

## CIRCULAR

It has been observed that, records of different departments of CIDCO is scattered at different places. It is therefore decided to keep all the records at single place. Therefore to assess the storage room requirement it is necessary to get inputs of space required from all departments and accordingly the space and location required for storage will be finalized.

All HOD's are therefore requested to furnish within 7 days the information of quantity of their records in terms of the number of cupboards/Sqft of area required. The details of existing record room sizes may also be provided. The proposed record room shall be provided with open racks.

This is issued as approved by CE(NM)



12.6.18

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Superintending Engineer (HQ)  
Empl. No. 25555

All HOD's

C.C. to: OSD to VC&MD / OSD to JMD-I/OSD to JMD-II/OSD to CVO