



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171
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No. R/12/WEEDING OUT/Vol-III

Date: 06.07.2026

REMINDER-I

(Through CDA Guwahati Website)

To

✓ All Officers-in-Charge of Sections of Main Office, CDA Guwahati

Subject: Disposal of old Records pertaining to the respective sections.

Reference: Circular No. 01 vide letter No. R/12/WEEDING OUT/Vol-III dated 07-04-2026

Reference is invited to the aforementioned **Circular No. 1 vide** which a list of time-barred files and documents were called for as per **Para 523 of OM Part – 1 (Edition 2012)**, for subsequent weeding out of the eligible documents by 06 May 2026.

No communication in that regard has been received from any of the MO Sections as yet. However, in anticipation of accumulation of a number of such files and documents in various Sections as would be 'no longer useful', it is requested to furnish the details of such documents, as early as possible, so that weeding out may be carried out upon their receipt.

Additionally, a list of documents/ files eligible to be archived at the **National Archives of India (NAI)**, as required **vide CGDA letter No. AN-III/3012/Special campaign 5.0/Vol-II dated 29-01-2026**, may also be provided. Sections may kindly forward a NIL report in the case of non-availability of such documents.

Please accord PRIORITY.

GO(Records)has seen.


Sr. Accounts Officer/ Records

Copy to:

1. The Officer-in-Charge – IT & SW : With a request to upload the Reminder on CDA Guwahati website for wide promulgation
2. The Officer-in-Charge – AN/IV : For information please.


Sr. Accounts Officer/ Records