

Important Circular

No.R/12/Weeding out/Vol-II
Office of the CDA Guwahati
"Udayan Vihar", Narangi,
Guwahati – 781171
Dated : 19/08/2017

To

- (1) The officer –in-charge of all Sections/Groups in Main Office
- (2) The officer-in-charge of all Sub-Offices

Subject :- Weeding out of time barred records – Personal Target thereof.

The perspective plan to make the process of weeding out of time barred records current has already been circulated to all the Sections/Groups of Main Office, CDA Guwahati and all the Sub-Offices vide this office Important Circular bearing No. even dated 27.02.2017 (uploaded in CDA Guwahati website & hard copy sent through TTB/Post Office) wherein the procedures for weeding out of time barred records have been enumerated.

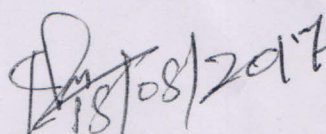
Weeding out of time barred records is one of the Personal Targets fixed by the HQrs. Office, Delhi Cantt. for the current year of 2017-18 as fixed in earlier year and a quarterly report for achievement of target for each quarter of the year is required to be sent to HQrs. Office. In the first quarter of this year i.e. QE 06/2017, the status report had been received from three section/group of Main Office viz. AN/III, D & E/III and from three sub-offices viz. ALAO 313 Coy(ASC), ALAO FSD Missamari & ALAO FSD Dahung only.

It is, therefore, requested to all the concerned that the necessary action may please be taken on priority to weed out the time barred records and the status report of the quarter may please be furnished to this office at the end of each quarter without fail i.e. the status report is required to furnish in first week of the next month after end of each quarter positively. NIL report may also please be furnished. Due care may be taken to ensure that the laid down procedure for weeding out of records is strictly followed.

In view of above, effort may please be taken by all the officers-in-charge of respective sections/groups of MO and the sub-offices so that the laid down target may be achieved by this organisation by last quarter of the year. Further, the officers-in-charge of those sub-offices who failed to carry out the process of weeding out of time barred records in last year should be more cautious so that time barred records held at their end is weeded out in this year.

This may be accorded **Top Priority**.

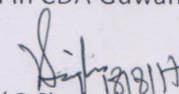
CDA has seen.


(J.N. Doley)
ACDA
Group Officer(R)

Copy to :-

The officer-in-charge, EDP(Local)

- It is requested to upload in CDA Guwahati website.


(R. Singha)
Sr. AO(R)