

RURAL ELECTRIFICATION CORPORATION LIMITED
(A Government of India Enterprise)

VIGILANCE DIVISION

CIRCULAR No. 2/2006

Dated: 14.02.2006

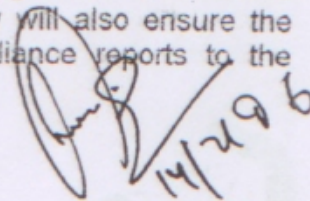
Sub:- Record Keeping and Weeding Out of records

During the inspection of some of the Divisions at Corporate Office and Project Offices. it was noticed that no Mother File Index Register/File Incumbency Register is being maintained, in the absence of which it becomes impossible to link the physical holding of files. in this connection, a circular dated 12.05.05 was issued by the Vigilance Division emphasizing that all HODs will ensure that the Mother File Index Register should be traced/located and all files in holding, whether live or dead, should find reference in the Mother File Index register. It was desired that the work must be completed within a period of one month. During inspections by the Vigilance Division, it has been noticed that the various Project Offices and Divisions at Corporate Office have not taken any action in this regard.

Similarly, all the Project Offices/Divisions at Corporate Office were requested to review the status of systematic arrangement of records and weeding out of old records. Action on this point has also been found wanting.

CMD has directed that a proper record keeping system should be put in place and reviewed every quarter.

All HODs at Corporate Office and CPMs/Additional Director are requested to systemise the filing systems, as advised vide Vigilance Division circular dated 12.5.05 and also complete the work of weeding out of records as per guidelines circulated vide circular No. REC/Admn./V/5(3)/2001 dated 9.1.01. They will also ensure the completion of the work on priority basis and submit compliance reports to the undersigned within a month, for information of the CMD.


(V.K.Sharma)
Chief Vigilance Officer

No.REC/Vig./ii(214)/2005/350

To

All HODs/Executive Directors/GMs/Chiefs
All CPMs/Additional Director, CIRE

Copy for information to –
AD/PS to CMD/Director (Fin.)/Director (Tech.)