

No.EDN-H(1)-B(15)-1/2009-Imp.Instt.  
Directorate of Hr. Education  
Himachal Pradesh

5/3/2018

To

1. All the Deputy Directors of Hr. Education, Himachal Pradesh.
2. All the Principals, Govt. Degree Colleges, Himachal Pradesh.
3. All the Principals, Govt. Sr. Sec. Schools/ Head Masters Govt. High Schools/ Commander NCC Group Head quarter & all units/ Librarian C.S.L. Solan & all Distt. Libraries in H.P.

Subject: - Instruction regarding cleaning the office clutter of unserviceable articles/ junk / weeding out of obsolete record by 15<sup>th</sup> March, 2018.

Memo:

In continuation to this Directorate letter of even number dated 01.02.2018 vide which it is informed that the Government has taken a serious view of the clutter of unserviceable articles/ junk/ obsolete record lying in offices/ colleges/ schools etc. for years. Therefore, you were directed to ensure cleaning the office clutter of unserviceable articles/ junk / weeding out of obsolete record by 15<sup>th</sup> March, 2018. Further, it was directed that the weeding out of obsolete record may be done complying the instruction in office manual pertaining to this. The notification regarding delegation of powers/ extent to declare the articles of Store or Stock surplus or unserviceable and to sanction sale of articles of store or stock declared surplus or unserviceable were also enclosed with letter which should be followed in view while ensuring compliance to the directions issued hereby.

In this regard, you are directed to send that Action taken report to this directorate by 15<sup>th</sup> March, 2018 positively along with detailed of clearance of clutter.

Any delay in this regard will be viewed seriously.

(Dr.Sonia Thakur) HAS  
Nodal Officer-cum-Joint Director (Admn.)  
Directorate of Higher Education

e.mail:dir.edu@rediffmail.com Phone:0177-2658052


Endst. No. Even

Dated: Shimla-171001

5/3/2018

Copy for information to:-

1. The Secretary (Education) to the Government of Himachal Pradesh.
2. The P.S. to the Director of Hr. Education, Himachal Pradesh.
3. The Supdt, IT Cell Dte. of Hr. Education, H.P. for uploading on the department website.
4. **The Supdt. Store Section, Directorate of Hr. Education, H.P. with the direction to compliance report submit to the undersigned within week positively.**
5. Guard file.

  
Nodal Officer-cum-Joint Director (Admn.)  
Directorate of Higher Education