

**Indian Agriculture Research Institute
New Delhi-110012**

No.15-7/2010-/Record/1054

Dated: 26.12.2011

CIRCULAR

**Subject:- Weeding out of Records as Record Retention Schedule
after a compliance of codal formalities.**

A reference is invited to the circular issued vide 64-4/2010-IMC dated 20-10-11 and this office no 15-7/12010-Record dated 17-3-11/948 regarding Record Management. In the circular stress was given for the proper Record Management on Divisions/Regional Station /Centers/Units level.

The Competent Authority has desired that weeding out of files may be done and reviewed periodically, as provided in the manual of office procedure.

The Record Retention Schedule as prescribed by the Council, as well as the Department of Administration Reform of Public Grievances and Pension is placed on IARI website at "<http://www.iari.res.in/files/Record-Retention-Schedule 2009.PDF>" and "ICAR Record-Retention- Schedule".



(P. K. Jain)

Chief Admin. Officer

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