

REGIONAL INSTITUTE OF EDUCATION : BHUBANESWAR

NOTICE

F.No. Estt/RIEB/ 595

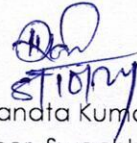
Dated :- 08-10-2024

Sub : - Special campaign 4.0 for institutionalizing Swachhata and minimizing pendency in Government Offices – 2<sup>nd</sup> October, 2024 to 31<sup>st</sup> October, 2024 – regarding.

With reference to the subject and instructions received from Ministry of Education vide letter F.No. 824/2024 - Coord. Dated 10.09.2024 through NCERT, it has been informed to all the Heads of Departments and all Section I/cs to review the files and documents of their depts/sections as per the rule by 17.10.2024 and the list to be submitted to Mr. Susanta Ku. Rout, Nodal Officer for Swachhata Campaign 4.0 of the Institute. A duly constituted committee will review the files and recommend for wedding out of the C Category files on 22.10.2024. The files to be identified for wedded out are to be disposed of through burning on 24.10.2024.

All are informed to take prompt action on this matter to review all the old files /documents of concerned depatts/sections, so that the files/documents which will come under C Category will be disposed of as per rule during this special campaign as per the schedule given above.

This issues with the approval of the Principal.



Susanata Kumar Rout  
Nodal Officer, Swachhata Campaign

1. Dean ( I ) for information .
2. All Heads of Departments / All Section I/cs for information and necessary action.
3. I/c CAC for information with a request to up load the same for circulation.
4. ASO, General Store( Through SO, C & W ) to take steps to dispose of Newspapers and waste papers as per rule during this period latest by 22.10.2024.
5. PA to Principal for information.
6. PA to Administrative Officer for information