

प्रशासन / Administration of  
संघ प्रदेश दादरा एवं नगर हवेली / Dadra and Nagar Haveli, UT  
(कार्मिक और प्रशासनिक सुधार विभाग)  
(Department of Personnel & Administrative Reforms)  
सचिवालय, सिलवासा / Secretariat, Silvassa

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तिथि / Date: 12/04/2019

**C I R C U L A R**

As directed by the Advisor to the Administrator, It is to bring to the notice of all the Heads of Office, Dadra and Nagar Haveli that from 25<sup>th</sup> April to 1st May, 2019 a drive in every office to weed out records as per Record Retention Schedule shall be carried out and all unserviceable items shall be identified and segregated. All Heads of Office shall go through the Record Retention Schedule issued by the Department of Administrative Reforms and Public Grievances, New Delhi (attached herewith) and review the old records and take necessary action for weeding out of old records after obtaining the approval of the Competent Authority.

The assistance / guidance of the department of I.T shall be sought for regarding disposal of e-wastes. All the Secretaries, Collectors and Head of Departments are hereby requested to supervise the same. Also all the files and documents that are already scanned shall be transferred to a record room which should be identified by the Department concerned and the details of the record room shall be sent to the Secretary (GAD) / Secretary (Personnel) for notifying the same. Files and documents which are to be retained but not scanned yet should be scanned expeditiously. The Advisor to the Administrator will be reviewing the progress on 26-04-2019, 29-04-2019 and 01-05-2019 and the departments are hereby requested to take immediate necessary action.

(S. Krishna Chaitanya)  
Deputy Secretary (Personnel)

To,

All Heads of Office,  
Dadra and Nagar Haveli,  
Silvassa.

Copy to : -The PA to the Advisor to the Administrator, Secretariat, Silvassa.

-The Secretary (Personnel), Secretariat, Silvassa.

-The Assistant Director, IT for up-loading in the website of DNH Administration and in the web page of Personnel Department, Silvassa.

- Concerned file.