

कार्यालय प्रधान महालेखाकार
(लेखापरीक्षा II),
तमिलनाडू व पुदुचेरी



OFFICE OF THE PRINCIPAL
ACCOUNTANT GENERAL (AUDIT II),
TAMIL NADU & PUDUCHERRY

No.PAG(Audit-II)/OM/Unit-V/2025-26/10

Dated. 08.09.2025

CIRCULAR

Sub: Weeding out and destruction of time-barred old records in sections.

As per Para No. 10.11 and 10.12 of the Manual of General Procedure , all sections, wings/Branches have to identify the unwanted old records, including time-barred inspection reports/Review reports, key documents, rough notes, old registers, any other miscellaneous papers and should be destroyed in a phased manner.

In this regard, all sections are requested to undertake a review of files/registers in the sections and identify the records that have completed their retention period or are to be sent to the Old Records section. The identified records should be listed and duly certified by AAO of the respective section.

The APAR also contains a column on the weeding out of records, which will also be taken into consideration during the evaluation by the Reporting and Reviewing Officers.

A list of such records may be prepared in triplicate, containing details of brief subject and year of destruction and sent to the Old Records Section. A copy of the list is to be attached along with the old records bundles, one copy for the old records section and another copy must be retained in the groups/sections for future reference.

Care may be taken to ensure that no record of permanent value or records relating to pending cases are included.

Considering the Space constraint in the Old Records Section and the limited space available in the steel compactors system, all the Sections/wings are requested to pursue the list of records already handed over to the Old Records Section (Kept in Steel Compactors) and identify the old records for further preservation or for destruction immediately.

The proposal for disposal/weeding out of old records in the sections may be forwarded to OM section on or before 19.09.2025 for drawing up a time table.

(This issue with the approval of DAG/Admn orders dated 08-09-2025)

Digitally signed by
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Date: 09-09-2025
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Senior Audit Officer/OM

Copy to: All Senior Audit Officers and Sections

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