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Sub: Guidelines for Disposal of Old IDSP Reporting Formats (S/P/L) at DSU-Reg

Dear SSOs

Central Surveillance Unit was getting queries from many States regarding the period for which the District have to retain the old IDSP Formats (S/P/L), as the districts were facing difficulties in retaining these formats for scarcity of space.

Keeping in view, it has been decided that:

- All the hard copies of weekly IDSP Reporting Formats (S,P,L) received from the Reporting Units at DSU may be retained for the current calendar year and two previous calendar years only and may be weeded out prior to that period (i.e. at present SPL formats for the year 2008 and prior to that may be weeded out). However, DSO must ensure that reporting unit wise soft copy (Excel/Portal) of SPL data for all the years is available.
- The hard copy of outbreak/ EWS for all the years should be maintained/ preserved.
- The compiled reports of cases of SPL data prepared at DSU should not be weeded out for any period.

This is for your kind information and necessary action please.

Yours sincerely

Pradeep Khasnobis
(Dr Pradeep Khasnobis)

Copy also for information to : (i) PS to JS (PH), MoH&FW
(ii) PS to Director, NCDC & PD, IDSP