

फा.सं./F. No.: 3-18012/1/2023-Estt. (E-133413) / 1878 दिनांक/Date: 04.09.2025

कार्यालय आदेश/ OFFICE ORDER

Sub: Constitution of Committee for Weeding out of Files under Special Campaign 5.0.

With reference to Ministry's Letter No. 9-65/2021-M&T (Admn.) (E-103000) dated 27.08.2025 and in pursuance of the Government of India's Special Campaign 5.0 for Institutionalizing Swachhata (2nd - 31st October, 2025), and with the approval of the competent authority, a Committee comprising of the following members is hereby constituted in this Institute to examine, review and weed out old/obsolete files in accordance with the provisions of the *Public Records Act, 1993, GFR, 2017* and *CSMOP, 2022*.

1. **Shri J. P. Choure, Agronomist**
2. **Shri B. K. Panigrahi, Instrumentation Engineer & HOO**
3. **Shri Mukti Parajuli, Administrative Officer**
4. **Concerned Section In-charge whose files are identified for weeding out**

The committee shall review the files in the Record Rooms of Establishment identified for weeding out by the Administrative Officer and recommend for their destruction to the Competent Authority and issue a Destruction Certificate after weeding out of file.

This issues with the approval of the Competent Authority.

Digitally signed by
Bikash Kumar Panigrahi
(बिकास कुमार पाणिग्राही)
Date: 04-09-2025
उपकरण अभियंता / कार्यालय प्रमुख
11:38:41 कृते निदेशक

वितरण: -

1. Concerned
2. All Sectional Heads: Administration/Accounts/Training/Testing/Farm/
Instrumentation/ Library/Estate/Store/CPS/Hindi/ Dispensary
3. Administrative Officer- O i/c Record Rooms
4. Shri Ravi Shankar, IE- for uploading on Institute's website.
5. Guard File

प्रतिबिधि : PA to Director – for kind information

कृते निदेशक