

No.F.1/06/2012-AR/710-869/C

Dated: 07/01/13

CIRCULAR

It has been observed by the Chief Secretary, Delhi that the files sent by various departments do not contain any page number and paragraph number which is a matter of concern. In this regard attention is invited to the following provisions of Manual of Office Procedures.

Chapter VI para 32 point No. 9 & 11 of Manual of Office Procedure provides that:

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 1 & 2 of Manual of Office Procedure 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, as desired by Chief Secretary, 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 Manual of Office Procedure.

*PA*  
*Pl. ensure that these minutes are followed strictly to all concerned*  
*APCCF, NS, DPCC*

*Stamp*  
7/1/13  
(SEEMA BAWA)  
DEPUTY DIRECTOR (AR)

1. All Principal Secretaries / Secretaries / H.O.Ds, Govt. of NCT of Delhi.
2. Local Bodies/ Autonomous Bodies/ Undertakings of Govt. of NCT of Delhi.
3. Staff Officer to Chief Secretary, Delhi.

*11/01/13*

<u>Div</u>	<u>CEO (DPGS)</u>
<u>SSD</u>	<u>CEO (MARECC)</u>
<u>DS</u>	<u>EO</u>
<u>APCCF</u>	
<u>PCCF</u>	

*Stamp*  
7/1/13  
(SEEMA BAWA)  
DEPUTY DIRECTOR (AR)

*PA: UPY*