

No. I- 34011/13/2011-Coord.
Government of India
Ministry of Corporate Affairs

5th Floor, "A" Wing, Shastri Bhawan,
Dr.Rajendra Prasad Road
New Delhi.

Dated the 16th June, 2014

Office Memorandum

Subject:- **Recording, indexing and weeding of records in MCA.**

One of the Action Points arising out of the Hon'ble Prime Minister's meeting with the Secretaries on 04.06.2014 pertains to weeding out of files and papers in accordance with the rules of record keeping including digitization, wherever necessary. This exercise should be completed within 3-4 weeks.

2. In order to achieve monthly targets it has been decided that Director/Deputy Secretary in-charge of respective Divisions will ensure that redundant records are weeded out through a special drive to be completed in a month's time. All Sections / Divisions also should identify files/documents which need to be preserved in the Record Room or to be transferred from the Record Room to the National Archives.

3. Monthly progress in record keeping/weeding out of records and digitization exercise is required to be included in the monthly D.O. letter from Secretary, Ministry of Corporate Affairs to the Cabinet Secretary for the month of June 2014 onwards.

4. The Record Retention Schedules may be accessed through -

- (i) Website of Department of Administrative Reforms and Public Grievances namely darp.gov.in
- (ii) Retention Schedule of Records relating to substantive functions of Department of Company Affairs (Ministry of Law, Justice and Company Affairs) New Delhi is enclosed.

APPENDIX 29

List of files transferred to National Archives of India/departmental record rooms/sections/desks
[Vide para 112 (2) and (3)]

Ministry/Department of Section

S. No.	FileNo.	Subject	Classification and year of review	Date of actual destruction
1	2	3	4	5

APPENDIX 30

Record Review Register

[Vide para 112 (4)]

Ministry/Department of... .. Year of review.....

Note: — This register will be maintained for class 'C' files only.

File No.	File No.	File No.	File No.

Note: - This register will be maintained for class 'C' files only.

APPENDIX 31

List of files due for review

[Vide para 113(4) & (6)]

Sl. No.	File No.	Instruction of reviewing authority
1	2	3

INSTRUCTIONS

1. The departmental record room will prepare this list in triplicate by completing columns 1 and 2 only.
2. The section responsible for review will sign one copy of the list and return it to the departmental record room by way of acknowledgement, retaining the other two copies.
3. After review—the section concerned will complete column 3 of the list in both the copies by indicating:
 - (a) the word 'keep' in the case of the files proposed to be retained indefinitely;
 - (b) the letter 'W' in the case of files desired to be weeded out; and
 - (c) the precise year of weeding, in the case of class 'C' files proposed to be retained for a further period not exceeding 10 years from the date of their closing.
4. Both the copies of the list should accompany the files returned to the departmental record room, which will sign one copy and return it to the section concerned by way of acknowledgement.

APPENDIX 41

Monthly progress report on recording of files

[Vide para 126 (1)]

Section/Desk.....

Month ending	Number of files				Initials	
	B.F. from previous month	Marked for record during the month	Recorded during the month	Remaining to be recorded at the end of the month (col. 2+3-4)	Record Clerk/ Assistant	Section Officer/ desk functionary
1	2	3	4	5	6	7

INSTRUCTIONS

1. Column 1 will also indicate year
2. Column 2 will repeat the figure in column 5 for the preceding month.
3. Column 3 and 4 will be filled on the basis of the register for watching the progress of recording (Appendix 24).

APPENDIX 42

Monthly progress report on review of files

[Vide para 126(1)]

Section/Desk

Month ending	Number of Files						Initials	
	B.F. from previous month	Received for review during the month	Reviewed during the month			Remaining to be reviewed at the end of the month (col. 2 + 3 + 6)	Record clerk/ Assistant	Section Officer/ desk functionary
			Marked for further retention	Marked for destruction	Total			
1	2	3	4	5	6	7	8	9

INSTRUCTIONS

1. Column 2 will repeat the figure in column 5 for the preceding month.
2. Column 3 and 4 will be filled on the basis of record review register and lists of file received for review.

APPENDIX 43

Consolidated monthly progress report on recording of files

[Vide para 126(3)(a) and (b)]

Ministry/Department.

Month ending

Section	Number of files				Variation of col.5 from col.2
	B.F. from previous month	Marked for record during the month	Recorded during the month	Remaining to be recorded at the end of the month(col.2+ 3-4)	
1	2	3	4	5	6

APPENDIX 44

Consolidated monthly progress report on review of recorded files

[Vide para 126(3)(a) and (b)]

Ministry/Department

Month ending

Section	Number of files				Variation of col. 5 from col. 2
	B.F. from previous month	Received for review during the month	Reviewed during the month	Remaining to be reviewed at the end of the month(col. 2+ 3- 4)	
1	2	3	4	5	6

