

F.No. D.32020/11/2007-GAR
Government of India
Ministry of Finance
(Department of Revenue)

Room No. 66-D, North Block,
New Delhi, the 21st October, 2021

OFFICE MEMORANDUM

Subject: - Special Drive for Weeding Out of old Records/ Files, Disposal of Waste material, Disposal of Newspaper waste, Old/ Written off books, Disposal of E- waste etc.

In continuation of the OM of even number dated 6th October, 2021 on the subject above, all the officers/ sections of the Department are requested to assess/review the records/ files maintained by officers/ staff of Record room, for retention/ retrieval/ weeding out.

2. In this connection, all the Heads of Divisions are requested to direct their sections to weed out/ dispose of the records/ files kept in the record room as per procedure laid down in CSMOP (Central Secretariat Manual of Office Procedure) latest by 29th October, 2021 and report the same to this division as per the format already provided in the OM of 06/10/2021.

3. This issues with the approval of Competent Authority.



(Rakesh Kumar)
Under Secretary to the Government of India
Tel. No. 23095366

To:

1. All Heads of Divisions, Department of Revenue.
2. All Offices/Sections of the Department of Revenue.
- ✓ 3. SO (Computer Cell), DoR - for uploading the Circular in DoR/ E-Office portal.