

Eastern Railway
(Personnel Department)
17, N. S. Road, Kolkata -700 001

No.E.740/0/Misc.(Policy)

Kolkata, Dated: 19/11/2019

All Dy.CPOs/SPOs/APOs, E. Rly. Kolkata

All Sectional In-charges of PCPO's office

Sub: Maintenance of office file.

Ref: This office letter of even number dated 18/11/2019.

A copy of letter No.AC.275/Misc. dated 18/11/2019 issued by Secretary to GM on the above cited subject is enclosed for information and compliance.

DA: As above (overleaf)


19/11/19
Chief Personnel Officer/IR

Copy for information to: Secy. to PCPO for PCPO and CPO(Admn.).

EASTERN RAILWAY

No. AC.275/Misc

Dated : 19.11.2019

Sub : Maintenance of office files

General Manager has desired that till e-office is implemented fully in all units, the existing instructions on maintenance of files and their disposal be reiterated, which are as under :-

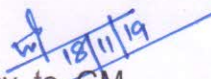
1. Files should have neat look with details written on top in both Hindi and English. Name of the dealer of the file and his office should be written at the appropriate place.
2. It should be clearly mentioned whether the file is for permanent record or otherwise (transactions).
3. The size of the file should be such that it is not inconvenient to handle the same. No file shall contain more than 200 sheets. New file in continuation shall be opened after 200 sheets.
4. On each reference paper, its Serial Number should be marked. Back reference (BR) and Forward reference (FR) number should also be given as shown below. Use of rubber stamp should be encouraged.

SR. No.	
BR	
FR	

5. Noting pages shall be properly numbered and flagged. All the flags made for an earlier note/correspondence in the file shall be removed and only the relevant flags concerning the note/correspondence put up shall remain in the file.
6. Both sides of the note sheets should compulsorily be used. If by mistake, the page remain blank, it should be scored out by a cross mark.
7. Notings shall be purpose oriented and not open ended with remarks like 'put up for information' unless it has been specifically called for that information.
8. Inside the file, the left hand side should be used for noting sheets and the right hand side for filing reference letters/papers. A hard paper top sheet should also be provided on both sides to provide safety and neatness to the papers filed below it.
9. Self contained note to GM should be initiated by minimum JAG/SG officer, preferably SAG indicating the details of the case, reference, justification, finance vetting/concurrence, if taken, proposed action.
10. When the note is initiated, the next higher authority through whom the file is channeled shall only mention the additional points instead of repeating the whole contents.

11. As far as possible, noting should be typed or otherwise written in neat hand writing.
12. All signatures on the letters and noting sheets should bear designation of the person signing them and date.
13. Uniformity should be maintained in selecting papers for typing the letters preferably, 'A-4' size should be used for standard letters. Similarly, the size of noting sheet should be 'A-4' and it should be of good quality so as to last for longer period.
14. Notes must not end at the bottom of the noting sheet, but a portion of the matter must be continued on the next sheet, so that the officer to whom the file is being put up, will have adequate space to write his views or accord his approval. At least 2/3 additional blank sheets for notes must be available on noting side. Signature of the approving authority must be on the same sheet on which approval is sought.
15. The file number must be recorded on each note sheet on the top left hand corner whereas the top right corner should be reserved for Serial Number. Similarly, if a letter has got more than one page, letter number must be typed on the top left hand corner and Serial Number on the top right hand corner and Page Number at the top right hand corner.
16. Reference and copy of the relevant SOP/Bd. Letter/Instructions should invariably be attached with notes put up to GM if they are referring to the same. Authority of approval/sanction should be linked in each file when approval/sanction is sought from GM.
17. Movement of the file shall be clearly mentioned on the outer cover of the file. When the space for the same gets over, another page should be pasted for marking the movement of the file.
18. Abbreviation of the words to be avoided, as far as possible.
19. No loose paper to be put up to GM.

Compliance may kindly be ensured.


Secy. to GM

AGM

PHODs/CHODs

DGM(G) CPRO