

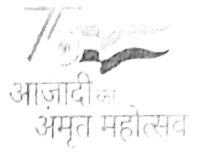


दामोदर घाटी निगम/ DAMODAR VALLEY CORPORATION

कार्यपालक निदेशक (मा.सं.) का कार्यालय/ OFFICE OF THE EXECUTIVE DIRECTOR(HR)

डीवीसी टावर्स : वीआईपी रोड/ DVC TOWERS : VIP ROAD

कोलकाता-700054/ KOLKATA-700054



सं/No.पीएल/PL/एचआर/HR-ईडी/ED(एचआर/HR)/-148

दिनांक/Date:15.11.2022

कार्यालय ज्ञापन / Office Memorandum

The Record retention policy and its implementation was issued vide OM No.AS/PS/OM/F-20/1111 dated 21.10.2021 and subsequent amendment order was issued vide No. AS/PS/OM/F-20/65 dated 09.03.2022. It is noticed that difficulties are being faced for the quick retrieval of the retained files when required.

As such it is decided that all the Head of the Departments and the Head of the Projects shall develop a methodology for Head Quarters and field formations, respectively for proper indexing of the retained files/ documents and their arrangement in assigned Cabinets/Almirahs for accessing/ locating the required files in shortest possible time.

The methodology must be prepared and submitted to the Executive Director (HR) / the undersigned within 15 (fifteen) days from the date of issuance of this Office Memorandum.

(एन.के.वर्मा / N.K.Verma)

मुख्य अभियंता (असैनिक) व महाप्रबंधक(सीएसआर)

Chief Engineer (Civil) & General Manager (CSR)

वितरण /Distribution :

1. सभी परियोजना प्रधान/ विभागाध्यक्ष ,डीवीसी/All HOPs/HODs,DVC
2. डीवीसी पोर्टल - व्यापक परिचालन हेतु /DVC Portal - For wide Circulation

प्रतिलिपि /Copy to:

1. अध्यक्ष के वरिष्ठ निजी सचिव, डीवीसी, कोलकाता/The Sr. PS to the Chairman, DVC, Kolkata
2. सदस्य सचिव के वरिष्ठ निजी सचिव, डीवीसी, कोलकाता/The Sr.PS to the Member Secretary, DVC, Kolkata
3. सदस्य तकनीकी के वरिष्ठ निजी सचिव, डीवीसी, कोलकाता/The Sr. PS to the Member Technical, DVC, Kolkata
4. सदस्य वित्त के वरिष्ठ निजी सचिव, डीवीसी,कोलकाता/The Sr. PS to the Member Finance, DVC, Kolkata
5. मुख्य सतर्कता अधिकारी के वरिष्ठ निजी सचिव, डीवीसी, कोलकाता/The Sr. PS to the CVO, DVC, Kolkata