

File Track

- The Module Keeps the information of files originate in various Branches/Districts/Zones/Schools and also handles dispatch, receive, search, part file, merging of files, generate File slip whole dispatch track of file and close files current status of file. Dispatch file moves from one branch to another branch

There are different types of report which is used to according to the requirement:-

- 1.) Files which are not received yet.
- 2.) Files which are not received from two month.
- 3.) List of file to be received from branch on date.
- 4.) Total no. of Files with full details.
- 5.) Record room details(for close file).
- 6.) View Files(Branch Wise).
- 7.) Close Files.
- 8.) File Search.
- 9.) Daily Transaction

Index Page

This page shows the various links by which you can perform the various file transaction activities on line

Directorate of Education
Govt. of NCT of Delhi

DEL E

New Links CAL Mail Attendance Circular Order Change Password Log Out

Welcome,
zone09(5002004)

- Personnel
- Finance
- PayRoll
- Estate
- CEP
- School Plant
- File Track
- :- Index Page
- Court
- Vigilance
- Important Links
- VKS

You logged 3353 times

File Creation	
File Master (For Own Files)	Open Page
File Master (For Old Files of other branches/Districts/Zones/Schools)	Open Page
File Master (For Closed Files)	Open Page
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For Fileslip Printout	Open Page
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File Current Status	Open Page
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Reports	
Files Dispatched but not received yet	Open Page
Files which are not received yet	Open Page
Files which are not received from two month	Open Page
Total no. of Files with full details	Open Page

FILE ENTRY FORM

LINK NAME ⇒ File Master (For Own Files)

First step is to enter the file details to start the online processing of particular file

Directorate of Education
Govt. of NCT of Delhi

DEL E

New Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

Welcome,
zone09(5002004)

- Personnel
- Finance
- PayRoll
- Estate
- CEP
- School Plant
- File Track
- :- Index Page
- Court
- Vigilance
- Important Links
- VKS

You logged 1847 times

IndexPage	
File Master	
File's entry form for own branch	
All Fields are Mandatory	
Branch/District/Zone/School Id :- 5002004	Name :- zone09
File Number:-	<input type="text" value="00236"/>
Dealing Person:-	<input type="text" value="MR MOHANI RANJAN"/>
Creation Date:-	<input type="text" value="12/02/2010"/> (Date should be in 'dd/MM/yyyy' format)
Subject:-	<input type="text" value="VIGILANCE BRANCH"/>
Breif Contents:-	<input type="text" value="PENDING CASES OF VIGILANCE BRANCH"/>

After creation of particular file online , generate the file slip against that particular file with the unique file id.

Directorate of Education
Govt. of NCT of Delhi

DEL E

New Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

Welcome,
zone09(5002004)

- Personnel
- Finance
- PayRoll
- Estate
- CEP
- School Plant
- File Track
- :- Index Page
- Court
- Vigilance
- Important Links
- VKS

You logged 1847 times

File Slip	
Back	
Branch/District/Zone/School Name & Id:-	zone09-5002004
File Id:-	127403
File Number:-	00236
Subject:-	VIGILANCE BRANCH
Dealing Person:-	MR. MOHANI RANJAN
Creation Date:-	12/02/2010
Breif Contents:-	PENDING CASES OF VIGILANCE BRANCH

[Print](#)

(For Old Files of other branches/Districts/Zones/Schools)

From this link other branch's file or old file which belongs to other branch
is created

Directorate of Education
Govt. of NCT of Delhi

DEL E

New Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

Welcome,
zone09(5002004)

- Personnel
- Finance
- PayRoll
- Estate
- CEP
- School Plant
- File Track
- :- Index Page
- Court
- Vigilance
- Important Links
- VKS

You logged 1846 times

[Index Page](#)

[Old File's Entry Form](#)

Branch ID :- 5002004 Branch Name :- zone09

File Number	<input type="text" value="00236"/>
Dealing Person	<input type="text" value="MOHANI RANJAN JI"/>
Select Branch(where file was created)	<input type="text" value="IT Branch-38"/>
Creation Date	<input type="text" value="02"/> <input type="text" value="04"/> <input type="text" value="2006"/> dd/mm/yyyy(Leave it, if not remember)
Subject	<input type="text" value="MID DAY MEAL"/>
Brief Contents	<input type="text" value="MID DAY MEAL"/>

(For Closed Files)

Dealing person of a particular file has to enter his employee id and password if he will be authorized to close the file (step 1) .

Directorate of Education
Govt. of NCT of Delhi

DEL E

New Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

Welcome,
DTE-Administration-1 :
GOC(5000003)

- Personnel
- Transfer
- Finance
- PayRoll
- Estate
- CEP
- School Plant
- File Track
- :- Index Page
- Court
- Important Links
- VKS

You logged 2937 times

[Index Page](#)
[Dealing Person Login Form](#)

Branch/District/Zone/School ID:- 5000003	Branch//District/Zone/School Name:- DTE-Administration-1 : GOC
Employee Id :-	<input type="text" value="19891576"/>
Password :-	<input type="password"/>
<input type="button" value="Submit"/>	

(Step 2)

User can close 4 files at a time from this link

Directorate of Education
Govt. of NCT of Delhi

DEL E

New Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

Welcome,
zone06(5001009)

- Personnel
- Finance
- PayRoll
- Estate
- CEP
- School Plant
- File Track
- :- Index Page
- Court
- Vigilance
- Important Links
- VKS

You logged 925 times

[Index Page](#)

[File Master](#)

S.No	File Number	Subject	Creation Date(dd/mm/yyyy)	Closing Date (dd/mm/yyyy)
1.	0023	VIGILANCE	12/02/2003	02/05/2004
2.	569	CAL LAB	12/05/2009	06/05/2010
3.	2639	COURT	05/06/2010	03/07/2010
4.	456	MIS	06/02/2000	06/03/2008

[Preview](#)

(Step 3)

Before closing files user can delete if he has entered wrong data against file number

Directorate of Education
Govt. of NCT of Delhi

DEL E

New Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

Welcome,
zone06(5001009)

- Personnel
- Finance
- PayRoll
- Estate
- CEP
- School Plant
- File Track
- :- Index Page
- Court
- Vigilance
- Important Links
- VKS

You logged 925 times

[Index Page](#)

File Master

S.No	File Number	Subject	Creation Date(dd/mm/yyyy)	Closing Date (dd/mm/yyyy)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Preview](#)

Check to delete	S.No.	File Number	Subject	Creation Date	Closing Date
<input type="checkbox"/>	1	0023	VIGILANCE	12/02/2003	02/05/2004
<input type="checkbox"/>	2	569	CAL LAB	12/05/2009	06/05/2010
<input type="checkbox"/>	3	2639	COURT	05/06/2010	03/07/2010
<input type="checkbox"/>	4	456	MIS	06/02/2000	06/03/2010

[Delete](#) [Submit](#)

(Step 4)

User can delete the added file if it has been wrongly entered by them for close for this he can check which file is to be deleted

Directorate of Education
Govt. of NCT of Delhi

DEL E

New Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

Welcome,
zone06(5001009)

- Personnel
- Finance
- PayRoll
- Estate
- CEP
- School Plant
- File Track
- :- Index Page
- Court
- Vigilance
- Important Links
- VKS

You logged 925 times

[Index Page](#)

[File Master](#)

Please verify ,Data is already Submitted

S.No	File Number	Subject	Creation Date(dd/mm/yyyy)	Closing Date (dd/mm/yyyy)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Preview](#)

Check to delete	S.No.	File Number	Subject	Creation Date	Closing Date
<input checked="" type="checkbox"/>	1	0023	VIGILANCE	12/02/2003	02/05/2004
<input type="checkbox"/>	2	569	CAL LAB	12/05/2009	06/05/2010
<input type="checkbox"/>	3	2639	COURT	05/06/2010	03/07/2010
<input type="checkbox"/>	4	456	MIS	06/02/2000	06/03/2010

[Delete](#) [Submit](#)

(step 5)

User can now close the files click on Submit button

Directorate of Education
Govt. of NCT of Delhi

DEL E

New Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

Welcome,
zone06(5001009)

- Personnel
- Finance
- PayRoll
- Estate
- CEP
- School Plant
- File Track
- :- Index Page
- Court
- Vigilance
- Important Links
- VKS

You logged 925 times

[Index Page](#)

[File Master](#)

S.No	File Number	Subject	Creation Date(dd/mm/yyyy)	Closing Date (dd/mm/yyyy)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Preview](#)

Check to delete	S.No.	File Number	Subject	Creation Date	Closing Date
<input type="checkbox"/>	1	569	CAL LAB	12/05/2009	06/05/2010
<input type="checkbox"/>	2	2639	COURT	05/06/2010	03/07/2010
<input type="checkbox"/>	3	456	MIS	06/02/2000	06/03/2010

[Delete](#) [Submit](#)

PART FILE

LINK NAME⇒Part file Master

After dispatching file to other branch, user can retain the (duplicate copy) of the file from this link for this select file number and click on submit button

Directorate of Education
Govt. of NCT of Delhi

DEL E

New Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

Welcome,
zone09(5002004)

- Personnel
- Finance
- PayRoll
- Estate
- CEP
- School Plant
- File Track
- :- Index Page
- Court
- Vigilance
- Important Links
- VKS

You logged 1848 times

[Index Page](#)

Part File Master

File Number(with auto id)	00236-127403
Part File No.	00236
Branch Name	zone09
Location ID	5002004
Creation Date(dd/mm/yyyy)	11/05/2010
Dealing Person	ZONE09
Subject	VIGILANCE BRANCH
Brief Contents	PENDING CASES OF VIGILANCE BRANCH

Submit

From above link the part file is generated with the part file id *and same copy of created file*

Directorate of Education
Govt. of NCT of Delhi

DEL E

New Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

Welcome,
zone09(5002004)

- Personnel
- Finance
- PayRoll
- Estate
- CEP
- School Plant
- File Track
- :- Index Page
- Court
- Vigilance
- Important Links
- VKS

You logged 1848 times

[Index Page](#)

Part File of (**00236-127403**)

Part File ID (Autogenerated No.)	127404
Part File Number	00236 P.F.
Dealing Person	ZONE09
Branch Name	zone09-5002004
Date of Creation	11/05/2010
Subject	VIGILANCE BRANCH
Brief Contents	PENDING CASES OF VIGILANCE BRANCH

[Print](#)

To generate print out of file slip

Link name => For File slip Printout

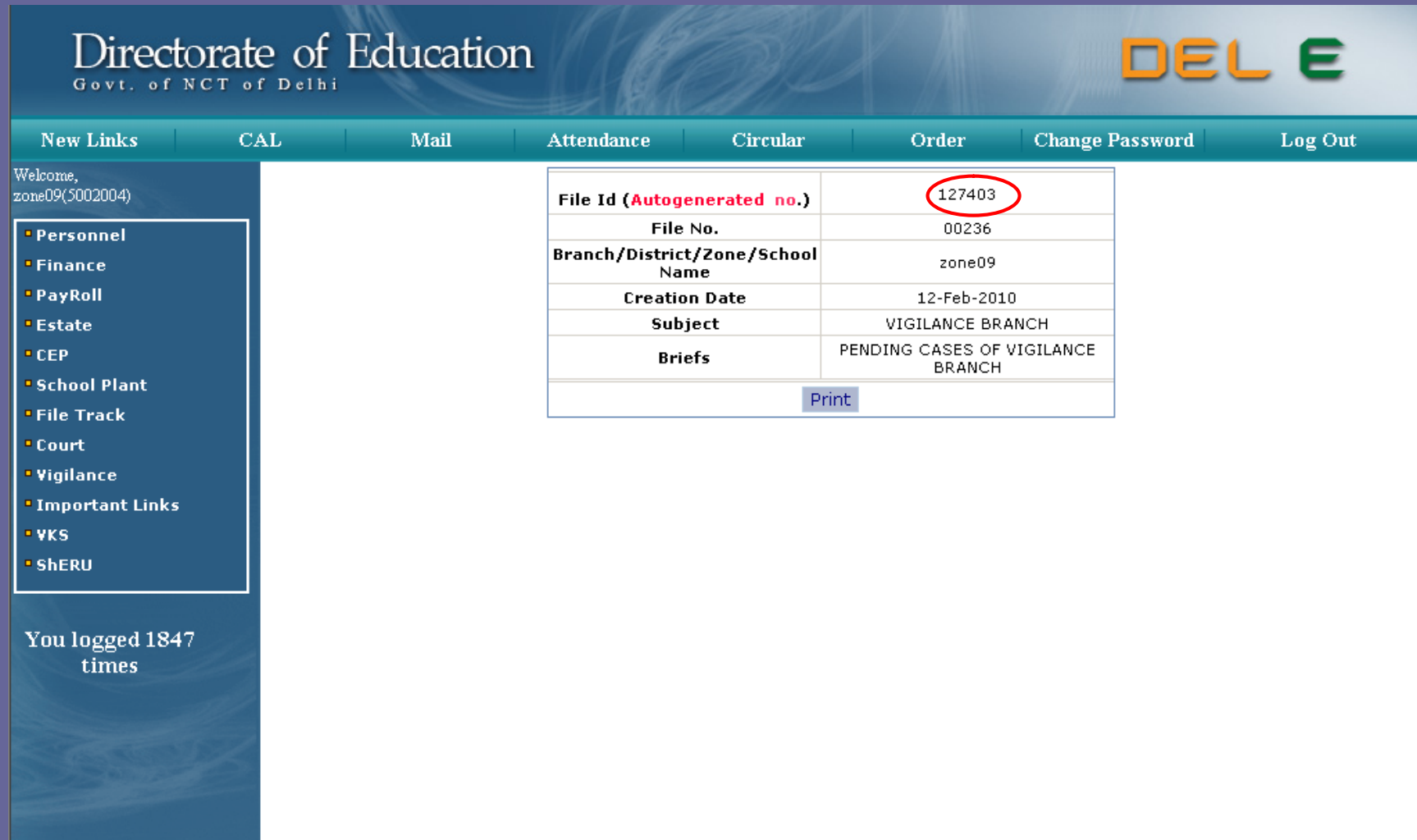
(Step 1)

This link is used to take out the print for the online created file record. User has to enter the file id which has been generated after the creation of online entry of a particular file

The screenshot displays the web interface of the Directorate of Education, Govt. of NCT of Delhi. The header includes the organization's name and the logo 'DELE'. A navigation bar contains links for 'New Links', 'CAL', 'Mail', 'Attendance', 'Circular', 'Order', 'Change Password', and 'Log Out'. A left sidebar lists various menu items such as 'Personnel', 'Finance', 'PayRoll', 'Estate', 'CEP', 'School Plant', 'File Track', 'Court', 'Vigilance', 'Important Links', 'VKS', and 'ShERU'. Below the sidebar, it indicates 'You logged 1847 times'. The main content area features a form titled 'Index Page' with a text input field labeled 'Enter File ID' containing the value '127403', which is circled in red. A 'Submit' button is located below the input field. The browser's status bar at the bottom shows 'Done' and 'Local intranet'.

(Step 2)

User can take the print out against the file id entered by them in the previous step.



The screenshot displays the Directorate of Education website interface. At the top, the logo 'Directorate of Education Govt. of NCT of Delhi' and 'DELE' are visible. A navigation bar contains links for 'New Links', 'CAL', 'Mail', 'Attendance', 'Circular', 'Order', 'Change Password', and 'Log Out'. On the left, a sidebar lists various menu items: Personnel, Finance, PayRoll, Estate, CEP, School Plant, File Track, Court, Vigilance, Important Links, VKS, and ShERU. Below the sidebar, it states 'You logged 1847 times'. The main content area features a table with the following data:

File Id (Autogenerated no.)	127403
File No.	00236
Branch/District/Zone/School Name	zone09
Creation Date	12-Feb-2010
Subject	VIGILANCE BRANCH
Briefs	PENDING CASES OF VIGILANCE BRANCH

Below the table, there is a 'Print' button.

Link name⇒File Dispatch (Step 1)

Dealing person of a particular file has to enter his employee id and password if he will be authorized to dispatch the file.

The screenshot displays the Directorate of Education website interface. At the top left, the logo reads "Directorate of Education" with "Govt. of NCT of Delhi" underneath. On the top right, the "DELE" logo is visible. A horizontal navigation bar contains links for "New Links", "CAL", "Mail", "Attendance", "Circular", "Order", "Change Password", and "Log Out". A vertical sidebar on the left lists various menu items: "Personnel", "Finance", "PayRoll", "Estate", "CEP", "School Plant", "File Track", "Index Page", "Court", "Vigilance", "Important Links", and "VKS". Below the sidebar, a message states "You logged 3353 times". The main content area features a green heading "Index Page" and "Dealing Person Login Form". Below this is a login form with the following fields and values:

Branch/District ID:- 5002004	Branch/District Name:- zone09
Employee Id :-	19891576
Password :-
<input type="button" value="Submit"/>	

(Step 2)

Authorized user can select file id which is to be dispatched and select branch id from Search for Id Link then click on Add More button, he can dispatch one or more than one file for transaction process

The screenshot displays the Directorate of Education website interface. At the top, the logo "Directorate of Education Govt. of NCT of Delhi" and "DELE" are visible. A navigation bar contains links for "New Links", "CAL", "Mail", "Attendance", "Circular", "Order", "Change Password", and "Log Out". On the left, a sidebar menu lists various categories like "Personnel", "Finance", "PayRoll", "Estate", "CEP", "School Plant", "File Track", "Index Page", "Court", "Vigilance", "Important Links", and "VKS". Below the menu, it states "You logged 1848 times". The main content area features a "File Dispatch" form. The form includes fields for "Branch/District/Zone/School Id" (5002004), "Branch/District/Zone/School Name" (ZONE09), "Dispatch Person Name" (SANT RAM KAPOOR), and "File ID/File No." (127403-00236, which is circled in red). There is a "Search For ID" button and an "Add More" button. A link "Click for Branch/District/Zone/school Id" and an "Index Page" link are also present.

Welcome,
zone09(5002004)

- Personnel
- Finance
- PayRoll
- Estate
- CEP
- School Plant
- File Track
- Index Page
- Court
- Vigilance
- Important Links
- VKS

You logged 1848 times

[Click for Branch/District/Zone/school Id](#) [Index Page](#)

File Dispatch

Branch/District/Zone/School Id 5002004 Branch/District/Zone/School Name ZONE09

Dispatch Person Name SANT RAM KAPOOR

File ID/File No. 127403-00236

If you do not know Branch/District/Zone/School Id click on Search For ID

Branch/District/Zone /School ID 5000003 [Search For Id](#)

Type of File Time Bound

[Add More](#)

(Step 3)

User can search the branch or District or Zone or School id from the given (search for id) link in which he wants to send his file for further transaction process

The screenshot displays a web application interface with two main sections. The left section is a search form titled "Search For Id" with a dropdown menu for "Select Branch/District/Zone/School" set to "Branch" and a "Search" button. Below the form is a table with 20 rows, each containing a serial number, an ID, and a name. The right section shows a navigation bar with "Order", "Change Password", and "Log Out" links, a "Dispatched Successfully" message, and a "Dispatch" form with a dropdown menu and a "Search For Id" button.

Sno.	ID	Name
1	2003001	Budget Branch Office
2	2003002	Planing Branch Office
3	5000001	DTE-Office of Director of Educ
4	5000002	DTE-Office of Addl D.E.(Admn)
5	5000003	DTE-Administration-1 : GOC
6	5000004	DTE-Administration-2 : NON-GOC
7	5000005	DTE-Patrachar Branch
8	5000006	DTE-Vocational Branch
9	5000007	DTE-Sports Branch
10	5000008	DTE-Physical Education Branch
11	5000009	DTE-Education Guidance & Couns
12	5000010	DTE-Science Branch
13	5000011	DTE-Science Centre-1
14	5000012	DTE-Science Centre-2
15	5000013	DTE-Science Centre-3
16	5000014	DTE-Science Centre-4
17	5000015	DTE-TV Branch
18	5000016	DTE-Population Education
19	5000017	DTE-Adult Education
20	5000019	Out of Department

(Step 4)

User can add one or more than one file for dispatching other branches at the same time

Directorate of Education
Govt. of NCT of Delhi

DEL E

New Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

Welcome,
zone09(5002004)

- Personnel
- Finance
- PayRoll
- Estate
- CEP
- School Plant
- File Track
- :- Index Page
- Court
- Vigilance
- Important Links
- VKS

You logged 1848 times

[Click for Branch/District/Zone/school Id](#) [Index Page](#)

File Dispatch

Branch/District/Zone/School Id: 5002004 Branch/District/Zone/School Name: ZONE09
Dispatch Person Name: SANT RAM KAPOOR
File ID/File No.: 127403-00236

If you do not know Branch/District/Zone/School Id click on Search For ID

Branch/District/Zone /School ID: 5000003 [Search For Id](#)
Type of File: Time Bound

[Add More](#)

Check to Delete	S.No.	File ID/File No.	Branch To	File Type
<input type="checkbox"/>	1	127403-00236	5000003	Time Bound

If you not want to dispatch added file you can delete it with Check on Check box and Click on delete.

[Delete](#) [Send](#)

LINK NAME =>File Back (If Not Received)

(Step 1)

User can take his file back if it has not been received by the another branch
user has to enter his employee id & password

The screenshot displays the website interface for the Directorate of Education, Govt. of NCT of Delhi. The header includes the logo 'DELE' and a navigation menu with items: New Links, CAL, Mail, Attendance, Circular, Order, Change Password, and Log Out. A left sidebar contains a list of links: Personnel, Finance, PayRoll, State, EP, School Plant, File Track, Index Page, Court, Vigilance, Important Links, and KS. The main content area is titled 'Index Page' and 'Dealing Person Login Form'. It contains a form with the following fields:

Branch/District/Zone/School ID:- 5002004		Branch//District/Zone/School Name:- zone09	
Employee Id :-	<input type="text" value="19891576"/>		
Password :-	<input type="password" value="....."/>		
<input type="button" value="Submit"/>			

File back (Step 2)

User has to select the file id / file no to take the file back from another branch and click on to the next button

The screenshot displays the Directorate of Education website interface. At the top, the logo 'Directorate of Education Govt. of NCT of Delhi' and 'DELE' are visible. A navigation bar contains links for 'New Links', 'CAL', 'Mail', 'Attendance', 'Circular', 'Order', 'Change Password', and 'Log Out'. A left sidebar shows a 'Welcome, zone09(5002004)' message and a menu with items like 'Personnel', 'Finance', 'PayRoll', 'Estate', 'CEP', 'School Plant', 'File Track', 'Index Page', 'Court', 'Vigilance', 'Important Links', and 'VKS'. Below the menu, it states 'You logged 1848 times'. The main content area features a form titled 'File Back/Return (If Not Received)' with a table of fields: 'Branch/District/Zone/School Id' (5002004), 'Branch/District/Zone/School Name' (ZONE09), 'Dealing Person Name' (SANT RAM KAPOOR), and 'File ID/File No' (127403-00236). A 'Next' button is located below the 'File ID/File No' field. An 'Index Page' link is also present in the top right of the form area.

File Back/Return (If Not Received)	
Branch/District/Zone/School Id	5002004
Branch/District/Zone/School Name	ZONE09
Dealing Person Name	SANT RAM KAPOOR
File ID/File No	127403-00236

FILE BACK (3RD STEP)

This will show the details against the selected file id & file no ,click on to the submit button to back the file in own branch

Directorate of Education
Govt. of NCT of Delhi

DEL E

New Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

Welcome,
zone09(5002004)

- Personnel
- Finance
- PayRoll
- Estate
- CEP
- School Plant
- File Track
- :- Index Page
- Court
- Vigilance
- Important Links
- VKS

You logged 1848 times

[Index Page](#)

File Back/Return (If Not Received)

Branch/District/Zone/School Id 5002004 Branch/District/Zone/School Name ZONE09
Dealing Person Name SANT RAM KAPOOR
File ID/File No 127403-00236

[Next](#)

File ID	File No.	Located Place	File Subject.	Dispatch Date	File Type
127403	00236	DTE-Administration-1	GOC VIGILANCE BRANCH	11/05/2010	TIME BOUND

[Submit](#)

Link name=>File Receive (Step 1).

Dealing person of a particular file has to enter his employee id and password if he will be authorized to receive the file

The screenshot shows the website interface for the Directorate of Education, Govt. of NCT of Delhi. The header includes the logo 'DELE' and a navigation menu with links: New Links, CAL, Mail, Attendance, Circular, Order, Change Password, and Log Out. A left sidebar contains a list of menu items: Personnel, Finance, Roll, Date, School Plant, Track, Page, Art, Balance, and Important Links. At the bottom of the sidebar, it indicates 'logged 1834 times'. The main content area displays the 'Index Page' and the 'Dealing Person Login Form'. The form contains the following fields and values:

Branch/District/Zone/School ID:- 5002004	Branch//District/Zone/School Name:- zone09
Employee Id :-	19891576
Password :-	<input type="password"/>
<input type="button" value="Submit"/>	

Authorized user can receive file from other branch for transaction process for this he can select file id which is to be received then click on add button user can receive more than one file at same time

Directorate of Education
Govt. of NCT of Delhi

DEL E

Home Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

Personnel
Finance
Payroll
State
P
School Plant
e Track
Index Page
urt
gillance
Important Links
S

1 logged 1834 times

File Receive

[Index Page](#) [Click for view the file](#)

Branch/District/Zone/School ID :- 5002004 Branch/District/Zone/School Name:- zone09

Receiving Person Name:- SANT RAM KAPOOR

Select File Id & File No. 18211--F.1124/Z-IX/2005

ADD

Check to Delete	S.No.	File ID	File No.
<input type="checkbox"/>	1	18211	F.1124/Z-IX/2005

If you don't want to receive added file you can delete it by Checking the Check box and then Clicking on delete button.

Delete Receive

File Update

From this link user can update the file record until the file has not been received by the another branch for further process

The screenshot shows a web browser window with the URL <http://misdb/DirectorateOfEducation.htm>. The page header includes the text "Directorate of Education" and "Govt. of NCT of Delhi" on the left, and the "DELE" logo on the right. A navigation bar contains links for "New Links", "CAL", "Mail", "Attendance", "Circular", "Order", "Change Password", and "Log Out". On the left side, there is a vertical menu with items like "Personnel", "Finance", "PayRoll", "Estate", "CEP", "School Plant", "File Track", "Index Page", "Court", and "Vigilance". The main content area features a table with the following links:

Index Page
Simple Update
Update via File ID
Update via Dealing Person
Update Dispatched Files

(Step 1)

File can be updated by click on Edit button according to file number then modify and click on update button

Directorate of Education
Govt. of NCT of Delhi

DEL E

New Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

Welcome,
zone09(5002004)

Personnel
Finance
PayRoll
Estate
CEP
School Plant
File Track
Index Page
Court
Vigilance
Important Links
VKS

You logged 1834 times

Back Index Page

File Update

Click	File Number	File Subject	Creation Date	Dealing Person
Update Cancel	04/Z-IX-40158	COURT CASE	14/09/2006	M.S.RATHEE
Edit	1109/zone-x-77005	FILE REGARDING HEARING IN APPEAL UNDER RTI ACT, 20	03/09/2007	ASHWANI
Edit	1251/z-9-111538	unauthorized absense	05/12/2008	deepa bhaskar
Edit	16/Zone/IX-37132	High court of delhi C W P NO. 10153-55/2005	22/08/2006	SH V.K.GAUR
Edit	21/ZONE/IX-36100	LABOUR COURT CASE	11/08/2006	SH.VK.Gour.
Edit	31/ZONE-9-34926	high court of promila sharma v/s G.N.C.T DELHI	01/08/2006	Sh.V.k.Gaur
Edit	32/ZONE-9-34937	HIGH COURT OF PREM SINGH V/S UNION	01/08/2006	Sh.V.k.Gaur
Edit	32/ZONE/IX-36097	PREMSINGH V/S UNION OF INDIA/O/ORS	11/08/2006	SH.VK.Gour.
Edit	33/Z-IX-40155	ARCHANA BHATNAGAR	14/09/2006	S.R.KAPOOR
Edit	370/ZONE-IX-32369	COMPLAINT AGAINST GURU HARIKISHAN PUB SCHOOL	19/07/2006	SH. V.K.GAUR
Edit	38/zone 9-35265	HIGH COURT OF DELHI SH SURJIT SINGH THEKADAR	04/08/2006	Sh.V.k.Gaur
Edit	38/Zone/IX-37112	High court OF Delhi sh. SURIT SINGH THEKADAR	22/08/2006	SH.V.K.GAUR
Edit	39/zone/ix-36094	compliance of cat order dated 31/05/2006 of smt sne	11/08/2006	SH.VK.Gour.
Edit	4/ZONE/IX-36185	HIGH COURT CASE W.P.(C)NO 13354 OF 2006	17/08/2006	V.K.Gaur
Edit	41/Z-IX-39511	CASE OF CAPITAL CO-OP V/S SMT. PATASO	02/09/2006	M.S.RATHEE
Edit	411/ZONE-9-34944	PROMOTION TO POST OF FIXOTION 2003004	01/08/2006	Sh.V.k.Gaur
Edit	49/Z-IX-40156	COURT CASE	14/09/2006	M.S.RATHEE

(Step 2)

Update file via file id ,for this enter file Id
and click on submit button then click on Edit button

Directorate of Education
Govt. of NCT of Delhi

DEL E

New Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

Welcome,
zone09(5002004)

- Personnel
- Finance
- PayRoll
- Estate
- CEP
- School Plant
- File Track
- :- Index Page
- Court
- Vigilance
- Important Links
- VKS

You logged 1848 times

[Back](#) [Index Page](#)

Update File Via File ID

Enter File ID

Click	File Number	File Subject	Creation Date	Dealing Person
Update Cancel	<input type="text" value="00236-127403"/>	<input type="text" value="VIGILANCE BRANCH"/>	<input type="text" value="12/02/2010"/>	<input type="text" value="MR MOHANI RANJAN"/>

(Step 3)

For Updation searching by dealing person name

Directorate of Education
Govt. of NCT of Delhi

DEL E

New Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

[Back](#) [Index Page](#)

Update File Via Dealing Person

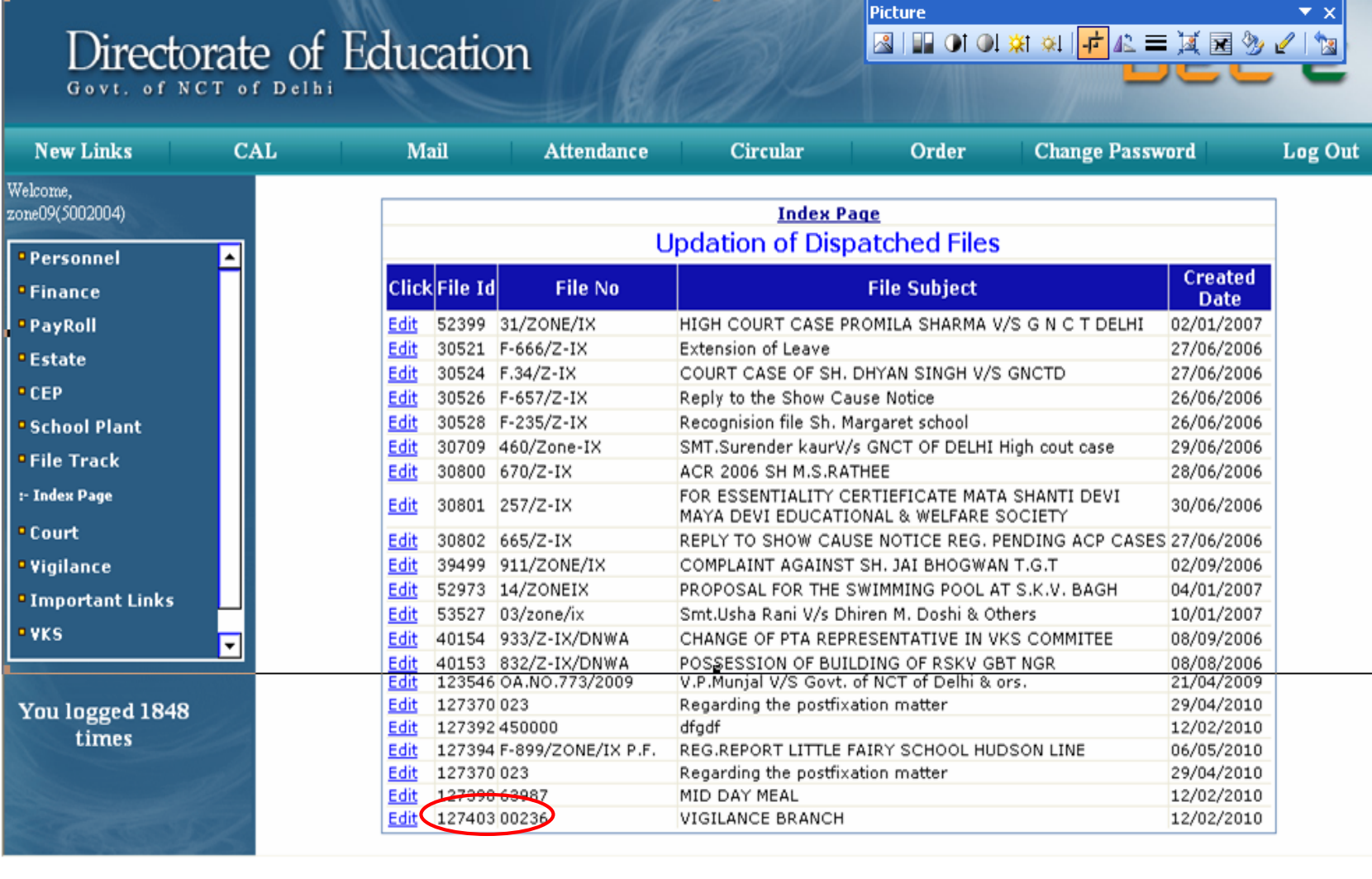
Enter Dealing Person Name

Click	File Number	File Subject	Creation Date	Dealing Person
Update Cancel	<input type="text" value="1109/zone-x-77005"/>	<input type="text" value="FILE REGARDING HEARI"/>	<input type="text" value="03/09/2007"/>	<input type="text" value="ASHWANI"/>

Personnel
Finance
PayRoll
Estate
CEP
School Plant
File Track
Index Page
Court
Vigilance
Important Links
KRS

(Step 4)

Updation of dispatched files
from this link only dispatched file can be modified



Directorate of Education
Govt. of NCT of Delhi

New Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

Welcome,
zone09(5002004)

- Personnel
- Finance
- PayRoll
- Estate
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- File Track
- :- Index Page
- Court
- Vigilance
- Important Links
- VKS

You logged 1848 times

[Index Page](#)
Updation of Dispatched Files

Click	File Id	File No	File Subject	Created Date
Edit	52399	31/ZONE/IX	HIGH COURT CASE PROMILA SHARMA V/S G N C T DELHI	02/01/2007
Edit	30521	F-666/Z-IX	Extension of Leave	27/06/2006
Edit	30524	F.34/Z-IX	COURT CASE OF SH. DHYAN SINGH V/S GNCTD	27/06/2006
Edit	30526	F-657/Z-IX	Reply to the Show Cause Notice	26/06/2006
Edit	30528	F-235/Z-IX	Recognition file Sh. Margaret school	26/06/2006
Edit	30709	460/Zone-IX	SMT.Surender kaurV/s GNCT OF DELHI High cout case	29/06/2006
Edit	30800	670/Z-IX	ACR 2006 SH M.S.RATHEE	28/06/2006
Edit	30801	257/Z-IX	FOR ESSENTIALITY CERTIEFICATE MATA SHANTI DEVI MAYA DEVI EDUCATIONAL & WELFARE SOCIETY	30/06/2006
Edit	30802	665/Z-IX	REPLY TO SHOW CAUSE NOTICE REG. PENDING ACP CASES	27/06/2006
Edit	39499	911/ZONE/IX	COMPLAINT AGAINST SH. JAI BHOGWAN T.G.T	02/09/2006
Edit	52973	14/ZONEIX	PROPOSAL FOR THE SWIMMING POOL AT S.K.V. BAGH	04/01/2007
Edit	53527	03/zone/ix	Smt.Usha Rani V/s Dhiren M. Doshi & Others	10/01/2007
Edit	40154	933/Z-IX/DNWA	CHANGE OF PTA REPRESENTATIVE IN VKS COMMITEE	08/09/2006
Edit	40153	832/Z-IX/DNWA	POSSESSION OF BUILDING OF RSKV GBT NGR	08/08/2006
Edit	123546	OA.NO.773/2009	V.P.Munjal V/S Govt. of NCT of Delhi & ors.	21/04/2009
Edit	127370	023	Regarding the postfixation matter	29/04/2010
Edit	127392	450000	dfgdf	12/02/2010
Edit	127394	F-899/ZONE/IX P.F.	REG.REPORT LITTLE FAIRY SCHOOL HUDSON LINE	06/05/2010
Edit	127370	023	Regarding the postfixation matter	29/04/2010
Edit	127398	63987	MID DAY MEAL	12/02/2010
Edit	127403	00236	VIGILANCE BRANCH	12/02/2010

(Step 2)

Updation of dispatched files

Directorate of Education
Govt. of NCT of Delhi

DEL E

New Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

Welcome,
zone09(5002004)

- Personnel
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You logged 1848 times

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Updation of Dispatched Files

Click	File Id	File No	File Subject	Created Date	
Edit	52399	31/ZONE/IX	HIGH COURT CASE PROMILA SHARMA V/S G N C T DELHI	02/01/2007	
Edit	30521	F-666/Z-IX	Extension of Leave	27/06/2006	
Edit	30524	F.34/Z-IX	COURT CASE OF SH. DHYAN SINGH V/S GNCTD	27/06/2006	
Edit	30526	F-657/Z-IX	Reply to the Show Cause Notice	26/06/2006	
Edit	30528	F-235/Z-IX	Recognition file Sh. Margaret school	26/06/2006	
Edit	30709	460/Zone-IX	SMT.Surender kaurV/s GNCT OF DELHI High cout case	29/06/2006	
Edit	30800	670/Z-IX	ACR 2006 SH M.S.RATHEE	28/06/2006	
Edit	30801	257/Z-IX	FOR ESSENTIALITY CERTIEFICATE MATA SHANTI DEVI MAYA DEVI EDUCATIONAL &	30/06/2006	
Edit	118834	35/Zone-9/Court Case	WP (C) No. 135/2009, Beena Arora & Ors V/S Directorate of Education & Anr	17/02/2009	
Edit	123546	OA.NO.773/2009	V.P.Munjal V/S Govt. of NCT of Delhi & ors.	21/04/2009	
Edit	127370	023	Regarding the postfixation matter	29/04/2010	
Edit	127392	450000	dfgdf	12/02/2010	
Edit	127394	F-899/ZONE/IX P.F.	REG.REPORT LITTLE FAIRY SCHOOL HUDSON LINE	06/05/2010	
Edit	127370	023	Regarding the postfixation matter	29/04/2010	
Edit	127398	63987	MID DAY MEAL	12/02/2010	
Update	Cancel	127403	00236	VIGILANCE BRANCH	12/02/2010

FILE DELETION

(Step 1)

From this link user can delete those files which has not been dispatched/received by another branch to select the file no. Which user wants to delete

The screenshot shows a Microsoft Internet Explorer browser window displaying the Directorate of Education website. The address bar shows the URL: <http://misdb/DirectorateOfEducation.htm>. The website header includes the logo "Directorate of Education Govt. of NCT of Delhi" and the acronym "DELE". A navigation menu contains links for "New Links", "CAL", "Mail", "Attendance", "Circular", "Order", "Change Password", and "Log Out".

On the left side, there is a sidebar with a "Welcome, zone09(5002004)" message and a list of menu items: Personnel, Finance, PayRoll, Estate, CEP, School Plant, File Track, Index Page, Court, Vigilance, Important Links, and VKS. Below the sidebar, it states "You logged 1834 times".

The main content area features a "FILE DELETION" section with a blue header. It includes an "Index Page" link and a form with the following fields:

Branch/District/Zone/School Id	5002004	Branch/District/Zone/School Name	ZONE09
File Id/File No	<input type="text" value="8229/-692/ZONE-IX"/>		
<input type="button" value="Next"/>			

FILE DELETE

User can delete file by select file id or file no which has not been received by the another branch ,once file has been received by the another branch that file cannot be deleted

The screenshot shows a Microsoft Internet Explorer browser window displaying the Directorate of Education website. The address bar shows the URL: http://misdb/DirectorateOfEducation.htm. The website header includes the logo "Directorate of Education Govt. of NCT of Delhi" and "DELE". A navigation menu contains links for New Links, CAL, Mail, Attendance, Circular, Order, Change Password, and Log Out. A sidebar on the left lists various categories like Personnel, Finance, PayRoll, etc. The main content area is titled "FILE DELETION" and includes an "Index Page" link. It contains a form with the following fields: Branch/District/Zone/School Id (5002004), Branch/District/Zone/School Name (ZONE09), and File Id/File No (32293-695/ZONE-IX). Below the form is a "Next" button. A table titled "Deletion of File" displays the following data:

File id	File no	Subject	Title	Status
32293	695/ZONE-IX	APPROVAL FOR REPAIR AND NEW WORK	APPROVAL FOR REPAIR AND NEW WORK	New File(Without Transaction)

Below the table is a "Delete" button. At the bottom of the sidebar, it says "You logged 1834 times".

PROCESS TO MERGE PART FILE INTO ORIGINAL FILE

When user dispatch original file to the another branch where this file is received and after processing it is sent back to the branch where it has been created at that branch, dispatched file or sent file is received then part file can be merged with the original file.

For this follow the below process

(Step 1)

Receive if dispatched file is sent back after processing

Directorate of Education
Govt. of NCT of Delhi

DEL E

New Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

Welcome,
zone09(5002004)

- Personnel
- Finance
- PayRoll
- Estate
- CEP
- School Plant
- File Track
- Index Page
- Court
- Vigilance
- Important Links
- VKS

You logged 1849 times

File Receive

[Index Page](#) [Click for view the file](#)

Branch/District/Zone/School ID :- 5002004 Branch/District/Zone/School Name:- zone09

Receiving Person Name:- SANT RAM KAPOOR

Select File Id & File No. 127403--00236

ADD

Check to Delete	S.No.	File ID	File No.
<input type="checkbox"/>	1	127403	00236

If you don't want to receive added file you can delete it by Checking the Check box and then Clicking on delete button.

Delete Receive

FILE MERGER

(Step 2)

From this link select file number of original file

Directorate of Education
Govt. of NCT of Delhi

DEL E

New Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

Welcome,
zone09(5002004)

[Index Page](#)
File Merger

Select File Number: 100236

Show Part Files

- Personnel
- Finance
- PayRoll
- Estate
- CEP
- School Plant
- File Track
- Index Page
- Court
- Vigilance
- Important Links
- VKS

You logged 1853 times

Done | Local intranet

FILE MERGER

(Step 3)

Click on Agree button, thus created part file will be merged into original file

Welcome, zone09(5002004)

[New Links](#) | [CAL](#) | [Mail](#) | [Attendance](#) | [Circular](#) | [Order](#) | [Change Password](#) | [Log Out](#)

[Index Page](#)
File Merger

Select File Number: 00236

Show Part Files

File ID	Part File Number	File Subject	Dealing Person	Creation Date
127404	00236 P.F.	VIGILANCE BRANCH	ZONE09	11/05/2010

Do you want to Merge this File with Main File?

Agree Not Agree

You logged 1849 times

File Close

User has to select the file number which has to be closed
(if file is not further to be processed)

Directorate of Education
Govt. of NCT of Delhi

DEL E

New Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

Welcome,
zone09(5002004)

- Personnel
- Finance
- PayRoll
- Estate
- CEP
- School Plant
- File Track
- :- Index Page
- Court
- Vigilance
- Important Links
- VKS

You logged 1852 times

Index Page	
File Closer	
File Number (with autogenerated id)	00236-127403
Closing Date(dd/mm/yyyy)	12/05/2010
Closing Reason	PROCESS COMPLETE
<input type="button" value="Close"/>	

File current status (Step 1)

From this link user can see the current status of file
for this enter the file id

The screenshot displays the Directorate of Education website interface. At the top, the logo "Directorate of Education Govt. of NCT of Delhi" is on the left, and "DELE" is on the right. A navigation bar contains links for "New Links", "CAL", "Mail", "Attendance", "Circular", "Order", "Change Password", and "Log Out". On the left side, a vertical menu lists various categories: Personnel, Finance, PayRoll, Estate, CEP, School Plant, File Track, Index Page, Court, Vigilance, Important Links, and VKS. Below the menu, it states "You logged 1852 times". The main content area features a form titled "Index Page" with a text input field labeled "Enter File ID" containing the value "127403", and a "Submit" button below it. The "Index Page" link in the form title is circled in red.

User can see the details of entered file id in the previous step

The screenshot shows a Microsoft Internet Explorer browser window displaying the Directorate of Education website. The address bar shows the URL <http://misdb/DirectorateOfEducation.htm>. The website header includes the logo "Directorate of Education Govt. of NCT of Delhi" and "DEL E". A navigation menu contains links for "New Links", "CAL", "Mail", "Attendance", "Circular", "Order", "Change Password", and "Log Out".

On the left side, there is a sidebar with a "Welcome, zone09(5002004)" message and a list of menu items: Personnel, Finance, PayRoll, Estate, CEP, School Plant, File Track, Index Page, Court, Vigilance, Important Links, and VKS. Below the list, it states "You logged 1852 times".

The main content area features a "Back" button and an "Index Page" link. A central box displays the following information:

- File Number (with FileID):** 127403-00236
- Subject:-** VIGILANCE BRANCH
- Status:-** File is lying with RD-Office of EO (Zone-9)-5002004 with effect from 11-May-2010

A "Print" button is located below the status information.

The browser's status bar at the bottom shows "Done" and "Local intranet".

Send Close file for Record Room

User can send only close file to the record room

Directorate of Education
Govt. of NCT of Delhi

DEL E

New Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

Welcome,
zone09(5002004)

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- File Track
- :- Index Page
- Court
- Vigilance
- Important Links
- VKS

You logged 1853 times

[Index Page](#)

Close File At **zone09-5002004**

Select	File Id	File Title	Closing Reason
<input type="checkbox"/>	127403	VIGILANCE BRANCH	PROCESS COMPLETE

Preview

Send Close file for Record Room

As user check against the file id the selected file record opens and user can easily send close file to the record room

The screenshot displays the Directorate of Education website interface. At the top, the logo 'Directorate of Education Govt. of NCT of Delhi' and 'DELE' are visible. A navigation bar includes links for 'New Links', 'CAL', 'Mail', 'Attendance', 'Circular', 'Order', 'Change Password', and 'Log Out'. A left sidebar contains a menu with items like 'Personnel', 'Finance', 'PayRoll', 'Estate', 'CEP', 'School Plant', 'File Track', 'Index Page', 'Court', 'Vigilance', 'Important Links', and 'VKS'. Below the menu, it states 'You logged 1853 times'. The main content area shows a table titled 'Close File At zone09-5002004' with the following data:

Select	File Id	File Title	Closing Reason
<input checked="" type="checkbox"/>	127403	VIGILANCE BRANCH	PROCESS COMPLETE

A 'Preview' button is located below the table.

Last step to send close file to the record room, click on submit button

Directorate of Education
Govt. of NCT of Delhi

DEL E

New Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

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zone09(5002004)

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- Important Links
- VKS

You logged 1853 times

Index Page

Close File At [zone09-5002004](#)

List of Files to Close

File No	File Title	Closing Reason
127403	VIGILANCE BRANCH	PROCESS COMPLETE

Back


Submit

Done Local intranet

Files Dispatched But Not Received Yet

This report contains the record for dispatched files of a particular branch but not received by another branch for further transactions

Directorate of Education
Govt. of NCT of Delhi



New Links
CAL
Mail
Attendance
Circular
Order
Change Password
Log Out

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zone09(5002004)

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- Finance
- PayRoll
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- File Track
- Index Page
- Court
- Vigilance
- Important Links
- VKS

You logged 1834 times

List of Dispatch Files Which are not Received yet


S.No	File ID	File No	File Subject	Location Name (where currently located)	Dispatch Date	Dispatch Person
1	30521	F-666/Z-IX	Extension of Leave	RD-Office of DD(NW-A)	27 Jun 2006	BRIJ BALA-20025518
2	30800	670/Z-IX	ACR 2006 SH M.S.RATHEE	RD-Office of DD(NW-A)	30 Jun 2006	BRIJ BALA-20025518
3	30802	665/Z-IX	REPLY TO SHOW CAUSE NOTICE REG. PENDING ACP CASES	RD-Office of DD(NW-A)	30 Jun 2006	BRIJ BALA-20025518
4	34872	33/ ZIX	Civil Court,Archna Bhatnagar v/sGNCT Delhi.	DTE-LETIGATION BRANCH	06 Sep 2006	MAHINDER SINGH RATHEE-19940019
5	35268	37/ZONE 9	HIGH COURT OF DELHI SH MUKESH CHAND V/S	RD-Office of DD(NW-A)	05 Aug 2006	BRIJ BALA-20025518
6	36122	40/ZONE/IX	CONT CAS(C) NO 778/2005 KULWINDER KAUR V/S D.N. ARORA G.N.C.T.D	RD-Office of DD(NW-A)	14 Aug 2006	BRIJ BALA-20025518
7	37295	762	REGARDING CHANGE OF NAME OF STUDENT OF D.L. DALBARI LAL PUBLIC SCHOOL	RD-Office of DD(NW-A)	25 Aug 2006	BRIJ BALA-20025518
8	39277	918/ZONE/IX	POSTING OF PROPOSAL FOR T G T MATHS	RD-Office of DD(NW-A)	11 Sep 2006	BRIJ BALA-20025518
9	39283	917/ZONE/IX	APPROVAL OF EARNED LEAUE IN LIEU OF DUTY PERTMED	RD-Office of DD(NW-A)	11 Sep 2006	BRIJ BALA-20025518
10	39285	897/ZONE/IX	LEGAL NOTICE OF SH.R.KHANNA &ASSOCIATES REGARDING	RD-Office of DD(NW-A)	11 Sep 2006	BRIJ BALA-20025518
11	39450	46/zone/IX	COURT CASE PRABHU DAYAL PUBLIC SCHOOL SHALIMAR BAGH V/S	RD-Office of DD(NW-A)	11 Sep 2006	BRIJ BALA-20025518
12	39459	02/Zone/IX	COURT CASE SH.DHYAHN SINGH V/S GNCT OF DELHI	RD-Office of DD(NW-A)	11 Sep 2006	BRIJ BALA-20025518
13	39469	533/ZONE/IX	EXEMPTION OF SCHOOL FEE & OTHER FUND BELONYS TOSC	RD-Office of DD(NW-A)	11 Sep 2006	BRIJ BALA-20025518
94	2740000230		VIGILANCE BRANCH	DTE Administration 1: GOC	11 May 2010	SANT RAM 19891576

[Print](#)

Files which are not received yet

User can see the files which has not been received by branch which are dispatched by other branches

Directorate of Education
Govt. of NCT of Delhi



New Links
CAL
Mail
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Order
Change Password
Log Out

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Files which are not received at zone09-5002004

Sno.	File ID	File Number	File Subject	Dispatch From	Dispatch Date	Dispatch Person
1	11629	RSKV/GTB/2005-06/834	GPF WITHDRAWAL	Guru Teg Bahadur Nagar-SKV-1309027	17-Oct-2006	NISHA CHANDRA-19895135
2	12696	RSKV/GTB/2005-06/867	GPF WITHDRAWAL	Guru Teg Bahadur Nagar-SKV-1309027	17-Oct-2006	NISHA CHANDRA-19895135
3	20783	RSKV/GTB/06/981	GPF WITHDRAWAL	Guru Teg Bahadur Nagar-SKV-1309027	17-Oct-2006	NISHA CHANDRA-19895135
4	22361	RSKV/GTB/06/08	GPF WITHDRAWAL	Guru Teg Bahadur Nagar-SKV-1309027	17-Oct-2006	NISHA CHANDRA-19895135
5	26259	GBSSS/B.PUR/06/34	STEPIING OF CASE OF SH.GIRDHARI LAL	Bakhtawarpur-GBSSS-1310016	12-May-2006	VIJAY SINGH-19790462
6	26364	RSKV/GTB/2005-06/97	GPF WITHDRAWAL	Guru Teg Bahadur Nagar-SKV-1309027	17-Oct-2006	NISHA CHANDRA-19895135
7	28690	221/GBSSSAP/DATED 31.3.2006	APPROVAL FOR CONSTRUCTION	Shalimar Bagh, Block AP-GBSSS-1309007	19-Jul-2006	KESHAV PAL SINGH-19830844
8	28693	222/GBSSSAP/DATED 31/03/2006	APPROVAL FOR CONSTRUCTION	Shalimar Bagh, Block AP-GBSSS-1309007	03-Jul-2006	KESHAV PAL SINGH-19830844
9	30782	833/SBVCC COLONY	NON PAYMENT OF SALARY OF SH. PREM SINGH	C.C. Colony-SBV-1309001	30-Jun-2006	MOHAN LAL-19775069
10	30820	GGSSS AP Blk Shalimar Bagh/123	ACP II	Shalimar Bagh, Block AP-GGSSS-1309033	01-Jul-2006	VINAY JAIN-19961140
11	33858	GBSSS/Dhaka/190 dt 27/7/06	Renovation to El & Street Light at GSSS Dhaka	Dhaka-GBSSS-1309009	31-Jan-2007	SATISH KUMAR MANCHANDA-20050349
12	35231	RSKV/GTB/2006-07/282	Construction of new school Building	Guru Teg Bahadur Nagar-SKV-1309027	05-Aug-2006	REGINA MINJ-19890602
13	35240	RSKV/GTB/2006-07/283	Grant of E.L. & TA	Guru Teg Bahadur Nagar-SKV-1309027	08-Aug-2006	REGINA MINJ-19890602

Reports

User can see the files which has not been received by branch which are dispatched by other branches from two months

Directorate of Education
Govt. of NCT of Delhi

New Links
CAL
Mail
Attendance
Circular
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You logged 1834 times

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Files which are not received from two months zone09-5002004

S.No	File ID	File Number	User Description	File Subject	Dispatch Date	Dispatch Person
1	11629	RSKV/GTB/2005-06/834	Guru Teg Bahadur Nagar-SKV	GPF WITHDRAWAL	17-Oct-2006	NISHA CHANDRA-19895135
2	12696	RSKV/GTB/2005-06/867	Guru Teg Bahadur Nagar-SKV	GPF WITHDRAWAL	17-Oct-2006	NISHA CHANDRA-19895135
3	20783	RSKV/GTB/06/981	Guru Teg Bahadur Nagar-SKV	GPF WITHDRAWAL	17-Oct-2006	NISHA CHANDRA-19895135
4	22361	RSKV/GTB/06/08	Guru Teg Bahadur Nagar-SKV	GPF WITHDRAWAL	17-Oct-2006	NISHA CHANDRA-19895135
5	26259	GBSSS/B.PUR/06/34	Bakhtawarpur-GBSSS	STEPING OF CASE OF SH.GIRDHARI LAL	12-May-2006	VIJAY SINGH-19790462
6	26364	RSKV/GTB/2005-06/97	Guru Teg Bahadur Nagar-SKV	GPF WITHDRAWAL	17-Oct-2006	NISHA CHANDRA-19895135
7	28690	221/GBSSSAP/DATED 31.3.2006	Shalimar Bagh, Block AP-GBSSS	APPROVAL FOR CONSTRUCTION	19-Jul-2006	KESHAV PAL SINGH-19830844
8	28693	222/GBSSSAP/DATED 31/03/2006	Shalimar Bagh, Block AP-GBSSS	APPROVAL FOR CONSTRUCTION	03-Jul-2006	KESHAV PAL SINGH-19830844
9	30782	833/SBVCC COLONY	C.C. Colony-SBV	NON PAYMENT OF SALARY OF SH. PREM SINGH	30-Jun-2006	MOHAN LAL-19775069
10	30820	GGSSS AP Blk Shalimar Bagh/123	Shalimar Bagh, Block AP-GGSSS	ACP II	01-Jul-2006	VINAY JAIN-19961140
11	33858	GBSSS/Dhaka/190 dt 27/7/06	Dhaka-GBSSS	Renovation to El & Street Light at GSSS Dhaka	31-Jan-2007	SATISH KUMAR MANCHANDA-20050349
12	35231	RSKV/GTB/2006-07/282	Guru Teg Bahadur Nagar-SKV	Construction of new school Building	05-Aug-2006	REGINA MINJ-19890602
13	35240	RSKV/GTB/2006-07/283	Guru Teg Bahadur Nagar-SKV	Grant of E.L. & TA	08-Aug-2006	REGINA MINJ-19890602

Reports

TOTAL NO. OF FILES WITH FULL DETAILS (Step 1)

User can see the details of file (including dispatched & received files) by click on the details button

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zone09(5002004)

Total Files At zone09-5002004

File ID	File Number	File Subject	Details
18211	F.1124/Z-IX/2005	E.C. file	Details
30799	676/ZONE-IX	Reg.Proposal of posting	Details
30935	498 /zix	posting in SNBSSSNCLY.	Details
31605	390/GBSSAP/DATED 11.7.2006	SUMMER COACHING CAMP	Details
32297	692/ZONE-IX	BUDGET APPROVAL FOR RS.63000/-	Details
32369	370/ZONE-IX	COMPLAINT AGAINST GURU HARIKISHAN PUB SCHOOL	Details
32371	558/ZONE IX	COMPLAINT AGAINST DAV& KULACHI HANSRAJ PUBLIC SCHO	Details
33165	757/ Z IX	Approval for constration	Details
33250	757/Z-9	GBSSAP-block Shalimar-Bagh	Details
34359	GBSSS/DHAKA/176	EOR to school toilets/ repairs of windows.	Details
34366	GBSSS No.1/MT/2006/011	Reimbursement of Medical Expenses	Details
34876	801/Zone-IX	Posting Of Librarian	Details
34895	675/zone-9	restgnation of ms.priyanka dang	Details
34912	783/zone-9	allotmen of land dda	Details
34926	31/ZONE-9	high court of promila sharma v/s G.N.C.T DELHI	Details
127395	DE/Z-9/762 P.F.	Stop the Admission in class 9/10/11/12 Jyoti Model School	Details
127396	F-666/Z-IX P.F.	Extension of Leave	Details
127397	00036	MID DAY MEAL	Details
127398	63987	MID DAY MEAL	Details
127403	00236	VIGILANCE BRANCH	Details

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Reports (Step 2)

Detail of particular file

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File Information

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File ID	127403
File Number	00236
File Subject	VIGILANCE BRANCH
Creation Date	12-Feb-2010
Branch Name(where file created)	RD-Office of EO (Zone-9)-5002004
Branch Name(where currently located)	zone09-5002004

Dispatch Track

Location From	Dispatch Date	Location To	Received Date
RD-Office of EO (Zone-9)-5002004	11-May-2010	DTE-Administration-1 : GOC-5000003	11-May-2010
RD-Office of EO (Zone-9)-5002004	11-May-2010	DTE-Administration-1 : GOC-5000003	11-May-2010
DTE-Administration-1 : GOC-5000003	11-May-2010	RD-Office of EO (Zone-9)-5002004	11-May-2010
DTE-Administration-1 : GOC-5000003	11-May-2010	RD-Office of EO (Zone-9)-5002004	11-May-2010

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Record room details(for Close Files)

From this link user can see all the files which are closed and sent into Record room

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List of Close Files

S.No	FileID	Branch Name	File Subject	Reason	Closing Date
1	1906	DTE-Office of Addl D.E. (Admn)	asdf	development	14/04/2006
2	1911	DTE-Office of Addl D.E. (Admn)	dghdh	hk	15/04/2006
3	1908	DTE-Office of Addl D.E. (Admn)	sarad	asdsad	13/04/2006
4	1909	DTE-Office of Addl D.E. (Admn)	gdgd	ghgh	15/04/2006
5	1910	DTE-Office of Addl D.E. (Admn)	ran	ghgfhg	15/04/2006
6	1915	DTE-Office of Addl D.E. (Admn)	dgd	sdfa	24/04/2006
7	1907	DTE-Office of Addl D.E. (Admn)	job	dqewqe	13/04/2006
8	2116	DTE-Administration-1 : GOC	eeertr	eewrretre	21/03/2009
9	48376	RD-Office of EO(Zone-6)	F.52/DDE(NE)ZONE VI/6341Dt23/11/2006	transacion process complete	11/05/2010
10	943	RD-Office of DD(NW-B)	Z-XI	vcxcvv	06/03/2009
11	2008	RD-Office of EO (Zone-9)	nbnvbnn		14/02/2009
12	127403	RD-Office of EO (Zone-9)	VIGILANCE BRANCH	PROCESS COMPLETE	12/05/2010
13	1920	DTE-PFC Branch	adfa	asdas	08/05/2006
14	109	E-I	Relieving of Grade - IV LDC, Out of Department	adsfs	13/04/2006
15	1889	E-I	ziraf	afdsf	13/04/2006
16	1807	E-I	sadas	afdsf	14/04/2006

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View Files(Branch Wise)

Through this link user can see the record of his own file in any branch where his file has been dispatched by selecting the branch id given in the drop down list.

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View Files (branch-wise)

Select Branch Name:

Your Files At DTE-Office of Addl D.E.(Admn)-5000002

File ID	File Number	File Subject	Receiving Date	Receiving Person
42917	886/zone/ix	REQUEST EOR TRANSFER IN R/O SH,R.D.CHAUDHARY	10/10/2006	20035316

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Report Close Files

This report contains the all closed file records which has not been sent into Record Room.

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Close Files At [zone09-5002004](#)

File ID	File Number	File Subject	Creation Date	Closing Date	Closing Reason
127403	0236	VIGILANCE BRANCH	12-Feb-2010	12-May-2010	PROCESS COMPLETE

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(STEP 1) File Search

User can search his file by the various options given in the proforma

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File Search

<input checked="" type="radio"/> Searching By File ID	<input type="text" value="127403"/>
<input type="radio"/> Searching By File No.	<input type="text"/>
<input type="radio"/> Searching By Subject of File	<input type="text"/>
<input type="radio"/> Searching By Dispatch Person & Branch ID	<input type="text"/> ID <input type="text"/>
<input type="radio"/> Searching By File Creation Date	<input type="text"/> (dd/mm/yyyy)
<input type="radio"/> Search File between two Dates	Initial <input type="text"/> Final <input type="text"/> (dd/mm/yyyy)

(Step 2)

User can see the complete information about the file

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File ID	127403
File No.	00236
Subject of File	VIGILANCE BRANCH
Creation Date	12/02/2010
Where Created	5002004
Branch Name	RD-Office of EO (Zone-9)

Sr No.	Dispatched from.	Dispatched Date	Received	Received Date
1	RD-Office of EO (Zone-9)-5002004	11/05/2010	DTE-Administration-1 ; GOC-5000003	11/05/2010
2	RD-Office of EO (Zone-9)-5002004	11/05/2010	DTE-Administration-1 ; GOC-5000003	11/05/2010
3	DTE-Administration-1 ; GOC-5000003	11/05/2010	RD-Office of EO (Zone-9)-5002004	11/05/2010
4	DTE-Administration-1 ; GOC-5000003	11/05/2010	RD-Office of EO (Zone-9)-5002004	11/05/2010

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(STEP 1)

Link name=>Reports Daily Transaction

Through this link user can see the status of received & dispatched file date wise

The screenshot displays the Directorate of Education website interface. At the top, the logo "Directorate of Education Govt. of NCT of Delhi" is on the left, and "DELE" is on the right. A navigation bar contains links: "New Links", "CAL", "Mail", "Attendance", "Circular", "Order", "Change Password", and "Log Out".

On the left side, a vertical menu lists various categories: Personnel, Finance, PayRoll, Estate, CEP, School Plant, File Track, Index Page, Court, Vigilance, Important Links, and VKS. Below this menu, it states "You logged 1849 times".

The main content area is titled "File Movement Report on" and includes an "Index Page" link. Below this, it specifies "zone09 (5002004)". A section titled "Select any one Report" has two radio buttons: "Receiving Report" (which is selected) and "Dispatch Report". Below this, there is a date input field labeled "Enter Date" with the value "11/05/2010" and the format "(dd/mm/yyyy)". A "Submit" button is located below the date field.

(STEP 2) Daily Transaction

Through this link user can see report of all received files on given date

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File Movement Report on 11/05/2010

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Received Report on 11/05/2010

Sr No.	File ID.	File No.	Subject	Received from
1	127398	63987	MID DAY MEAL	DTE-Administration-1 : GOC-5000003
2	127398	63987	MID DAY MEAL	DTE-Administration-1 : GOC-5000003
3	127403	00236	VIGILANCE BRANCH	DTE-Administration-1 : GOC-5000003
4	127403	00236	VIGILANCE BRANCH	DTE-Administration-1 : GOC-5000003

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(STEP 3)

through this link user can see all dispatched files on given date

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You logged 1849 times

File Movement Report on

[Index Page](#)

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Select any one Report Receiving Report Dispatch Report

Enter Date (dd/mm/yyyy)

(STEP 4)

Through this link user can see report of all dispatched files on given date

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New Links | CAL | Mail | Attendance | Circular | Order | Change Password | Log Out

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File Movement Report on 11/05/2010

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Dispatched Report on 11/05/2010

Sr No.	File ID.	File No.	Subject	Sent To	Received From	Received On
1	127370	023	Regarding the postfixation matter	DTE-Administration-1 : GOC-5000003	DTE-Administration-1 : GOC-5000003	29/04/2010
2	127398	63987	MID DAY MEAL	DTE-Administration-1 : GOC-5000003	DTE-Administration-1 : GOC-5000003	11/05/2010
3	127403	00236	VIGILANCE BRANCH	DTE-Administration-1 : GOC-5000003	DTE-Administration-1 : GOC-5000003	11/05/2010

[Print](#)

THANKS