राष्ट्रीय डिज़ाइन   National Institute
संस्थान हरियाणा   of Design Haryana

राष्ट्रीय महत्व का संस्थान
भारत सरकार के वाणिज्य एवं उद्योग मंत्रालय के
डी पी आई आई टी अधीन एक सांविधिक संस्था
Institute of National Importance
Statutory Institute under the DPIIT
Ministry of Commerce and Industry, Government of India

NIDH/ADM/01/01/2021-22/3982   06.12.2021

OFFICE ORDER

Subject: - File Management System-reg….

1.   Noting, Drafting and File Management plays vital role in the decision making process in a Government Organization. It is the back bone of documentation in the system. The internal and external auditors largely rely on these documents to assess the efficiency of the system in place. The Institute has put in place the noting, drafting and filing system. However, the system needs to be more organized and regulated. Accordingly, the following guidelines are issued with immediate effect for strict compliance by all concerned;

2.   **Opening and Closing of Files and File Numbering**

     The Master File Register would be maintained in the Administration Section. The department wise code number for creating files would be given from the Master File Register. Further each Department shall maintain File Register from where the individual subject wise file number would be created as per the example given below;

(i)   Master File Register:

SL NO	Department	Code
01	Office of Director	NIDH/DIR
02	Academic Administration	NIDH/AA
03	General Administration	NIDH/GA
04	Accounts	NIDH/AC
05	Library	NIDH/LIB

     Any further codes for Departments would be issued only by the Administration Section from the Master File Register. The Departments would maintain a File Register with subject wise details and file numbering as per example for Academics Administration Department given below;

(ii)   Department File Register:

SL NO	Main Subject	Code
01	Admission	NIDH/AA/01
02	Hostel	NIDH/AA/02
03	Fee	NIDH/AA/03

04	Discipline Allocation	NIDH/AA/04
05	Industrial Design Discipline	NIDH/AA/05
06	Communication Design Discipline	NIDH/AA/06
07	Textile & Apparel Design Discipline	NIDH/AA/07
08	Foundation Studies Discipline	NIDH/AA/08

Further subject wise individual file numbers would be allocated from the Department File Register as per example below;

(iii)   Page of Department File Register (Main Subject- Admission)

SL NO	Subject	File Number
01	Admission correspondence with NID Ahmedabad	NIDH/AA/01/01
02	Admission correspondence with Candidates for First Level Counselling	NIDH/AA/01/02
03	Admission correspondence with Candidates for Second Level Counselling	NIDH/AA/01/03
04	Common Admission Board Correspondence	NIDH/AA/01/04

(iv)   Page of Department File Register (Main Subject- Foundation Discipline)

SL NO	Subject	File Number
01	Village Project Proposal 2020	NIDH/AA/08/01
02	Ceramic Skill based Module- July 2020	NIDH/AA/08/02
03	Semester End Jury Coorres- June 2020	NIDH/AA/08/03
04	Concerns of Students- 2020-21	NIDH/AA/08/04

The above tables are only for illustration purpose. The Departments should maintain the File Registers as per above formats. The opening and closing of Files must be with approval of the HOD of the concerned department. File registers should have File Number, Subject, Opening date, Signature of Dealing Hand, Section In-Charge and HOD. Blank space/columns for Closing date, Reason for closing, Signature of Dealing Hand, Section In-Charge and HOD should be available against each entry in the register which would be filled in at the time of closing the file.

3.   **Filing of papers -**

(i)   Both "notes portion" and "correspondence portion" will be placed in a single file cover.

   • Note portion will be tagged on to the left side of the filecover.

   • Correspondence portion will be tagged on to the right side of the filecover.

(ii)   Reference to previous communications should invariably be indicated in the fresh receipt, if there is a mention about it.

(iii)   If the file is not bulky, appendix to notes and appendix to correspondence may be

kept along with the respective note portion or the correspondence portion of the main file if these are considered as integral and important part.

(iv)   If the file is bulky, separate file covers may be used for keeping appendix to notes and appendix to correspondence.

(v)   When the 'notes" plus the 'correspondence" portion of the file become bulky (say exceeds 150-200 pages), it will be 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. In Volume II and subsequent volumes of the same file, page numbering in notes portion and correspondence portion will be made in continuity of the last page number in note portion/correspondence portion of the earlier volume.

(vi)   File number, Name of the Department, Name of section, Subject of the file and Classification if any should be neatly written on top of the File Cover and the first page of the note portion in each volume of the file.

4.   Guidelines for noting -

(i)   All notes shall be concise and to the point. Additional material, if any, may be placed in the communication side of the file. Black or Blue ink shall be used by all categories of staff and officers.

(ii)   The dealing hand shall append full signature, name and date on the left below the note. An officer shall append full signature on the right hand side of the note with name, designation and date. In an electronic environment digital signature will be appended at each level.

5.   Modification of notes or orders -

(i)   Senior officers should not require any modification in, or replacement of, the notes recorded by their juniors once they have been submitted to them. Instead, the higher officers should record their own notes giving their views on the subject, where necessary correcting or modifying the facts given in earlier notes.

(ii)   Pasting over a note or a portion of it to conceal, shall not be done. Where a note recorded in the first instance requires any modification on account of additional facts or any error having come to notice, a subsequent note may be recorded, keeping the earlier note intact.

(iii)   Where a final decision already communicated to a party is found later on to have been given on a mistaken ground or incorrect facts or wrong interpretation of rules due to misunderstanding and such withdrawal may have also legal implications, such a withdrawal should be permitted only after the approval of an officer higher than the one, who took the original decision and reasons for the reversal or modification of the earlier decision should be duly recorded on the file.

6. Referencing -

(i) Every page in each part of the file (viz. Notes, correspondence, appendix to notes and appendix to correspondence) will be consecutively numbered in separate series on the top right hand corner.

(ii) The drafts of letters issued having crucial policy, financial and vigilance implications, where the drafts have been changed by Senior Officers in the process of movement of files upwards, barring grammatical corrections should also form a part of the correspondence portion, which shall be numbered ad seriatim.

(iii) The document under consideration on a file shall be flagged "PUC" and the latest fresh receipt noted upon, as "FR". If there is more than one "FR" they shall be flagged separately as "FR-I", "FR-II" and so on.

7. Use of urgency grading -

(i) The urgency grading advised are "Priority" and "Top Priority "and "Parliament".

(ii) The label "Priority" label will be used for cases which merit disposal in precedence to others of ordinary nature. "Top Priority" will be applied in extremely urgent cases. "Parliament" labels shall be used for files relating to Parliament Questions and other time bound information to be provided to the Parliament related matters.

8. Part File –

If the main file on a subject is not likely to be available for some time and it is necessary to process a fresh receipt or a note without waiting for its return, a part file may be opened to deal with it. Where two or more part files are opened, each will be identified by a distinct number, e.g. Part File-I, Part File-II and so on. The part file shall have reference number of the main file also. Opening and closing of part file also should be with approval of the HOD. Once the main file returns the part files will be merged with it, after removing duplicate papers, if any. All the pages in note portion and communication portion of the Part File should be placed in the communication side of the Main File and serially numbered.

9. Movement of Files-

Movement of Files should be monitored by registering its inward and outward entry by the officers concerned.

10. Receipt, Registration and Distribution of DAK (Letters/Correspondences received in hard copy)-

(i) The entire Dak of the Institute including that addressed to Officers by name will be received in the Administration Section.

(ii) All covers, except those addressed to Officers by name or those bearing a security

grading or Tenders or Job Applications will be opened by the Administration Section.

(iii)   All opened Dak as well as the covers of unopened, classified Dak, will be registered in the Dak Diary and date-stamped with Diary Number.

(iv)   All Dak should be put up to the Director or any other officer authorized by the Director. The Director or the officer concerned shall mark the Dak to the concerned officers for necessary action.

(v)   The Dak should be forwarded to the officer/section concerned. In case of ambiguity, the same may be forwarded as per the instructions of the appropriate authority.

(vi)   Each Department and Section may maintain their Inward and Outward registers for receipt and dispatch of correspondences. They may also maintain Peon Diaries for personal dispatch of Dak.

(vii)   Number of Letters/communications received and dispatched in Hindi should be appropriately recorded by each Department. Appropriate columns in the Inward/Outward/Dairy registers should be included in order to capture the data of communications received/ dispatched in Hindi in each Department.

11.   Meetings and discussions -

(i)   All points emerging from meetings and discussions (including telephonic discussions) among/between two or more officers shall be recorded precisely on the relevant file at the earliest, by the officer dealing with the concerned subject.

(ii)   All discussions/instructions/decisions which the officer recording them considers to be important enough for the purpose, should be got confirmed by all those who have participated in or are responsible for them.

12.   Oral instructions by higher officers -

(i)   Where an officer is giving direction (including telephonic direction) for taking action in any case in respect of matters on which the officer or subordinate has powers to decide, the subordinate shall ordinarily do so in writing. If, however, the circumstances of the case are such that there is no time for giving the instructions in writing, they should follow it up by a written confirmation at the earliest.

(ii)   When an officer is acting under instructions of an official superior, he shall obtain the directions in writing wherever practical before carrying out the instructions. Where it is not possible to do so, he shall obtain written confirmation of the directions, as soon thereafter as possible. If the officer giving the instructions is not the immediate official superior but is one higher to the latter in the hierarchy, the officer shall bring such instructions to the notice of the immediate superior at the earliest, and thereafter the latter will obtain the written confirmation of the directions from the senior officer who gave the instructions.

13. **Confirmation of oral instructions -**

(i)   If an officer seeks confirmation of oral instructions given by his superior, the latter should confirm it in writing whenever such confirmation is sought.

(ii)   Receipt of communications from junior officers seeking confirmation of oral instructions shall be acknowledged by the senior officers or their personal staff as the case may be.

14.   All concerned officials are requested to strictly follow above guidelines with immediate effect and update the existing records appropriately.

This is issued with the approval of the Director.

Chief Administrative Officer

Copy for information and necessary compliance to;

1.   Activity Chairperson (Edn)
2.   HODs
3.   Discipline Coordinators
4.   Section In-Charges
5.   PS to Director
6.   All Staff

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