

GOVERNOR'S SECRETARIAT
UTTAR PRADESH

(S)

No: G-4543/GS
Dated: November 11, 2020

OFFICE MEMORANDUM

Detailed instructions were issued vide this secretariat's OM.No G-2617/GS dated July 18, 2006 regarding weeding rules for Governor's Secretariat. Since then, some new issues were brought into notice and they need to be resolved. Opinions of all concerned officers was sought vide letter no G-3792 dated 24.09.2020 and finally meeting was held on 13.10.2020 for deliberations on the inputs received. After due deliberation on the subject, the following addendum to the previous OM dated 18.07.2006 is issued and it will come into force with immediate effect:-

- A. The following records shall be retained in the Governor's Secretariat for the periods mentioned against each:-

S No	Description of record	Period of retention
1	Vice-Chancellor's Conference	10 Years
2	Reference cases from various universities	10 Years after disposal
3	Governor's conference	Permanently
4	Files relating to legal opinions pertaining to premature release of prisoners	15 years
5	Purchases & Repairs to Computer and related hardware and other electronic equipments/gadgets etc.	20 Years
6	Files relating to Annual Maintenance Contract	05 Years
7	President's permission of Governor's visit outside state	01 Year after the tenure of Governor
8	Tour programme of Governor	01 Year after the tenure of Governor
9	Governor's visitor register	01 Year after the tenure of Governor
10	Daily engagements of Governor	01 Year after the tenure of Governor
11	Files relating to national festivals and annual programmes at Raj Bhavan.	05 Years
12	Independent files about minutes of the meeting	03 Years
13	Biodata of applicants for selection of Vice Chancellors	05 Years
14	Biodata of appointments of High Court Judges	05 Years

- B. The files/records pertaining to any scam, embezzlement, audit paras, subjudice matters and any such issues pending, will not be weeded out. They can be weeded out only after

the issues are closed and finally disposed of as per procedure laid down in Office Memorandums.

- C. The provisions of previous OM No G-2617/GS dated 18.07.2006 will stand modified accordingly and remaining provisions of previous OM No G-2617/GS dated 18.07.2006 will stand as they are in effect.

(Mahesh Kumar Gupta)

Additional Chief Secretary to the Governor, UP

No. G-4549/20-G-1-19-GS/2003, dated: November 11, 2020

Copy forwarded for necessary action to:-

- 1- All Gazetted Officers of the Governor's Secretariat, U.P.
- 2- All Review and Assistant Review Officers.
- 3- All Review and Assistant Review Officer(Account).
- 4- Gaurd File.

(Badri Nath Singh)

Special Secretary to Governor, UP