



STATE ELECTION COMMISSION, KERALA
THIRUVANANTHAPURAM-695033

No. A1/2/2023-SEC

Date:17-03-2023

CIRCULAR

Sub:- State Election Commission - Transfer of Disposals and Registers to the Records Section - Reg.

Ref:- 1.Order No. A1-27588-2019-SEC dated 20.12.2019
2.Office Order No.06/2021/SEC dated 10.06.2022
3.Circular No.A1/2/2023/SEC dated 24.01.2023

As per the Office Order referred as 2nd paper above, detailed guidelines have been issued regarding the maintenance of disposed files, Registers, Election Materials, Electronic/ Electrical items, Computer Peripherals etc. It has been decided to complete the scanning of files which are to be retained and destroy the files which are not to be retained by 20.04.2023.

In the circumstances, all the sections are informed to handover the files that are identified to be retained, to the Records Section on or before 20.03.2023, following the instructions issued in the Office Order referred above. Assistant attached to Records Section should maintain a Register of the records received and should arrange the files in the Records Section year wise, with the help of the Office Attendant attached to the Records Section.

All sections are also informed to go through the files to be destroyed and get the sanction of the concerned Nodal Officers and prepare a list of files to be destroyed. The list of files to be destroyed shall be furnished to 'A' section on or before 10.04.2023. There after steps will be taken to destroy the files and to auction the same.

A.Santhosh
Secretary

All Sections
All Officers
Stock File/Office Copy
Copy to:
PS to Commissioner
CA to Commissioner
CA to Secretary