DIRECTORATE OF EDUCATION: GNCT OF DELHI
COORDINATION BRANCH: LUCKNOW ROAD: DELHI

No.30-3(17)/Coord/Misc./2011/5000 --505/9    Dated:- 26/4/11

CIRCULAR

It has come to notice that the incharge of various branches in the Directorate of Education are not following the Manual of Office Procedure properly while submitting the files to their Senior Officers.

It is, therefore, directed that the instructions as laid down in the Manual of Office Procedure be followed strictly. Henceforth, all files, especially those going to other departments must bear the following:

1. File Number
2. Branch/ Department’s Name
3. Subject
4. Page No. (Noting and Correspondence)
5. Paragraph No. (Noting side)
6. File Cover should be in good condition.
7. Courtesy Note Sheet should be put on the file.
8. File should also have file board under it.

(Shashi Kaushal)
Addl. Director of Education (Coord.)

No.30-3(17)/Coord/Misc./2011/5000 --505/9    Dated:- 26/4/11

Copy for information and necessary action to:-
1. PS to Pr. Secretary (Education), GNCT of Delhi, Old Secretariat, Delhi.
2. PS to Director (Education), Directorate of Education, Delhi.
3. All RDEs/DDEs, Directorate of Education, Delhi through website.
4. All Branches of Headquarter through website of the department.
5. All Head of Schools, GNCT of Delhi through website of the department.
6. OS (IT) with the request to upload the Circular on the website (Log in Pop-up) of the department.

(Shashi Kaushal)
Addl. Director of Education (Coord.)