

MOST URGENT
TIME BOUND

Through E-mail

No. 01/02/2026-3DCU
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S ORGANISATION
GENERAL ADMINISTRATION DEPARTMENT
(Delay Checking Unit)

Dated, Chandigarh the, 27 March, 2026

To

1. All the Administrative Secretaries to Govt. of Haryana.
2. All the Head of Department in Haryana.
3. All the Chief Administrators and Managing Directors of Boards/Corporations in Haryana.
4. All the Divisional Commissioners & Deputy Commissioners in the State of Haryana.
5. All the Registrar of Universities in Haryana.

Subject: Regarding one week Special Campaign for weeding out of office records and disposal of Redundant/Unusable office furniture in all the Government offices of Haryana - w.e.f. 01.04.2026 to 08.04.2026.

R/Sir/Madam

I am directed to invite your kind attention to the subject cited above and to inform that the State Government has decided to organize a special campaign for one week starting from 01st April, 2026 to 08th April, 2026 in the State of Haryana in all the Government offices / departments including their attached/subordinate offices/officials for weeding out of old office records as per applicable rules/guidelines and for condemnation/disposal of redundant and unusable office furniture across all offices in the State. It is, therefore, requested to adhere to the Record Management and Record Retention Schedule (Chapter-XI) and the prescribed procedure available on the official website of the Chief Secretary, Haryana (<http://csharyana.gov.in/>), including the detailed guidelines accessible at: <https://csharyana.gov.in/WriteReadData/Instructions/Research-Unit/15388.pdf>.

These instructions/guidelines may please be brought to the notice of all concerned for strict compliance in letter and spirit.

Yours faithfully,


Dy. Superintendent, DCU
for Chief Secretary to Government Haryana