## Name of the Institute: ICAR-Directorate of Coldwater Fisheries Research, Bhimtal

## Name of the Activity: Cleanliness drive in Store & Purchase Section, reviewing and weeding out old files/records

As a part of the Special campaign 4.0, cleanliness activities were carried out in the Store & Purchase section of the institute. The old and obsolete files/registers were segregated and kept aside to free the space as well to reduce the burden. A good number of files were chosen for weeding out, out of them 10 physical files were thoroughly reviewed.

