



GOVERNMENT OF GOA
GENERAL ADMINISTRATION DEPARTMENT
SECRETARIAT, PORVORIM, GOA- 403 521

TEL- 0832 2419784

FAX- 0832 2419753

No.35/1/96-GAD/Part file 11774

Dated: - 06/06/2017
(16 Jyaishta, Saka-1939)

- Read: . (1) Circular No. 35/5/2013-GAD-III dated 08/07/2014
(2) Circular No. 35/5/2007/GAD-III/Part file dated 14/05/2013
(3) Circular No. 36/12/2000-GAD dated 14/06/2012

C I R C U L A R

Attention of all Secretaries to Government/Additional Secretaries/ Joint Secretaries/Under Secretaries in the Secretariat/ Heads of Departments is invited to the Circulars read in preamble wherein instructions were issued regarding proper maintenance of office Files and submissions of the Notes /proposal for the decision of the Government.

It has been noticed that despite of instructions issued from time to time Head of Departments are not complying with the instructions in its true spirit. The Files are continued to be maintained in a disorderly manner with torn covers, pages beaming out of the file cover so also the submission.

The Hon`ble Chief Minister has taken a note of such lapses and has issued specific directions as follow:-

- 1) The files submitted for approval should be maintained in good condition. All papers should be in their proper place. Papers of large size should be properly folded to the foolscap size and the entire file should have a neat appearance. Torn covers should be changed and the File No. & subject should be legibly written.
- 2) The Correspondence and the Noting side placed in the file shall be properly numbered. Fresh proposal submitted should be submitted on a new note sheets and it should bear the file number on the subject.
- 3) The contents of the Notes beyond a certain limit must be typed and should not be handwritten, unless the handwriting is good and written with proper spacing and with reasonable/legible font size, and care should be taken to correctly number the Correspondence and Noting papers. The submissions typed or handwritten must be read and rechecked before being submitted for approval. The Heads of Departments/Under Secretaries

Cont....2

and other Officers should keep proper vigil in such matters as the files are legal documents.

- 4) 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.
- 5) Files endorsed to the Hon`ble Chief Minister on a fresh page on the Noting side shall contain either the file number or the subject on the page.
- 6) Secretaries shall ensure that their notings capture the essence of the proposal and record their specific recommendations on the proposal while submitting the files.
- 7) Files and papers must be in a well-arranged position instead of putting them in a jumbled manner, as it involves the risk of urgent cases being mixed up with others or papers being misplaced, resulting in avoidable delay. The Dealing Assistants should set their tables in proper order while leaving office and also check up the papers before they begin work the next day.
- 8) No multiple files on the same subject shall be opened.
- 9) If the issues raised in two or more current files are inter-connected, the relevant files shall be linked. After completion of action, the linked files be de-linked after taking relevant extracts.
- 10) Files which are required to be disposed at the level of Administrative Secretaries or the Ministers concerned, shall not be sent to the Office of the Hon. Chief Minister.
- 11) In matters related to “ **Centrally Sponsored Scheme**”, on top of the said file, it may carry in Red ink words “ **Centrally Sponsored Scheme**” for being treated on priority.

It is therefore, enjoined upon all the Secretaries to Government/ Additional Secretaries/Joint Secretaries/Under Secretaries in the Secretariat/ Heads of Departments to meticulously follow the aforesaid instructions.

This issues with the approval of the Government.


(Varsha S. Naik)
Under Secretary (GA-I)

Copy to:

1. All Secretaries/Addl. Secretaries/Under Secretaries in Secretariat, Porvorim-Goa.
2. All the Heads of the Department