



All India Institute of Medical Sciences
Store Section (DO)

Ansari Nagar, New Delhi
Email: asodoaiims@gmail.com

F.No.XX-09/SO(DO)/Record Management/2021-22/St.

16th September, 2021

Sub: The Record Retention Schedule in respect of records, common to all Ministries/ Departments, 2012 issued by DOAR & PG, GOI & circulation of policy at AIIMS thereof.

Store Section (DO) is in the process of finalization of Tender Enquiry Document for hiring of record management services at AIIMS. During the TSEC meeting, it was decided by the Committee that to assess the actual quantum of records, the Record Retention Schedule (Policy) as circulated by DOAR & PG, Govt. of India, circulated to all the Deptt., Units & Officers of the AIIMS for their action. For the detailed policy/guidelines, you may visit <https://darpg.gov.in/sites/default/files/RRS WC.pdf>.

RECEIVED
Computer Facility

16 SEP 2021

16/9/2021
Sr. Stores Officer (DO)

Distribution:

1. Professor In-charge (Computer Facility): With the request to upload the same on AIIMS website and also send through email to all Chief/ HoD Deptt./ M.S./Centres/Store Section.
2. Dr. Sidhartha Satpathy : for kind information please.
HoD, Hospital Administration &
Chairman (TSEC) Record Management

MS Ankita Saini
Akhari
17.9.21.