



DELHI JAL BOARD: DELHI SARKAR
OFFICE OF THE ASSISTANT COMMISSIONER(WATER)
VARUNALAYA PHASE-II, KAROL BAGH,
NEW DELHI-110005.
Phone No. 011-23544796
Email : ac.water22@yahoo.co.in

F.No.13(12)AC(W)/ 2014/ 120578

Dated : 09.2014
29

Subject : Weeding out / disposal of old records and obsolete articles/equipments like Computers, Printers, Photostat Machines, Used Cartridges, Old files, Papers etc.

Please find enclosed herewith copy of letter No. F.2/1072/CTB/GAD/2013/3034 dated 07.08.2014 issued by Dy. Secretary(GAD), Govt. of NCT of Delhi, General Administration Department, Care Taking Branch, Level-2, A-Wing, Delhi Secretariat, New Delhi 110002 and D.O. letter No.88(3)/DKVIB/Mkt./09-10/8 dated 22.08.2014 issued by Managing Director, Delhi Khadi & Village Industries Board on the above cited subject.

The Managing Director, Delhi Khadi & Village Industries Board in his above referred D.O. letter has stated that they are in process of lifting of raddi/waste paper from the Govt. Departments and shred them in order to maintain secrecy/any confidential record/documents at the doorstep of the department and provide the various stationery items against the lifting of 100 Kg. Waste/raddi.

In this regard, all DDOs are hereby informed that necessary guidelines for weeding out of old records have already been issued by E.O.(Water) vide letter No. DIB/EO(W)/record/2012/101850 dated 25.09.2012 (copy enclosed for ready reference) followed by various reminders/letters dated 21.12.2012, 10.01.2013, 20.06.2013 & 12.12.2013 issue by this office.

All DDOs are hereby requested that necessary action to weed out the old record may be taken as per the above said guidelines dated 25.09.2012 issued by EO(Water). Further action in the matter may also be taken as per above said reference of Delhi Khadi & Village Industries Board.

As regards, old office equipments like Computers, Printers, Photostat Machines, Used Cartridges etc. are concerned, necessary action may be taken as per Instructional Order dated 25.04.2014 issued by AC(GAB) (copy enclosed).

All DDOs are hereby requested to comply with the above said directions and to take urgent necessary action in the matter under intimation to this office.

Encl : As above.

EXECUTIVE DIRECTOR (EDP)

DIB/EO(W)/record/2012/101850

DATE 30.11.2014

(AMIT KUMAR JAIN)
ASSTT.COMMISSIONER (W)

All D.D.Os.

R.T.O.

Sh. Sanjay Prasad

Copy for kind information to :

1. P.S. to Vice-Chairman
2. C.E.O./Member(Admn.)/(Fin.)/(Water)/(Dr.)/C.V.O.
3. Secretary, D.J.B./Addl.C.E.O./All Chief Engineers/System Administrator.
4. All Directors /All Jt. Director(Rev.)/(Fin.)/Dy. Director(Rev.)/(Fin.)/(Enf.)/All S.E.s
5. All A.Cs./L.O.(W)/ All Admn. Officers/C.S.O./All MOs
6. EE(EDP) – for necessary action with the request to upload the above on the website of DJB.


ASSTT.COMMISSIONER (W)

22/6/14

SD/C

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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
CARE TAKING BRANCH, LEVEL-2, A-WING,
DELHI SECRETARIAT, NEW DELHI-110002.

No. F.2/1072/CTB/GAD/2013/8634

Dated: 07/08/14

CIRCULAR

During various inspection of Delhi Secretariat Building by the Officers of GAD it has been noticed that in most of the Department/Offices/Branches, housed in Delhi Secretariat Building, the old office equipments like Computers, Printers, Photostat Machines, Unused Cartridges, Old Files, papers, etc. are lying/stored either in Air Conditioned Rooms or in the galleries/below the workstations/in staircase lobbies/pantrels etc.

In the past circulars/reminders were also issued by GAD for weeding out of old records and disposal of old and obsolete articles.

Now, the Chief Secretary, Delhi has directed to carry out weeding out of old records in the first week of September - 2014.

All the Departments are requested to carry out weeding out of old record from 01.09.2014 to 07.09.2014 and also e-auction/auction the old equipments and submit Action Taken Report by 15.09.2014 to GAD for kind perusal of Chief Secretary.

To

All Pr. Secretaries/Secretaries/HODs
Of Govt. of NCT of Delhi.

Sukram Pal
(SUKRAM PAL)
DEPUTY SECRETARY (GAD)

Asstt. Commissioner (W)
Delhi Jal Board
Diary No. 3847
Date 22/8/2014



51

URGENT
TIME BOUND

DELHI JAL BOARD : GOVT. OF NCT OF DELHI
OFFICE OF THE ENQUIRY OFFICER (W)
ROOM NO. 304, VARUNALAYA PHASE-II
KAROL BAGH, NEW DELHI-110005

No. DJB/EO(W)/RECORD/2012/ 101832

Dated: 23 SEP 2012

Subject: Special Drive for weeding out of old records.

During inspection by member (Administration) of different offices located in Varunalaya Phase-II it was observed that a lot of obsolete / out dated records are lying / dumped in cupboards / almirahs which are required to be weeded out as per retention schedule circulated from time to time. It is also learnt that no retention schedule has been prepared for Engineering and Revenue department as well as for Security records.

Therefore, a special drive may be launched during the period w.e.f. 01.10.2012 to 31.10.2012 in offices of Delhi Jal Board to undertake a review of all the records lying / dumped in cupboards / almirahs in the various offices of Delhi Jal Board for weeding out of old records and to retain such of the records as are required to be retained as per retention schedule and respective departments are requested to submit a report by 7th November, 2012 to the office of Enquiry Officer (Water) who is maintaining the record room of Delhi Jal Board located at Wazirabad Water Works.

During the drive each and every file/ register/ document and other records lying for three years and above may be examined/ weeded out as per the record retention schedule (copy annexed) except the records in any enquiry/ court case or for purpose of audit etc. and report in this regard may be submitted to Enquiry Officer (W), in annexed performance or before 7th November, 2012.

Simultaneously, Dy. DOR (H.Q.), EO to Member (Drainage / Water) and CSO are also requested to prepare the retention schedules of their departments so that their records may be weeded out till October 31st, 2012.

Since the old records lying in the record room are required to be reviewed and weeded out and destroyed by binning, all the Heads of Departments whose records are lying in the Central Record Room are requested to depute one Head Clerk level

Contd...2..

2008
26/9/12 CVO /W1

DOV
By. No. 7654

official to undertake the review and weed out the records which are not required to be retained any further.

Efforts should be made to keep a reasonable ratio between creation and destruction of records so as to make available adequate floor area for use of public and staff. The record to be preserved should be maintained after their "Recording" as per provision of manual of office procedure, so as to help in quick retrieval, economic handling and safe custody.

This issue with the approval of Competent Authority.



(RAJESHWAR TIWARI)
ENQUIRY OFFICER/ AC (W)

ALDDQs

Copy to :

1. Secretary to CEO
2. Member (Admin.)/Member (Finance)/ Member (W)/Member (Dr.)
3. Secretary, DIB/Addl.CEO/CVO/All CEs
4. Director (A&P)/Director (F&A)/ Director (Revenue)/DTQC/DOV/All Joint Directors (Revenue)/(Fin.)/All SEs/All MOs
5. ACs/CD/FF(EDP)/Dy.Dir.(F&A)s/LWO.



ENQUIRY OFFICER/ AC (W)

with
4/c

DELHI JAL BOARD
GOVT. OF NCT OF DELHI
JHANDEWALAN PH-II, KAROL BAGH, NEW DELHI

Subject: -WEEDING OUT OF OLD RECORDS

To facilitate and speed up the weeding out of old records of this Board, the following Record Retention Schedule approved by then DC (W) vide orders dated 27.10.87 is hereby circulated for compliance.

RECORD RETENTION SCHEDULE

1. As per Annexure-I
2. As per Annexure-II

3. DISPENSARY RECORDS

- i. Daily Purchase Register.....10 years after audit.
- ii. Daily consumption register.....3 years after audit.
- iii. Monthly indents.....3 years after audit.
- iv. Attendance Register of Patients.....3 years after audit.

4. ADMINISTRATION RECORDS

- i. R.R. Files.....Permanent.
- ii. Appointment Files.....10 years.
- iii. Promotion Files.....10 years.
- iv. Seniority Files.....5 years after issue of Final Seniority list.
- v. Confirmation files.....3 years after confirmation order.
- vi. Transfer & posting files.....3 years after confirmation order.
- vii. Office Order Book.....3 years.
- viii. Purchase file.....3 years after audit.
- ix. Telephone files.....10 years.
- x. Audit para and report.....3 years after settlement.
- xi. Attendance Register & Punching Cards.....3 years.
- xii. C.I. Account.....1 year.
- xiii. Repair & Maintenance files of office T&P Articles.....3 years after audit.
- xiv. Log Books of Vehicles.....3 years after audit.
- xv. Miscellaneous files.....3 years.
- xvi. Applications and examination papers etc.....1 year after recruitment.
- xvii. Copies of notices and agenda of meeting of local body.....3 years.

5. LWO, LO, VIGILANCE, ENQUIRY, PRO (W) OFFICE:-

5 years after closure of a case, Files containing important decisions be kept for 10 years and weeded out after retaining copies of the decision.

6. A.C.(L&E)

- i. Land & Building Records.....Permanent.
- ii. Eviction case files.....3 years after closure of a case.
- iii. Court case files.....3 years after closure of a case.
- iv. Quarter allotment files.....3 years after vacation of quarters.

- v. General & Miscellaneous files.....3 years.
- vi. HRA Recovery Register.....permanent.
- vii. Monthly HRA Register.....3 years after audit.

7. REVENUE RECORDS:- As per norms laid down at S.No.1,2 & 4; For the remaining record, a schedule may be drawn by DOR based on past experience.
8. ENGG. DEPARTMENTS RECORDS:- As per norms laid down at S.No.1, 2 & 4. For the remaining record, if any a schedule may be drawn by EO to ENC (W) or based on past experience.
9. SECURITY RECORDS:- As per norms laid down at S.No.1, 2 & 4. For the remaining records, a schedule based on past experience may be drawn by CSO.

AUTHORITY EMPOWERED TO PASS ORDERS FOR WEEDING OF RECORDS.

The following officers of the Board are delegated authority by DC (W) vide orders dated 27.10.87 to pass orders in accordance with Record Retention Schedule for weeding out of Old Records pertaining to their area of authority provided no audit para/court is pending in respect of the record in question:

Administrative Officer.
Asstt. Chief Accountant.
Labour Welfare Officer.
Law Officer.
Enquiry Officer.
Addl. Director of Vigilance.
Public Relation Officer.
Zonal Revenue Officer
EO to CE/EO to ENC(W)
Dy.Chief Security Officer
Executive Engineer.

CLOSING /RECORDING OF FILES

When no further action remains to be taken on a file, it may be scrutinized by Head Clerk/Supdt. For closing recording. This action may be completed by putting the following stamp on the cover of the file:-

No action is pending. May be recorded and kept till.....	
Signature of Clerk	DDO

All DDOs should get one rubber stamp prepared on the above pattern.

The period of retention may be calculated from the date of recording by adding no. of years as shown in the record Retention Schedule.

INDEXING

The files recorded in the above manner may be listed yearwise showing brief subject and year for the destruction.

WEEDING OUT OF OLD RECORDS

The existing old records may be weeded out by burning as per the Record Retention Schedule under the orders of Competent authority. It, however, needs be ensured that no such record is weeded out in respect of which any dispute/court case/audit para is pending.

An old record can be retained even beyond the prescribed retention period if in the judgement of competent authority, the record in question has useful reference value.

A weeding out register be maintained by every DDO showing the particulars of record weeded out, date of weeding out, Orders of Competent authority and signatures of all in whose presence the record has been weeded out by burning.

SHIFTING OF RECORD TO THE RECORD ROOM

The old record which has been recorded/indexed in the aforesaid manner may be sent to Central Record Room Warangal provided that:-

- i. The record in question is required to be retained for a period of more than 3 years.
- ii. No dispute/court case/audit para is presently pending in respect of the record to be shifted.
- iii. The record in question is not required for frequent references.

For shifting the record to Central Record Room, the record /files may be arranged yearwise and lists prepared in triplicate. 1st Copy of list may be tied on top of the alongwith the bundle. The 2nd copy may be handed over to Record Room Staff alongwith the bundle. The third copy may be retained as may be obtained in token of having delivered the bundle to Record Room.

Sd/-
(SATYAPAL SINGH RAHAT)
RECORD CLERK
CENTRAL RECORD ROOM
WARANGAL
C/O
S.O. (u)

**STATEMENT SHOWING THE MINIMUM PERIODS AFTER WHICH
THE ACCOUNT RECORD OF THE BOARD BE DESTROYED**

Form No.	Subject	No. of complete year for which records to be preserved original or foll.	Copy or copy foll
A-3	Stock Register of Receipt books.		5
A-17	Survey report in respect of unserviceable stores.		5
A-18	Register of Stock-receipts.	5	5
A-19	Indent form for issue of Stock.	10	5
A-20	Abstract of stock receipts	5	-
A-21	Abstract of stock issues	5	-
A-22	Half yearly balance return	5	5
A-23	Sale Account for mode of recovery	5	5
A-24	Half yearly register of stock	5	-
A-25	Accounts of receipt of Tools & Plants	5	5
A-26	Accounts of issues of Tools and Plants	5	5
A-27	Tools and Plant register	5	-
A-28	Form of detailed estimate	5	-
A-29	Form of Petty works requisition.	5	-
A-30	Revised Estimate	5	-
A-31	Completion Report	3	-
A-32	Tender Form	2	-
A-33	Percentage rate tender & contracts	3	-
A-34	Item rate tender & contracts	3	-
A-35	Tender & Contracts for supply material.	3	-
A-36	Tender and contract for piece work	3	-
A-37	Lump sum tender and contract (ii)	3	-
A-40	Register of accepted tenders and agreements	5	-
A-42	Muster Roll	10	-
A-43	Daily Labour Report	1	-
A-44	Measurement Book	10	-
A-45	Register of Measurement Books	10	-
A-46	First and Final Bill	10	-
A-47	Running account and final bill (coloured paper)	10	-
A-48	Hand Receipt	10	-
A-49	Bill of work charged estt.	35	-
A-50	Register of Board's works	10	-
A-51	Contractors Register / Ledger	10	-

S.A. 104.

A-53	Register of suspense	10	-
A-54	Estt. Check Register	10	-
A-56	Officers Pay Bills	35	-
A-57	Bills of rest of Estt.	35	-
A-58	Absentee Statements	35	-
A-59	Acquittance Rolls	6	-
A-60	T.A. Bills	3	-
A-61	T.A. Check Register	3	-
A-62	Register Wasting Assets	Permanently	-
A-63	Register of Loans	Permanently	-
A-64	Register of Investments	Permanently	-
A-65	Register of Stamps	5	-
A-66	Memo of review	Permanently	-
A-67	Register of records destroyed	Permanently	-
G-2	General Cash Book	Permanently	-
G-3	Abstracts of receipts and expenditure	20	-
G-7	Treasury Challan	5	-
G-8	Receipt Form	5	-
G-9	Board's Treasury Challan	5	-
G-10	Rubber Stamp for payment out of permanent advance	5	-
G-11	Rubber stamp of Sub-voucher of Form G-10	5	-
G-12	Entry of Permanent Advance made of Form G-10	5	-
G-13	Contingent Bill	5	-
G-31	Register of Movable Property	10	-
G-32	Register of Suits	10	-
G-33 A	Register of Process Fees	10	-
G-33	Register of Contract work and supply order	5	-
G-34	Indent Form	5	-
G-35	Register of Building applications.	10	-
G-36	Unauthorized construction of Buildings.	10	-
R.1A	Register of encroachments on immovable property.	Permanently	-
R-1	Register of immovable property	Permanently	-
R-2	Rent demand and collection register	10	-
R-3	Bill for collection of rent of immovable property	5	-
R-4	Tehbazari Ticket	5	-
R-5	Tehbazari Register	5	-
T-S-9	Register of Tehbazari by lands officer.	5	-
R-6	Receipt of fair fees	5	-
R-7	Slaughter House Tickets.	5	-
R-8	Garden Order Book	5	-
R-9	Garden Ledger Book	5	-
R-10	Garden Cash Book	10	-
R-11	Statement of Board's	5	-

GENERAL

i.	Receipt Register	3 years
ii.	Invoice	1 year
iii.	Section Diary	3 years
iv.	Register of Inter Sectional Movement	1 year after all reference entered in the register have been returned to the originating section.
v.	Weekly statement of cases disposed off	2 years
vi.	Assistant Diary	1 year after all the primary receipt entered in the diary have been finally disposed off.
vii.	Issue Diary	1 year
viii.	Work Sheet for typists	1 year
ix.	Despatch Register for local dak	3 years
x.	Poon Book	3 year
xi.	Postage Stamp Accounts Register	3 years after audit
xii.	File Movement Register	1 year after audit all the files of the year have been recorded.
xiii.	Movement Diary for Stenographers, PAs and Private Secretaries.	1 year after all the papers entered in the Diary have been sent out.
xiv.	Control Chart of Primary Receipts	1 year
xv.	Abstract of Control Chart	3 years
xvi.	Statistical Abstract of Primary receipts	1 year
xvii.	Weekly Arrear Statement	1 year
xviii.	Numerical abstract of Cases pending disposal over a month.	3 years
xix.	Suspense and Reminder Diary	1 year
xx.	Monthly Arrear Statement relating to indexing and recording	1 year
xxi.	Statement of periodical returns and reports	1 year
xxii.	Register of Assurances	1 year after all the promises including in the register have been implemented.
xxiii.	Quarterly and Annual Inspection Reports.	3 years
xxiv.	Statement showing the number of inspections carried out.	1 year

R-12	Misc. Refund & Collection register	10	-
P-1	Pounds Register	5	-
P-2	Register of Impounds and animals	5	-
P-3	Release pens with fourtor foil;	5	-
P-4	Receipts for purchase of impounded animals.	5	-
P-5	Memorandum showing disposal of proceeds of Sale.	5	-
P-6	Pounds Ledger	Permanently	-
MW-5	Form of contract work supply orders	5	-
MW-12	Completion certificate	5	-

CONTD. 24

S.P. Kant

Budget Estimates

Permanent spare copies to be destroyed after 3 years

Monthly Account & Abstracts of accounts

March account to be retained for 10 year other months accounts to be destroyed after 1 year of the completion of related year of accounts.

Annual Accounts

Permanently

Budget proposals furnished by the departments.

One year after audit of annual appropriation accounts of the related year

Annual appropriation Account

One year after audit.

S. A. Cant

PROGRESS REPORT OF SPECIAL DRIVE FOR WEEDING OUT OF RECORD -2012

Name of the Department _____

Period of special drive from _____ to _____ 2012

S. No.	Type of Document	Number of Records weeded out during the drive
i)	Files	
ii)	Register	
iii)	Forms	
iv)	Books/Periodicals/Printed Material	
v)		
vi)		

Signature of Reporting Officer with stamp

a/c

**OFFICE OF THE ASSISTANT COMMISSIONER
GENERAL ADMINISTRATION BRANCH (GAB)
DELHI JAL BOARD; GOVT. OF NCT OF DELHI
VARUNALAYA PHASE-II, JHANDEWALAN, NEW DELHI.**

No. DJB/AC(GAB)/SPARE/2012/ 40542

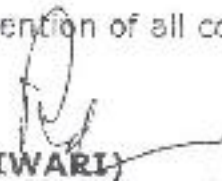
Dated: 25.6.12

INSTRUCTIONAL ORDER

During the visit of HQ it is seen that old computers and typewriters are lying in various offices which are of no use and lying unutilized. This not only occupies the space but also give a very shabby look.

All sectional head sitting in VP-II are hereby directed to deposit all such typewriters in GAB and all spare computers in EDP Cell so that these can be further utilized as per demand/requirement.

This is most urgent and needs the personal attention of all concerned.

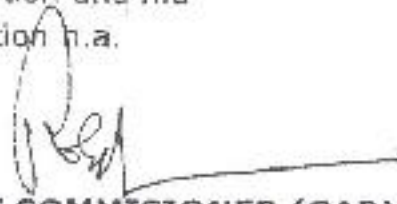

(R TIWARI)

ASSISTANT COMMISSIONER (GAB)

**All Sectional Heads sitting in VP-II
(EOs, PSs, PAs, OSs & HCs)**

Copy to:

- 1 All Members/CEs/Directors- for kind information.
- 2 LO/All ACs/All DDs- for kind information and n.a
- 3 SE(EDP)/Os(GAB)- for kind information n.a.


ASSISTANT COMMISSIONER (GAB)

Pls for n.a. by 26/4
Pls Arrived