



कौशल विकास और ग्रामीण प्रौद्योगिकी परिषद
(ग्रामीण विकास और ग्रामीण प्रौद्योगिकी विभाग)
भारत विकास परिषद, सड़क, लोधी रोड, नई दिल्ली-110 003

No.12-19/99-AED

**Council for Advancement of People's Action
and Rural Technology**
(Under the aegis of Ministry of Rural Development, Govt. of India)
India Habitat Centre, Zone-5A (Core-C), 2nd Floor
Lodhi Road, New Delhi-110 003.

20.10.2010

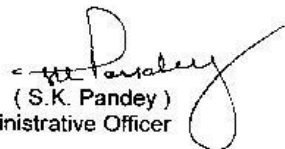
OFFICE ORDER

With a view to obviate incidence of missing of files / records, it has been decided by the Competent Authority that henceforth all the Divisions are to strictly comply with the following :-

- The file register for opening files on subjects dealt within the respective Division should be properly maintained by the diarist of the division. Each file (new / ongoing) of the Division will be entered in the register in a systematic manner in accordance with the standard headings prescribed / maintained for opening of files in each division.
- The movement of the files must be done through online receipt system. However, file movement register for movement of files in and out of the division should be properly maintained and each movement of the files either going out or coming in should be strictly recorded manually also by the diarist of the division.
- The Research Officers and Assistants in the divisions who are the initiator of files and write notes and prepare drafts on the issues dealt with in the file, will be custodian of the files and it will be their personal responsibility for safe custody of the files being handled by them.
- In the event of transfers / postings of the Research Officers from the division proper handing over and taking over of the files / receipts will be ensured.
- At the beginning of the year, new diary register, file register, file movement register and dak register should started and the old ones should be closed and kept properly and securely in the division in accordance with the provisions of the record retention schedule.
- All the HoDs will carry out periodical inspection / physical verification of the various registers and files atleast once in every quarter to see and ensure that these are maintained properly in a tidy manner and are not lost / misplaced.

Contd.....2/-

- The closed / completed and recorded files will be kept in CFU and CFU will be responsible for the files kept in the Unit. The files from the CFU can be retrieved by the concerned Divisions / persons by giving a requisition slip which will be properly maintained by the In-charge of the CFU. Whenever the file is received back in the CFU the requisition slip will be returned to the person concerned.
2. During the internal audit, it will be the duty of the HoD to apprise the Internal Auditors that the due diligence as laid down in this circular alongwith the physical verification of files as per the periodicity prescribed has been observed. The Internal Auditors will accordingly make a mention of this in their report after necessary verification.
 3. It has also been decided by the Competent Authority that wherever necessary filing cabinet will be provided to each of the HoD as well as to concerned ROs to keep their new / ongoing files under safe custody, if cupboard installed / provided in the rooms are not adequate.
 4. Relevant provisions of the Manual of Office Procedure are to be strictly followed by all concerned.


(S.K. Pandey)
Chief Administrative Officer

Distribution :-

1. All HoDs / RR&MC, of RCs / Research Officers of CAPART
2. PIO (RTI) / SM(ITD)
3. PES to DG / ES to DDG(C) / ES to DDG(S) / SES to CVO