



No. Addl. Commr. / Engrs. / MCD - D-06

Dated: 06/06/2022

CIRCULAR

It is observed that the files under process are not in good condition and maintained in proper manner as per laid down procedures in the matter. It is therefore, intimated to all concerned that while submitting files, the following points may be noted for strict compliance:-

- (a) All pages of the file must be numbered on both sides i.e. noting side and correspondence side.
- (b) Subject of a file should be mentioned on the face of the file cover in bold capital letters.
- (c) Sufficient space must be left on the bottom of the noting page for remarks / comments, **signatures, with name / stamping** shall be made on each page of noting and correspondence side of the file. If required space is not available on the bottom of the noting sheet, a separate / additional note sheet must be attached.
- (d) If a new file is opened on the same subject, the main file must be attached along the new file for necessary reference.
- (e) All files should be submitted duly tied with a file pad.
- (f) No file shall be put up to any officer without making entry in the diary register. The concerned officer who brings the files by hand must ensure it before submitting the same.

ADDL. COMMISSIONER (ENGG.)

All Concerned

Copy to:-

- 1. Commissioner
- 2. All Addl. Commissioners AAT
- 3. All E-in-Cs
- 4. All DCs

For compliance pl.

ADDL. COMMISSIONER (ENGG.)

ADC (R & Cell)
AO (IT)
AC (C & C)
etc

07/06/22
SADTIF
08/06
Please upload
D. Patel
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