



DELHI JAL BOARD: DELHI SARKAR  
OFFICE OF THE DIRECTOR (A&P)  
VARUNALAYA PHASE-II, KAROL BAGH NEW DELHI-110005

DJB/DIR(A&P)/INS. ORDER/2014- 35679

DATED: 13.03.2014

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INSTRUCTIONAL ORDER

It has been observed that files are neither maintained nor processed properly by Administrative Sections/Divisional/Circle Offices as per Manual of Office Procedure. As per MOP, File is a collection of papers on a specific subject matter assigned a file number and consisting of one or more of the following parts:

- a) Correspondence
- b) Notes

The Manual of Office Procedure further envisages that papers required to be filed should be placed on the appropriate part of the file in chronological order, duly numbered. When the file becomes bulky (say exceeds 150 pages), it should be stitched and marked Volume-I and further papers on the subject should be added/dealt on new file by marking Volume-II.

Also all paragraphs on noting side of all files which are required to be sent to higher authorities/Chief Secretary/Chief Minister Office should be numbered.

All Divisional/Sectional Heads are hereby directed to follow the tips for proper filing system.

- i) Each section should maintain proper file Head Register.
- ii) Each file must bear a proper File No.
- iii) File No should contain standard head/sub-head/year/Branch name abbreviation.
- iv) Don't entertain any file without proper file numbering.
- v) File title should be brief and catchy.
- vi) It should be broken into small component.
- vii) Open new file for a distinct subject.

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DIARY No. 974

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- viii) Files need not be opened where a reference can be disposed of straight way or it is purely a routine matter.
- ix) Notes and Correspondence should be properly page numbered.
- x) Open separate volume when a file gets 150 pages.
- xi) File should be closed as soon as the final reply is sent.
- xii) File should be indexed and categorized for future weeding out as soon these are closed.
- xiii) Old files should be sent to record rooms.
- xiv) Files should not contain unnecessary documents such as DFAs or loose papers.
- xv) Part file should be opened where necessary.
- xvi) Part file should be merged with the main file as soon as the previous file is received.
- xvii) Transferred files should be closed as early as possible.
- xviii) File movement should be noted.
- xix) File given by hand by officers should be brought to notice of diarist so that he can keep a proper record of its movement.
- xx) File movement of linked file should also be noted.
- xxi) Linked file should be separated as soon as the main issue is finalized.

Further, all the files should be routed through File Tracking System (F.T.S.).  
No files will be entertained without proper file tracking number w.e.f. Wednesday, 19<sup>th</sup> March 2014 onwards.

The above is for strict compliance.

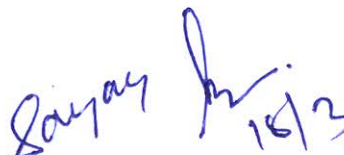
  
(AMIT SATIJA)  
ADDL. CEO/DIRECTOR (A&P)

All DDOs

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2. All CEs/All SEs/All Joint Directors/All EEs
3. All ACs/LO/ Project Director (Training)/All Dy.Directors/LWO/CR Cell.
4. EE(EDP)—to upload this instructional order in DJB website.
5. All AO/ZROs/All DDOs
6. All Accounts Officer /All AAOs.

  
ADDL. CEO/DIRECTOR (A&P)

  
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