

No.31/11/2010-GA
Government of India
Ministry of Finance
Department of Financial Services

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Jeevan Deep Building, Sansad Marg,
New Delhi – 110001

Dated the 31st August, 2012

CIRCULAR

Subject: Recording/Reviewing/Weeding out of Files in the Sections in DFS.

The undersigned is directed to refer to the Circular of even number dated 17th July, 2012 on the above mentioned subject. In the next phase to be started from 10.08.2021 to 21.10.2012 regarding reviewing /weeding/ recording of old files/records, all the Section Officers are requested to initiate action in the matter. It is once requested that action in the matter may be taken immediately and report be sent to GA Section by 3.00 PM of every Friday.


(Vijay Malhotra)

Under Secretary(GA)
M/o Finance
Govt. of India
New Delhi

To
All Section Officers in the DFS.

Copy to :

All Directors/Deputy Secretaries/Under Secretaries/SRO/RO in the Department of Financial Services with the request to kindly instruct the concerned Section Officers under their charge.

Format: Position as on _____

Name of the Section	Total no. of files which were to be reviewed	No. of files reviewed	No. of files destroyed	No. of files retained	No. of files pending for review