

IMMEDIATE

No.12- 1/2014-O&M
Government of India
Ministry of Communications & IT
Department of Telecommunications
516, Sanchar Bhawan, 20, Ashoka Road, New Delhi – 110001

Dated : 28.09.2015

OFFICE MEMORANDUM

Subject : Record Management- Special Drive from 25.09.2015 to 11.10.2015.

The undersigned is directed to say that Department of Telecommunications is launching a special drive on record management to record, review and weed out old files from 25.09.2015 to 11.10.2015 as a part of Swachh Bharat Abhiyaan.

2. All the Wing Heads in the Department of Telecommunications are requested to get a task taken of all the files within their wing and arrange the details in following format latest by 15.10.2015:-


ACTION TAKEN REPORT (as on 12.10.2015)

Name of Wing :-

Name of section	No. of files identified	No. of current files out of (2)	No. of files to be recorded/weeded out(classified as per Record Retention Schedule)	Remarks
(1)	(2)	(3)	(4)	(5)

3. It is also requested to furnish an Action Taken Report as requested earlier vide this section' O.M. No.16-46/2015-O&M dated 11.08.2015(copy enclosed) along with the above mentioned Report.

Encls. As Above


(Ranjan Kumar)
Deputy Secretary(Coordination)
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To,

All Sr. DDGs/DDGs/ JS in DOT

Copy to (by e-mail only):-

1.PPS to Secretary(T)

2. PPS to Member(S)/PPS to Member(F)/ PPS to Member(T)/ PPS to AS(T)/PPS to Admn. USOF.