

IMPORTANT
IMMEDIATE

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI


F.No.1(8)/2008-W.S.

Dated the 16th April, 2013

OFFICE MEMORANDUM

Sub: Records Retention Schedule pertaining to substantive functions of ICAR

The Records Retention Schedule pertaining to substantive functions of ICAR is being reviewed in consultation with National Archives of India, New Delhi. A team of Archivists from National Archives of India will be visiting ICAR Headquarters from 22/04/2013 to 26/04/2013 for conducting on-the-spot study of the records of various Divisions of the ICAR with a view to vetting the Records Retention Schedule of ICAR. All Divisional Heads are requested to direct the officers concerned of the Sections/ Units under their respective division for keeping their record neat and clean in the proper form and also to ensure full cooperation with the team members of National Archives of India.


(P. Sakthivel)
Deputy Secretary (WS)

Distribution:-

1. All Divisional Heads of ICAR at KB/KAB/NASC.
2. All Section/ Units of ICAR at KB/ KAB/NASC.
3. Records Officer, ICAR