



eFile No. Admin-11019/4/2024-ADMN-ITPO

India Trade Promotion Organisation

(Administration Division, E-I Section)

Bharat Mandapam, New Delhi

15 April 2025

Circular No. Admin/ 24 /2025

The DoC vide email dated 03/04/2025 has forwarded an OM No.Q-150122/2024-O&M-DARPG(8885) dated 17/12/2024, issued by Ministry of Personnel, Public Grievances & Pensions, Department of Administrative Reforms & Public Grievances (enclosed herewith). The OM outlines the following actions to be regularly undertaken by the relevant Ministries/Departments to minimize pendency as much as possible:

- (i) The system of Special Campaign Portal and Nodal Officers will continue to be operational to oversee the institutionalization/continuation of activities covered in the Special campaign.
- (ii) All Ministries/Departments may dedicate 3 hours every week for continuation of activities covered in the Special campaign across all offices of Ministries/Departments.
- (iii) Nodal Officers of each Ministry may review the progress of activities on a weekly basis and the Secretary of the Ministry/ Department may review the progress on a monthly basis.

2. In this regard, the DoC has requested that the Special Campaign 4.0 Report for the relevant Section/Division be shared with the O&M section, as per the enclosed formats (Point No. 8), by 17/04/2025. Additionally, it is requested that these reports be submitted every Friday to ensure timely submission of inputs to the FT(Coord.) Section for uploading the data on the Special Campaign portal. The details of the formats (Point No. 8) are provided below.

Special Campaign Report Format

Sl. No.	Particulars	Details to be furnished
8.	Record Management of files	
a.	Total No. of files identified that are due for review	
b.	Total No. of files reviewed	
c.	Total No. of files identified for weeding out	
d.	Total No. of files weeded out	
e.	Total No. of files identified for transfer to NAI	
f.	Total No. of e-files identified for review	
g.	Total no. of e-files closed	

Contd. 2.

Note: - In regard to the Sl. No.8 of the above table, relevant guidelines issued vide circulars/office orders are attached for reference.

3. All HoDs are hereby requested to provide the required inputs in the prescribed format for their respective Division/Section ensuring that the information is submitted to the DoC before 16/04/2025.

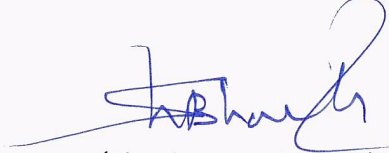
This may be treated as Urgent.

To:

- ❖ All HoDs.
- ❖ All concerned

Copy for information:

- ❖ PSO to CMD
- ❖ PA to ED


(Shankra Nand Bharti)
GM(BM-Coord)/HOD (Admin)
शक्रा नंद भारती
Shankra Nand Bharti
महाप्रबंधक (भारत मंडल-समन्वय)
General Manager (BM-Coordination)

Dy. No. 1141/GM (SNB)
Dated 15/04/2025

F.No.5-ITPO (3)/E-I/2020
(Administration Division, E-I Section)
Pragati Bhawan, Pragati Maidan, New Delhi

19.04.2021

Office Order No. Admin/285/2021

Subject: Record Management Weeding out of old/obsolete records.

Reference office order Admin/740/2020 dated 30.07.2020, circular no. Admin/22/2020 dated 26.08.2020 & Admin/24/2020 dated 02.09.2020.
(Copies enclosed)

Following points were communicated:

1. All HoDs would constitute divisional committee in respect of their division(s) for identification of old and obsolete records lying at various office buildings in ITPO.
2. Further, the committees were required to examine the records keeping in view the guidelines and ensure that unnecessary records are not kept.
3. The last extended date of submission of the report was 04.09.2020.

Till date Administration Division has not yet received any response w.r.t same.

Now, in view of the Annual Sectoral Review Meeting of Ministry of Commerce & PSUs 2021-reference from CVC, wherein it is mentioned that the process of weeding out of old record should be carried out every year in the month of April & should be completed by 31st May of financial year, all HoDs are to submit the report to Store Division by 27.04.2021 for further action.

Store Division would peruse the reports and submit a comprehensive report/action plan reg. condemnation of old unused assets to OSD (Admin) by 6.5.2021.

This issues with the approval of the Competent Authority.

Munoz
Col. Pushpam Kumar, SM
Officer on Special Duty (Admin)

To:

All HoDs

Copy to:

1. Store Division
2. IT Services Division: for uploading on the ITPO website
3. Office order register

For information:

1. PS to CMD
2. PS to ED

File No.5-ITPO (3)/E-I/2020
INDIA TRADE PROMOTION ORGANIZATION
(ADMINISTRATION DIVISION, E-I SECTION)

30.07.2020

Office Order No. Admin./740/2020

Subject: Record Management- Weeding out of old/obsolete records

During a recent inspection, ED, ITPO, has taken a serious note of seating conditions at office above Hall No. 7. Files/records were strewn and stacked improperly, resulting in dusty and cram-full look to the area. Keeping in view the imminent dangers of Covid-19 pandemic, it is paramount that dedicated efforts should be made to make working area as clean and clutter free as possible.

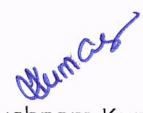
2. In order to streamline the record management, it has been decided that concerned HoDs shall constitute divisional committees in respect of their division(s) for identification of old and obsolete records lying at various office buildings in ITPO. During the exercise, the committees may examine/review each and every file/register/document and other records pertaining to their division as well as utility of records for future maintenance to ensure that unwanted records are not kept unnecessarily.

3. For the purpose the committees shall strictly adhere to the guidelines mentioned in:

- a) Record Retention Schedule for Records Common to All Departments*-issued by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions, Government of India.
- b) Central Secretariat Manual of Office Procedure*- issued by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions, Government of India
- c) General Financial Rules issued by Ministry of Finance*, Government of India

(*latest edition/version)

4. The above exercise should be completed in time bound manner and report of the same must be furnished to Administration Division latest before 20th August, 2020.


(Col. Pushpam Kumar, SM)
OSD(Admin)

To: All HoDs

Copy for information to:

1. PS to CMD
2. PS to ED

24

Page No.	
Date:	

File No.5-ITPO (3)/E1/2020
India Trade Promotion Organisation
(Administration Division, E1 Section)

02/09/2020

Circular No. Admin/24/2020

Sub: Record Management –Weeding out of Old/Obsolete Records.

Reference O/o No. Admin./740/2020 dated 30/07/2020 and subsequent Circular No. Admin/22/2020 dated 26/08/2020 regarding the subject mentioned above.

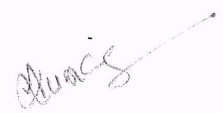
As per order it was decided that all HoD's would constitute divisional committees in respect of their division(s) for identification of old and obsolete records lying at various office buildings in ITPO.

Further, the committees were required to examine the records keeping in view the guidelines and ensure that unnecessary records are not kept.

The above exercise was to be completed in a time bound manner and the report of the same was to be furnished to the Administration Division by 20/08/2020. Further, according to the above mentioned circular the date was extended till 31/08/2020.

Till date, Administration Division has not received any response regarding the same.

All the HoD's are therefore, requested to submit the Action Taken Report in this regard to the Administration latest by 04/09/2020.


(Col. Pushpam Kumar, SM)
Officer on Special Duty (Admin)

To:

1. All HoDs

Copy for information to:

1. PS to CMD

2. PS to ED

*For
Communicated to all
then email*

File No.5-ITPO (3)/E1/2020
India Trade Promotion Organisation
(Administration Division, E1 Section)

26/08/2020

Circular No. Admin/22/2020

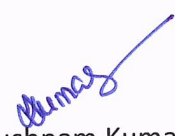
Sub: Record Management –Weeding out of Old/Obsolete Records.

Reference O/o No. Admin./740/2020 dated 30/07/2020. As per order it was decided that all HoD's would constitute divisional committees in respect of their division(s) for identification of old and obsolete records lying at various office buildings in ITPO.

Further, the committees were required to examine the records keeping in view the guidelines and ensure that unnecessary records are not kept.

The above exercise was to be completed in a time bound manner and the report of the same was to be furnished to the Administration Division by 20/08/2020.

All the HoD's are therefore, requested to submit the Action Taken Report in this regard to the Administration latest by 31/08/2020.


(Col. Pushpam Kumar, SM)
Officer on Special Duty (Admin)

To:

1. All HoDs

Copy for information to:

1. PS to CMD

2. PS to ED