

No. 11014/1/2017-GeM 2
Government of India
Ministry of Commerce and Industry
Department of Commerce (Supply Division)
Directorate General of Supplies & Disposals

Jeevan Tara Building, Sansad Marg, New Delhi-110001

Dt: 7th July 2017

Subject: Completion of Special drive for Record Management and Scanning and Digitization of files/ documents – Reg.

Please refer to the on-going correspondence regarding conduct of Special drive for Record Management and the directions of Director General, DGS&D during the meeting held on the above subject.

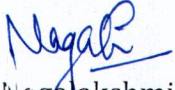
2. I am to convey that all the Directorates, Divisions and Regional offices shall complete the special drive for Record Management after adhering to prevailing norms including that of Record Retention Schedule and intimate the position.

3. Further all the Regional offices may make efforts to on-board vendors for scanning and digitization in their respective areas and also undertake the scanning and digitization of documents/files adhering to following criteria:

- i) retain physical documents/ files where litigation/ arbitration cases exist;
- ii) digitize the physical documents/ files to be retained as per Record Retention Schedule of DoPT or DGS&D (whichever is applicable) **with due certificate from the concerned officer of the rank not below Director stating that the scanned documents/ files are true copy of the original.**

4. All the Directorates, Divisions and Regional offices are requested to undertake above task and provide compliance report by 17th July 2017.

5. This issues with the approval of Commerce Secretary.


(D S Nagalakshmi)
Deputy Director (GeM 2)

To

All officers/ sections in Headquarters

All Regional Offices