

No. F- /5 /DJB/M(WS)/2015/ 1227

Dated : 30.04.2015
5-5-15

INSTRUCTIONAL ORDER

Office of the Member (Dr.)
No. 2230
5/5/15

It is observed that many important files are being forwarded to the senior officers in a very casual manner despite circulating various instructions in this regard. All the concerned officers are again directed to follow the instructions as under while forwarding the files to their seniors:

1. All the noting and corresponding pages should be well numbered.
2. All the papers in the file should be properly placed.
3. The self contained typed note giving all details about the subject should be forwarded.
4. In case of submitting compliance report in respect to VIP references, all the issues mentioned in the letter should be addressed properly and a draft reply should be placed in the file.
5. All the referred papers in the note should be flagged.
6. If the reference does not pertain to the officer whom the reference is addressed, he should forward the same to the concerned officer with copy to the applicant or complainant instead of just writing that the reference does not pertain to him.
7. The complimentary note sheet should be attached if the last noting sheet is full of text.
8. Instead of writing comments on the VIP letters/complaint or application, a separate note should be forwarded enclosing the reference.

All Chief Engineers.

Copy for information to:

1. C.E.O.
2. Member (A)/Member (F)/Member (Dr)

Member (WS)
H/ Clerk

30k
MEMBER (WS)

5/5/15
MEMBER (WS)