

IMMEDIATE

No.16- 46/2015-O&M
Government of India
Ministry of Communications & IT
Department of Telecommunications
516, Sanchar Bhawan, 20, Ashoka Road, New Delhi – 110001

Dated : 11.08.2015

OFFICE MEMORANDUM

Subject : Review of Records (files/registers) kept in Record Room – Swacch Bharat Abhiyan .

The undersigned is directed to say that during the Swacch Barat Abhiyan, one of the initiatives taken was to review and weed out the obsolete records. The exercise of weeding out of obsolete records/equipments is being carried out by all the wings of the Department, but the issue of reviewing the files/records kept in Record Room in R.K. Puram has remained unaddressed so far. The officials of O&M Division of DOT have now carried out an inspection recently of DOT's record Room at R.K.Puram. There are appox. 5000 files and 10,000 registers kept in Record Room of Dept. of Telecommunications by various wings of the Dept. Wing wise details of these records are annexed. Out of this, appox. 1700 files are more than 25 years old and even registers kept in Record Room are also very old.

2. All the Wing Heads in the Department of Telecommunications are requested to take up the exercise of reviewing and categorising their records kept in the Record Room in R.K. Puram with reference to the Record Retention Schedule and to furnish an Action taken report (wing wise) in the following format by 15.09.2015 :-

NAME of the WING :-

	No. of Files	No. of Registers	Remarks, if any
Records in Record Room			
Records Reviewed			
Records to be preserved even after 25 years and to be sent to NAI			
Records to be retained in Record Room (under 25 years)			
Records identified for weeding out			

Ends. : As Above


(VIMAL)

Under Secretary(C&A)
Ph.011-23036073

To,
All DDGs/ JS in DOT

LIST OF FILES/REGISTERS KEPT IN THE RECORD ROOM

S.No.	Name of the Section	Bundle No.	No. of Files	Year of the files
1.	C&P	B1 to B-5 and B-243 to 244	86 33	1949 to 1985
2.	L I C	B-6 to B-7	10	1978 to 1982
3.	Vig.	B-8 B-85 to 115 B-251	20 511 17	1968 to 1994 1965 to 2003 1978 to 1995
4.	PAT	B-9 to B-18	222	1976 to 1997
5.	G-II	B-19 to 36	440	1998 to 2001
6.	S.E.A. S.E.N.	B-37 to 52 B-256	271 07	1977 to 2000
7.	Admn. I,II,III,IV	B-53 to 63 B-69 to B-84 B-116 to B-124	262 303 151	1970 to 2005 1977 to 2002 1978 to 2004
8.	VAS	B-64 to B-68	26	1995 to 2002
9.	O.C	B-125 to B-143	368	1961 to 1995
10.	SR	B-144 to B-156 B-259	248 09	1980 to 1998
11.	NCG STG	B-157 to B-158 B-165 B-187	356	Sent to Sanchar Bhavan
12.	PEN	B-159 to B-164 B-242	119 20	1968 to 1991
13.	G-II	B-188 to B-189	55	1987 to 1996
14.	O&M	B-190	11	1985 to 1989
15.	PROD	B-141 to B-241	787	1974 to 1994
16.	NBT	B-245	21	1989 to 1990
17.	TA	B-46	06	1969 to 1972
18.	PU	B-47	12	1979 to 1985
19.	TR	B-245 to B-248	24	1978 to 1982
20.	IDN	B-250	06	1984 to 1987
21.	WPC WPC WPC	B-252 84 (Unstitched in Bag) 50(unstitched in Bag)	01	1988 2014 2015
22.	ITI	B-253	02	1982
23.	SPA-TPS	B-254	04	1974 to 1981
24.	LIB	b-255	20	1980 to 1981
25.	B	B-257	03	1981 to 1982
26.	TE	B-258	09	1974 to 1986
27.	PR	B-260	01	1955
28.	Admn I Admn. IV	B-261 to B-289	363 172	1976 to 2013
29.	Parl	B-290 to B-300	80	1984 to 2014
30(i)	PA to MOS(C&IT)	File Register	04	08.06.2009 to 13.07.2011
30(ii)	Dy.No.2438/13.07.11)	Peon Book	21	08.06.2011 to 13.07.2011
30(iii)	-do-	P.A. Diary Register	04	08.06.2009 to 13.07.2011
30(iv)	-do-	Letter photocopy	47	08.06.2009 to 12.07.2011