

Dated: - 18/07/2011.

Read :- 1) Circular No.8-6-68-CVD dated 14/11/1969.  
2) Circular No.1-2-82-Record-GAD-III dated 15/02/2002

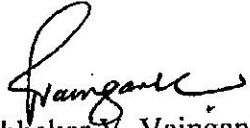
### C I R C U L A R

Attention is invited to the circulars read in preamble wherein guidelines have been issued for weeding out the old and unwanted records.

Now, it has been observed that most of the Government Departments/Offices are piling up their old records, files, etc. on the gallery of the Offices where they are based. Recently one such incident has been brought to the notice of this Department through the photo picture appeared in one of the local daily dated 31/05/2011 wherein one of the Government Offices based in the Junta House Building has piled up bundles of files including chairs, fans etc in the gallery.

All Heads of Department/Offices are therefore, requested that the weeding of old records be carried out in their respective Departments/Offices and ensure that no unwanted/old records files etc, are piled on the gallery of Departments/Offices where they are based.

Copies of the Circulars read in preamble are annexed hereto for carrying out the weeding. The weeding should be carried out as per the guidelines issued vide Circular No.8-6-68-CVD dated 14/11/1969 on priority.

  
(Prabhakar V. Vaingankar)  
Under Secretary (GA)

Encl:- As above.

To,

1. All Heads of Departments/Offices.
2. Guard file.
3. Office Copy