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MOST IMMEDIATE
Important Matter

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

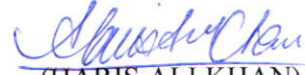
Islamabad the 27th September, 2024

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.4-1/2024-Coord dated 06-09-2024. 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.

2. It is, therefore, requested that report for the period from 01-10-2022 to 30-06-2024 (quarterly basis) may kindly be furnished on prescribed proforma (overleaf) **today before closing hours** positively for onward transmission to quarter concerned.

3. The matter may be treated as "most urgent".


(HARIS ALI KHAN)
Deputy Director (HR)


Distribution:

- All Technical Members (Finance)/(C&M)/(PSD)/(NRD)/(SSD)/(ASD), PARC (are requested to consolidate and manage relevant data of their respective research establishments/Divisions/Directorates as supervising)
- All Director Generals, (P&DD)/(AED, PARC)/NARC (are requested to consolidate and manage relevant data of their respective research establishment/Divisions/Directorates as supervising)
- Secretary (Council), PARC (is requested to consolidate and manage relevant data of their respective Directorates/Sections as supervising)
- ✓ Director (Establishment)/(HRD)/(Procurement)/(Logistics)/(PR & Protocol)/(ICT&MIS)/(Works), PARC
- Director (Scientific Communication & Publication), NARC (with the request to upload the same at PARC website)
- Assistant Director (Estt-I/II/III)/(Recruitment Section)/(O&M Section)/(DPC Section), PARC

C.C:

- TSO to Chairman, PARC

Network Admin (MIS)


27-9-24

27/9/24
MIS/CT, PARC
Diary No.
Dated: 27-9-24

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 Technical Member/Director.....

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)