

No. 1-2-82-Record/GAD-III
Government of Goa,
General Administration Department,
Secretariat, Panaji.

Dated: 15.2.2002.

C I R C U L A R

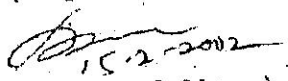
Attention of all Heads of Departments/Offices is invited to the instructions issued from time to time regarding weeding of old records in Government Departments. Some of the Departments/Offices have informed that they do not have copies of existing guideline to carry out the weeding of old records. A copy of guidelines issued vide circular No.8-6-68-CVD dated 14.11.1969 is therefore, enclosed herewith.

It has now been decided that all the Departments/Offices should weed out the old and unwanted record as per above guidelines before 30th April, 2002.

After the above deadline Chief Secretary/Secretaries of the concerned Department will carry out surprise physical inspections and Heads of Departments/Offices who have not complied with the above instructions shall attract disciplinary action.

In view of above, all the Heads of Departments/Offices/ all Branch officers in the Secretariat are requested to ensure that the weeding of old records is carried out in their offices on priority basis. A compliance report in this regard should be submitted to General Administration Department on or before 30/4/2002 positively.

This issues with the approval of Secretary(GA).


(M. F. Tendulkar)
Under Secretary(GA)

Encl: As above.

To,

1. All Heads of Departments/offices.
2. All Secretariat Departments.