

F-16



दामोदर घाटी निगम
Damodar Valley Corporation
डीवीसीटावर्स/DVC Towers :वीआईपीरोड/VIP Road
कोलकाता/Kolkata-700054

No. AS/PS/OM/F-20/65

Date: 09.03.2022

OFFICE MEMORANDUM

Sub: Amendment-1 of Record Retention Schedule & Implementation Policy
The Record Retention Schedule & Implementation Policy, issued under Office Memorandum no. AS/PS/OM/F-20/1111 dated 21.10.21 is hereby amended to the following extent:

A. The following point at Pg no. 3 under Sl. No. 5. **Category of Records**, with existing entry as

*“Category ‘B’ meaning ‘keep but do not microfilm’ -
This category will cover files required for permanent preservation for administrative purpose. It however need not be microfilmed.”*

shall be read as,

*“Category ‘B’ meaning -
This category will cover files required for permanent preservation for administrative purpose. It may also be microfilmed after assessing its costing, time and other aspects etc. through a three member committee.*

For assessment of costing, time and other aspects etc. a three member committee is to be formed by the Project Head of each project comprising of the following member of rank of M3 and above

*Records Officer-Convener
Records holding section representative
A representative from finance department”*

B. i) The following point at Pg no. 5 under Sl. No. 9. **Review, Weeding and Destruction of Records**, with existing entry as

“Every Calendar Year in the last week of June & December, the listed records which are due for weeding and destruction as per Record Retention Schedule are to be destroyed by a committee formed for destruction of records.”

shall be read as,

“Every Calendar Year in the months of June & December, the listed records which are due for weeding and destruction as per Record Retention Schedule are to be destroyed by a committee formed for destruction of records.”

ii) The following point at Pg no. 5 under Sl. No. 9. Review, Weeding and Destruction of Records, with existing entry as

“Records shall be destroyed by burning or shredding in the presence of the committee members. The record/s recommended for destruction will be destroyed on the last working day of the month June & December in each calendar year and a certificate to that effect will have to be prepared by the committee that the referred record has been destroyed.”

shall be read as,

“Records shall be destroyed by burning or shredding in the presence of the committee members. The record/s recommended for destruction will be destroyed in the months of June & December in each calendar year and a certificate to that effect will have to be prepared by the committee that the referred record has been destroyed.”

All other provisions of Sl. No. 5&9 and other clauses of the Office Memorandum No. AS/PS/OM/F-20/1111 dated 21.10.2021 will remain unaltered.

This issues with the approval of competent authority.

This comes into force with immediate effect.


09/03/22
(Bidhyak Datta)
Additional Secretary

Distribution:

As per list “C”

Copy to:

1. Sr. P.S. to the Chairman, DVC, Kolkata
2. Sr. P.S. to the Member Secretary, DVC, Kolkata
3. Sr. P.S. to the Member (Technical), DVC, Kolkata
4. P.S. to Member (Finance), DVC, Kolkata
5. P.S. to CVO, DVC, Kolkata