



दामोदर घाटी निगम/DAMODAR VALLEY CORPORATION  
डीवीसी टावर्स:वीआईपी रोड/DVC TOWERS: VIP ROAD  
कोलकाता/KOLKATA - 700054.

No. AS/PS/OM/F-20/ 303

Dt. 22.06.2022

**Office Memorandum**

SUB: Amendment-2 of Record Retention Schedule and Implementation Policy.

The Record Retention Schedule and Implementation Policy, issued under Office Memorandum No. AS/PS/OM/F-20/1111 dated 21.10.2021 is hereby amended to the following extent-

The following point at Page no. 5 of Sl. No. 9 Review, Weeding and Destruction of Records, with the existing entry as -

**“A committee for destruction of records shall be constituted as under:**

- ☐ Records Officer-Convener
- ☐ Records holding section representative member of rank of M1 and above.
- ☐ A representative from the Audit Section-Member”

Shall be read as —

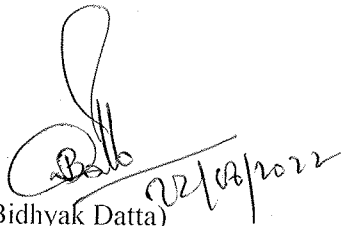
**A committee for destruction of records shall be constituted as under:**

- ☐ Records Officer-Convener in the rank of M3 –M4
- ☐ Records holding section representative member of rank of M1 and above.
- ☐ An independent representative in the rank of M3 –M4 or above of cross functional activity in respect of the files to be destructed, is to be nominated by the Head of Department/HOP/ED as applicable.

All other provisions of Sl. No. 9 and other clauses of the Office Memorandum No. AS/PS/OM/F-20/1111 dated 21.10.2021 and Office Memorandum No. AS/PS/OM/F-20/65 dated 09.03.2022 will remain unaltered.

This issues with the approval of competent authority.

This comes into force with immediate effect.

  
(Bidhyak Datta)  
Addl. Secretary, DVC.

Distribution:

As per list C

Copy to:

1. Sr. PS to The Chairman, DVC, Kolkata.
2. Sr. PS to The Secretary, DVC, Kolkata.
3. Sr. PS to The Member (Technical), DVC, Kolkata.
4. Sr. PS to The Member (Finance), DVC, Kolkata.
5. PS to The CVO, DVC, Kolkata.