DIRECTORATE OF EDUCATION: GNCT OF DELHI
COORDINATION BRANCH: LUCKNOW ROAD: DELHI
(Ph No. 011-23811388)

No.F. 30-3(17)/(2)/Cir./Coord./2013/7255-7254

Dated: 20/12/13

CIRCULAR

Sub:-- Regarding proper maintenance of the file.

Please find enclosed herewith a copy of letter number No.F. 54/2/2011/GAD/CN/dsgad-III/4199 dated 10.09.2013 received from Special Secretary (GAD), General Administration Department, Delhi Secretariat, GNCT of Delhi, New Delhi on the subject cited above, for information and compliance by all the concerned.

Encl: As above.

(Shashi Kaushal)
Spl. Dir. of Edn. (Coord.)

No.F. 30-3(17)/(2)/Cir./Coord./2013/7255-7254

Dated: 20/12/13

Copy for information and necessary action to:-

1. PS to Principal Secretary (Education), GNCT of Delhi, Old Secretariat, Delhi.
2. PS to Director (Education), GNCT of Delhi, Old Secretariat, Delhi.
3. PA to Spl. Dir. of Edn. (Finance/HOO/Pension/Accounts/Audit), Dte. of Edn., Delhi.
7. PA to Addl. Dir. of Edn. (IT)/SPD (SSA)/RMSA/, Dte. of Edn., Delhi.
8. PA to Addl. Dir. of Edn. (School/Welfare/Exam/Science), Dte. of Edn., Delhi.
12. All Branches of Head Quarter through website of the department.
13. OS (IT) with the request to upload the circular on the website.

(Shashi Kaushal)
Spl. Dir. of Edn. (Coord.)
CIRCULAR

It has been emphasized by the Chief Secretary that due attention must be given for proper maintenance of the files which includes the paging of noting and correspondence side of the files, paragraphing of the notes and ensuring that the pages in the file are not crumpled. Blank note sheets or portions should be scored out by drawing a line through it. In this context, all concerned should be directed to be guided by the compiled provisions of "Filing System & Processing of Receipts as per Manual of Office Procedure" by Department of Administrative Reforms which are available at www.ar.delhigovt.nic.in under Manual and Guidelines heading.

In addition to the above, when proposal is submitted for the approval of Hon’ble Lt. Governor / Hon’ble Chief Minister, the note should be self explanatory with proper docketing and all references duly indicated.

Further, it has been desired by the Chief Secretary that all officers of the level of Jt. Secretary and above should affix stamp of their name and designation after their signature in the note placed in the file.

(P. C. Jain)
Special Secretary (GAD)

All the Principal Secretaries/Secretaries/ Head of Departments