



**Composite Regional Centre (CRC) for
Skill Development, Rehabilitation & Empowerment
of Persons with Disabilities, Guwahati**



(Under the administrative control of SVNIRTAR, Odisha)

GMCH, Campus, Hostel Road, Bhangagarh, Guwahati-781032

Department of Empowerment of Persons with disabilities (Divyangjan),

Ministry of Social Justice and Empowerment, Government of India.

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Circular

The standard File system of the office is to be revived. Hence all the department/ staff are requested not to send any correspondence without File number. Files without number will not be accepted. The file number may be obtained from the Esst. Section. File needs to be submitted as an when required for official or audit purpose. Concerned file to be returned back to section /Dept. after completion of Official work.

Further, all the department has to maintain a in/out register for all the correspondence where there will be signature of both dispatcher and receiver


Shri Nayan Gogoi
Administrative Officer (C)

Copy To :

1. The Director, SVNIRTAR
2. The Director, CRC/SRE Guwahati
3. All the staff of CRC/SRE - Guwahati
4. Noticeboard
5. Website