



भारत सरकार, रक्षा मंत्रालय  
कार्यालय, रक्षा लेखा नियंत्रक, नं1., स्टाफ रोड, सिकंदराबाद 009 500-  
**GOVT. OF INDIA, MINISTRY OF DEFENCE**  
**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS**  
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No. AN/III/Misc/Weeding-out/2022-23

Dated: 14.11.2022

**IMPORTANT CIRCULAR**  
**(Through Website)**

To  
The Jt. CDA I/c PAO(ORs) EME  
The ACDA I/c PAO (ORs) AOC  
The ACDA I/c AAO(Army) Vizag  
All SAOs/AOs/AAOs in MO  
The RAO/ LAO (A,B &C), All AO GE's & AAO BSO's

**Sub: Special Drive for weeding out of Old Records.**

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In order to streamline the record management, it has been directed by the Competent Authority that a special drive for weeding out of old record kept in the compactors/sections ought to be carried out during November/December 2022 on priority.

Hence, all officers are requested to weeding out of old records kept in the compactors/sections to be carried out during November/December 2022. During the drive, each and every file/register/document and other records laying for more than their prescribed retention period may be examined and the records, which have become obsolete, should be weeded out so as to make adequate space for Record management.

Efforts should be made to arrange the records in a chronological order with proper labeling/ indexing so as to help in their quick retrieval, economic handling and safe custody.

A compliance Report in this regard may be furnished by 31.12.2022 positively for appraisal of the Competent Authority.

**Asst. Controller (AN)**