

No.18-33/2017-Adm-II
Government of India / Bharat Sarkar
Archaeological Survey of India

Janpath, New Delhi-11.
Dated the 19th September, 2017.

CIRCULAR

In order to streamline the record management, it has been decided to weed out old record during the **Swachhta Pakhwara (16-30 September, 2017)**. Each and every file/register/document and other records lying for three years and above may be examined and reviewed vis-a-vis the record retention schedule. All files/documents/records identified for weeding out should be weeded out as per the procedure laid down in the MOP and the record retention schedule. The Record Retention Schedule may be accessed on the website: (darp.gov.in/sites/default/files/RRS_WC.pdf).

Further, all the official(s) is/are requested to create permanent mechanism for cleanliness in the sections and office premises on regular basis and also provide input on Swachhta initiative the Coordination Section of ASI Hqrs. for placement on electronic media on a daily basis.

This issue with the approval of DG, ASI.



A.K. Gupta
SO (Ad-II)

Copy to:-

- (i) PS to DG/ADG/All Jt. DG's/All Directors at ASI Hqrs..
- (ii) All Officers/Sections at Hqrs Office, New Delhi.