



स्थापना-V अनुभाग/Estt.V Section
भाकृअनुप-राष्ट्रीय डेरी अनुसंधान संस्थान(मानद विश्वविद्यालय)
ICAR- National Dairy Research Institute (Deemed University)
अग्रसेन चौक, करनाल, हरियाणा। पिन-132 001
Agrasen Chowk, Karnal, Haryana. PIN-132 001



क्रमांक: M/136/2021/E-P/621-24

दिनांक: 24/11/21

सेवा में,

ई-याज कंप्यूटर सॉल्यूशंस,
एच 30 अरुण मस्जिद,
हरियाणा


महोदय,

कृपया इस पत्र के साथ संलग्न पत्र/दस्तावेज आवश्यक कार्यवाही हेतु दें।

धन्यवाद।

संदर्भ: उपरोक्तानुसार

भवदीय,


सहा. प्रशा. अधिकारी
24/11/21

**E-V COORDINATION SECTION
ICAR-NATIONAL DAIRY RESEARCH INSTITUTE
KARNAL-132001(HR.)**

F. No. Misc/2021/E-V 621—24

Dated: 20 /10/2021

CIRCULAR

As per the provision/instructions contained in the Record Retention Schedule and Manual on Office Procedure, it has been decided to arrange for “Weeding out of Records” at this Institute on priority.

In this connection, all the Heads of Divisions/Sections/Units/SAO/FAO/AO(E)/AAOs at NDRI Headquarters and the Heads of Regional Stations are requested to take up the responsibility for immediate action to arrange for recording, indexing, reviewing, categorization and weeding out of unwanted records/files connected to their respective Divisions/Sections on/before 25-10-2021 or latest by 30-10-2021 as per Govt. of India Instructions contained in DOPT OM F. No. 30011/01/2019-O&M (e.No. 5866) dated 13-09-2021 duly endorsed by ICAR, New Delhi vide letter No. F. No. 13(15)/2021 Cdn. Tech dated 29/30-09-2021 Instructions/guidelines on Record Retention Schedule and Manual on Office Procedure are available on the ICAR website for reference. A compliance report in this regard in the enclosed format may please sent to the undersigned.

(This issues with the approval of the Director, ICAR-NDRI, Karnal).

Encl: As above.


Chief Admin. Officer (Sr. Grade)

Copy to:

1. All the Heads of Divisions/Sections, ICAR-NDRI, Karnal & Regional Stations.
2. I/c Computer Centre, ICAR-NDRI, Karnal for upload the same on e-office, Notice Board/NDRI, Website.
3. Dr. K. Ponnusamy, Nodal Officer Swatchh Bharat Abhiyan, Extension Division, ICAR-NDRI, Karnal w.r.t. his e-mail/ circular dated 11/12-10-2021
4. PS to Director, ICAR-NDRI, Karnal for information.

Format for special campaign for disposal of various references and other matters from 2ND October to 31st October 2021

(A) Name of SMD/Unit:- _____

Type of information		Pendency			
		Less than 6 months	Between 6 to 12 months	Between 1 to 2 year	More than 2 year
	Total				
Reference from MPS					
Parliament Assurances					
Inter Ministry Consultations (Cabinet Proposals)					
State Govt. References					
Public Grievances					

(B) Weed out information :-

i.	No. of files due for review	
ii	No. of files identified for weeding out	

(C) Cleanliness and office Scrap Disposal

I- Indoor

System in Place	Y/N	
Inspection Architecture in Place	Y/N	
Outsource Agency Deployed	Y/N	
Level of Inspection Officer	Indicate Officer Responsible	

(C) Cleanliness and office Scrap Disposal

II- Outdoor

No. of campaigns to be conducted	(Min 1 campaign at each Institute/Unit (KVKs) (dates: Oct. 5,12,19, 26)
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III- Office Scrap Disposal

Date of identification of Scrap/files disposed of suitably	Drives at each of ICAR Institutes. Scrap to be (Dates: Oct. 5,12,19, 26)
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IV- Compliance Burden:

No. of Rules Identified for Simplification	Institutes/Units may identify at least 1 rule/procedure for simplification & may furnish ATR
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Important:

- Website/mass media may be used to highlight the campaigns.
- ATR may please be provided to SMDs & the Undersigned the same day when the campaign is organized.
- Institute/Units may decide organizing campaigns on alternate days during weeks as per convenience.
- The baseline information as requested in attached format may be provided in respect of your organization/section upto 30-10-2021.