



GOVERNMENT OF GOA
DIRECTORATE OF HIGHER EDUCATION
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No.: EST/Weeding of old records/286/2024/ 4057

Date: 06/08/2026

ORDER

A Committee is hereby re-constituted for finalizing the Record Retention Schedule in accordance with Manual on Office Procedure for the purpose of weeding of old and unwanted records pertaining to the Directorate of Higher Education.

1	Director of Higher Education	Chairperson
2	Under Secretary (Higher Education)	Member
3	Assistant Director (Academic-II (D))	Member
4	Assistant Director (SHEC)	Member
5	Assistant Director (Training & Development)	Member
6	Deputy Director (Administration)	Member Secretary

The Record Officer appointed in terms of sub-section (1) of Section 5 of the Goa Public Records Act, 2023 for Directorate of Higher Education vide Order No. EST/Nodal Officer/222/2021/667 dated 06/05/2024 shall assist the Deputy Director (Administration)/Member Secretary in the said subject matter.

The Committee shall in turn recommend the Record Retention Schedule finalized by each Section to the Government for approval.

This Order supersedes the earlier Order No. EST/Weeding of old records/286/2024/9225 dated 20/02/2025.

(Bhushan K. Savoikar)

Director (Higher Education)

To,
The Concerned.

Copy to :-

1. All the Sections in this Directorate.
2. The Software Development Section of this Directorate.....with a request to upload the said Order on the DHE Website.
3. Guard File.
4. Office Copy.