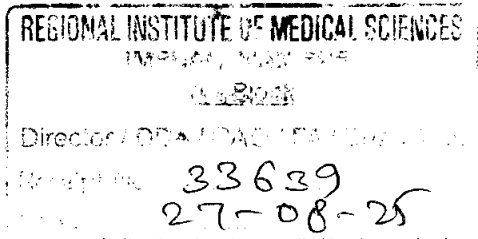


PRIORITY

F.No. I.25015/01/2025-WSU
 Government of India
 Ministry of Health & Family Welfare
 Department of Health & Family Welfare
 (IWSU)

Nirman Bhawan, New Delhi

Dated 18th August, 2025

**OFFICE MEMORANDUM**

Subject: Review and identification of records for preservation in consultation with the National Archives of India (NAI) as a part of 'Special Campaign 5.0'.

The undersigned is directed to refer to the guidelines issued by the Department of Administrative Reforms and Public Grievances (DARPG) vide their O.M. No. Q-15011/1/2025-O&M-DARPG dated 1st August, 2025 (**copy enclosed**) regarding the review and weeding of records. As per Para 10.9(ii) of the guidelines regarding review and weeding of records, **Category 'A' & 'B' files will be reviewed on attaining 25th year of their life in consultation with the National Archives of India (NAI).** During this process, a reassessment of the original categorization of Category 'B' files may also be undertaken.

2. Record Management will be a parameter to be monitored during *Special Campaign 5.0* which is going to be organized during 2nd October to 31st October, 2025 (Preparatory Phase of the Campaign will be during 15th September to 30th September, 2025).

3. In this context, all Sections/ Divisions and offices/ institutes/ organizations under the Department of Health and Family Welfare (DoHFW) are requested to undertake a review of their records/ files as per Record Retention Schedule and identify the records/ files which can be transferred to NAI for preservation.

4. This issues with approval of competent authority.

(Rajesh Kumar)

nodal officer SAs / Kalamkarp

DD for needful.
 Com 20/8/2025

Sh. Priya
 27-08-25
 21/09/25

Digitally signed by
RAJESH KUMAR
Date: 18-08-2025
17:13:44

Under Secretary (IFD-II/IWSU)
Ph: 011-23061954

To

1. AS(RS)/ AS(VHZ)/ AS&MD(NHM)/ AS(VK)/ AS&FA/ DG(Stats)/ SrEA(IK)
2. JS(PR)/ JS(AMB)/ JS(VN)/ JS(SJ)/ JS(MK)/ JS(VJ)/ JS(MS)/ JS(MKB)/ JS(VKS)/ JS(ERS)/ JS(GM)/ JS(NG)/ JS(PCP)/ CCA/ JS(RS) of Dte.GHS/ CD(Stats)/ Director(CGHS)

Copy to (for necessary action):

1. All Sections/ Divisions of DoHFW (through e-Office's Notice Board)
2. DD(O&M), Dte.GHS
3. DD(A), NHA
4. O/o Director (CGHS)
- ✓ 5. All Central Government Hospitals/ Attached Offices/ Subordinate Offices/ Autonomous Bodies/ CPSUs of DoHFW (through email)

Copy to (for information):

PSO to Secretary (HFW)

No. Q-15011/1/2025-O&M -DARPG
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances

Jawahar Vyapar Bhawan, New Delhi

Dated: 01st August, 2025

OFFICE MEMORANDUM

Sub: Record Management Practices in Government of India.

The Department of Administrative Reforms & Public Grievances (DARPG) deals with the subject of Record Retention Schedule (RRS) of records created in the Government of India.

2. The Broad guidelines for Record management for physical as well as e-Files are explained in Chapter 10 of the Central Secretariat Manual of Office Procedure (CSMoP 2022), read with provisions of the Public Records Act, 1993 and the Public Record Rules, 1997, relevant portions of which are as follows:

Section 8 and Section 9 of the **Public Records Act, 1993**

8. **Destruction or disposal of public records.—**

(1) Save as otherwise provided in any law for the time being in force, no public record shall be destroyed or otherwise disposed of except in such manner and subject to such conditions as may be prescribed.

(2) No record created before the year 1892 shall be destroyed except where in the opinion of the Director General or, as the case may be, the head of the Archives, it is so defaced or is in such condition that it cannot be put to any archival use.

9. **Penalty for contraventions. —**

Whoever contravenes any of the provisions of section 4 or section 8 shall be punishable with imprisonment for a term which may extend to five years or with fine which may extend to ten thousand rupees or with both.

Section 9 of **Public Record Rules, 1997**

9. Destruction of Public Records.—

(1) No public record shall be destroyed without being recorded and revised. In the month of January every year, each records creating agency shall record after consulting the records retention Schedule all those files on which action has been completed. This work shall be accomplished in consultation with the Records Officer.



(2) No public record which is more than twenty-five years old shall be destroyed by any records creating agency unless it is appraised.

(3) A list of all such public records which are proposed to be destroyed shall be prepared by the record creating agency in Form 6 and retained permanently for future reference.

(4) The Record Officer shall furnish a half yearly report in Form 7 on recording, indexing, 74/20/reviewing and weeding of records to the Director General or Head of the Archives, as the case may be.

(5) Records shall be destroyed either by burning or shredding in the presence of Record Officer.

3. The Chapter 10 of CSMOP, 2022 has laid down the activities involved in Record Management, Categorization of Records, Record Retention Schedules, Review and Weeding of Records, Maintenance, Transfer of Records, Personal Office Records etc.

Relevant Provisions of Para 10.7 and Para 10.9 of the CSMOP, 2022 are as follows:

10.7. Record Retention Schedule:

(i) To ensure that files are neither prematurely destroyed, nor kept for periods longer than necessary, every department will:

a. in respect of records connected with accounts, observe the instructions contained in Appendix 9 to the General Financial Rules, 2017;

b. in respect of records, relating to establishment, housekeeping matters, etc. common to all departments, follow the schedule of periods of retention for records common to all departments' issued by the Department of Administrative Reforms and Public Grievances (Sl.No.15 in Table 4.2)

c. in respect of records prescribed in this Manual, observe the retention periods specified in Appendix 10.10; and

d. in respect of records connected with its substantive functions departmental instructions issued for departmental retention schedule prescribing the periods should be preserved in consultation with the National Archives of India.

ii) The above schedules should be reviewed at least once in 5 years.

10.9. Review and weeding of records:

(i) A category 'C' file will be reviewed on the expiry of the specified retention period and weeded out unless there are sufficient grounds warranting its further retention. Justification for retaining a file after review will be recorded on the file with the approval of Branch Officer/Divisional Head concerned. Retention after a review will be for a period not exceeding 10 years, including the period already retained.

(ii) Category 'A' & 'B' files will be reviewed on attaining the 25th year of their life in consultation with the National Archives of India. In these reviews the need for revising the original categorisation of category 'B' files may also be considered.



(iii) The year of review of category 'C' files will be reckoned with reference to the year of their closing and that for category 'A' and category 'B' files with reference to the year of their opening.

4. In light of the above provisions, following extensive consultation with various Ministries/Departments the Guidelines of Record Management are further clarified as follows:


a) e-files of 'C' category like Parliament Questions, Dak Register, Messenger Book, File Movement Register, Register for watching the progress of recording, Register for keeping a watch on communications received from MPs/VIPs, Register of Parliamentary Assurances are to be retained for a period of 3 years and thereafter closed with due approvals of competent authority.

b) e-files of 'C' category like the Record Review Register, List of files received for review, Monthly Progress Report on recording of files, Check-lists for periodical reports, Inspection reports to be closed after retention a period of one year as per the Records Retention Schedule with due approval of competent authority.

c) e-files of 'A' category to be retained as permanent record. Such records include Standing Guard Files, File Registers, Precedent Book, List of files transferred to National Archives and Record Retention Slip.

5. It should be noted that Sections 8(1) and 9 of the Public Records Act, 1993 and the procedures laid down in Rule 9 of the Public Records Rule, 1997 would apply equally to e-Files.

6. This issues with the approval of the Competent Authority.


(Hari Krishan Bhatt)
Deputy Secretary to the Government of India

To,

All Secretaries of Ministries/Departments of GOI

Copy for information to:

1. Smt. Kavita Singh, Joint Secretary, Cabinet Secretariat

PRIORITY
'Special Campaign 5.0'

F.No. L25015/01/2025-IWSU

Government of India

Ministry of Health & Family Welfare

Department of Health & Family Welfare

(IWSU)

INSTITUTE OF MEDICAL SCIENCES IMPHAL, MANIPUR A-Block Director / DDA / CAO / FA / Dean Acad. Recd. No. 33641 Date 27-08-25

Nirman Bhawan, New Delhi

Dated 4th August, 2025

OFFICE MEMORANDUM

Subject: 'Special Campaign 5.0' to be held from 2nd October to 31st October, 2025 for institutionalizing *Swachhata* and minimizing pendency in Government offices - **Preparatory Phase and Implementation Phase.**

The undersigned is to refer to the Department of Administrative Reforms & Public Grievances (DARPG), Government of India's O.M. No. Q-11011/01/2025-O&M (e-9571) dated 1st August, 2025 (**copy enclosed**) on the subject mentioned above and to state that the Government of India will organize '**Special Campaign 5.0**' for improving *Swachhata* and disposal of pending references **from 2nd October to 31st October, 2025**, on the lines of earlier Special Campaigns held in 2021, 2022, 2023 and 2024.

2. The success of Special Campaigns over the years resulted in institutionalization of the Campaign and the Government plans to conduct a bigger campaign in 2025. This time also, all the offices under the Department of Health & Family Welfare (DoHFW) i.e. DoHFW HQ at Nirman Bhawan, New Delhi and its Attached Offices / Subordinate Offices / Central Government Hospitals / Autonomous Bodies / CPSUs, etc. shall participate in the campaign with great zeal.

3. During 'Special Campaign 5.0', **special attention** shall be given to **field / outstation offices which are responsible for service delivery or having public interface.**

4. **Focus area** of the Campaign is '**disposal of e-waste**' generated in Government offices.

5. 'Special Campaign 5.0' will be organized in two phases viz. **Preparatory Phase** (from 15th September to 30th September, 2025) and **Implementation Phase** (from 2nd October to 31st October, 2025). Broad guidelines for both phases are given at **Annexure-I.**


Contd...2

nodal officer - SAR/Kaikalp

Sarphama
27/08/25

6. In this connection, all concerned are requested to initiate necessary action as per guidelines given at **Annexure-I**. Requisite information for becoming the targets of the Campaign [**Parameters at Para B(i) to (xii) of Annexure-I**] may kindly be provided through e-mail at iwsu.mohfv@gmail.com from **15th September, 2025 onwards** for uploading and updating on DARPG's portal timely.

Encl. As above.


(Elangbam Robert Singh)
Joint Secretary
Ph: 011-23063276

To

- 1) AS(RS)/ AS(VIIZ)/ AS&MD(NHM)/ AS(VK)/ AS&FA/ DG(Stats)/ SrEA(IK)
- 2) JS(PR)/ JS(AMB)/ JS(VN)/ JS(SJ)/ JS(MK)/ JS(VI)/ JS(MS)/ JS(MKB)/ JS(VKS)/ JS(GM)/ JS(NG)/ JS(PCP)/ Adv(Cost)/ CCA/ JS(RS) of Dte.GHS/ CD(Stats)/ Director(CGHS)

Copy to (for necessary action):-

1. **All Sections/ Divisions** of DoHFW (through Notice Board of e-Office) for furnishing requisite information related to **Parameters mentioned at Para B of Annexure-I (i) to Parliament Section** in respect of **Points No. i & ii; (ii) to IWSU** in respect of **Points No. iii, iv, v & vi; (iii) to W&PG Section** in respect of **Point No. vii; and (iv) to General Section** in respect of **Point No. viii, ix, x, xi & xii**.
2. US (Parliament Section), DoHFW, Nirman Bhawan, New Delhi for furnishing compiled information of DoHFW (HQ) in respect of **Point No. i & ii of Para B of Annexure-I**.
3. US (W&PG Section), DoHFW, Nirman Bhawan, New Delhi for furnishing compiled information of DoHFW (HQ) in respect of **Point No. vii of Para B of Annexure-I**.
4. US (General Section), DoHFW, Nirman Bhawan, New Delhi for furnishing compiled information of DoHFW (HQ) in respect of **Point No. viii, ix, x, xi & xii of Para B of Annexure-I** and to take necessary action for cleanliness campaign and record management.

Contd...3

5. DD (O&M), Dte.GHS for furnishing compiled information in respect of Dte.GHS, Nirman Bhawan, New Delhi for **all the Points of Para B of Annexure-I** and for compliance of the instructions given in this O.M.
6. DD (A), NHA for furnishing information in respect of **all the Points of Para B of Annexure-I** and for compliance of the instructions given in this O.M.
7. O/o Director (CGHS) for circulating this O.M. along with aforesaid DARPG's O.M. dated 1st August, 2025 to all CGHS Wellness Centres/ Offices for compliance of the instructions given in this O.M.
8. All Subordinate Offices of DoHFW (*through email*) to provide requisite information in respect of **all the points of Para B of Annexure-I** and for compliance of the instructions given in this O.M.
9. All Central Government Hospitals/ Autonomous Bodies/ CPSUs of DoHFW (through e-mail) to provide requisite information in respect of **all the points of Para B of Annexure-I** and for compliance of the instructions given in this O.M.

Copy to (for information):-

1. PS to Hon'ble HFM
2. PPS to Hon'ble MOS (PJ)
3. PS to Hon'ble MOS (AP)
4. PSO to Secretary (HFW)
5. PSO to DGHS
6. PS to JS (ERS)
7. Notice Board of e-Office

Annexure-I

(MoHFW's O.M. No. I.25015/01/2025-IWSU dated 4th August, 2025)

Special Campaign 5.0

for institutionalizing *Swachhata* and minimizing pendency in Government offices

A. Preparatory Phase (Period: 15th September, 2025 to 30th September, 2025)

During this phase, all Sections/Divisions of DoHFW, its Attached Offices (i.e. Dte.GHS and NHA), Central Government Hospitals, Subordinate Offices, Autonomous Bodies and CPSUs will carry out the following activities:

- i. Nominate **Nodal Officers** in each of the campaign offices in Central Government Hospitals/ Attached Offices/ Subordinate Offices/ Autonomous Bodies/ CPSUs
- ii. Arrange training for the Nodal Officers about their role in the Campaign
- iii. Mobilize the offices/ officers and ground functionaries for the Campaign
- iv. Identify pending references
- v. Identify campaign sites for cleanliness
- vi. Assess the volume of redundant materials to be disposed and finalise the procedures for their disposal
- vii. Space management planning
- viii. Scrap disposal
- ✓ ix. Record Management
- x. Identification of e-waste for disposal as per guidelines of MoECF.

B. Parameters

This year, the campaign will focus on disposal of e-waste such as unserviceable or discarded computers/ laptops/ printers/ LEDs/ e-display boards, etc., as well as on liquidating pendency and overall cleanliness of government offices with special focus on space management and enhancing work place experience of field offices shall be undertaken. **Information on the following parameters is required to be furnished**

to IWSU of DoHFW during the Preparatory Phase and it will become the **TARGETS** for liquidation/ implementation during the Campaign:

- i. Identification of pending **References from MPs** *[Furnish the number]*
- ii. Identification of **Parliamentary Assurances** pending for more than 3 months *[Furnish the number]*
- iii. Identification of pending **References from the State Governments** *[Furnish the number]*
- iv. Identification of pending **Inter-Ministerial References** (Cabinet Note) *[Furnish the number]*
- v. Identification of pending **PMO References** *[Furnish the number]*
- vi. Identification of **Rules/ Processes for simplification** *[Furnish the number]*
- vii. Identification of pending **Public Grievances and Appeals** (CPGRAMS as well as grievances received from **other sources**) *[Furnish the number]*
- ✓ viii. **Record Management** - Review of physical files/ recording; Weeding out of physical files; Reviewing and closing of e-files *[Furnish the number of physical files and e-files which will be reviewed]*
- ix. Identification of **Cleanliness Campaign Sites** *[Furnish the number and also BEFORE photographs (at least 2) of each cleanliness site]*
- x. Planning of **Space management** and **beautification of offices**
- xi. Identification of **scrap and redundant items** for **disposal** as per procedure of relevant Rules of GFR 2017
- xii. Identification of **e-waste items** for **disposal** as per procedure laid down by the Ministry of Environment Forests and Climate Change

C. Implementation Phase (Period: 2nd October, 2025 to 31st October, 2025)

The main phase will be action phase, when **our efforts shall be made to achieve the targets identified during Preparatory Phase and information shall be provided** to IWSU of DoHFW **on daily basis**. The Campaign should also be used to improve records management, categorisation, recording, review and weeding out of physical records as per extant guidelines contained in the Central Secretariat Manual of Office Procedure (CSMOP), Appendix IX of GFR 2017 and Public Record Act, 1993 and

guidelines issued by DARPG vide O.M. Q-15011/1/2025-O&M-DARPG dated the 1st August, 2025 (**copy enclosed**). The **best practices** evolved during the Campaign shall be documented on the portal of DARPG for further reference.

D. Monitoring of Progress

Shri Elangbam Robert Singh, Joint Secretary, being the **Nodal Officer** of 'Special Campaign 5.0', will review the progress of campaign in DoHFW (HQs at Nirman Bhawan, New Delhi) and all Central Government Hospitals, Attached Offices, Subordinate Offices, Autonomous Bodies and CPSUs on **daily basis**.

Secretary (HFW) will also regularly review the progress of Campaign. Officers will be nominated by DoHFW to assess the impact of cleanliness drives and will make site visits and submit a report to the Nodal Officer of DoHFW.

There will be a "**Self - Assessment Form**" on the portal (Appendix-1 of DARPG's O.M. dated 1st August, 2025) to be filled by the Ministry after completion of the Campaign (latest by 10th November, 2025), to facilitate review the outcome of the Campaign by appropriate higher authorities.

The progress of campaign will also be **reviewed by Secretary, DARPG** with the Nodal Officers **on weekly basis** during the Campaign. A weekly consolidated report will be prepared by DARPG on the progress of the Campaign for submission to the Cabinet Secretariat and PMO.

E. Communication and Outreach plan

DARPG will create Hashtag **#Special Campaign 5.0**. All offices are requested to issue **tweets / retweets** using this hashtag from various social media handles of their offices **from 15th September, 2025 onwards**.

Record retention schedules classify records into categories to specify how long they should be kept. Here are some common categories and their retention periods: @

Category	Description	Retention period
A	Keep and microfilm	Records that are to be kept indefinitely and microfilmed. These records include important litigations, policy decisions, and papers related to rules, regulations, and acts.
B	Keep but do not microfilm	Records that are to be kept permanently but not microfilmed.
C	Maintain for a limited period	Records that are to be kept for a maximum of 10 years.

Retention schedules help ensure consistency by keeping the same type of record for the same amount of time,

Guidelines on "Destruction and discard of Old Files and Records"
Regional Institute of Medical Sciences
Imphal, Manipur

PREAMBLE

Records, data information, documents, official circulations etc are the most valuable resource in any organization, yet many establishments aren't fully equipped to store, manage and protect the accumulating loads of files and registers occupying both in physical space and electronic medium. The issue arises the need of reviewing of files for retention of relevant important files and discarding of old and considered unimportant files and documents which can be termed as "review and weeding" of files. The endeavor to execute it, specially to free space calls for a systematic procedure under a policy of rules for solving this problem. In order to manage space for appropriate use, cleanliness, patient safety and simplify office rules and procedures, Regional Institute of Medical Sciences, Imphal, Manipur hereby created a guideline titled "Destruction and discard of Old Files and Records" in line with DGHS guidelines for central Government Hospital vide Ref. no. 10-3/68-MH dated 31/8/1968 and partly following NABH guidelines.

REVIEW OF FILES FOR DISPOSAL

1. Process of discarding old documents, register books and files of any kind by destruction and disposal would mean only getting rid of records that are considered to be no longer needed.
2. Different kinds of disposal are
 - (a) R disposal - files to be retained permanently (Category A & B)
 - (b) D disposal - to be destroyed after 10 years
 - (c) K disposal - Keep & to be destroyed after 3 years ✓
 - (d) L disposal - Lodge and to be destroyed after 1 year ✓
 - (e) N Disposal - to be sent out in original (need not be retained)
 - (f) F - disposal those that are to be filed

3. Files under R Disposal : consist of data on establishment of the organization like land properties, financial liabilities, registration documents etc of the Institutes and any legal angle related to it's details. Any matters where legal connection is involved. Stock file consisting of permanent files of important orders for reference are preserved and kept upto date. & to ? NAI

4. Files under D- disposal : Medico-legal records, personally identifiable information (PII) after attaining superannuation, extended upto 3 years after demise of employee. Detailed documents of equipments purchased, Any documents related to legal actions or court case. Current and terminated employee payroll and personal records. Financial statements, including sales and accounts receivable reports. Those connected to CAG para/observations or any vigilance / any other enquiry pending. All loan files eight years after total loan amount has been repaid/ also after loan is sanctioned but not availed.

must submit to NAI

often not possible as audit mechanism delayed by 15-20 yrs even. but there has to be a policy with comments from concerned department

5. Files under K disposal : Personal informations or confidential reports of the employee who have completed three years of availing VRS or after demise. In general OPD records (not linked with legal cases) . The date is determined from the last OPD visit of the same consultant. Indoor patient records can be kept maintained for 7 years (extended maximum) . This count from the date of discharge / date of LAMA or the last date of follow up in OPD. In case of expiry of patient , from the date of expiry. In relation to academic and students' matters , any answer scripts, registers, relevant circulars and documental materials related with students (both under graduate and post graduates) after passing out from each phases , the final or after any compulsion of service period.
6. Files under - L Disposal : These covers those files and documents considered unimportant for prolonged retention and is completely under the discretion of the Head of Department.

Justification
For those
Non-MLC
but for
benefit of
PG research

WEEDING OUT OF FILES

1. Disposing of files /registers shall be done on annual basis - *latest*
2. The weeding out of files shall be done by and under the guidance and supervision of respective head of department, who may specifically nominate officer from their department to get associated with the work
3. The concerned head of department shall maintain a register of 'documents to be destroyed' in format as shown below :

On cover -label - K disposals (from 1/1/2001 to 1/1/2010) *Example* ✓

Sl. No.	Particulars of documents	File name and date of entry	Date and mode of destruction	Initials of authorized person (any comment)
1	Head -recruitment Subhead- contracts and daily wage earner Title -applications from candidates for daily wage earners	Rec/C&DWE 21/11/2001 to 1/1/2004	5/1/2004 Handed over to CRED for destruction by burning	
2				
3				

4. For destroying the files on annual basis, the files be retrieved from central record room if so desired by concerned department (as the ownership is head of department) . It should be maintained with proper documentation if such files are in record room.
5. Irrespective of fixation of criteria for destruction of files of various departments , the concerned head of department could take a decision not to destroy the file or part of the file.
6. The Director, RIMS, Imphal will have the overall power to approval of retention or destruction either or in case of deemed necessity . Such development must be on record maintained by the Institute's record section.

7. All matters related to destruction and disposal of files should address to Medical Superintendent, RIMS, Imphal with a copy to Nodal Officer > Kaya Kalp/SAP, RIMS, Imphal.

METHOD OF DESTRUCTION

1. If the documents contain PII or personal records or any sensitive documents like old bank statements, confidential reports etc but planned for destruction it should either be shredded with the help of a shredder machine or soak it in water till pulpy and discard .
2. For other documents of non importance like magazines, newspapers, journals etc in non decaying types, it can be handed over to farms for recycling if so desired after condemnation/by contact through CRED.
3. Remaining categories can be handed over to CRED for destruction by burning in an incinerator or safe location.

KEEPING RECORD

1. The supervising CRED staff will keep a record in a REGISTER BOOK which include taking a photo picture before and after execution of disposal.
2. The pictures are to be submitted / post by whatsapp to liason officer or nodal officer Kaya Kalp, RIMS, Imphal, Manipur.

Prepared date : 06/10/2023 : RIMS, Imphal > Nodal Officer > Kaya Kalp/SAP. On simplification of rules for Swacchata Special Campaign 0.3