



**Skill India**  
कौशल भारत - भारत भारत

भारत सरकार / Government of India  
कौशल विकास एवं उद्यमशीलता मंत्रालय/  
Ministry of Skill Development & Entrepreneurship  
क्षेत्रीय कौशल विकास एवं उद्यमशीलता निदेशालय, तमिलनाडु /



Regional Directorate of Skill Development and Entrepreneurship, Tamil Nadu  
National Skill Training Institute, Guindy, Chennai – 600 032

PH: 044-22501211

DIR: 044-22501460

Email: rdsde-tn-msde@gov.in

No.: NSTI/D-28014/1/Weeding Files/2022-23/ 1279

Dated : 25/11/2022

5/12/2022

**OFFICE ORDER 63 OF 2022**

**Sub.: Weeding out of all the Old Records in the Record Room – reg**

The records which are lying idle in the record room for more than three decades, are in very pathetic condition and catching dust. During Special Campaign 2.0, all the old records in the record room were scrutinized and a list was prepared, as per the enclosure.

The above listed files are to be segregated and split-up into two categories viz., 1) Record for Retention & 2) Record for destruction.

The Records that are to be retained, are to be numbered serially according to the number of years completed mentioned on the "Top of the file" and should be kept safe in the Record Room for future use.

The Records that are to be destroyed are to be weeded out as mentioned in GFR 2017 – Annexure 9.

In this regard, Shri Nitin Maheshwari, OS is entrusted with the work of scrutinizing the records with the assistance.

- 1) Smt J Jayanthi, Caretaker
- 2) Shri K Arumugam, UDC

The report of the work should be submitted to the undersigned on or before 15.12.2022.

(B V S SSHA CHARI)  
REGIONAL DIRECTOR

Encl: 1. List of Files

2. GFR Guidelines

**Copy to:**

- 1) Shri G C Rama Murthy, JDT/HOO, NSTI, Chennai-32
- 2) Shri P Namasivayam, AO /DD, NSTI, Chennai -32
- 3) Shri Nitin Maheshwari, OS / Smt J Jayanthi, Caretaker / Shri K Arumugam, UDC, NSTI, Ch-32
- 4) Shri M Ganesh, VI .....With a request to upload the same in the Institute website.