

दिल्ली शहरी आश्रय सुधार बोर्ड
राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार
(प्रशासन शाखा)

No. GA/1076/27/Admn./Misc./DUSIB/2020/D-688

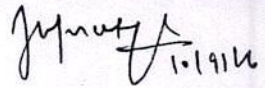
Date: 10.09.2026

ENDORSEMENT

The copy of under mentioned letter is forwarded herewith for information and further necessary action:-

Name of Department	Circular No. & Date	Subject
Govt. of NCT of Delhi, General Administration Department, A-Wing, Level- II, Delhi Secretariat, I.P. Estate, New Delhi-110002	F.No.53/865/GAD/CN/2026/ 5001-5003 dated 21.08.2026	Records Management in Departments / Organizations under Government of NCT of Delhi.
-----do*-----	F. No. GAD-A034 / 3 /2024- Admin- GAD / 35444 dated 02.09.2026	Mandatory wearing/display of Identity Cards by all Officers/Officials of GNCTD.

Encl: As above.


उप निदेशक (प्रशासन)

Copy to:-

1. PS to CEO (DUSIB) for information please
2. All PA to Member(DUSIB) for information please
3. All Pr. Director/Director/Chief Engineer/EEs/Coordination
4. ☒ Asstt. Director(IT/System)-to upload on DUSIB website portal
5. Office copy/Guard file.

 J. Ashish, DEO

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
LEVEL-II, A-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI - 110002
E-mail: sgad@nic.in

F. No. 53/865/GAD/CN/2026/5001-5003

Dated: 21/08/2026

CIRCULAR

Subject: Records Management in Departments/Organizations under Government of NCT of Delhi

In order to ensure proper recording, retention, retrieval and weeding out of files, and to ensure that files are neither prematurely destroyed nor kept for periods longer than necessary, Departments/Organizations under GNCT of Delhi are advised to follow, as applicable, the principles and provisions of the Central Secretariat Manual of Office Procedure (CSMOP), as amended from time to time, relating to Records Management.

Departments/Organizations shall ensure that all official records are maintained, preserved and kept in safe custody, systematically arranged and readily traceable whenever required for official purposes. Such records shall not be removed, shifted, transferred, weeded out, destroyed or otherwise disposed of except in accordance with the applicable rules/instructions and with the approval of the Competent Authority. In the event of transfer/posting of an officer/official, proper handing-over and taking-over of all physical and electronic records under his/her charge shall be ensured, including pending files and records requiring further action, so as to ensure administrative continuity and traceability of records.

Further, all Departments/Organizations under GNCT of Delhi shall nominate a Departmental Records Officer (DRO), not below the level of Section Officer, for overall records management of the Department.

All Departments/Organizations shall record files after completion of action on the issues considered thereon and categorise them in accordance with the applicable provisions of the CSMOP, as follows:

- i. **Category 'A' – Keep and microfilm:** files which qualify for permanent preservation for administrative purposes and require microfilming as the original is required to be preserved intact or the material is likely to be required for frequent reference; and files of historical importance;
- ii. **Category 'B' – Keep but do not microfilm:** files required for permanent preservation for administrative purposes, but which do not require microfilming;
- iii. **Category 'C' – Keep for specified period only:** files of secondary importance having reference value for a limited period not exceeding 10 years. In the case of Category 'C' files, the prescribed retention period and year of review/weeding/destruction shall also be indicated.

In this regard, Category 'A' and 'B' files shall be properly indexed at the time of recording. Recorded files shall be kept in the concerned sections/desks for not more than one year, after which they shall be transferred to the Departmental Record Room.

Category 'C' files shall be reviewed on expiry of the specified retention period and weeded out unless there are sufficient grounds warranting their further retention. Records not falling within the definition of file, such as publications, orders, etc., shall also be periodically reviewed and those no longer required shall be weeded out.

Additionally, Departments/Organizations may undertake a special drive annually for recording/reviewing Category 'C' files and weeding out those no longer required, so as to reduce the volume of records retained without any significant need for their retention.

In respect of eFiles, an electronic file on which action is complete shall be closed and kept in a separate closed folder, with the approval of the competent authority. The eFiles shall be categorised and retained in accordance with the applicable provisions of the latest CSMOP.

Besides following the applicable principles and provisions of the Central Secretariat Manual of Office Procedure, each Department shall issue Departmental instructions to regulate the recording and reviewing of records.

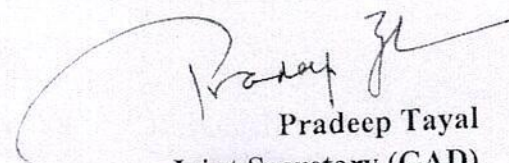
The Departments shall take necessary action accordingly and comply with the above instructions.

-sd-

(Navin Kumar Choudhary)
Addl. Chief Secretary (GAD)

Copy to:

1. All Addl. Chief Secretaries/Principal Secretaries / Secretaries / Heads of Departments, GNCT of Delhi.
2. All Heads of Autonomous Bodies / Boards / Corporations / PSUs under GNCT of Delhi.
3. Staff Officer to Chief Secretary, Government of NCT of Delhi, 5th Level, Delhi Secretariat.
4. Guard File.


Pradeep Tayal
Joint Secretary (GAD)

GOVERNMENT OF N.C.T. OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
LEVEL-II, A WING, DELHI SECRETARIAT
NEW DELHI-110002

Diary No. P-606 (H)
Date 02/09/26
To the C.E.O. (DUSIB)
N.C.T. of Delhi

F.No. GAD-A034/3/2024-Admin-GAD/ 35444

Dated: 02/09/2026

CIRCULAR

Subject: Mandatory wearing/display of Identity Cards by all Officers/Officials of GNCTD

It has been observed that some Officers/Officials of the Government of N.C.T. of Delhi are not wearing/displaying their official Identity Cards while attending office.

In order to ensure proper identification of Officers/Officials and to maintain discipline and security, it is directed that all Officers/Officials of all Departments of the Government of N.C.T. of Delhi shall compulsorily wear/display their valid official Identity Cards during office hours. The Identity Card should be worn in such a manner that it remains clearly visible for the purpose of identification.

Officers/Officials who have not been issued an Identity Card, or whose Identity Card has been lost, damaged or requires replacement/renewal, shall immediately bring the matter to the notice of the concerned Department/Branch/Section for taking necessary action.

All Heads of Departments/Head of Offices and Branch Officers/Section in-charges shall ensure strict compliance with the above instructions by the Officers/Officials working under their respective control.

Any lapse in compliance with these instructions shall be viewed seriously.

This is issued with the prior approval of the Competent Authority.

(Pradeep Tayal)
Joint Secretary (GAD)

Dated: 02/09/2026

F.No. GAD-A034/3/2024-Admin-GAD/ 35444

Copy to:-

1. Secretary(s) to Hon'ble Chief Minister, Delhi Sectt. New Delhi.
2. Secretaries to all Hon'ble Ministers, Delhi Sectt. New Delhi.
3. All Additional Chief Secretaries/Principal Secretaries/Secretaries, New Delhi-with the request to bring the contents of this circular to the knowledge of the officers & officials working in their departments.
4. Staff Officer to Chief Secretary, Delhi, Delhi Sectt. New Delhi.
5. P.S. to Additional Chief Secretary (GAD), Delhi Sectt. New Delhi.
6. Guard file.