

**GOVERNMENT OF N.C.T. OF DELHI**  
**DIRECTORATE OF AUDIT**  
(Administration Branch)

04<sup>th</sup> Level, 'C'-Wing,  
Delhi Sachivalaya,  
New Delhi.

No. F.9(4)/DOA/Estt./2014/dcaaudit/475-76


Dated: 16.01.2015

**Sub.: Compliance of Para of Central Secretariat Manual of Office Procedure relating to paging and paragraphing the documents/papers in case files.**

Please find enclosed herewith the copy of the letter No. 16143-16302 dated 30.12.2014 received from the Special Secretary (AR) on the subject cited above for information and strict compliance accordingly.

This issues with the prior approval of the Competent Authority.

**Encl: As above.**

  
**(H.R. NAUGAIN)**  
**ACCOUNTS OFFICER (ADMN.)**  
**TEL. NO. 23392280**

Copy to: -

1. PA to COA(A) for information please.
2. All the Branch Incharges, Dte. of Audit.
3. AAO(Audit)/Nodal Officer (Website).
4. Guard file.

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
ADMINISTRATIVE REFORMS DEPARTMENT  
7<sup>th</sup> Level, C-Wing, Delhi Secretariat, New Delhi - 110002  
(email : [arupdate@nic.in](mailto:arupdate@nic.in))

No.F.15/01/2013/AR/ 16143-16302

Dated : 30/12/14

**CIRCULAR**

**Subject : Compliance of Para of Central Secretariat Manual of Office Procedure relating to paging and paragraphing the documents/papers in the case files**

Sir/Madam,

The undersigned is directed to refer to the observations of Chief Secretary, Delhi, with regard to failure on the part of the departments to mention the para number and page numbers in the files submitted to the office of Chief Secretary.

In this regard, attention of all the departments is invited to provisions of Chapter VI Para 32 Point No. 9 & 11 of Central Secretariat Manual of Office Procedure which are as under :

**"Notes and orders will normally be recorded on note sheets in the notes portion of the file and will be serially numbered. Black or Blue ink will be used by all category of staff and officers. Only an officer of the level of Joint Secretary to Government of India and above may use green or red ink in rare cases".**

**"A note will be divided into serially numbered paragraphs of easy size, say ten lines each. Paragraphs may preferably have brief titles. The first few paragraphs will give the profile of the problem, position of rules, precedents and the position of resources with proper analysis and sequence and an indication of the evidence and the conclusions reached. The final paragraph should weigh the arguments and recommend the best course of action, with a supporting draft communication, if necessary".**

Chapter VI Para 43 Point No. 1 & 2 of Central Secretariat Manual of Office Procedure further provides that :

**"Every page in each part of the file (viz. notes, correspondence, appendix to notes and appendix to correspondence) will be consecutively numbered in separate series in pencil on the right top corner. Blank intervening pages, if any will not be numbered".**

**"Each item of correspondence in a file, whether receipt or issue, will be assigned a serial number which will be displayed prominently in red ink at the top middle of its first page".**

It is, accordingly, requested, that all the Pr. Secretaries/Secretaries/HODs may please ensure that the staff working under them follows the above provisions meticulously and maintains proper files in accordance with the provisions of the Central Secretariat Manual of Office Procedure.

*[Signature]*  
23/12/2014  
[V.C.Pandey, IAS]  
Special Secretary

Telephone No. : 23392143

No.F.15/01/2013/AR/16143-16302

Dated : 30/12/14

To,

1. All Principal Secretaries/Secretaries/HODs, Govt. of NCT of Delhi.
2. All the Heads of Local Bodies/Autonomous Bodies/Undertakings of Govt. of NCT of Delhi.
3. Staff Officer to Chief Secretary, Delhi.

*[Signature]*  
21/12/2014

*14/12/07*  
*1-1-15*

*5/1/15*  
*Si. Bhatnagar*  
*Age A*

*Pr. Secy to*  
*all Branches*  
*with info*  
*to*  
*Pr. Secy to*  
*CC/A*  
*2/1*

*who is to*  
*circulate*

*1*  
*2/1*  
*DC*