

**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS,
618, ANNA SALAI, TEYNAMPET, CHENNAI - 600 018.**

No. REC/808/Gen Corr

Date: 03.07.17

CIRCULAR

To

All Sections in Main Office

& Suboffices under CDA Chennai

**Sub.: Record Management Special Drive for recording,
Reviewing and weeding out of.**

**Please find enclosed herewith HQrs letter no.
AN/III/3012/Circular Vol-VII dated 23rd June, 2017 on the
above cited subject for strict compliance and action.**

D. Srinivasan
GO (Records)

Copy to:

EDP (Local)

---- for uploading in website please.

AN/III/3012 2.9.17/17
SAO (RECORDS)

MOST IMMEDIATE

MINISTRY OF DEFENCE
D(O&M/PG)

Subject: **Records Management 1st Special Drive for recording, reviewing and weeding out of old records from 19.06.2017 to 30.06.2017.**

In accordance with the provision contained in chapter -12 in CSMOP, all Sections in the Ministry of Defence are required to take timely action on their respective files as indicated below:-

- (a) All files in which action is complete should be properly recorded;
- (b) Records required to be retained for ten years or more should be properly indexed;
- (c) All old records should be upgraded and properly stitched. Those not required should be weeded out/destroyed.

2. As per para 113(9) of CSMOP two Special Drives for recording, reviewing and weeding out of old records are required to be conducted during the year 2017-2018 for reducing the volume of records now being retained without any significant need. During the Special Drive, special attention is to be paid to the transfer of maximum number of files to Departmental Records Room.

3. It has, therefore, been decided to observe the 1st Special Drive from 19.06.2017, to 30.06.2017. Accordingly, all concerned are requested to take timely action as indicated above during the Special Drive and furnish a report in enclosed proforma indicating the results achieved to O&M Section positively by 14.07.2017.

4. In this connection, it is stated that on a general inspection, it was also noticed by Senior Officers that a large number of files/papers/records are kept in the Sections unrecorded / not weeded out. This adds to the space constraint and also makes the environment unhealthy for the staff working in the sections. It is therefore, requested that such files/records may also be recorded/reviewed/weeded out during the 1st Special Drive.



(Mir Singh)

Section Officer, (O&M)

Tel. 23010998

493/c/12
12.8.17

All USs/AFA/DOs/SOs in the Ministry of Defence
M of D I.D No. 25(3)/2017-D(O&M/PG) dated 06.6.2017

कार्यालय रक्षा लेखा महानियंत्रक, उलान बतार रोड, दिल्ली छावनी-10
Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt – 10

No. AN/III/3012/Circular Vol-VII

Dated: 23.06.2017

To,

All PCsDA/PCA (Fys)/CsDA
(Through CGDA website)

Subject: Record Management Special Drive for recording, reviewing and weeding out of.

Please find enclosed a copy of MoD D(O&M/PG) ID No. 25(3)/2017-D(O&M/PG) dated 06.06.2017 for information & compliance. Ministry has decided to observe special drive for recording, reviewing and weeding out of old records for reducing the volume of records now being retained without any significant need.

It is, therefore, requested to initiate special drive for recording, reviewing and weeding out of old record in accordance with the provisions of departmental Manual.

This issues with the approval of Jt.CGDA(AN).

R N Saini

(R N Saini)
Sr.AO(AN)

I Copy for similar action to:

- (i) Army HQs /Addl. Dir. Gen., Admn. Coord
- (ii) Naval HQs/Director of Admn
- (iii) Air HQs/DD Ops (Hist)
- (iv) All Addl. Heads of Inter-Service Organisation.
- (v) O/o CAO(Coord)

II Copy for information and necessary action to:

All Directors/ Deputy Secretaries in the Ministry of Defence. It is requested to ensure that the above Special Drive is observed in all Sections under charge.

III Copy to:

Record Keeper, Departmental Records Room of the Ministry of Defence to ensure that all files held by it which are ripe for review are sent to the Sections concerned for review and weed out those which are due/ordered for destruction.

V Copy for information to:

Department of Administrative Reforms & Public Grievances, Sardar Patel Bhavan,
New Delhi-110001.

