

THE CONTROLLER OF DEFENCE ACCOUNTS

RIDGE ROAD, JABALPUR (M.P.) - 482001

CIRCULAR

No.-CDA/R /3925/Weeding out

Date: 22.07.2021

To

Officer I/c
All Section
CDA Jabalpur

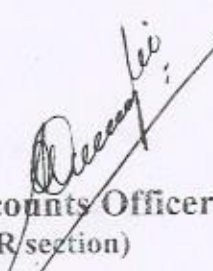
Sub: Weeding out of old Records/documents.

With reference to aforementioned subject, it is informed that Hon'ble CDA has set up a 'Board of Officer' vide office Note AN/II/703/Misc/Records Dtd. 19.11.2020 and instruction issued vide letter No. AN/III/703/Misc Records dated 20.11.2020 (Copy enclosed) for weeding out of old Records/ documents.

It is therefore requested to ensure weeding out of old records, held in various sections, in accordance with the provisions in Para 61 of OM Part II. Please intimate this section after weeded out as per instruction in Para 523 of OM Part I.

It is also intimated that the section who has already been weeded out the old records, the list of the weeded out records and certificate for the same may please be furnished to this section.

This may please be accorded Top Priority.


Accounts Officer
(R/section)



कार्यालय रक्षा लेखा नियंत्रक, रिज रोड, जबलपुर
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No.AN/III/703/Misc/Records

Dated:20.11.2020

To

1. Shri A K Manjhi, AO, 'E' Section
2. Shri Yuktarth Sharma, SAO, Accounts Section
3. Shri Mahendra Singh, SAO, Store Contract Section
4. Shri Tula Ram Dwivedi, SAO, Pay Section
5. Shri Ajay Sharma, SAO, 'M' Section

Sub:- Weeding out of time expired records and shifting of necessary/current records to the newly constructed Record Room/Hall.

The Competent Authority has nominated you as a 'Board of Officers' for the subject work (i.e. for demarcation of rack space in the newly constructed Record Room/hall for the sections (by visiting section to section and keeping in view of only necessary/current records of the section for demarcation)). It is, therefore, you must ensure that:-

- (i) A top list of all records whether time expired to destroy or necessary/current records which is to be shifted in the Record Room/hall may be prepared and kept a copy with them and submitted to the Record Section for their record for future reference after completion of the work.
- (ii) Sanction of the Competent Authority be obtained to destroy/tear down of time expired records so that unnecessary space may not be occupied.
- (iii) After completion of the work a 'Completion Certificate' may be submitted to the Competent Authority for their information.
- (iv) The above work may be completed in a time bound manner as indicated by the Competent Authority i.e. by 31st March 2021.
- (v) The BOO may inform the concerned Section In-Charge that after weeding out or shifting of the documents, if any unnecessary records found in the section (s), a suitable action will be initiated against the concerned AAO of the Section (s). Hence, this mission may be taken seriously.

2. The Board of Officers will function in co-ordination with other SAOs/AOs/AAOs of the sections in Main Office. Shri H.Yadav, IDAS, JCDA will supervise this activity.

(B Chandra)

Accounts Officer (AN-III)