

No. R/12/Weeding out/Vol-II
Office of the CDA
Udayan Vihar, Narangi
Guwahati – 781171
Date: 12/09/2022

To

- 1 All Section in Main Office.
- 2 All Sub offices.

Subject: Weeding out of old time barred documents.

Reference: This office circular No. R/12/Weeding out/Vol-II Dated: 28/04/2021, & even No. dated 8.11.2021 & 28.06.2022 (Circulars uploaded in CDA Guwahati official website)

With reference to above, it is intimated that the subject report from many sub-offices as well as sections of main office are still awaited. This results in delay in submission of reports.

It is once again reiterated that the item weeding out of old records has been selected/fixed as one of the CDA's Personal Target by HQrs. office. In order to ensure achievement of target, it is requested to submit the subject report at the earliest.

Further, in order to establish a monitoring mechanism in the work related to upkeep and maintenance of records, it has been decided to introduce a report on the status of old record viz. records shifted to old records, old records destroyed etc. The report in this respect may be forwarded to this office quarterly with first report to be received in this office by 7th of October 2022.

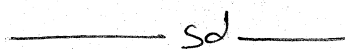
Please accord priority.



Accounts Officer (R Section)

Copy to:

The Officer-in-Charge,---- It is requested to upload on CDA Guwahati website.
EDP Section (Local)



Accounts Officer (R Section)