



Government of Goa
Administrative Reforms Department
Secretariat Porvorim-Goa

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No. 3/4/2024-ARD / 334

Dated: 08/08/2024

OFFICE MEMORANDUM

Record management has great importance in the present day of Office Management. In order to streamline the records, Government hereby adopts, Record Retention Schedule in respect of records common to all Ministries/ Departments 2012 of the Department of Administrative Reforms & Public Grievances, Government of India, New Delhi.

Record Retention Schedule is published in the Official Website of Government of India viz. darpg.gov.in/relatedlinks/rules-manuals-achieve.

This issues with the approval of the Government.

(Manthan Manoj Naik)
Under Secretary (AR)

To,

1. All Secretaries to the Government.
2. All Departments in the Secretariat.
3. All Heads of Departments/Offices
4. All Corporations/Autonomous Bodies.