

No.F.4(8)/Fin.(Estt.-III)/2014-15/Misc./ 499
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE (Estb.-III) DEPARTMENT
4TH LEVEL, 'A WING' DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI-110002.
CD:-012415196

Dated:- 03/05/17

CIRCULAR

With reference to this department earlier circular dated 30.09.2013 vides which it was directed that while submitting files to senior officers for taking decision on the proposals put up therein, it must be ensured that below mentioned instruction are being followed:-

1. Files are maintained properly and ensured that these are duly referred, docketed, flagged, tagged with proper indexing in respect of noting as well as correspondence portion;
2. Serial numbers have been assigned to the paragraphs of noting sides;
3. Intervening blank note sheets or portions should be invariably scored out by drawing a line through it.
4. If adequate space is not left/available in the running note sheet, one extra note sheet must be added for recording follow up action.
5. The file cover must bear all the necessary information and it should not be untidy or worn out.
6. Telephone number of signatory on the communications being sent must be given invariably.

It is once again requested to all the concerned for its strict compliance and also advised to follow the detailed instructions as contained under the chapter of "Filing System & Processing of Receipts of Manual of Office Procedure" issued by Department of Administrative Reforms which is available at www.ar.delhigovt.nic.in.


(MANOJ KUMAR)
Dy.SECRETARY, FINANCE

Copy to:-

1. Spl. Secretary, Finance, Finance Department, GNCT of Delhi.
2. All Jt. Secretaries/ Dy.Secretaries, Finance, Finance Department, GNCT of Delhi.
3. P.S. to Pr.Secretary, Finance, Finance Department, GNCT of Delhi.
4. Guard File.