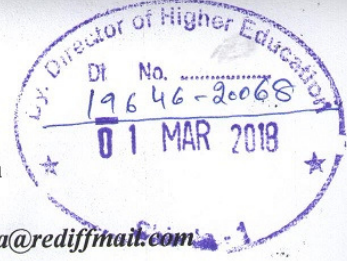


No. Shiksha -Shimla(5-2)imp.Instt.-
O/O the Dy. Director of Higher Education
Shimla Distt. Shimla -171001.
Tel./FaxNo.01772804710,e-mail:ddheshimla@rediffmail.com



Dated Shimla -171001

To

✓ The Principal / Headmaster.
GSSS/ GHS . Distt. Shimla.


Subject:- **Instruction regarding cleaning of the office clutter of unserviceable articles/junk/weeding out of obsolete record by 15th march 2018**

Memo ;

With reference to the Director of Higher Education Himachal Pradesh Shimla-1 vide letter no. **EDN -H(1) B(15)-1/2009-imp.Insttdt. 02.02.18** on the subject cited above .


The Govt. has taken a serious view of the clutter of unserviceable articles/junk/obsolete record lying in the offices/colleges/schools etc. for years. Therefore you are directed to ensure cleaning the schools clutter of unserviceable articles/junk/weeding out of obsolete record by 15th march 2018.

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 articles of store or stock surplus or unserviceable and to sanction sale of articles of store or stock declared surplus or unserviceable has been enclosed with this letter which may be followed in view while ensuring compliance to the direction issued hereby.


Dy. Director of Higher Education.
Shimla, Distt.- Shimla 171001

Endst No. Even dated Shimla-1 the
Copy to :-

1. The Director of Higher Education H.P. Shimla-1 w.r.t. their office letter no.:- **EDN - H(1) B(15)-1/2009-imp.Insttdt. 02.02.18**
2. Guard File


Dy. Director of Higher Education.
Shimla, Distt.- Shimla 171001