



CHANDIGARH HOUSING BOARD

CHANDIGARH ADMINISTRATION UNDERTAKING
8, JAN MARG, SECTOR 9, CHANDIGARH - 160 009. Ph: 4601612.

No. PA/CEO/CHB/2023/10

Dated, the 18.01.2023


NOTE

Subject: Left-out records in Blocks 'A' and 'C'.

It has been observed that after shifting from Blocks 'A' and 'C' to newly constructed Block 'C', a huge old record has been left behind by the respective Branches/Wings. Since the Board of Directors in 426th Board meeting held on 26.07.2022 has decided to rent out the available vacant space, there is immediate need to remove the old stock/unserviceable items from Blocks 'A' and 'C'.

In view of above, all the Branch Incharges/Wings are directed to take out the required old files/record/items from Blocks 'A' and 'C' by 31st of January, 2023. The office may be kept open on Saturdays to complete this exercise. Since installation of compactors in Block 'B' may take some time, the relevant record/files may be kept in separate rooms so that it may be shifted to Block 'B' when the compactors are available.

Here it is mentioned that the left out record, after the above exercise, may be disposed off through due process to *Kabariwala* and in case of loss of any current file/valuable record, the concerned Branch Incharges will be responsible for the same.


(Yashpal Garg, IAS) 18/01/2023
Chief Executive Officer,
Chandigarh Housing Board,
Chandigarh

To,

1. Chief Engineer, Chandigarh Housing Board
2. Secretary, Chandigarh Housing Board
3. Chief Accounts Officer, Chandigarh Housing Board
4. Senior Law Officer, Chandigarh Housing Board
5. Administrative Officer, Chandigarh Housing Board
6. All Accounts Officers, Chandigarh Housing Board
- ✓ Computer Incharge, Chandigarh Housing Board

A copy is forwarded to PA to Chairman for the kind information of Worthy
Chairman, Chandigarh Housing Board.

CI/CHB/ 132
Dated 19/01/2023

4
19/1