

F. No.36001/4/2018-GA
भारत सरकार/ Government of India
कृषि एवं किसान कल्याण मंत्रालय
Ministry of Agriculture & Farmers Welfare
कृषि,सहकारिता एवं किसान कल्याण विभाग
Department of Agriculture, Cooperation & Farmers Welfare
वनस्पति संरक्षण,संगरोध एवं संग्रह निदेशालय
Directorate of Plant Protection, Quarantine & Storage
NH-IV, Faridabad-121001.

Dated 1st August, 2018.

CIRCULAR

Subject: Seeking permission for destroying old technical/administrative records and other documents.

It has come to the notice that Officer In-charge of various sub-offices are requesting this Directorate seeking approval of Competent Authority to destroy the old records. In this regard, Department of Administrative Reforms & Public Grievances, Ministry of Personnel, Public Grievances & Pension, Government of India has issued guidelines in the form of Record Retention Schedule, 2012 which is available in public domain at https://darp.gov.in/sites/default/files/RRS_WC.pdf and applicable to all Ministries/Departments.

2. Considering above, all the In-charges of sub-offices are requested to follow the above guidelines for record and retention purpose. Further, for destroying/record retention of technical files, the guidelines can be obtained from Scheme-in-charge.
3. This issue with the approval of PPA.



(Bal Govind Jha)
Section Officer(Genl. Admn.)

All sub-offices

Copy for information and necessary action to:

1. Scheme-in-charges, Locust/IPM/PQ/CIL
2. PS to PPA.
3. IT Cell... To upload on the website of Directorate.