

**PUNJAB ENGINEERING COLLEGE, VIDYA PATH, SECTOR 12, CHANDIGARH, 160012**  
**(A Deemed to be University Under Section 3 of UGC Act,1956)**

No. PEC/A&DAC/23/217

27, October 2023

**NOTICE**

**(Auction and Disposal Assistant Cell)**

**Subject: Special campaign of 3.0 for institutional Swachhata and minimizing pendency in Government offices-2<sup>nd</sup> October, 2023 to 31<sup>st</sup> October, 2023- regarding.**

1. In pursuance of office letter no. PEC/Dir/2023/398, dated 16.10.2023 regarding weed out of obsolete and redundant files/ materials from the department section.
2. The information is being received from some of the departments. But this information is not certified that the material in question i.e. answer sheets, loose papers, assignments, project, files etc. are not required in future and no paper required in legal proceedings if any.
3. All the departments are requested to provide the above information duly certified by the Head/ Section incharge and also intimate the approximate weight of the material.
4. The departments who have submitted the information earlier shall supply information again as per above requirements.
5. The information shall be reach to the office by 10.11.2023 positively.

  
Mahesh Chander Kalia,  
Superintendent  
Auction and Disposal Assistant Cell

**Distribution:-**

1. Deputy Director
2. Registrar
3. All Deans, HoDs, HoCs& Section Incharges.
4. DC (F&A)
5. Head Library, Head Dispensary and Head Guest House
6. DSA (For All Hostels)
7. Head, Workshop
8. Chairman, Estate & Works
6. Head Computer Centre - please upload on the Institute Website.
7. PA to Director - for information of the Director please