



# केन्द्रीय रेशम बोर्ड CENTRAL SILK BOARD

(वस्त्र मंत्रालय, भारत सरकार Ministry of Textiles - Govt. of India)

केरेबो कॉम्प्लेक्स, बी टी एम लेआउट, मडिवाला  
CSB Complex, BTM Layout, Madiwala  
बेंगलूरु Bangalore - 560068

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## C I R C U L A R

Sub: Swachh Bharat Mission - Creating an efficient and responsive work culture -  
Guidelines for weeding out of old official records - regarding.

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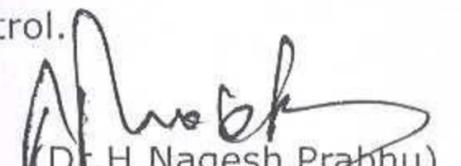
To accomplish the objectives of Swachh Bharat Mission as well as to create an efficient and responsive work culture in Central Silk Board, periodical review and weeding out of the official records/unused articles are necessary.

The following guidelines to be followed for weeding out of official records:

1. In each delegated unit, an official should be nominated as Records in-charge for keeping the official records in a safe custody.
2. Concerned section in-charges should identify and list out the documents for the purpose of weeding out of record.
3. A Committee should be constituted to examine and make suitable recommendation for weeding out of official documents/files.
4. The Committee should examine the need for weeding out the files identified for the the purpose.
5. The Committee should examine the weeding out procedure in each case strictly as per the rules (GFR Rule 289, Appendix-13) and regulations/guidelines laid down by Govt. of India.
6. The field unit may obtain approval of main Institute/concerned Station for weeding out files examined and authenticated by the Committee.
7. It should be ensured that no important record/permanent record is destroyed during weeding out of files/records.
8. The records identified for destruction needs to be certified that the records are no longer required and can be destroyed, as per proforma enclosed at Annexure-I.
9. The Committee and concerned Officer in-charge should follow all GFR/CVC guidelines and all existing relevant record retention rules laid down by Government of India.
10. This may be circulated among all units functioning under your control.

Encl: As above

To,  
All CSB main Institutes and RO's

  
(Dr. H. Nagesh Prabhu)  
Member-Secretary

CENTRAL SILK BOARD  
BENGALURU- 560 068.

**CERTIFICATE**

This is to certify that \_\_\_\_\_ files / records identified for destruction have been verified as per the GFR rule 289, Appendix-13. The above listed files are no longer required and can be destroyed.

(Signature of the Section In-charge)

Name:  
Designation:  
Section:

Place:  
Date: