

**HUMAN RESOURCES DEPARTMENT**

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HR/Estt./F.No. 1501

**ADMINISTRATIVE CIRCULAR NO.150 DATE 03/06/2009.**

Sub: Weeding out/destroying unwanted office record.

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It is observed that the timely action for weeding out/destroying the unwanted record after a certain period is not taken by the Heads of Deptt./Sectional Heads in Corporate Office and Field Offices. Such record is also dumped in a very haphazard manner. This has resulted in huge accumulation of unwanted record in all offices occupying a very valuable space.

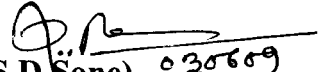
2. All the Head of Deptt. and Sectional Heads in Corporate Office and Field Offices are requested to launch a special campaign in the month of June 2009; which is also coincidentally 4<sup>th</sup> anniversary year of the Company to weed out old record and clean the offices.

3. The use of paper shredding machine may also be made wherever possible and also before destroying the important record other than a permanent nature, the possibility of getting the same microfilmed may also be explored. The weeding out of old record/unwanted papers should be done after ascertaining prescribed preservation period and by following procedure in the presence of a responsible officer to ensure that only unwanted record is destroyed. A register indicating which unwanted/old record has been destroyed should be maintained and authenticated by the officer who was present at the time of weeding out.

4. The Zonal Chief Engineers and Heads of Deptt. in Corporate Office are requested to follow up with the Sectional Heads under them for weeding out the unwanted record and ensure that cleanliness in the Administrative Offices is maintained. The Zonal C.Es/HODs from Corporate Office and Guardian Officers from H.R. Deptt. should give surprise visits to the offices and check the position about weeding out of old record during their visits.

5. The Sr.Manager(HR) of the Zone and A.G.M.(HR-Claims) in Corporate Office are nominated as Nodal Officers to monitor the compliance of instructions regarding weeding out of the old record. A review shall be taken about weeding out of old record in the meeting of Sr.Manager(HR) in the next month.

This circular is issued with the approval of E.D.(HR)

  
(S.D.Sone) 03/06/09

Chief General Manager(HR)

To,  
All as per Mailing List.