

No.8/3/2022-Vig.
Government of India
Central Electricity Authority
(Vigilance Division)

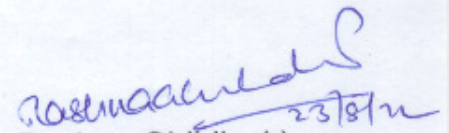
Sewa Bhawan, R.K.Puram
New Delhi, dated 23rd August, 2022

OFFICE MEMORANDUM

Subject : Weeding out of old records – during campaign period (16th August, 2022 to 15th November, 2022) as per precursor to Vigilance Awareness Week 2022.

The Undersigned is directed to refer to the instructions issued by CVC circular No.14/07/2022 dated 25.07.2022 on the above cited subject

2. All Divisions/Sections of CEA (HQ) and its subordinate offices are requested to weed out the old records (**including e-records**) as per the **Records Retention Schedule**. A proper system should also be ensured for Records Maintenance, so that records can be easily retrieved, as and when required etc. This exercise should be done as precursor to Vigilance Awareness Week 2022.


(Rashna Ghildiyal)
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To

- ✓ 1. Director, Administration
2. All Division/Section of CEA – through ~~website of CEA~~
- ✓ 3. All Subordinate Offices of CEA.