

(9)

MOST IMMEDIATE
Important Matter

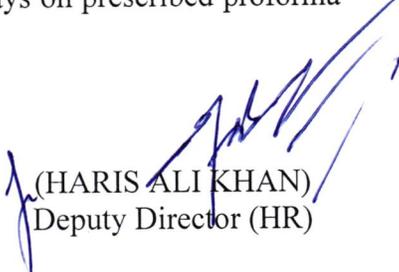
No.F.1-1/2020-ACR
PAKISTAN AGRICULTURAL RESEARCH COUNCIL
Directorate of Establishment

Islamabad the 08th May, 2025

Subject:- **RECORDING, INDEXING OF FILES AND WEEDING OUT OF OLD RECORDS IN VARIOUS MINISTRIES/DIVISIONS**

The undersigned is directed to refer to Section Officer (Coord), M/o NFS&R, GoP's letter No. F.10-3/2025-Coord (info) dated 08-04-2025.

2. The Establishment Division, GoP is entrusted with the responsibility to compile a consolidated report for the entire Federal Government on the aforementioned subject for onward transmission to Cabinet Division, GoP and other relevant forums on quarterly basis.
3. It is, therefore, requested that report for the period from 01-01-2025 to 31-03-2025 (quarterly basis) may kindly be furnished within 03 days on prescribed proforma positively for onward transmission to quarter concerned.
4. Matter may be treated as "most urgent".


(HARIS ALI KHAN)
Deputy Director (HR)

Distribution:

- All Technical Members (Finance/PSD/C&M/NRD/SSD/ASD), PARC
- Director Generals, (P&DD/AED/NARC/PARC-BARDQ/PARC-SARC, Karachi/PARC-MARC, Gilgit) *(are requested to consolidate and manage relevant data of their respective research establishment/Divisions/Directorates as supervising)*
- Secretary (Council), PARC
- Director/In-charge (Works/Logistic/PR&P/MIS&ICT/HRD/Legal Affairs/Technical), PARC
- Director (MIS&ICT), PARC *(with the request to upload the same at PARC website)*
- The Incharge/Director (PARC-RRI, KSK/PARC-LRI/HRI, Turbat/PARC-HRI, Khuzdar/ PARC-CARI, Lasebella/PARC-ARI, Jaffarabad/PARC-AZRI, Umerkot/SSRI/ARI, Tandojam/PARC-W&AWM, Tandojam/PARC-NTHRI, Shinkiari/PARC-NSTHRI, Thatta/SSRI-ARI, AJK/PARC-SSRI, Faisalabad/PARC-PR&TS, Multan/PARC-SSRI/ARI, Peshawar/PARC-AZRC, D.I. Khan/PARC-AZRI, Bahawalpur
- Assistant Director (Estt-I/II/III)/(Recruitment Section)/(O&M Section)/(DPC Section),PARC

C.C

- TSO to Chairman, PARC

Network Admin (AIS) / Web Master



PAKISTAN AGRICULTURAL RESEARCH COUNCIL

Quarterly Progress Report for Recording/Indexing of Files and Weeding out of Old Records
File Quarter Covering the period from _____

Name _____ of _____ Technical _____ Division/Directorate _____ etc.

Category of Files	Recording and Indexing of Files			Weeding out of Old Record			Remarks
	No. of files to be recorded	No. of files actually recorded/indexing during the quarter	Balance to be recorded	No. of files to be weed out	No. of files actually weeded out during the quarter	Balance to be weeded out	
A*							
B*							
C*							
D*							
Total							

**The list to be submitted concerned Technical Division/Director/In-charge, PARC as per their supervising authority.*

Signature of Officer

.....

Date _____

Phone Number _____

* "A" category shall include vital records of permanent value, which are irreplaceable and have to be preserved with the utmost care.
 * "B" category shall include all those files which are not important enough to be preserved permanently but are important enough to be retained for a period of ten or more years depending upon the extent of their utility.
 * "C" category shall include files which have limited utility and which may be required for only a few (3 to 9) years.
 * "D" category shall include papers of routine or ephemeral nature, which are not likely to be required beyond a period of three years.
 (Complete detail is available in Secretariat instruction-2021 and letter No.F.1-1/2020-ACR dated 14-03-2023)

DETAIL GUIDELINES

(I)Category-A (Permanent Records); this category shall include vital records of permanent value, which are irreplaceable and have to be preserved with the utmost care. As a general rule, the following types of non-current record shall be classified under this category for preservation, after completing five years of their life:-

- i) Files containing discussions or orders on important matters of policy, legislation, rules and regulations.
- ii) Files embracing minutes.
- iii) State documents such as treaties and agreements with foreign countries.
- iv) Files containing orders establishing important precedents that are likely to be required frequently for reference over a long period.
- v) Files relating to individuals whose importance warrant retention of their cases permanently.
- vi) The files, embracing data about economy, population, trade, education, manpower, agricultures, etc.
- vii) File giving information about politics, law, land, science, economy and foreign relation etc.
- viii) Files embracing surveys.
- ix) Files about Commissions, Committees and projects.
- x) Files giving information about establishment expansions or ligament of an organization and progress reports of its activities.
- xi) Files bearing research value.
- xii) One copy of each publication produced by any public office.

(II)Category-B (Records to be retained for 10 or more years); this category shall include all those files which are not important enough to be preserved permanently but are important enough to be retained for a period of ten or more years depending upon the extent of their utility. Service records of the Government servants should be classified under this category. These files should be transferred to the Record Room after having been kept in the Section concerned. These files should be recorded, indexed and retained until destroyed.

(III)Category-C (Records to be retained for 3 to 9 years); this category shall include files which have limited utility and which may be required for only a few years. These files will also be transferred to the Record Room after having been kept in the Section concerned. These files should be recorded, indexed and retained until destroyed or specific period.

(IV)Category-D (Records to be retained for less than 3 years); this category shall include papers of routine or ephemeral nature, which are not likely to be required beyond a period of three years. The files/record marked category "D" when decided for destruction on a reference by the creating agency non-current destroyable category "D" record's lists on Archival format will be submitted to NAP for Review Process.