

DELHI DEVELOPMENT AUTHORITY  
[FINANCE & EXPENDITURE]

F & E Circular No. 22...

Sub: Maintenance of Office Files.

It has been observed that the files moved by various Branches/Units from time to time becomes voluminous and heavy containing hundreds of the pages on both noting and correspondence side.

As per Para 41 (6) of Swamy's Manual on Office Procedure, when the 'notes' plus 'correspondence' portion of a file become bulky / voluminous (say exceed 150 pages), it will be stitched and marked 'Volume-I'. Further, papers on the subject will be added to the new volume of the same file, which will be marked, 'Volume-II' and so on.

Whenever, the file No. of the subject matter is changed or new volume of the same file No. is opened, a proper reference is to be given on the front page of the file cover regarding previous file No./volume No and subsequent file No./volume No.

The Senior Officers has observed that this standard of maintaining procedure is not being followed in DDA. Hence, VC has directed that all concerned HODs / HOOs / Branch Officers may ensure that whenever a file becomes heavy, the same may be replaced by new volume or new file No. giving reference of previous file No. and new file No./volume on the front cover page.

  
(Santosh Kumar)  
Chief Accounts Officer

NO.FE98(11)09/DDA/537

Dated : 30-9-15

Copy to :-

*EM*

1. PS to VC/FM/~~VC~~ for kind information of the latter.
2. All the Principal Commissioners/Commissioners/Chief Arch. / *Comm. Cum-Secy*
3. All Chief Engineers
4. Director (P)-I & II, Dir(LC)/FA(H);
5. Dir(W/C)Estt./Medical & Pension/I.A/Finance
6. All Zonal Dy.CAOs/Dy.FA(H)-I & II
7. Dy.CAO/Estt./Works/Accounts/HQ-I/Budget
8. AO(PE/Sports)/PAO(EW).
9. Guard file.