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भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
(सड़क परिवहन और राजमार्ग मंत्रालय)
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(Ministry of Road Transport and Highways)

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No: 11041/236/2002-Admn

18.8.2011

CIRCULAR

Sub: **Streamlining the System of Maintenance of Records.**

1. For streamlining of the record keeping in the Authority, it has been decided that the concerned Managers dealing with individual subjects shall be responsible for upkeep and maintenance of records pertaining to their subject. Allocation of subjects to individual Manager within a Division is to be made by the Head of the Division, by issuing a formal order of work allocation to Managers under him.

2. The designated Managers shall be required to maintain relevant files including classified files on individual subjects with enclosures and notings duly numbered and accounted for. They shall also be required to maintain registers of files and records of handing / taking over of files. They may take help of their sub-ordinating staff for this, but final responsibility for records will be that of Manager concerned only.

3. The concerned Managers dealing with the individual subjects will be deemed to have been designated as Record Officers for their Division. The respective Head of Divisions are to conduct inspections regarding record keeping atleast on a quarterly basis so as to ensure that Records are being maintained properly.

(P C Grover)
Chief General Manager(Admn)

To:

- (i) All Officers at HQs
- (ii) All ZOs / ROs / PIUs / CMUs