



भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड) (RAILWAY BOARD)

Office Order No. 59 of 2024

Sub: Record Management – Recording, Reviewing and Weeding out of records- Special Campaign 4.0

Ref.: EDPG's note dated 13-09-2024

Attention is invited to above mentioned reference w.r.t Special Campaign 4.0 launched by DAR&PG wherein two of the important aspects are recording, reviewing and weeding out of records and simplification of rules/process.

2. Accordingly, all Branches/Cells are directed to undertake special drive towards recording, reviewing and weeding out of records as per extent guidelines already indicated in Board's MOP 2022 (para 150-167 of chapter 16). The retention schedule for records common to all Ministries/departments issued by DAR&PG is available at https://darpg.gov.in/sites/default/files/RRS_WC.pdf (under DAR&PG's website). Steps may also been taken to simplify the rules/process to ease the office working.

3. Both physical files and e-files where action has been completed are to be recorded. For any help/guidance in respect of recording of e-files, e-office helpdesk/RBCC unit may be consulted.

4. It has been decided to shift the Record Branch from Rail Bhawan to Old T.A. Office, CCI, Delhi Kishanganj and shifting process is expected to complete by 30-09-2024. The files identified for recording by the Branch/Cell during Special Campaign 4.0 may be sent only after Record Branch starts functioning at Delhi Kishanganj. After the start of the functioning of Record Branch at Delhi Kishanganj reviewing of the files may be undertaken whose life span is over.

5. DGs/AMs/PEDs/EDs are requested to issue suitable instructions in this regard to their subordinate officials and monitor the progress of recording/reviewing of files pertains to units under their control.

Cooperation of all is solicited for making the campaign 4.0 successful.

No. 2024/O&M/4/1

Dated: 18-09-2024

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