



दिल्ली विकास प्राधिकरण
DELHI DEVELOPMENT AUTHORITY
नीति एवम् समन्वय (कार्मिक)
POLICY & COORDINATION (PERSONNEL)
सप्तम तल , ब्लॉक-बी , विकास सदन , नई दिल्ली
7th Floor, Block-B, Vikas Sadan, New Delhi

No.: PERS/PACP/0001/2020/F5/-O/O DIRECTOR P C(P)/174

Date: 16/10/2020

Sub: Weeding out of redundant files/records-reg.

Recently, the office of Commissioner-cum-Secretary, DDA sought information regarding the space requirements of various departments in the Record Rooms that are going to be constructed at Ghazipur. While compiling the requisite information in respect of the Personnel Department, it was found that there are approximately 34,500 files that need to be retained by the various offices in the Department. The Commissioner (Pers.) has gone through the same and desired that steps should be taken to weed out the files which are no longer required in various branches of Personnel Department.

Accordingly, all the Dy. Directors of Personnel Department are requested to initiate the process of weeding out of redundant files/records and ensure that the same is completed **by the end of November, 2020** in accordance with the following procedure:-

1. Dy. Directors shall prepare an exhaustive list of record/files of their branch including records in the record room of the Branch concerned.
2. Dy. Directors shall thereafter identify the files/record to be weeded out as per the Record Retention Schedule issued by DARPG, Govt. of India. A statement/list of such files/records to be weeded out shall be prepared and signed by the Dy. Directors.
4. Dy. Directors shall circulate the list of the files/records identified for weeding out to all officers of Personnel and Vigilance department inviting objections, if any.
5. If no objection is registered, Dy. Directors shall weed out the identified files/records. The final list of weeded out files/records shall be signed and maintained by Dy. Directors.

An ATR in this regard may be furnished to this office for further submission to the Commissioner (Pers.).

This issues with the approval of Commissioner (Personnel).

(P. S. Joshi)

Dy. Director, P&C (P)

All the Dy. Directors (Personnel)

Copy to:

1. PS to Commissioner (P), for kind information of the latter
2. PS to Director (P)-I/II, for kind information of the latter