

**Most Important Circular**

No. R/12/Weeding out/Vol-II  
Office of the CDA  
Udayan Vihar, Narangi  
Guwahati-781171  
Date: 20/01/2017

To

- (1) All AOs GE / AGE (I) /CCE (Excluding AO AGE (I) Rangia, AO GE 872 EWS, AO GE Guwahati, AO GE Narangi, AO CCE (A)No. 2 Missamari & AO CCE (A) No. 3 Narangi)
- (2) All LAOs/ALAOs (Excluding LAO (A) jorhat , LAO (A) Narangi, LAO 222 ABOD, ALAO (FSD) Missamari, ALAO SD Bhalukmara, ALAO (FSD) Dahung, ALAO (FSD) Rangia, SD Silchar, ALAO 1 ABW & ALAO 313 Coy)
- (3) All AAOs BSO/ DEO

(Post copy to be issued by name to the officer-in-charge)

Subject: - Weeding out of old time barred documents.

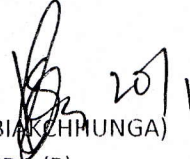
Reference: - This office circular no. R/12/Weeding out /Vol-I dated 14.03.2016 and reminders dated 17.06.2016, 27.09.2016 & 21.12.2016 (Circulars displayed in CDA Guwahati official website and hard copy sent by post).

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With reference to above, it is again requested to submit the completion report including Nil report expeditiously so that the report should be reached in this office latest by 31<sup>st</sup> March, 2017.


It is reiterated that the process of weeding out of old time barred documents is one of the generic target fixed by the HQrs Office, Delhi Cantt. for the year 2016-2017. So the effort may please be taken to complete the process within the last quarter of 2016-2017 i.e. QE 03/2017 to enable to achieve 100% target by the organization of CDA Guwahati. Failure to complete the process within the prescribed time limit will be reflected in APAR for 2016-2017 of the concerned officials.

CDA has seen.

  
(K. LALBIAKZHUNGA)  
ACDA (R)

Copy to:

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

  
(R.SINGHA)  
Sr. A.O. (R)