



कर्मचारी भविष्य निधि संगठन  
Employees' Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
(Ministry of Labour & Employment, Govt. Of India)

मुख्यालय/Head Office

भविष्य निधि भवन

Bhavishya Nidhi Bhawan

14, भीकाजी कामा प्लेस, नई दिल्ली-110066

14-Bhikaji Cama Place, New Delhi-110066

संख्या : एच आर डी/ 12(9) 2011/Weeding out of files

सेवा में,

सभी अपर केंद्रीय भविष्य निधि आयुक्त  
सभी क्षेत्रीय भविष्य निधि आयुक्त  
क्षेत्रीय भविष्य निधि आयुक्त (स्थानीय प्रशासन)  
प्रभारी अधिकारी, उप क्षेत्रीय कार्यालय

दिनांक:

24 नवम्बर 2011  
NOV 2011

विषय: **Special Drive for recording, indexing, reviewing and weeding out of files/records from 28.11.2011 to 02.12.2011.**

महोदय / महोदया,

उपर्युक्त विषय पर भारत सरकार, श्रम और रोजगार मंत्रालय के कार्यालय ज्ञापन/पत्र संख्या No. F.No. I-35011/01/2011-IWSU दिनांक 8<sup>th</sup> November, 2011की प्रति सूचना तथा उचित कार्रवाई हेतु प्रेषित है।

भवदीयः  
कानिब ओ.के.  
(अनिल ओ. के.)

क्षेत्रीय भविष्य निधि आयुक्त - I (मा.सं.प्र.)

प्रतिलिपि:

1. केंद्रीय भविष्य निधि आयुक्त के निजी सचिव
2. वित्तीय सलाहकार एवं मुख्य लेखाधिकारी / सभी अपर केंद्रीय भविष्य निधि आयुक्त के निजी सचिव
3. निदेशक, नाटरस
4. मुख्य सतर्कता अधिकारी / सभी उप निदेशक, सतर्कता
5. मुख्य अभियंता के निजी सचिव
6. प्रभारी अधिकारी, सभी आंचलिक प्रशिक्षण संस्थान
7. सभी आंतरिक लेखा परीक्षा अधिकारी
8. क्षेत्रीय भविष्य निधि आयुक्त (प्रशासन), मुख्यालय
9. मुख्यालय के सभी अधिकारी / सभी निजी सचिव / सभी अनुभाग अधिकारी
10. महासचिव, ई.पी.एफ. आफिसर्स एसोसिएशन, गुवाहाटी
11. महासचिव, ऑल इंडिया ई.पी.एफ. स्टाफ फेडरेशन, चंडीगढ़
12. महासचिव, ऑल इंडिया ई.पी.एफ. एस सी/एस टी फेडरेशन, नई दिल्ली
13. क्षे. भ. नि. आ. (एन. डी. सी.) वेबसाइट पर अपलोड करने हेतु।
14. गार्ड फाईल

कानिब ओ.के.

(अनिल ओ. के.)

क्षेत्रीय भविष्य निधि आयुक्त - I (मा.सं.प्र.)

Immediate / Time Bound



F.NO. I-35011/01/2011-IWSU

Bharat Sarkar / Government of India

Shram Aur Rozgar Mantralaya / M/o Labour & Employment

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, the 8<sup>th</sup> November, 2011

*Acc (HR)*  
*21/11/11*

To

All Attached & Subordinate Office

under the jurisdiction of M/o Labour & Employment.

*Acc (HR) on Leave*

*Mon*  
*23/11/11*

Subject: **Special Drive for recording, indexing, reviewing and weeding of files/records from 21.11.2011 to 25.11.2011- reg.**

*Rg/F*  
*As the letter has been received, we may perform the drive by approx. week. 28.11.11 onwards.*

As per provisions of the Central Secretariat Manual of Office Procedure considering the urgency to reduce the volume of records being retained without significant need for their retention, all the Sections/Office of the Ministry are required to record/review the old files and weed out those which are no longer needed in accordance with the applicable Records Retention Schedule.

2. It has been expressly brought out in the Manual of Office Procedure that Recorded files will be kept serially arranged in the sections/desks concerned for not more than one year after which they will be transferred to the Departmental Records Room. Further, category 'C' file will be reviewed on the expiry of the specified retention period and weeded out unless there are sufficient grounds warranting it's further retention. Justification for retaining a file after review will be recorded on the file with the approval of the Branch Officer/Divisional Head concerned. Retention after review of a category 'C' file will be for a period not exceeding ten years including the period already retained. Similarly, there are provisions for handling category 'A' and 'B' files. It may be pointed out that maintenance of the recorded files is also governed by the Public Records Act, 1993 and Public Records Rules, 1997 which are being administered by the National Archives of India (NAI). It is important that enough attention is paid to this aspect of O&M so as to avoid accumulation of unwanted records, which pose problems of space and hygiene. It may also be appreciated that above aspect of the Records Management has gained importance with the enforcement of the "Right to Information Act, 2005" which also puts onus on every public authority to maintain all it's records duly catalogued and indexed in a manner and form which facilitates the right to information under the said Act.

*Sd/- P.K. All D.O.*

*Po*  
*23-11-11*

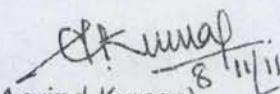
*954*  
*23-11-11*

Contd/-

आप. क. प्र. नि. आ. सं. (न. सं.) सचिवालय  
Additional Secretary, Secretariat  
आप. क. प्र. नि. आ. सं. (न. सं.) सचिवालय  
राज्य/राज्य  
694304  
23-11-11

3. It has accordingly been decided to launch a special drive from 21.11.2011 to 25.11.2011 for recording, indexing, reviewing and weeding out of the old files as per the applicable Record Retention Schedule(s). All concerned are, therefore, requested to put together special efforts to make this drive successful and intimate the results thereof to the Internal Work Study Unit, in the enclosed proforma, at the earliest.

Your faithfully,

  
(Arvind Kumar) 8/11/11

Junior Analyst

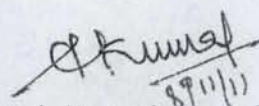
Tele: 011-23473349

**Copy, alongwith enclosures, forwarded for similar action to:**

1. All Officers/Sections/Units /Desks in the Ministry of Labour & Employment (MS).
2. IWSU(DGE&T), New Delhi.
3. US(SK), office of CLC(C), New Delhi .
4. Departmental Records Officer [S.O. (Adm. III)]

**Copy for information to:**

1. Sr.PPS to Secretary (L&E) PPS to Additional Secretary(L&E)
2. Department of AR&PG, Sardar Patel Bhavan, New Delhi.
3. National Archives of India, Janpath, New Delhi.

  
(Arvind Kumar) 8/11/11

Junior Analyst

Tele: 011-23473348

Result of Special Drive Conducted on Records Management

Ministry of Labour & Employment

Name of the Section/Office

Period of Special Drive *18.11.2011 to 25.11.2011*  
 From ~~21.11.2011 to 25.11.2011~~

No. of recorded	No. of files Indexed	No. of files weeded out	No. of files stitched	No. of Files yet to be			No. of files sent to		Remark
				Recorded	Reviewed	Weeded out	Departmental Record Room	National Archives of India	
I.	II.	III.	IV.	V.	VI.	VII.	VIII.	IX.	X.

Signature

Name:

Designation: