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37 (343) 7101

Copy of Circular Memorandum No. 31395/65/67/Edn. dated 29--6--1967 from the Deputy Secretary, Education (E) Department, Trivandrum, to the Heads of Departments.

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Sub:- Expert opinion - Importance of preserving data and working sheets on the basis of which opinion is preserved -

Ref:- From the Director of Vigilance Investigation letter No. CC (D) 8808/67-8 dated 11--4--1967.

An instance of failure on the part of an Institution to preserve the data and record sheets of the findings on which expert opinion was given by their staff has been brought to the notice of Government. This is a serious omission since no expert opinion which is unsupported by adequate data can be accepted for any authentic purpose. On considering the question Government order that whenever any expert opinion is furnished by any Government servant, the detailed data and record sheets relating to the findings which form the basis of the opinion should be preserved for a minimum period of three years subject to the following conditions.

(a) Where a different period of retention is already approved by Government such period will continue to apply.

(b) Where the data is recorded in a prescribed Register maintained continuously under prescribed Departmental orders, the Register will be kept in safe custody by the appropriate authority.

(c) Where the data and record sheets are prepared separately and not in a prescribed register maintained as mentioned in (b) above these should immediately be signed and submitted to the head of the office for safe custody as part of the records of the office.

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Endt. on (B2) D.Dis.25034/67 dated 12-7-1967.

Copy communicated to all Conservators of Forests, Divisional Forest Officers, Assistant Conservators of Forests, Working Plan Officers, Wild Life Preservation Officers, Silvicultural Research Officer, Forest Utilization Officer and Principal.

Copy to all Officers and Section Heads in the Office.
Copy to B2 and B3 Stock file.

Chief Conservator's
Office, Trivandrum.

SD/-
For Chief Conservator of Forests.

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Endt. on R-13182/67 (K.Dis.) dated 7--8--1967.

Copy to Stock File.

SD/- Conservator of Forests.