

F.No.21/10/2024-Adm.Coord. / 442
Government of India
Ministry of Power
Central Electricity Authority
Sewa Bhawan, R.K.Puram
New Delhi

E.No. 14174

OFFICE ORDER

Date: 05/12/2024

Subject: Inspection and report of old records and files stored at West Block-II, CEA for digitization and weeding out-reg.

At West Block-II, there are big stores containing old files and records belonging to various Offices, Divisions and Directorates of CEA. As per the Swachh Bharat scheme, all the available record of Category A & B is required to be digitized and that of Category C need to be weeded out.

2. A circular dated 18/06/2024, in this regard, has already been issued and uploaded on the web site of CEA and subsequently a reminder dated 22/08/2024 has also been issued but no report has yet been received so far.

3. In view of the above all the concerned Offices, Divisions & Directorates are requested to visit the stores at West Block-II, inspect the files and submit a report containing the list of files to be digitized and to be kept in store, to Adm. Coord. Section latest by 15/12/2024. No report is required to be submitted for files to be weeded out, therefore in the absence any report from an office, it shall be assumed that they do not require any of their file to be digitize or stored any more. Subsequently the list of files, available in the store, shall be taken up for weeding out.

4. This issues with the approval of competent authority

Neerja
(Neerja Verma)
Director (I/C)

To,

All members /PCE-I & II/Chief Engineers/ Directors, CEA

Copy for information to:

1. PSO to Chairperson, CEA
2. PS to Secretary, CEA
3. Director (Adm.)/DD (Services), CEA