

Central Information Commission
2तल, विंग'ब'/ 2nd Floor, 'B' Wing
अगस्त क्रान्ति भवन/ August Kranti Bhavan
भीकाजी कामा प्लेस/ Bhikaji Cama Place
नई दिल्ली- 110066/ New Delhi – 110066

No. 26/01/2011/Admn/CIC

Dated the 18.09.2017

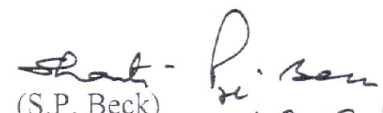
Office Order

The Commission is dealing with various miscellaneous papers. The Commission has decided in its meeting held on 5.09.2017 that weeding out of miscellaneous papers may be done with the following retention schedule:-

Sl. No	Type of papers	Proposed retention period	Authority competent to weed out after retention period is over
1.	Link papers relating to appeal/complaints/compliance/non-compliance/ show cause	After disposal of the matter	Incharge, Record Room
2.	Papers addressed to other departments, copy marked to the Commission for information	2 months after dak received	Incharge, Record Room
3.	Facilitation memos (FM) , dak receipt	6 months after issuing of FM and dak received	Incharge, Central Registry
4.	e-book print outs, copy of hearing notice and link papers received during hearing	After disposal of case and scanning/ uploading of link papers received during hearing	Deputy Registrar of respective Registry
5.	Original ink signed decision	6 months after final disposal of case	Deputy Registrar of respective Registry
6.	Miscellaneous Dak not related to the Commission	2 months after disposal	Respective Section Incharge

2. The competent officer weeding out the above types of papers shall prepare a list of documents being weeded out and keep it for permanent record.

3. This issues with approval of the Competent Authority.


(S.P. Beck)
Joint Secretary (Admn) 18.09.17