

File No.I.11011/72018-General  
Government of India  
Ministry of Health & F.W.  
Directorate General of Health Services  
(General Section)

Nirman Bhawan, New Delhi  
Dated the 1<sup>st</sup> December, 2020

**OFFICE MEMORANDUM**


Subject: Central Vista Redevelopment Project-Review of Physical files-Reg.

The undersigned is directed to refer to Ministry's O.M. No. Z.28012/01/2020- Estt.I dated 01.12.2020 on the subject mentioned above and to say that Ministry of Housing and Urban Affairs is actively considering a proposal for redevelopment of Central Vista. Nirman Bhawan is going to be vacated very soon and some limited space would be provided by Ministry of Housing and Urban Affairs till the completion of Central Vista Project so that the daily official secretariat work does not hamper. **It is also learnt that no additional space for keeping up the physical files would be provided in the temporary arrangement.**

2. In view of the above, all the concerned Deputy Directors/Section Officers are advised to review their physical files available in the Section as well as in the Record Room of this Directorate as per the Record Retention Schedule and **furnish the weekly report in the prescribed format given below:-**

Name of Division/Section	Total Number active Physical file(s)	No. of Physical file (s) reviewed/weed out as per Record retention Schedule during this week	Total no. of physical files left after review	Target date by which the review of physical files is to be completed

3. It is also requested that the files kept in Record Room may also be reviewed/weeded out in accordance with Record Retention Schedule by the Concerned Division/Section to create some space for keeping urgent files.

  
01/12/2020  
(Sanjay Katiyar)  
Dy. Director (Genl)  
23063539

To  
All SOs/Dy. Directors, Dte.GHS

Copy also to:  
All the Directors in Dte.GHS

Copy for information to:  
PS to JS(SKJ)