

Office procedure:
Dak & File management
Foundation Course - 94

K S Samarendra Nath

Former Director, Ministry of Steel &

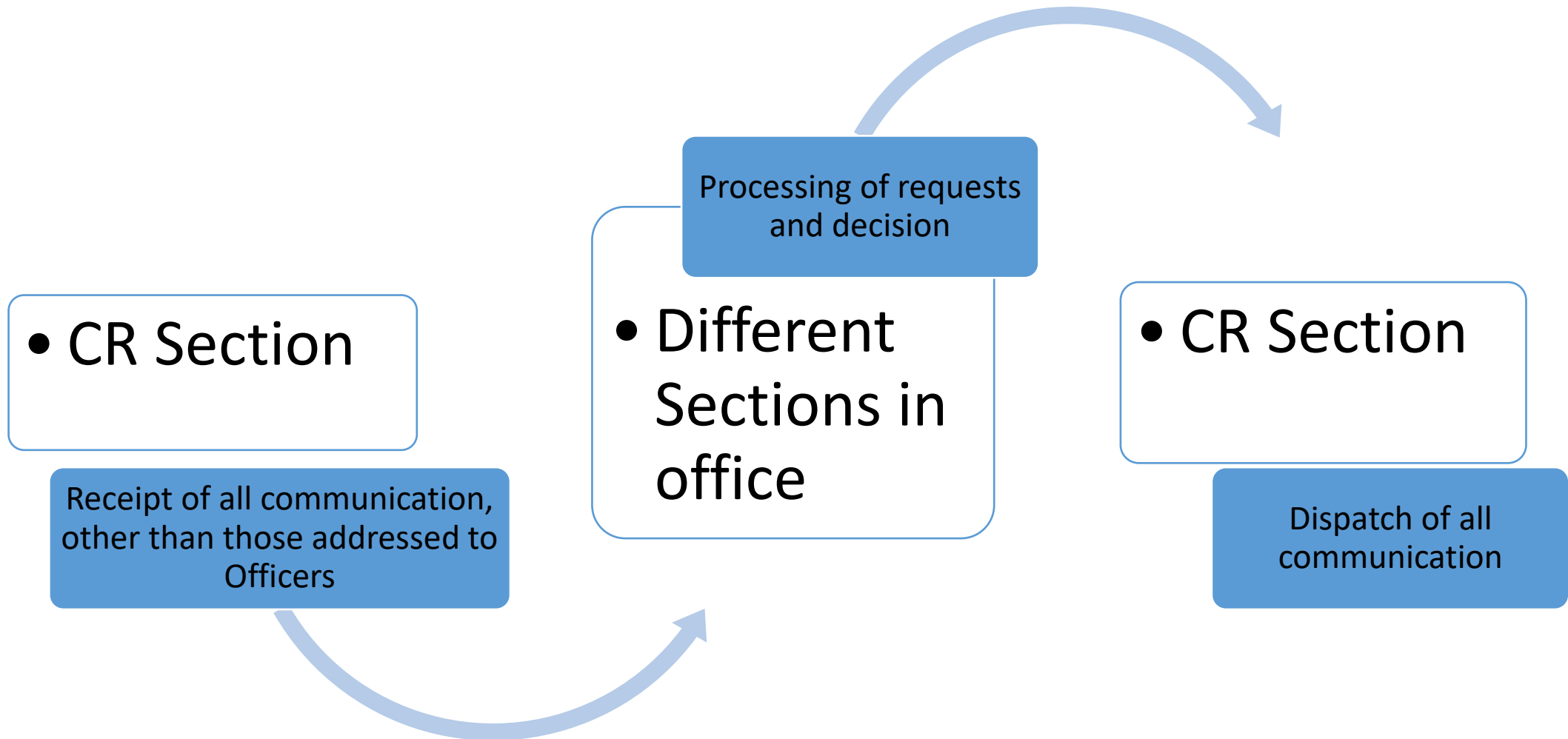
Former Joint Director & Faculty Member, ISTM, MoPT

samar239@gmail.com

9899221822

Dak Management

CR Section and other section



CR Section

- A section or unit within a department
- Junior Secretariat Assistant(JSA) and Multi Tasking Staff (MTS) are posted in this section
- Responsible for
 - Receipt of dak
 - Registering dak
 - Distribution of dak among the sections and officers as per the 'work allocation chart'
 - Converting physical dak into electronic document, if necessary

CR Section



30/07/2019

Register for. Letter/Parcel/Speed post/courier etc. रजिस्टर/पार्सल/स्पीडपोस्ट/कूरियर आदि के लिए

S.N	No. of Regtr. Ltr./R. Parcel/S.P./Courier	Received from where	Sent to which Sec./officers	Signature
1)	H30320754	Hyderabad.	Director	Jash
2)	B81027692	New Delhi	DDs (PA)	Himath
3)	EN407573344	Hyderabad	MCTP	R2
4)	D5252205	Delhi	Mess	R2
5)	EU340353698	Allahabad	Library	R2
6)	EU965251026	Lic	Chandan Rawat	Rethma
7)	RD141524455	M/O. Defence ND	MCTP	R2
8)	RN151009275	Collector, Adilabad	Accounts	Casim
9)	EV530555549	CPWD, Dehradun	Estate/ AD (NP)	maur

Date-1-1-2019

1.	SP	A-28012/2/2018-ADM	The Chief Secretary Government of Uttar Pradesh Secretariat, LUCKNOW-226001 UP	71
2.	SP	12011/33/15/2018-TRG IND	Shri Anurag Srivastava IAS District Magistrate Distt- Burdwan West Bengal-713101	41
3.	Ord	T-11011/35/1/2018-TRG IND	महाप्रबन्धक पर्यटक, कु० म० वि० लि० नैनीताल-263002	5
4.	Ord	T-24/14/2013-TRDC	The Establishment officer Ministry of Personnel PG and Pensions DoPT, North block, New Delhi-110001	5
5.	SP	T-11011/2/2018-ADM	सचिव भारत सरकार वित्त मंत्रालय राजस्व विभाग केन्द्रीय उत्पाद शुल्क एवं सीमा शुल्क मण्डल, नॉर्थ ब्लॉक, नई दिल्ली-110001	47
6.	SP	T-11011/2/2018-ADM	The Secretary Government of India, DoPT Ministry of Personnel PG and Pensions Block No-IV New Mehrauli Road, New Delhi-110067	47

Dak

- All communications received or issued by a department
- Received in a centralized section
- Called Central Registry

Receipt, PUC and FR

- **Receipt** is a 'dak' received in the concerned section or the concerned officer
- **PUC**: Paper Under Consideration. It is a receipt pertaining to a case, the consideration of which is the subject matter of the case
- **FR**: Fresh Receipt. Any subsequent receipt on a case which brings in additional information

Email, SMS and WhatsApp

- Email received in the Department are downloaded centrally and
- forward the section or officer concerned.
- Emails addressed to Ministers/Officers will be downloaded by them or their personal staff
- SMS and WhatsApp are also used to communicate with citizens.
- Issue of formal guidelines on SMS and WhatsApp are under consideration

File Management

What is a 'File'?

- Collection of papers
- On a specific subject
- With an alpha-numeric code
- Has one or more of the following parts:
 - Notes portion
 - Correspondence portion
 - Appendix to notes
 - Appendix to correspondence

Parts of a file:

Notes & Correspondence portions

- Notes Portion
 - Portion containing the 'notes' or 'minutes' recorded on a case
- Correspondence portion
 - Portion containing the 'receipts' & office copies of 'issue'
 - Also self-contained inter-departmental notes

Parts of a file: Notes & Correspondence portions

211

Note # 234

महोदय के निर्देशानुसार CPWD को प्लान केपिटल स्कीम संख्या 6 : " Improvement of internal sewer and drainage system and recycling of treated water " के अन्तर्गत बचत की सचना प्रेषित करने हेतु आग्रह किया गया था परंतु वह अभी तक प्राप्त नहीं हुई है। सम्पदा अनुभाग में उपलब्ध सचना के अनुसार उक्त स्कीम में वर्तमान वित्तीय स्थिति निम्नवत है:

1.	Proposed expenditure to be incurred	Rs.40,96,500-00
2.	Fund approved for FY 2017-18,2018-19 & 2019-20	Rs. 4,25,00,000-00
3.	Sanction issued by Estate Section during FY 2017-20 (As on date)	Rs. 3,35,61,731-00
4.	Other proposal under submission for vetting and approval (other than Sl. No. 1 above)	Rs. 43,36,069-00
5.	Balance available (excluding Sanction issued and other proposal submitted for vetting/approval)	Rs. 46,02,200-00
6.	Expenditure informed (as on 30-06-2019)	Rs. 3,31,26,412-00

Page: 85

महोदय के अवलोकनार्थ एवं अग्रिम निर्णय हेतु प्रस्तुत।

31/07/2019 7:15 PM

JAGDISH PRASAD BAHUGUNA
(AO(JPB))

Note # 235

कृपया IFA का परामर्श प्राप्त करने हेतु प्रस्तुत।

01/08/2019 4:54 PM

NAVNEET PANDE
(AD(NP))

Note # 236

IFA/ACCTS की vetting के लिए प्रस्तुत।

02/08/2019 5:46 PM

Vidya Bhushan
(DD(VB))

Note # 237

116955/2019/CPWD (C)

भारत सरकार

मसूरी परियोजना मंडल

केन्द्रीय लोक निर्माण विभाग

सम्पूर्णानंद सभागार भवन, ला.ब.शा.रा.प्र.अकादमी मसूरी-248179

दूरभाष 0135-2636982 टैलीफैक्स 0135-2636983

ईमेल : eecivilmpd@gmail.com

पत्रांक :- 23(2)/ म.प्रो.म./19-20/643

दिनांक : 10.06.2019

सेवा में,

उपनिदेशक (वरिष्ठ) संपदा,
ला.ब.शा.रा.प्र.अकादमी
मसूरी।

विषय:- Providing Storm water drain with R.C.C perforated drain cover and water sump to collect the water at Happy Valley Ground at LBSNAA, Mussoorie.

उपरोक्त कार्य का प्रारम्भिक अनुमान जिसकी लागत ₹ 40,96,500/- मात्र 5.00 प्रतिशत छुटपुट खर्चों सहित है। ग्राह्य विभाग के सक्षम अधिकारी की प्रशासनिक अनुमति एवम् व्यय स्वीकृति के लिए प्रेषित किया जा रहा है। अनुमान को बनाने का विस्तृत विवरण हिस्ट्री शीट में किया गया है। आपसे अनुरोध है किये कार्य की प्रशासनिक अनुमोदन एवम्

Filing of papers

- Papers are punched on the left top corner
- Filed in a chronological order
- Tagged into the appropriate portion
- Both the 'notes' portion & the 'correspondence' portion are placed in a single folder
- Left side of tag in the notes portion tagged into the left side of the file cover

Filing of papers..

- Left side of tag in the correspondence portion tagged into the left side of the file cover
- Different manners of filing papers:
 - Latest on the top; or
 - Latest at the bottom
- Uniformity is to be maintained in filing of papers in any office

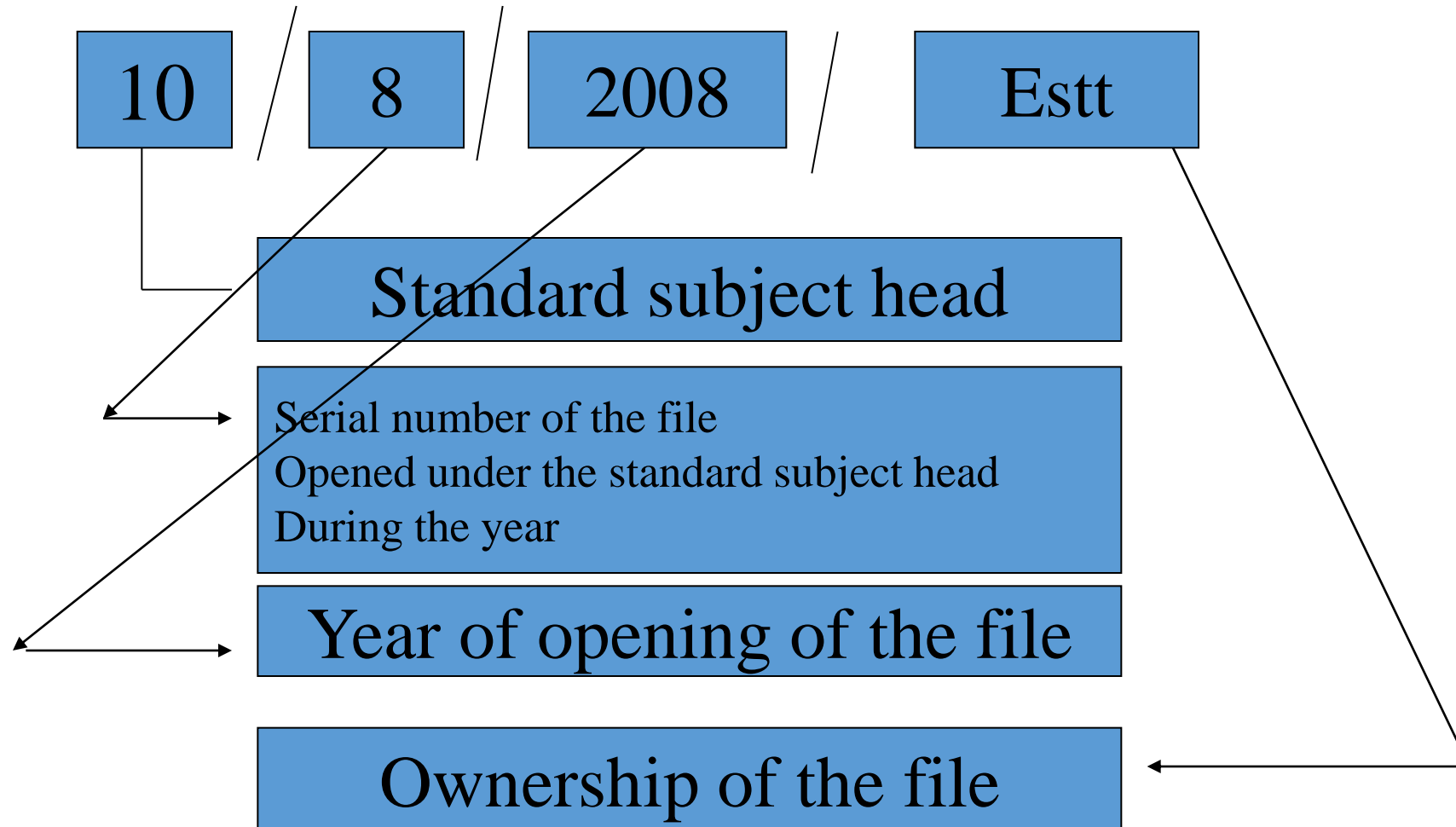
Filing System - Exercise

- Kindly peruse all the documents in packet
- Identify –
 - the noting side documents and
 - Correspondence side documents
- Arrange all the documents chronologically into a file

File numbering system

- Necessary for convenient–
 - Identification
 - Sorting
 - Storage &
 - retrieval
- Types of filing system
 - Conventional system
 - Functional filing system

Conventional system



Volume of a file


- When the notes & the correspondence portions of a file becomes bulky, a second volume of the file is opened
- Bulky: 150 pages
- Against the 1st one, the suffix 'Vol-I' is added
- Originally '11011/1/2008-AdmII'; after opening 2nd volume '11011/1/2008-AdmII-Vol-I'
- Opening a new volume does not mean giving a new number!

Part file

- When opened –
 - Main file under submission
 - Need to process another FR urgently; or
 - Need to consult two or more Sections simultaneously
- Part file consists of –
 - Receipt & notes thereon







e- File

Date Range : 09/06/2014 To 08/09/2019

View Create Part									
<input type="checkbox"/>	Computer No	File Number	Subject	Sent To	Sent on	Currently With	Due On		
<input type="checkbox"/>	E 6349	D-24013/2/2018-EST	PAYMENT TO BVG FOR HOUSEKEEPING SERVICES WEF 16TH ...	BHAIRO PRATAP SINGH	06/09/19 07:04	BHAIRO PRATAP SINGH,FACULTY	-	Initiate Action	
<input type="checkbox"/>	E 5534	A-50/8/2017-EST	संपदा-स्थानीय प्रशासन समन्वय समिति (E-LACM) के स...	BHAIRO PRATAP SINGH	06/09/19 07:03	BHAIRO PRATAP SINGH,FACULTY	-	Initiate Action	
<input type="checkbox"/>	E 6805	D-11014/3/2014-EST-Part(1)	ALLOTMENT OF RESIDENTIAL ACCOMMODATION TO RESEARCH...	BHAIRO PRATAP SINGH	06/09/19 07:02	BHAIRO PRATAP SINGH,FACULTY	-	Initiate Action	
<input type="checkbox"/>	E 4417	A-50/5/2015-EST	Khelo India- Upgradation of Sports Facilities Sche...	BHAIRO PRATAP SINGH	06/09/19 07:02	BHAIRO PRATAP SINGH,FACULTY	-	Initiate Action	
<input type="checkbox"/>	E 5453	D-11011/1/2017-EST	Purchase of Diesel & Running of Central Heating Sy...	BHAIRO PRATAP SINGH	06/09/19 07:01	BHAIRO PRATAP SINGH,FACULTY	-	Initiate Action	
<input type="checkbox"/>	E 6804	D-11030/3/2019-EST	RMO Sub-station, DG Sets, Wet riser, Fire Alarm Sy...	BHAIRO PRATAP SINGH	06/09/19 07:01	BHAIRO PRATAP SINGH,FACULTY	-	Initiate Action	
<input type="checkbox"/>	E 3065	D-11030/16/2013-EST	Conversion of works sanctioned under Non-Plan to P...	P Amudha	06/09/19 07:00	P Amudha,FACULTY	-	Initiate Action	
<input type="checkbox"/>	E 3003	D-11030/9/2013-EST	PROVIDING OF AUGMENTATION OF WATER, ELECTRICITY & ...	BHAIRO PRATAP SINGH	06/09/19 04:05	BHAIRO PRATAP SINGH,FACULTY	-	Initiate Action	
<input type="checkbox"/>	E 4252	D-11014/8/2011-EST-Part(1)	ALLOTMENT OF ACCOMMODATION AFTER RETIREMENT, TRANS...	BHAIRO PRATAP SINGH	05/09/19 12:40	AWADH DABAS,ESTATES	-	Initiate Action	
<input type="checkbox"/>	E 803	D-11014/4/2011-EST	ALLOTMENT OF RESIDENTAIL ACCOMMODATION TO FACULTY ...	P Amudha	03/09/19 06:01	P Amudha,FACULTY	-	Initiate Action	
<input type="checkbox"/>	E 827	D-11011/6/2011-EST	ALLOTTMENT OF OFFICE ROOMS TO THE FACULTY MEMBERS,...	BHAIRO PRATAP SINGH	03/09/19 06:00	AWADH DABAS,ESTATES	-	Initiate Action	
<input type="checkbox"/>	E 6843	D-11030/5/2019-EST-Part(1)	Construction of New Auditorium at foot Print of ol...	BHAIRO PRATAP SINGH	03/09/19 05:59	RAVINDRA KUMAR PRAJAPATI,ESTATES	-	Initiate Action	
<input type="checkbox"/>	E 5453	D-11011/1/2017-EST	Purchase of Diesel & Running of Central Heating Sy...	BHAIRO PRATAP SINGH	03/09/19 11:35	BHAIRO PRATAP SINGH,FACULTY	-	Initiate Action	

LEGEND >

- Priority**
 - Out Today
 - Most Immediate
 - Immediate
-  Action Initiated
-  Other Department
-  Files with Draft
-  Draft Note
- Yellow Note
- External Files

- Receipts** 
- Files** 
- ▶ Inbox
 - ▶ Submitted Files for Closing Approval
- ▶ Created
 - ▶ Drafts
 - ▶ Completed
- ▶ Parked
- ▶ Approval Requests
- ▶ Bulk Closing
- ▶ Closed
 - ▶ By Me
 - ▶ Submitted Files for Reopening Approval
- Sent**
 - ▶ Create New
 - ▶ Create Part
 - ▶ Recycle Bin
 - ▶ Initiated Action
- Migrate File** 
- Dispatch** 
- Dispatch** 
- DSC** 

Date Range : 09/06/2014 To 08/09/2019

View | Create Part

<input type="checkbox"/>	Computer No	File Number	Subject	Sent To	Sent on	Currently With	Due On	
<input type="checkbox"/>	E 6349	D-24013/2/2018-EST	PAYMENT TO BVG FOR HOUSEKEEPING SERVICES WEF 16TH ...	BHAIRO PRATAP SINGH	06/09/19 07:04	BHAIRO PRATAP SINGH,FACULTY	-	Initiate Action
<input type="checkbox"/>	E 5534	A-50/8/2017-EST	संपदा-स्थानीय प्रशासन समन्वय समिति (E-LACM) के स...	BHAIRO PRATAP SINGH	06/09/19 07:03	BHAIRO PRATAP SINGH,FACULTY	-	Initiate Action
<input type="checkbox"/>	E 6805	D-11014/3/2014-EST-Part(1)	ALLOTMENT OF RESIDENTIAL ACCOMMODATION TO RESEARCH...	BHAIRO PRATAP SINGH	06/09/19 07:02	BHAIRO PRATAP SINGH,FACULTY	-	Initiate Action
<input type="checkbox"/>	E 4417	A-50/5/2015-EST	Khelo India- Upgradation of Sports Facilities Sche...	BHAIRO PRATAP SINGH	06/09/19 07:02	BHAIRO PRATAP SINGH,FACULTY	-	Initiate Action
<input type="checkbox"/>	E 5453	D-11011/1/2017-EST	Purchase of Diesel & Running of Central Heating Sy...	BHAIRO PRATAP SINGH	06/09/19 07:01	BHAIRO PRATAP SINGH,FACULTY	-	Initiate Action
<input type="checkbox"/>	E 6804	D-11030/3/2019-EST	RMO Sub-station, DG Sets, Wet riser, Fire Alarm Sy...	BHAIRO PRATAP SINGH	06/09/19 07:01	BHAIRO PRATAP SINGH,FACULTY	-	Initiate Action
<input type="checkbox"/>	E 3065	D-11030/16/2013-EST	Conversion of works sanctioned under Non-Plan to P...	P Amudha	06/09/19 07:00	P Amudha,FACULTY	-	Initiate Action
<input type="checkbox"/>	E 3003	D-11030/9/2013-EST	PROVIDING OF AUGMENTATION OF WATER, ELECTRICITY & ...	BHAIRO PRATAP SINGH	06/09/19 04:05	BHAIRO PRATAP SINGH,FACULTY	-	Initiate Action
<input type="checkbox"/>	E 4252	D-11014/8/2011-EST-Part(1)	ALLOTMENT OF ACCOMMODATION AFTER RETIREMENT, TRANS...	BHAIRO PRATAP SINGH	05/09/19 12:40	AWADH DABAS,ESTATES	-	Initiate Action
<input type="checkbox"/>	E 803	D-11014/4/2011-EST	ALLOTMENT OF RESIDENTAIL ACCOMMODATION TO FACULTY ...	P Amudha	03/09/19 06:01	P Amudha,FACULTY	-	Initiate Action
<input type="checkbox"/>	E 827	D-11011/6/2011-EST	ALLOTMENT OF OFFICE ROOMS TO THE FACULTY MEMBERS,...	BHAIRO PRATAP SINGH	03/09/19 06:00	AWADH DABAS,ESTATES	-	Initiate Action
<input type="checkbox"/>	E 6843	D-11030/5/2019-EST-Part(1)	Construction of New Auditorium at foot Print of ol...	BHAIRO PRATAP SINGH	03/09/19 05:59	RAVINDRA KUMAR PRAJAPATI,ESTATES	-	Initiate Action
<input type="checkbox"/>	E 5453	D-11011/1/2017-EST	Purchase of Diesel & Running of Central Heating Sy...	BHAIRO PRATAP SINGH	03/09/19 11:35	BHAIRO PRATAP SINGH,FACULTY	-	Initiate Action

LEGEND >

- Priority: ■ Out Today, ■ Most Immediate, ■ Immediate
- Yellow Note, ■ External Files
- Action Initiated, Other Department, Files with Draft, Draft Note

- Receipts (+)
- Files (-)
 - Inbox
 - Submitted Files for Closing Approval
 - Created
 - Drafts
 - Completed
 - Parked
 - Approval Requests
 - Bulk Closing
 - Closed
 - By Me
 - Submitted Files for Reopening Approval
 - Sent (+)
 - Create New
 - Create Part
 - Recycle Bin
 - Initiated Action
- Migrate File (+)
- Dispatch (+)
- Dispatch (+)
- DSC (+)

View | Create Part

<input type="checkbox"/>	Computer No	File Number	Subject	Sent To
<input type="checkbox"/>	E 6349	D-24013/2/2018-EST	PAYMENT TO BVG FOR HOUSEKEEPING SERVICES WEF 16TH ...	BHAIRO PRATAP SINGH
<input type="checkbox"/>	E 5534	A-50/8/2017-EST	संपदा-स्थानीय प्रशासन समन्वय समिति (E-LACM) के स...	BHAIRO PRATAP SINGH
<input type="checkbox"/>	E 6805	D-11014/3/2014-EST-Part(1)	ALLOTMENT OF RESIDENTIAL ACCOMMODATION TO RESEARCH...	BHAIRO PRATAP SINGH
<input type="checkbox"/>	E 4417	A-50/5/2015-EST	Khelo India- Upgradation of Sports Facilities Sche...	BHAIRO PRATAP SINGH
<input type="checkbox"/>	E 5453	D-11011/1/2017-EST	Purchase of Diesel & Running of Central Heating Sy...	BHAIRO PRATAP SINGH
<input type="checkbox"/>	E 6804	D-11030/3/2019-EST	RMO Sub-station, DG Sets, Wet riser, Fire Alarm Sy...	BHAIRO PRATAP SINGH
<input type="checkbox"/>	E 3065	D-11030/16/2013-EST	Conversion of works sanctioned under Non-Plan to P...	P Amudha
<input type="checkbox"/>	E 300	D-11030/9/2013-EST	PROVIDING OF AUGMENTATION OF WATER, ELECTRICITY & ...	BHAIRO PRATAP SINGH
<input type="checkbox"/>	E 4252	D-11014/8/2011-EST-Part(1)	ALLOTMENT OF ACCOMMODATION AFTER RETIREMENT, TRANS...	BHAIRO PRATAP SINGH
<input type="checkbox"/>	E 803	D-11014/4/2011-EST	ALLOTMENT OF RESIDENTIAL ACCOMMODATION TO FACULTY ...	P Amudha
<input type="checkbox"/>	E 827	D-11011/6/2011-EST	ALLOTMENT OF OFFICE ROOMS TO THE FACULTY MEMBERS,...	BHAIRO PRATAP SINGH
<input type="checkbox"/>	E 6843	D-11030/5/2019-EST-Part(1)	Construction of New Auditorium at foot Print of ol...	BHAIRO PRATAP SINGH
<input type="checkbox"/>	E 5453	D-11011/1/2017-EST	Purchase of Diesel & Running of Central Heating Sy...	BHAIRO PRATAP SINGH

LEGEND

Priority

Out Today

Most Immediate

Immediate

Action Initiated

Other Department

Yellow Note

External Files



Add Green Note

Add Yellow Note

240-244 of 244 Note(s)

Note # 240

The proposal for providing storm water drain and water pump at Happy Valley Ground at LBSNAA, Mussoorie at an estimated cost of Rs. 40,96,500/- out of the budgetary allocation for the Financial Year 2019-20 under the SFC Scheme Capital No.06: "Improvement of internal sewer and drainage system and recycling of treated water " has been examined by IFA/Accounts and is being recommended for approval of the Competent Authority.

07/08/2019 7:34 PM

Vidya Bhushan (DD(VB))

Note # 241

The Proposed work for Improvement of internal Sewer and Drainage in Happy Valley may be kindly Approved.

08/08/2019 2:16 PM

P Amudha (PROF(PA))

Note # 242

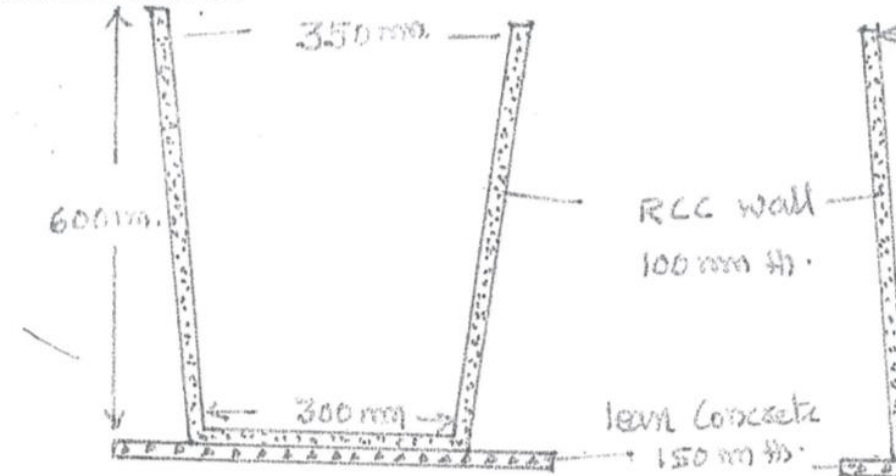
Approved.

08/08/2019 6:56 PM

Sanjeev Chopra (DIR(SC))

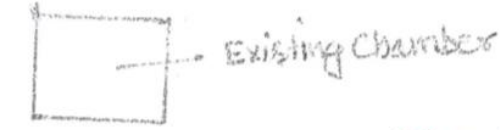
Note # 243

116969/2019/EST

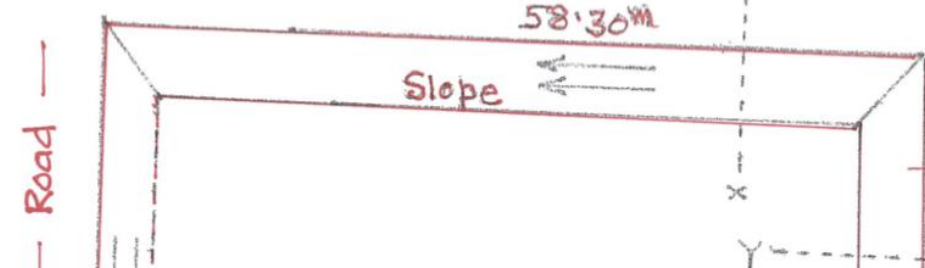


Section at x-x & y-y

OPEN SURFACE DRAIN



Balwadi Scheme





Computer No: 5950 File No: [D-11015/1/2011-EST-Part\(1\)](#) Subject: ALLOTMENT OF RESIDENTIAL ACCOMMODATION TIN SHED, O...

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | More...

All Reporting Officer Sub-ordinates Recent 5 Send Back In Channel Preferred List

Note: Name of the creator is highlighted in yellow colour.

To

Notify : Email SMS

Set Due Date

Action

Forward

Priority

Out Today

Total 1000 | 1000 characters left.

Remarks

Send

File Number

Subject

<input checked="" type="checkbox"/>	D-11015/1/2011-EST-Part(1)	ALLOTMENT C
-------------------------------------	----------------------------	-------------

Note : Bulk signing maximum allowed characters- 1000000

Information Management

- File register
- Guard File
- Standard Process Sheet
- E-Office Tools:
 - Setting Priority
 - Reminder and email/sms notification
 - File Movement
 - Reports – pendency

Thank you