign (i.e. the sites where scrap/old physical files/folders/books reports etc. proposed to be disposed of/weeded out/e-waste/old furniture/waste are lying) may kindly be mailed/uploaded on the above portal latest by 15th Sept 2022. The names of Nodal Officers of each of the field units identified for carrying out may be furnished to DoCA with their contact numbers, e-mail addresses latest by 16 Sept 2022. The names of the team members and their contact numbers may also be mailed. A template in which the information regarding furnishing of the details of Nodal Officers and team members, etc, is attached for perusal.

Further, also that in Office Memorandum ref. No. 30011/01/2014-O&M (Vol.) dated 15 Sept 2022 in respect of Record Management Practices in light of Special Campaign 2.0, broad guidelines for Record Management for physical and e-Files are explained in Chapter 1.0 of the Central Secretariat Manual of Office Procedure (CSMoP 2022), read with provisions of the Public Records Act, 1993 and the Public Record Rules, 1997.

3. Keeping in view of above, Heads of all ROs/BOs/Labs/NITS including departments at HQ, for kind perusal and strict compliance of (i) the guidelines mentioned in Office Memorandum ref. No. 30011/01/2014-O&M (Vol.) dated 15 Sept 2022 of Department of Administrative Reforms & Public Grievances (DARPG) with the guidelines mentioned in Office Order ref. No. BIS/DGO(374)/2014 dated 29 Apr 2014 'Manual for Record Room of BIS Offices' (ii) instructions given in letter ref. No. N-21/31/ 2022-P&C dated 16.09.2022 of the Under Secretary, DoCA. The desired information should be sent to Administration Department at e-mail administration@bis.gov.in, **by today itself**, from all ROs/BOs/Labs/NITS including departments at HQ.

4. This issues with the approval of Competent Authority.

Encl: as above


(संदीप मीना)
निदेशक (प्रशासन)

Our Ref: ADMN/09/57/2022

Circulated to: Head of all ROs/BOs/Labs/NITS including HQs for perusal and strict compliance, through BIS Intranet, please.

Email

ADMINISTRATION Admn

Fwd: Special Campaign 2.0 for disposal of Pending Matters from 2nd October 2022 to 31st October 2022

From : Director Admin <dra@bis.gov.in> Mon, Sep 19, 2022 09:50 AM
Subject : Fwd: Special Campaign 2.0 for disposal of Pending Matters from 2nd October 2022 to 31st October 2022 1 attachment
To : ADMINISTRATION Admn <administration@bis.gov.in>

From: "Director Admin" <dra@bis.gov.in>
To: "US(P&C)" <uspc-ca@gov.in>
Cc: "Kumar Shantanu" <ddga@bis.gov.in>
Sent: Friday, September 16, 2022 6:45:20 PM
Subject: Fwd: Special Campaign 2.0 for disposal of Pending Matters from 2nd October 2022 to 31st October 2022

Dear Sir,

As per the trailing mail, details regarding the nodal officer from all over ROs/BOs/Labs/NITS including the BIS HQs is attached for your information and needful action please.
Submitted please.

DRA

From: "Kumar Shantanu" <ddga@bis.gov.in>
To: "Director Admin" <dra@bis.gov.in>, "ADMINISTRATION Admn" <administration@bis.gov.in>
Sent: Friday, September 16, 2022 3:48:35 PM
Subject: Fwd: Special Campaign 2.0 for disposal of Pending Matters from 2nd October 2022 to 31st October 2022

From: "US(P&C)" <uspc-ca@gov.in>
To: ddrsl@gmail.com, dkvermarrsl@gmail.com, bapadd@gmail.com, "Devendra Kumar" <ddo.rrsl-ca@gov.in>, "A.K.ROY" <bbs-rrsl@gov.in>, rrsbhubaneswar@gmail.com, akroy09@rediffmail.com, "REGIONAL REFERENCE STANDARDS LABORATORY FARIDABAD" <ddlm.rrsl-ca@gov.in>, bpnsharma6@gmail.com, "amit 2601" <amit_2601@yahoo.co.in>, csharma17@gmail.com, "CHANDRA SHEKHAR SHARMA" <csharma.17@gov.in>, adrrsl@yahoo.com, "rrsl guwahati" <rrsl.guwahati@gmail.com>, "Deputy Director RRSL Guwhati" <gwh-rrsl@gov.in>, "rrsl ahd" <rrsl_ahd@yahoo.co.in>, "Ashutosh Agarwal" <ahd-rrsl@nic.in>, "ddrrsl frd" <ddrrsl.frd@gmail.com>, rrsvar@gmail.com, "ASHOK KUMAR" <drashok.sharma10@nic.in>, "Director General (NTH)" <dgnth-wb@nic.in>, drkanjilal@nth.gov.in, "NTH, Salt Lake,Kolkata" <nthsal-

wb@nic.in>, "Sher Singh" <ssingh@nth.gov.in>, "Murugesan Suresh Babu" <nthnr-ca@nic.in>, "Suresh Babu Murugesan" <msuresh.babu@nth.gov.in>, "Dhananjaya Yelagaleti" <dhananjaya@nth.gov.in>, "nthsr.tn nthsr.tn" <nthsr@tn.nic.in>, "D.G. Basumatary" <director.nthwr-ca@gov.in>, "Dilip Gwra Basumatary" <dgbasumatary@nth.gov.in>, "Debashis Bhattacharyya" <nthjaipur-ca@nic.in>, "Debashis Bhattacharyya" <debashis.bhattacharyya@nth.gov.in>, "NTH NER Guwahati" <nthner-ca@nic.in>, "Animesh Das" <animesh@nth.gov.in>, "Head Central Laboratory BIS" <headcl@bis.gov.in>, "Head CL.II" <headcl2@bis.gov.in>, "ERO Laboratory" <erol@bis.gov.in>, "Head NROL" <nrol@bis.gov.in>, "wrol wrol" <wrol@bis.gov.in>, "Devi Dayal Singh" <usbis-ca@nic.in>, "Registrar NCDRC" <ncdrc@gov.in>, "Kumar Shantanu" <ddga@bis.gov.in>, "Banshidhar Konar" <bdkonar.24@gov.in>, "SHRADDHA SAXENA" <shraddha.saxena13@nic.in>, "Biswaranjan Mandal" <brmandal@nth.gov.in>, "Viswanath Gupta" <vngupta@nth.gov.in>, "George Varghese Thodithalackal" <tvgeorge@nth.gov.in>, "Somit Neogi" <somit.neogi@nth.gov.in>, "Maymole Boben" <mboben@nth.gov.in>, "Anirban Bhattacharyya" <anirbanbhattacharyya@nth.gov.in>, "Dr Umesh Singh" <umesingh@nth.gov.in>, "Iqbal Ahmed" <dr.ncdrc@gov.in>, rrs1bhubaneswar@gmail.com, "Dr Rakesh Joshi, Deputy Director" <rakesh.joshi74@gov.in>, "Amit Upadhyay" <amitupadhyay.79@gov.in>, "Dr. Rajeshwar" <rajeshwar.kumar67@gov.in>, "Subhash Chandra Meena" <subhash.meena@nic.in>, "Alok Kumar Verma" <alokkumar.verma@nic.in>, "Santosh Kumar Mishra" <sk.mishra81@nic.in>, "SK PRASAD" <sk.prasad09@gov.in>, "JITENDER AHLAWAT" <hr099.ifs@nic.in>, "N NATARAJAN" <natarajan@nic.in>, "Pramod Kumar Sahoo" <pk.sahoo@nic.in>, "ASHUTOSH AGARWAL" <ashutosh.agarwal13@nic.in>, "USCWF" <uscwf-ca@nic.in>, "KBS" <usecre-ca@nic.in>

Cc: "Vineet Mathur" <vineet.mathur68@gov.in>, "TR Sathish Chandran" <schandran.73@nic.in>, "Shashi Bhushan" <shashibhushan.icoas@nic.in>

Sent: Friday, September 16, 2022 3:24:43 PM

Subject: Special Campaign 2.0 for disposal of Pending Matters from 2nd October 2022 to 31st October 2022

Sir/Madam,

All the External units/Offices are requested to use the **portal <https://doca.gov.in/dosd/> to furnish information/high Resolution photographs with regard to the campaign. Alternatively, they may mail the same to uspc-ca@nic.in.**

2. It has also been intimated by Ministry of Housing and Urban Affairs(copy enclosed) that it has been proposed to set up 3Rs (Reduce, Reuse, Recycle) Kiosks by Women Self Help groups for collecting paper waste.

3. **In case any external unit wants to use this facility and are willing to provide space within their premises for setting up 3R Kiosks from 2.10.2022 to 31.10.2022, they may inform the same to DS/US(LSG), MOHUA by 20th September, 2022, in the format annexed.** A copy of the same may also be mailed to this Department.

4. An **OM on Record Management Practices in Light of Special Campaign 2.0 issued by DAPRG is also attached for perusal.**


5. A template for furnishing information with regard to Nodal Officers, team members etc., their mobile no., e-mail id etc. is also attached.

Regards,

Under Secretary(P&C)
Department of Consumer Affairs



 **Data of Nodal Officer and others.xlsx**
20 KB

From : Kumar Shantanu <ddga@bis.gov.in> Fri, Sep 16, 2022 03:49 PM
Subject : Fwd: Special Campaign 2.0 for disposal of Pending Matters from 2nd October 2022 to 31st October 2022  2 attachments
To : Director Admin <dra@bis.gov.in>, ADMINISTRATION Admn <administration@bis.gov.in>

From: "US(P&C)" <uspc-ca@gov.in>
To: ddrsl@gmail.com, dkvermarrsl@gmail.com, bapadd@gmail.com, "Devendra Kumar" <ddo.rrsl-ca@gov.in>, "A.K.ROY" <bbs-rrsl@gov.in>, rslbhubaneswar@gmail.com, akroy09@rediffmail.com, "REGIONAL REFERENCE STANDARDS LABORATORY FARIDABAD" <ddlm.rrsl-ca@gov.in>, bpnsharma6@gmail.com, "amit 2601" <amit_2601@yahoo.co.in>, csharma17@gmail.com, "CHANDRA SHEKHAR SHARMA"

<csharma.17@gov.in>, adrrsl@yahoo.com, "rrsl guwahati" <rrsl.guwahati@gmail.com>, "Deputy Director RRSL Guwhati" <gwh-rrsl@gov.in>, "rrsl ahd" <rrsl_ahd@yahoo.co.in>, "Ashutosh Agarwal" <ahd-rrsl@nic.in>, "ddrrsl frd" <ddrrsl.frd@gmail.com>, rrrslvar@gmail.com, "ASHOK KUMAR" <drashok.sharma10@nic.in>, "Director General (NTH)" <dgntn-wb@nic.in>, drkanjilal@nth.gov.in, "NTH, Salt Lake,Kolkata" <nthsal-wb@nic.in>, "Sher Singh" <ssingh@nth.gov.in>, "Murugesan Suresh Babu" <nthnr-ca@nic.in>, "Suresh Babu Murugesan" <msuresh.babu@nth.gov.in>, "Dhananjaya Yelagaleti" <dhananjaya@nth.gov.in>, "nthsr.tn nthsr.tn" <nthsr@tn.nic.in>, "D.G. Basumatary" <director.nthwr-ca@gov.in>, "Dilip Gwra Basumatary" <dgbasumatary@nth.gov.in>, "Debashis Bhattacharyya" <nthjaipur-ca@nic.in>, "Debashis Bhattacharyya" <debashis.bhattacharyya@nth.gov.in>, "NTH NER Guwahati" <nthner-ca@nic.in>, "Animesh Das" <animesh@nth.gov.in>, "Head Central Laboratory BIS" <headcl@bis.gov.in>, "Head CL.II" <headcl2@bis.gov.in>, "ERO Laboratory" <erol@bis.gov.in>, "Head NROL" <nrol@bis.gov.in>, "wrol wrol" <wrol@bis.gov.in>, "Devi Dayal Singh" <usbis-ca@nic.in>, "Registrar NCDRC" <ncdrc@gov.in>, "Kumar Shantanu" <ddga@bis.gov.in>, "Banshidhar Konar" <bdkonar.24@gov.in>, "SHRADDHA SAXENA" <shraddha.saxena13@nic.in>, "Biswaranjan Mandal" <brmandal@nth.gov.in>, "Viswanath Gupta" <vngupta@nth.gov.in>, "George Varghese Thodithalackal" <tvgeorge@nth.gov.in>, "Somit Neogi" <somit.neogi@nth.gov.in>, "Maymole Boben" <mboben@nth.gov.in>, "Anirban Bhattacharyya" <anirbanbhattacharyya@nth.gov.in>, "Dr Umesh Singh" <umesingh@nth.gov.in>, "Iqbal Ahmed" <dr.ncdrc@gov.in>, rrrslbhubaneswar@gmail.com, "Dr Rakesh Joshi, Deputy Director" <rakesh.joshi74@gov.in>, "Amit Upadhyay" <amitupadhyay.79@gov.in>, "Dr. Rajeshwar" <rajeshwar.kumar67@gov.in>, "Subhash Chandra Meena" <subhash.meena@nic.in>, "Alok Kumar Verma" <alokkumar.verma@nic.in>, "Santosh Kumar Mishra" <sk.mishra81@nic.in>, "SK PRASAD" <sk.prasad09@gov.in>, "JITENDER AHLAWAT" <hr099.ifs@nic.in>, "N NATARAJAN" <natarajan@nic.in>, "Pramod Kumar Sahoo" <pk.sahoo@nic.in>, "ASHUTOSH AGARWAL" <ashutosh.agarwal13@nic.in>, "USCWF" <uscwf-ca@nic.in>, "KBS" <usecre-ca@nic.in>

Cc: "Vineet Mathur" <vineet.mathur68@gov.in>, "TR Sathish Chandran" <schandran.73@nic.in>, "Shashi Bhushan" <shashibhushan.icoas@nic.in>

Sent: Friday, September 16, 2022 3:24:43 PM

Subject: Special Campaign 2.0 for disposal of Pending Matters from 2nd October 2022 to 31st October 2022

Sir/Madam,

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2. It has also been intimated by Ministry of Housing and Urban Affairs(copy enclosed) that it has been proposed to set up 3Rs (Reduce, Reuse, Recycle) Kiosks by Women Self Help groups for collecting paper waste.

3. **In case any external unit wants to use this facility and are willing to provide space within their premises for setting up 3R Kiosks from 2.10.2022 to 31.10.2022, they may inform the same to DS/US(LSG), MOHUA by 20th September, 2022, in the format annexed.** A copy of the same may also be mailed to this Department.

4. An **OM on Record Management Practices in Light of Special Campaign 2.0 issued by DAPRG is also attached for perusal.**

5. A template for furnishing information with regard to Nodal Officers, team members etc., their mobile no., e-mail id etc. is also attached.

Regards,
Under Secretary(P&C)
Department of Consumer Affairs



 **template for Nodal officers and team members.xlsx**
11 KB

 **special campaiagn 2.0.pdf**
2 MB

IMMEDIATE

No. N-21/31/2022-P&C
Government of India
Ministry of Consumer Affairs, Food & Public Distribution
Department of Consumer Affairs

Krishi Bhawan, New Delhi-110001.
Dated: 16.09.2022

To

1. The Director General,
BIS, New Delhi.
2. The Director General,
NTH, Kolkata.
3. Registrar,
NCDRC, New Delhi
4. Managing Director,
NCCF, New Delhi.
5. The Director,
IILM, Ranchi.
6. All RRSLs

Subject: Special Campaign 2.0 from 2.10.2022 to 31.10.2022- regarding.

Sir/Madam,

With reference to D.O. letter dated 8.9.2022 (copy enclosed) received from Secretary, DARPG on the above subject, I am directed to say that the following 73 external units have been identified for carrying out the Special Campaign 2.0.

Name of the Organisation	No. of units
NTH	6
RRSL	7
IILM	1
NCDRC	1
NCCF	2
BIS Regional Offices	5
BIS Branch Offices	41
NITS	1
BIS Labs	9
Total	73

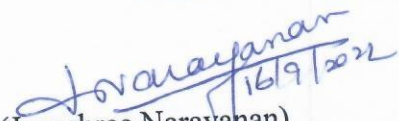
...2/-

2. All the above external units/offices may be requested to use the portal <https://doca.gov.in/dosd/> for daily uploading of information and high resolution photographs. For login id and password to access the portal, please contact Shri Natarajan, Technical Director, NIC.
3. The details of the comprehensive action plan in this regard may be furnished to this Department urgently.
4. **The High Resolution pictures of the sites planned to be taken up for the campaign (i.e. the sites where scrap/ old physical files/folders/books reports etc. proposed to be disposed of /weeded out/e waste/old furniture/waste are lying) may kindly be mailed/uploaded on the above portal latest by 15th September, 2022.**
5. **The names of Nodal officers of each of the field units identified for carrying out may be furnished to this Department with their contact numbers, mail addresses latest by 16th September, 2022.** The names of the team members and their contact numbers may also be mailed. A template in which the information regarding furnishing of the details of Nodal Officers and team members, etc. is attached for perusal.

This may be accorded 'Top Priority'.

Yours faithfully,

Encl.: As above.


(Jayashree Narayanan)
Under Secretary to the Govt. of India
Tele: 2338 4627

Copy for information to:
Secretary (DARPG)



सत्यमेव जयते

75
आजादी का
अमृत महोत्सव

भारत सरकार,
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,
प्रशासनिक सुधार और लोक शिकायत विभाग,
सरदार पटेल भवन, संसद मार्ग,
नई दिल्ली-110001
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS,
DEPARTMENT OF ADMINISTRATIVE REFORMS & PUBLIC GRIEVANCES
SARDAR PATEL BHAWAN, SANSAD MARG,
NEW DELHI-110001

Q-11011/2/2022-O&M-DARPG(e-7842)

Dated: September 08, 2022

Dear Secretary,

Please find enclosed a copy of the PowerPoint Presentation made by Department of Administrative Reforms & Public Grievances (DARPG) to the Council of Ministers on 7th September, 2022.

2. In pursuance of the directions of the Council of Ministers, the Swachhta Campaign 2.0 is also to be extended to the field offices / outstation offices of the Ministries/ Departments. A comprehensive plan for cleanliness, space management and beautification of those offices should be taken up. The progress of the campaign would be documented in pre and post scenario through high resolution photographs. The guidelines issued by the DARPG on the Special Campaign 2.0 may be referred to in this regard.

3. Accordingly, the Ministries are requested to identify the field units/ outstation offices where swachhata campaign would be conducted and share the list of those offices with the DARPG in advance. DARPG would organize visits of news teams to those offices during the campaign from 2- 31 October 2022 for effective media coverage.

4. I am also enclosing list of the nodal officers of the campaign available with DARPG as on 07.09.2022. It has been observed that many of the nodal officers on the list of DARPG are no longer handling the subject in the Ministries / Departments. Nodal officers are crucial for smooth conduct of the Special Campaign within the Ministries and coordination with other Ministries & DARPG. You are requested to kindly provide DARPG the updated information about the Nodal Officers along with their contact details / email IDs by 9th September 2022. Accordingly, the DARPG will map the Nodal officers on the Special Campaign portal.

With best regards,

Yours sincerely,

(V. Srinivas)

Encl: As above

All Secretaries to Government of India



D.O. No. O-17024/102/2022-Admn. V (UD)
Dated the 14th September, 2022

Dear *Nodal officers,*

Under the special campaign of DARPG, it is proposed to set up 3Rs (Reduce, Reuse, Recycle) Kiosks led by women Self-Help Groups (SHGs) with emphasis on collecting segregated waste from offices to further put to reuse. Ministries/Departments may be encouraged to deposit their waste and used material (used paper waste, old records/reports, file boards, packaging items, M.I.P.s, cardboard boxes, etc. except e waste) to these kiosks. This will assist Ministries/Departments in disposing their accumulated unused material. This will also serve as an enabler for :-

- Awareness generation on 3R;
- Promoting Swachhta in office premises & surroundings.
- Up-cycling/reuse of discarded items;
- Incentivizing and triggering economic activity by SHGS to productively reuse and recycle the material collected.

2. Therefore, the designated nodal officer of each Ministry for DAPRG Swachhata Special Campaign 2.0, is requested to intimate to MOHUA **by 20th Sept 2022**, the list of offices under the respective Ministries that are willing to provide space within their premises for setting up of 3R kiosks from 2nd October in the format at **Annex**. The information may be sent to DS/US (I.SG), MOHUA.

3. MOHUA will take up the activity of taking up with State Govt. and ULBS to tag suitable SHGS to each office premise. Also, ULBS will be requested to assist the SHGS for establishing forward linkages for recycling.

4. In case any Ministry is interested to continue this initiative beyond the campaign period, they may do so. In addition, the SHGS may be allowed to sale of recycled materials like paper bags, cloth bags, diyas etc. during the campaign period.

Thanking you,

Yours sincerely,

Sanjay Kumar
(SANJAY KUMAR)

To:

The Nodal Officers of all Ministries/Departments for DARPG Swachhata Special Campaign 2.0 in Govt. Office.

OFFICE MEMORANDUM

Sub: Record Management Practices in light of Special Campaign 2.0

Please refer to the DO Letter dated D.O. No. 1/50/3/2021-Cab issued on 23.8.2022 by the Cabinet Secretary to all Secretaries to the Government of India indicating the Government's decision to launch the Special Campaign 2.0. DARPG has received several references from Ministries/ Departments seeking clarification of Record Management Practices in light of Special Campaign 2.0.

2. The Broad guidelines for Record management for physical and e-Files are explained in Chapter 10 of the Central Secretariat Manual of Office Procedure (CSMoP 2022), read with provisions of the Public Records Act, 1993 and the Public Record Rules, 1997, relevant portions of which are as follows:

Section 8 and Section 9 of the Public Records Act, 1993

8. Destruction or disposal of public records.—

(1) *Save as otherwise provided in any law for the time being in force, no public record shall be destroyed or otherwise disposed of except in such manner and subject to such conditions as may be prescribed.*

(2) *No record created before the year 1892 shall be destroyed except where in the opinion of the Director General or, as the case may be, the head of the Archives, it is so defaced or is in such condition that it cannot be put to any archival use.*

9. Penalty for contraventions.—

Whoever contravenes any of the provisions of section 4 or section 8 shall be punishable with imprisonment for a term which may extend to five years or with fine which may extend to ten thousand rupees or with both.

Section 9 of Public Record Rules, 1997

9. Destruction of Public Records—

(1) *No public record shall be destroyed without being recorded and revised. In the month of January every year, each records creating agency shall record after consulting the records retention Schedule all those files on which action has been completed. This work shall be accomplished in consultation with the Records Officer.*

(2) *No public record which is more than twenty-five years old shall be destroyed by any records creating agency unless it is appraised.*

(3) *A list of all such public records which are proposed to be destroyed shall be prepared by the record creating agency in Form 6 and retained permanently for future reference.*

I/1474/2022
(4) The Record Officer shall furnish a half yearly report in Form 7 on recording, indexing, reviewing and weeding of records to the Director General or Head of the Archives, as the case may be.

(5) Records shall be destroyed either by burning or shredding in the presence of Record Officer.

3. The Chapter 10 of CSMOP, 2022 has laid down the activities involved in Record Management, Categorization of Records, Record Retention Schedules, Review and Weeding of Records, Maintenance, Transfer of Records, Personal Office Records etc. Relevant Provisions of Para 10.7 and Para 10.9 of the CSMOP, 2022 are as follows:

10.7. Record Retention Schedule:

- (i) To ensure that files are neither prematurely destroyed, nor kept for periods longer than necessary, every department will:
 - a. in respect of records connected with accounts, observe the instructions contained in Appendix 9 to the General Financial Rules, 2017;
 - b. in respect of records, relating to establishment, housekeeping matters, etc. common to all departments, follow the `schedule of periods of retention for records common to all departments' issued by the Department of Administrative Reforms and Public Grievances (Sl.No.15 in Table 4.2)
 - c. in respect of records prescribed in this Manual, observe the retention periods specified in Appendix 10.10; and
 - d. in respect of records connected with its substantive functions departmental instructions issued for departmental retention schedule prescribing the periods should be preserved in consultation with the National Archives of India.

(ii) The above schedules should be reviewed at least once in 5 years.

10.9. Review and weeding of records:

(i) A category 'C' file will be reviewed on the expiry of the specified retention period and weeded out unless there are sufficient grounds warranting its further retention. Justification for retaining a file after review will be recorded on the file with the approval of Branch Officer/Divisional Head concerned. Retention after a review will be for a period not exceeding 10 years, including the period already retained:-

(ii) Category 'A' & 'B' files will be reviewed on attaining the 25th year of their life in consultation with the National Archives of India. In these reviews the need for revising the original categorisation of category 'B' files may also be considered.

(iii) The year of review of category 'C' files will be reckoned with reference to the year of their closing and that for category 'A' and category 'B' files with reference to the year of their opening.

1/1474/2022
4. In light of the above provisions, following extensive consultations with various Ministries/ Departments the Guidelines of Record Management are further clarified as follows:

- a) e-files of 'C' category like Parliament Questions, Dak Register, Messenger Book, File Movement Register, Register for watching the progress of recording, Register for keeping a watch on communications received from MPs/VIPs, Register of Parliamentary Assurances are to be retained for a period of 3 years and thereafter closed with due approvals of competent authority.
- b) e-files of 'C' category like the Record Review Register, List of files received for review, Monthly Progress Report on recording of files, Check-lists for periodical reports, Inspection reports to be closed after retention a period of one year as per the Records Retention Schedule with due approval of competent authority.
- c) e-files of 'A' category to be retained as permanent record. Such records include Standing Guard Files, File Registers, Precedent Book, List of files transferred to National Archives and Record Retention Slip.

5. It should be noted that Sections 8(1) and 9 of the Public Records Act, 1993 and the procedures laid down in Rule 9 of the Public Records Rule, 1997 would apply equally to e-Files.

6. This issues with the approval of the Competent Authority.

Signed by Parthasarathy
Bhaskar Deverakonda
Date: 15-09-2022 19:04:27
Reason: Approved
(Parthasarathy Bhaskar)
Deputy Secretary of the GOI

To

1. All Secretaries of Ministries/ Departments of GOI
2. All Nodal Officers of Special Campaign 2.0 of Ministries/ Departments of GOI

Copy for information to:

1. Additional Secretary, Cabinet Secretariat (Shri Ashutosh Jindal)
2. Director, Cabinet Secretariat (Smt Smita Sarangi)

SCDPM 2.0						
Serial No	Name of Organisation	Place	Name of the Nodal Officer	Mobile No. and email id of Nodal Officer	Name of the Team Member/Members	Mobile No. and email id of Team Member/Members
1						
2						

BUREAU OF INDIAN STANDARDS

(Administration Department)

29 April 2014

OFFICE ORDER

Subject: Manual for Record Room of BIS Offices

It is considered necessary by the Competent Authority to establish a central repository to provide for medium as long terms storage of official records that needs to be retained for legal or other reasons. It is generally accepted that high density, low cost storage away from the record generating department/office are much more economical.

2. The Competent Authority has directed to setup a centralized record room for preservation of official records in the office premises at BIS HQ, NITS, all ROs /BOs and regional T&Cs. Accordingly, necessary guidelines for preservation of records and functioning of record room have been compiled in the form of “Manual for Record Room of BIS offices” (Vol. I).

3. Henceforth, all the department at HQs and all ROs/BOs are hereby directed to strictly follow and comply with the guidelines in the manual at Annexure-I.

4. This issues with the approval of DG, BIS.

Sd/-

(A.K. Bansal)
Director (Administration)

Ref: Admn/05/01/2014

Circulated to: All departments at BIS HQ,ROs/BOs/NITS/T&Cs through BIS website