

No. F-16(iv)/DJB/M(A)/2012/  
OFFICE OF THE MEMBER (ADMINISTRATION)  
DELHI JAL BOARD, GOVERNMENT OF NCT OF DELHI  
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI - 110 005

88884

DATED: 23-08-2012

INSTRUCTIONAL ORDER

The undersigned has been receiving files which are bulky and sometimes it becomes difficult to handle them. It also becomes difficult to ascertain from which Office/Officer the file has been received. Further no space is left for recording remarks on noting sheet.

There is a laid down procedure for maintaining official files under Manual of Office Procedure applicable to Delhi Jal Board. Some of the salient features are reiterated here as under:-

1. An official file should not contain more than 100 pages both on notes and correspondence side. When either the 'noting' or the 'correspondence' portion exceeds 100 pages, it should be stitched and Marked Volume-I. Further papers on the subject should be added to new volume of the same file which should be marked Volume -II, and so on.
2. Similarly, the date on which a note is initialed or signed, the Dealing Assistant or the Sectional in charge should clearly mention his name, designation and date on which signed.
3. At least one inch (1") space needs to be left on all sides of noting portion to enable the authority to record his/her observation.
4. Torn and shabby file covers should be replaced.

All concerned are hereby advised to issue suitable directions to the staff working under their control to strictly follow the above mentioned procedure while processing the files.

Circulated for strict compliance.

(HUZAR LOLLEN)  
Member (Administration)

All DDOs

*Discussed - for strict compliance by all concerned.* Contd...P/2.

DD V-II

*9/8*

6544  
24/8/12  
Delhi Jal Board

Please noted, all concerned.

*(Signature)*