



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

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No.35/5/2007-GAD-III/part file | 1212 Dated: - 08/08/2017(17 Sravana,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
(4) Circular No. 35/1/96-GAD/Part file dated 06/06/2017

C I R C U L A R

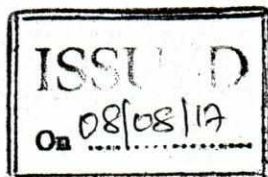
In pursuance to Order dated 06/06/2017 attention of all Secretaries to Government/Additional Secretaries/ Joint Secretaries/Under Secretaries in the Secretariat/ Heads of Departments is invited to the Circulars read in preamble wherein instructions were issued regarding proper maintenance of office Files 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 for proper maintenance of files, the Files are not maintained properly. Therefore, in addition to instructions issued vide above Circulars, the following instructions are issued for strict compliance:-

- 1) The folders/ file covers used in carrying the correspondence in the file shall be of hard cover. No files should be bound with a soft cover. All files should be tied up neatly with file boards. No worn out files covers should be in use. The file covers should be changed or replaced periodically.
- 2) Noting sheets which are torn or in bad shape shall be properly maintained and preserved by using transparent cello tape wherever necessary. Notes which are very old (5 years and above) should be preserved and secured properly.

The H.O.Ds & H.O.Os shall ensure that all the Section Officers, Superintendent/Dealing hand shall observe with the above instructions meticulously.

This issues with the approval of the Government




(Varsha 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
3. Guard file.