



GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION DEPARTMENT
DISPUR::GUWAHATI-6

Block-A, 2nd Floor, Janata Bhawan, email-ID: gad.assam@gov.in, Website: <https://www.gad.assam.gov.in>

ORDERs BY THE GOVERNOR
NOTIFICATION

Dated the 1st February, 2022
18th Magha, 1428 Bhaskarabda

No.GAG(A)190/2017/105: In the interest of Public Service, the Governor of Assam is pleased to constitute the “Record Retention Schedule Committee” in connection with “MISSION SADBHAWANA” with the following members to draft the Record Retention Schedule (RRS) for Government of Assam which will be implemented across the State of Assam in a time bound manner.

- 1) Smti Archana Verma, IAS, Principal Secretary, Administrative Reforms and Training Department
--- Chairperson
- 2) One Officer not below the rank of Joint Secretary from Home Department
---- Member
- 3) One Officer not below the rank of Joint Secretary from Education Department
---- Member
- 4) Shri Bubul Lekharu, ACS Joint Secretary, General Administration Department
---- Member
- 5) One Officer not below the rank of Joint Secretary from Personnel Department
---- Member
- 6) Shri Madhaw Prasad Sarma, OSD, Revenue & DM Department
---- Member
- 7) Senior FA of General Administration Department
---- Member
- 8) Senior FA of Administrative Reforms and Training Department
---- Member
- 9) One Officer not below the rank of Joint Secretary from Administrative Reforms and Training Department
---- Member Secretary

The Committee will examine the manuals of Government of India, Government of Gujarat, manuals of other States regarding Record Retention Schedule (RRS) and the existing procedure of Government of Assam and the Committee will propose a Comprehensive Record Retention Schedule for the State of Assam by 10th of February, 2022.

Sd/- (Avinash Joshi, IAS)
Principal Secretary to the Govt. of Assam,
General Administration Department

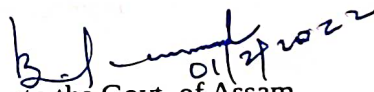
Dated the 1st February, 2022

Memo No.GAG(A)190/2017/105-A

Copy to:

1. The Commissioner & Secretary to the Governor of Assam, Kharghuli Guwahati-1
2. The Principal Secretary to Hon'ble Chief Minister, Assam, Dispur, Guwahati-6.
3. All P. S.s to Minister's/Ministers of State, Assam, Dispur, Guwahati-6.
4. The Principal Secretary, Assam Legislative Assembly, Dispur.
5. S.O. to Chief Secretary, Assam, Dispur, Guwahati-6
6. Media Adviser to Hon'ble Chief Minister, Assam.
7. P.S.s to all Principal Secretaries/ Commissioner & Secretaries/Secretaries, Assam, Dispur, Guwahati-6.
8. All Departments of Assam Secretariat, Dispur, Guwahati-6.
10. All Members of the Committee. Hard copy of Government of India and Govt. of Gujrat Record Retention Schedule, along with English translation are enclosed for Chairperson.
11. Copy for uploading in the website.

By order etc.,


01/2/2022
Joint Secretary to the Govt. of Assam,
General Administration Department