

MUNICIPAL CORPORATION SHIMLA

OFFICE ORDER

Since in every Department of Municipal Corporation Shimla, old Office record is lying in huge which has occupied un-necessary accommodation in various places at Shimla. This office record is to be destroyed in accordance with the provisions of H.P.F.R., 1971 Vol. II referred to in H.P.F.R. 2.49 ^{MC Code} and 3.49 also Office Manual referred to in para 19.3, the Committee of the following officers is hereby constituted for destruction of this old record:-

- | | |
|--------------------------------|----------|
| 1. Assistant Commissioner | Chairman |
| 2. HOD of concerned Department | Member |
| 3. Accounts Officer | Member |

The concerned HOD may get the lists of old records prepared within a weeks time positively as per the provisions and submit the same to Committee for recommendation. The entire process is to be completed within fifteen days on the issue of these orders enabling to destroy the same accordingly.

Commissioner,
Municipal Corporation,
Shimla-1.

Endst. No. MCS- Destruction of Records/15-16 635

Dated: 19/9/15

Copy of the above is forwarded for information and necessary action to :-

1. The Assistant Commissioner, M.C. Shimla.
2. All the HOD Sections, M.C. Shimla.
3. The Accounts Officer, M.C. Shimla.

Commissioner,
Municipal Corporation,
Shimla-1.