

**DELHI STATE INDUSTRIAL & INFRASTRUCTURE
DEVELOPMENT CORPORATION LIMITED**

(RECORD ROOM)

CIRCULAR

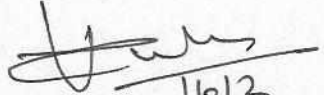
No. DSIIDC/RMS/WZP/2017/3366

Dated: - 16/03/2018

Subject: - Weeding of all old record in Record Room (Wazirpur)

In the weekly review meeting held on 09/01/2018 under the Chairmanship of MD, DSIIDC, it was decided that all old records lying at Wazirpur (Record Room) be weeded out immediately.

In this regard, two circulars/ reminders dated 14/12/2017 & 11/01/2018 were issued for weeding out of record lying at Wazirpur. A Committee was formed for this purpose. Some divisions had taken cognizance of these circulars, where retention period about records were mentioned. Some divisions had collected *and scrutinized important documents / Files / Register & Letters*; but those divisions who had not visited the record room for weeding out there record within a week of issue of this circular, there records will be weeded out by the committee. Any record if weeded out wrongly, the onus will rest on those divisions.


(VIKAS GUPTA)
D.M. (RECORD)

Copy to: -

1. MD for information pl.
2. ED for information pl.
3. FA for information pl.
4. All concerned Divisions
- ✓ 5. D.M. (IT) for uploading on official website