

Important Circular

No.R/12/Weeding Out/Vol-II
O/o the CDA Guwahati
Udayan Vihar, Narangi
Guwahati-781171
Dated:-28/04/2021

To

1. All Sections in Main Office
2. All the Sub-offices

Sub: Weeding out of old time barred records.

As the perspective plan to make the process of weeding out of old time barred records has been approved by the Competent authority, the officer in charge of all the sections/groups of the sections in main office and the sub-offices are requested to implement the following procedures for weeding out of old time barred records:-

1) To ensure a systematic weeding out of the time expired records for effective utilization of available space as laid down in para 521 to 524 of OM Part I (revised edition 2014), the records as and when fall due for disposal/destruction as stipulated in ANNEXURE-A & D of OM Part II Vol I (revised edition 2014), APPENDIX 13 of GFR, APPENDIX A of UA Manual (for AO GE) and APPENDIX A of OM Part X Vol I (for PAOs) will be entered in register (IAFA 492) which will periodically (say quarterly) be submitted to GO-in - Charge/SAO/AO of the dealing sections /groups of the section in Controller's office and GO-in-Charge/SAO/AO of the sub-offices for scrutiny and issue of orders for disposal. However, the records relate to cases under investigation or on which final action has not been taken or in connection with which all outstanding items have not been settled, are not been declared time expired until all action or investigation has been concluded and all outstanding items are finally settled as the case may be. **The secret and confidential records and time expired cheques (if any)** will invariably be destroyed by burning in the presence of a gazetted officer. Other records will be sold either by open tender through advertisement or through local dealers of old papers, by accepting the highest rate quoted. But the unclassified records which are likely to reveal information involving security should be torn into small pieces before they are sold.

2) Action to be taken by the sections/groups of section in MO:- The sections/groups having records due for deposit in the record rooms will make arrangement to have them bound and will be bundled category wise as per description of records(i.e. file will be taken as one category and register will be

taken as another category etc.) in convenient size by wrapping with packing paper/waterproof cover or keeping the bundles in gunny bags. Each bundle or bag will be marked serial No. (1,2,3.....) and a copy of list prepared thereof invariably be pasted on each bundle/bag and then send it to the record rooms where the bundles/bags will be kept in specified racks of each section/groups of sections. One copy of the list will be handed over by the concerned section/group to R section at the time of transfer of records for verification of transferred records with the covering list by Record clerk who will enter the particulars of records in Register of index of records. The stage at which the current records in sections are to be transferred to the record rooms will depend on the nature of the files maintained and is left to the discretion of the CDA as specified in Para 57 of OM Part II Vol I.

3) Action to be taken by the sub-offices:- The Officer-in-Charge of (i) AAO Shillong (ii) PAO (ORs) 58 GTC Shillong (iii) PAO (ORs) ARC Shillong will take similar action as the action of sections/ Groups of Main Office described above as these sub-offices have separate record section. However the PAOs will dispose the time expired records as per Para 26 of OM Part X Vol I wherein it is clearly mentioned that IRLAs and IAB-64 will be destroyed by burning only after obtaining the sanction of Main Office and they should not be disposed off in any other manner. Other sub-offices will take actions as described in Para 2 above.

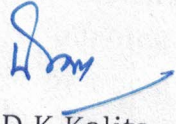
This issue, with the approval of CDA.

— SD —
(Gautam Doley)
Asstt. Controller
Group Officer (Records)

Copy to:-

The Officer-in-Charge
EDP Section (MO Ghy)

} It is requested to upload this important circular
in CDA Guwahati Website.


D K Kalita
Accounts Officer (Records)