

Department Admn. Reforms

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CIRCULAR

The Administrative Reforms Department in the past had issued various Circulars regarding procedure & system on maintenance and processing of files. A brochure laying down detailed procedure and system on maintenance & processing of files was also sent to all the departments.

2. These instructions were mainly followed by all the administrative departments in the Secretariat where files moving onwards to Secretary, Chief Secretary, and Ministries were processed. The subordinate departments seldom followed these instructions. Since the introduction of single file system in this Government, the Heads of the departments who have been declared as ex-officio Addl. Secretaries/Joint Secretaries are submitting the files directly to their Secretaries. Chief Secretary has observed that there is no uniformity in numbering the files as each department is following its own procedure. In case of some departments, he observed that pages on the noting side/correspondence side are not numbered. There is no uniform standard of opening of files. Some file covers bears more than one file number. Flags, slips, labels, etc. are not used if used are not removed after their utility is over. Docketing of correspondence is not done.

3. A copy of this brochure is therefore sent herewith to all the Heads of the Departments with instructions that the guidelines given in the brochure should be followed scrupulously by all the Departments.

Sd/-
A. Ventaratnam
Secretary (A.R.D.)

Report Regarding Procedure and Systems Connected with Maintenance of Files in the Secretariat of

The Government of Goa, Daman and Diu

Introductory

The question of improving efficiency in the office procedure involving paper work management in the Secretariat of the Government of Goa, Daman and Diu, was under consideration of the Administrative Reforms Division of the Department of Personnel and Administrative Reforms for some time past. In this context, the Administrative Reforms Division took up the study relating to the files systems and noting and drafting etc. in the Secretariat.

1.2 The object of the study was to find out weaknesses in the existing system, reasons thereof and offer some literature to the dealing hands and all other concerned to be used as ready reference, for guidance and a uniform procedure.

1.3 Random sampling of the files of different departments was done to find out the existing procedure. Reasons for the weaknesses in the existing system could be ascertained by having several discussions at different levels. Instructions issued in the past were also perused.

Background

2.1 The radical change in Administration of Goa, Daman and Diu on account of liberation in 1961 naturally resulted in a big shift in the procedure of office management and paper work. Everyone had to follow his own methods during the transitory period as per guidance available from any source. The local Administration adopted somewhere during 1966 the procedures laid down in the Central Secretariat Manual of Office Procedure for being followed in the Secretariat of Government of Goa, Daman and Diu.

2.2 However, no uniform procedure regarding maintenance of files and paper related thereto could be evolved of even minimum required standards on account of lack of any precise literature available for guidance of the staff and also any organized training facilities.

Present Condition

3.1 One or other of the following defects are most common at present:-

- (a) Files are opened by the Lower Division Clerks/Upper Division Clerks without the approval of the Section/Branch Officers which causes unsystematic and irrational growth in the number of files.
- (b) The method of numbering and opening the files and giving title etc., is not uniform and needs much improvement.
- (c) There is no uniform standard of opening and dealing with the 'Part file'.
- (d) Sometimes files are opened even without being recorded in the file register.
- (e) More than one file come into existence with the same number without closing of the previous volume/s.
- (f) File covers do not bear all the relevant details as name of the Department, date of opening the files, volume No. etc., and sometimes the title given to the file is not in conformity with its contents.
- (g) File covers bear more than one file number.
- (h) Files move without file covers in the shape of loose papers pinned or tagged together.
- (i) Even when the files become bulky and unwieldy, these are not closed by opening new volumes.
- (j) Closed volumes of files are not stitched in book form.
- (k) Pages of correspondence and note sheets are not properly numbered.

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- (l) Besides numbering of the pages on the correspondence side, actual receipts and issues are not serially numbered.
- (m) Notices and paragraphs under each noting on the note sheets are not numbered properly.
- (n) Lot of space (sometimes one complete side) on the note sheets is left blank and such blank gaps on the note sheets are highly objectionable.
- (o) Spare note sheets are not placed in the files at the time of submission.
- (p) Correspondence and references are pointed out in the noting only by citing flags without docketing these properly on the note sheets.
- (q) Separate tags are not used for note sheets and correspondence even when the pages increase in the file.
- (r) Use of slips for urgency grading of the files is generally abused. Wrong priorities get attached than necessary due to irrational use of slips.
- (s) Security instructions regarding maintenance and movement of files containing classified official information and documents are not followed.
- (t) Flags/Slips/Labels are not removed after their utility is over.
- (u) Verbatim correspondence is reproduced in the noting instead of précis of the relevant parts and then bringing out only the relevant issues for consideration.
- (v) Previous decision/s in the same case or in other similar cases in the past are not cited.
- (w) Dealing hands do not make suggestions and do not put up drafts or fair copies even in the routine stereotype cases and thus increase scope for more rounds and rounds of the file.
- (x) Intermediary officers mostly at the level of Superintendents and Branch Officers even while merely passing the file record some remarks like 'as proposed; May agree', 'may approve', 'I agree' or 'I have nothing to add' which sound ridiculous at these remarks neither change the substance of the notings as the lower level and nor the responsibility of the intermediary officer endorsing the noting of the lower level.
- (y) Oral discussions are not recorded in the relevant file in the prescribed manner.
- (z) A copy of the note recorded on the main files, is not retained in the receiving department, before the file is returned to the originating department.

3.2 The net result of all the above short-comings is delayed and/or defective disposal of Government business which results in unnecessary frustration at different levels and thus speedy and smooth disposal of work gets hampered.

A File, its Main Para and Method to Maintain

4.1 Ordinarily every file has two main parts, the correspondence and notes. There are two popular methods of maintaining files. One is that every file should have two separate folders, one for keeping note-sheets and the other for correspondence. This method is followed in the Ministries of the Government of India. The other method is to maintain complete file only in one folder by placing note-sheets on the left side flap of the folder and by keeping correspondence on the right side of the folder. This is the method in practice in this Administration.

4.2 The method of maintaining a file into two separate folders, one for correspondence and the other for note sheet is desirable in those cases which involve more detailed examination at several levels and the nature of the case is such that it is likely to drag on for quite a long time. It is recommended to follow this method in the matters involving court litigations or where policies are to be evolved. A care is to be taken that both the folders of a file remain together.

4.3 The present method of maintaining complete file i.e. both the parts of a file viz. the correspondence and the notes in only one folder meets the requirements of this Administration in most of the cases. This method is quite convenient, simple and economical. However, the standard practice

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of closing a volume of a file as soon as the total number of pages on the correspondence side reach 200 and opening a new volume is not followed which actually creates inconvenience as the file continues to remain in the same folder inspite of its becoming bulky and unwieldy with the passage of time. A file should go on changing volumes after gathering particular number of papers on correspondence aside and old/previous volumes should be placed below the new current volumes for purposes of referencing and linking, if necessary. Further two separate tags should be used, one for correspondence and the other for note sheets so that the file does not look cumbersome, crumpled and shabby.

Numbering of Pages, Notes, Paras under each note and Correspondence

5.1 There is a standard method of numbering pages in a file giving serial numbers to the notes as well as to all the letters on the correspondence side whether received from outside or issued and numbering of paragraphs in the notes and drafts.

5.2 Pages in both the parts of a file are numbered separately. All the pages on the correspondence side are numbered in one sequence and are referred to as C/1, C/2, and C/3 and so on. The existing practice in certain cases is that instead of numbering the pages on correspondence side, only leaves of papers are numbered which is not correct. Similarly pages of the note sheets should be numbered separately as N/1, N/2, and N/3 and so on. These numbers whether on correspondence or note sheets is recorded on the right side top corner in a distinctive manner.

5.3 Each note on the note sheets should bear a distinct serial number. Notes can be numbered either by just writing the serial number in a brackets in the middle of the page as (1), (2), (3) and so on or by clearly writing 'Minute No. 1', 'Minute No. 2', 'Minute No. 3' and so on. The same serial numbers should continue in the note sheets in one folder till the volume of the file is closed. However, no blank gaps on the note sheets in between different notes should be left. Signature on the notes must be amended with full dates. Each note may consist of one Para or more paras. Paras under each note should be numbered separately. The existing practice of serially numbering all the paras under different notes on the note sheets in one sequence till the volume of the file is closed is wrong.

5.4 In addition to numbering of all the pages on the correspondence side, all communications received or issued in the correspondence side of the file should be given separate serial numbers in red ink on the right top corner of its first page, with two distinct marks. Communications received are classified as Receipts and are serially numbered as R-1, R-2, and R-3 and so on. Similarly communications issued are classified as issues and are serially numbered as I-1, I-2, I-3 and so on. Each communication whether received or issued thus gets only one separate serial number irrespective of the number of pages in each communication. Such numbering of correspondence is helpful to ensure that no communication is missing from the file and reveals at a glance the volume of correspondence in any file.

Docketing of Correspondence and Referencing in the Notes

6.1 Normally each paper on the correspondence side is expected to get mentioned correspondingly in the notes as and when it is placed in the file. Whenever any correspondence in the file or references from some-where else are cited in the noting, those have to be indicated fully by mentioning their reference number and date, page number or Serial Number in the correspondence side of the same volume of the file or some previous volume or in some other file place below. It is necessary to note down in the note sheets full particulars of any paper placed in the file in a manner that it gets properly identified at a particular page or serial number as 'letter No. dated From Regarding is placed at R-5. C-10 to C-20'. Similarly when any reference to any previous note or correspondence in the same volume of the file or any other file is cited, full particulars as 'in note No. at N/17 or in letter No. Dated from At I-5, C/10 to C/20 in file No. Volume Of Department', must be recorded. This type of docketing is very essential for the purpose of easy and sure referencing at the later stages. The very purpose of docketing is nothing else except referencing in an exact manner.

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6.2 Sometimes referencing is done merely by relying on the flags without docketing the correspondence or references cited in the notes. In case, the flags get detached during the courses of movement of files, the note cannot be appreciated properly without consulting the author of the note. Similarly it will be very difficult to identify and locate the references cited in any note at later stages, if not docketed properly and flags get removed. Flags should not substitute the docketing but rather should be considered as an additional facility for saving time of busy authorities. Such double referencing is very essential as otherwise it will be impossible for anyone else than the dealing hand to locate the material which was referred to.

6.3 Flags for quick location of the references cited and accordingly docketed by pencil in the note should be pinned in a manner that the papers do not get torn and flags also do not get easily detached. However, when the purpose gets served, all flags should be removed so that the pins do not get rusted and the old flags do not create confusion at any later stage.

Use of Slips, Flags and Labels

7.1 Flags bearing different alphabets are used for quick location of the references cited in the notes as mentioned earlier. Alphabetical flags should normally be used when some material not forming part of the file is put up and referenced to or just to make it more convenient for officers at higher levels to locate the reference quickly. As already said this is an aid to referencing in addition to the main method of docketing and, therefore, the alphabet references to the slip used should be marked on the margin of the notes by pencil which can be erased when the flag slip is removed and purpose is served.

7.2 Slips bearing abbreviations as P.U.C. (Paper under Consideration), D.F.A. (Draft for approval), F.R. (Fresh Receipts), etc., are used to facilitate consideration at higher levels and thus save time.

7.3 Similarly two labels viz. 'Immediate' and 'Priority' are used on the file covers to attract the attention of the higher officers according to the degree of agencies to the attached to different files. The label 'Immediate' is used only in cases requiring prompt attention. The priority label is used for cases which though not warranting prompt attention, have normally to be given precedence over these not bearing any such labels.

7.4 Labels like 'Assembly Question' 'Lok Sabha Question' etc., are used to give the highest priority in consideration and movement of the papers.

7.5 The grading of urgency assigned to a case is reviewed by all concerned at different stages of its progress and, where necessary revised.

7.6 Besides such priority labels, security labels, like 'Top Secret', 'Secret' and 'Confidential' and also used according to the classification of official information and documents.

Departmental Security Instructions

8.1 Security precautions regarding maintenance and movement of files containing classified official information and documents are not satisfactory though the instructions issued by the Government of India, Ministry of Home Affairs as contained in their booklet 'Departmental Security Instruction' were circulated vide Confidential and Vigilance Department.

Noting and Drafting etc.

9.1 Noting and drafting is an art and certain principles are to be observed to make these exercises purposeful and of utility instead of reducing it more paper loquacity. Instructions as contained in paras 21 to 26 and paras 47 to 50 of the Central Secretariat Manual of Office Procedure, Seventh Edition 1977 are enclosed as Annexure 'A' for guidance and ready reference.

9.2 Besides the general guidelines as above, the quality of noting and drafting mainly depends on the knowledge of the dealing hand about the subject, his proficiency in the language and mainly on his character enabling him to examine any subject in a rational/dispassionate manner without any prejudices and partialities in mind or getting guided with some preconceived notions/apprehensions.

Numbering and Opening of Files, etc.

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10.1 How and when to open a new file and how to give subject title is a very important aspect of filing system. Though there is no uniform practice, filing system based on subject classification is in vogue in the Secretariat. Section Officers should take personal care to ensure that standard heads and sub-heads are classified in manner that broad subjects and thereof get covered in limited number of files. The copy of Para 67 of the Central Secretariat Manual of Office Procedure, Seventh Edition 1977 containing detailed guidelines is enclosed as Annexure 'B'.

10.2 Instructions regarding instances where file need not be opened, maintenance of file register, part files, transfer, reconstruction and renumbering of file as contained in paras 69, 70, 71 and 72 of the Central Secretariat Manual of Office Procedure, Seventh Edition 1977 are also enclosed for guideline as Annexure 'C'.

General

11.1 The shape of any file and quality of noting therein immediately exposes the personality of the dealing hand/Superintendent and Branch Officer concerned. Whether ordinary routine is correctly observed or not mainly depends on the sense of devotion to work and a habit of having systematic disciplined approach to office Procedure.

11.2 Systems as a rule prove stronger than top-man in any administration. Dealing hands and Superintendents and Branch Officers continue for longer periods, whereas the Secretaries come and go on leaving this Administration after completing their terms. It is, therefore, very necessary in the interest of this Administration that a good system of office procedure and management gets built up at the level of dealing hands and Branch Officers etc., to prove as basic sinews of Administration.

Annexure 'A'

Extracts from Central Secretariat Manual of Office Procedure Seventh Edition 1977.

21. Running summary of facts:- To facilitate consideration and to obviate repeated recapitulation, a running summary of facts will be prepared and placed on the file in a separate folder labelled as such in every case in which it is evident that such a summary would contribute to its speedy disposal. This summary will also include the advice or views of other departments consulted in the matter but not opinions of individual officers within departments. It should be kept up to date whenever further developments take place.

22. Guidelines for notions: - (1) All notes should be concise and to the point lengthy notes should normally conclude with a Para bringing out clearly but briefly the points for consideration or decision. Paragraphs of notes should be serially numbered.

(2) The verbatim reproduction of extracts from of paraphrasing of the paper under consideration, fresh receipts, or any other part of correspondence or notes on the same file, should not be attempted.

(3) When passing orders or making suggestions, an officer will confine his note to the actual points he proposes to make without reiterating the ground already covered in the previous notes. If he agrees to the line of action suggested in the preceding note, he will merely append his signature.

(4) Any officer, who has to note upon a file on which running summary of facts if available will, in drawing attention to the facts of the case, refer to the appropriate part of the summary without repeating it in his own note.

(5) Unless a running summary of facts is already available on the file or the last note on the file itself serves that purpose, a self-contained summary will be put up with every case submitted to the Minister such a summary will bring out briefly but clearly relevant facts, including the views expressed on the subject by other departments, if any, consulted in the matter and the points or points on which the orders of the Minister are sought.

(6) If apparent errors of mis-statements in a case have to be pointed out or if an opinion expressed therein has to be criticized care should be taken to couch the observations in courteous and temperate language free from personal remarks.

(7) When a paper under consideration raises several major points each requiring detailed examination and orders each point will be noted upon separately in sanctioned notes.

(8) Notes and orders will normally be recorded on note sheets.

(9) The dealing hand will append his initials with date on the left below his note. The Section Officer and higher officers will append their signatures on the right hand side of the notes.

23. Noting on files receiving from other departments:-

(1) If the references seeks the opinion, ruling or concurrences of the receiving department and requires detailed examinations such examination will normally be done separately through routine notes and only the final result will be recorded on the file by the officer responsible for commencing upon the reference. The Officer to whom such a note is submitted will either accept that note or record a note of his own. In the former case, he may direct that the note in question or specified portion thereof may be reproduced on the main file for communication to the department concerned. In the later case, he will record a suitable note on the main file itself. In other case, a copy of the note recorded on the main file will be kept on the routine notes for retention in the receiving departments before the file is returned to the originating department.

(2) Where the reference requires information of a factual nature or other action based on a clear precedent or practice, the dealing hand in the receiving department may note on the file straightway.

(3) Where a note on file is recorded by an officer after obtaining the orders of a higher officer, the fact that the views expressed therein have the approval of the letter should be specifically mentioned.

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24. Aids to Processing: - To facilitate the processing of cases, each section will develop and maintain the following for important subjects dealt with by it:

- (1) Standing guard files
- (2) Standing notes;
- (3) Precedent book (vide Para 78)
- (4) Standard process sheets (for repetitive items of work only); and
- (5) Reference folders containing copies of circulars etc.

25. Oral discussions: (1) All points emerging from discussions between two or more officers of the same department and the conclusions reached will be recorded on the relevant file by the officer authorizing action.

(2) All discussions/instructions/decisions which the officer recording them considers to be important enough for the purpose, should be get confirmed by all those who have participated in or are responsible for them. This is particularly desirable in cases where the policy of the Government is not clear or where some important departure from the prescribed policy is involved or where two or more levels differ on significant issues or the decision itself, though agreed upon by all concerned, is an important one.

26. Channel of Submission: - Unless otherwise provided for in the departmental instructions, each case will travel up to the appropriate decision making level through all the intermediate levels in the hierarchy.

27. Procedure for drafting: - (1) No draft will normally be prepared in simple and straight forward cases or those of a repetitive nature for which standard forms of communication exist. Such cases may be submitted to the appropriate officer with fair copies of the communication for signature.

(2) When the line of action is obvious and no noting need be done (vide Para 19) or when noting is necessary but examination of the matter develops a clear line of action, a draft will be put up straight for approval, otherwise, a draft will be put up only after the appropriate officer has indicated or approved the line of action and/or what the contents of the communication should be.

(3) An officer who has formulated his views on a case may either have the fair communication made for his signature and authorize its issue or prepare draft and submit it to the appropriate officer for approval.

28. General Instructions for drafting: - (1) A draft should carry the message sought to be conveyed in a language that is clear, concise and incapable of misconstruction.

(2) Lengthy sentences, abruptness, redundancy, circumlocution, superlatives and repetition, whether of words, observations or ideas, should be avoided.

(3) Communications of some length or complexity should generally conclude with a summary.

(4) Where appropriate, the subject should be mentioned communications (including reminders).

(5) The number and date of the last communications in the series, and if this is not from the addressee, his last communication on the subject, should always be referred to. Where it is necessary to refer to more than one communication or a series of communications, this should be done in the margin of the draft.

(6) All drafts put up on a file should bear the file number. When two or more communications are to issue from the same file to the same addressee on the same date, a separate serial number may be inserted before the numeral identifying the year to avoid confusion in reference e.g. 8/5(I)/54 Est., 8/5(II)/54-Est.

(7) A draft should clearly specify the enclosures which are to accompany the fair copy. In addition, short oblique lines should draw at appropriate places in the margin for ready reference by the typist, the comparers and the dispatcher. The number of enclosures should also be indicated at the end of the draft on the bottom left at the page, 'Encl. 3'.

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(8) If copies of an enclosures referred to in draft are available and are, therefore, not to be typed, an indication to that effect will be given in the margin of the draft below the relevant oblique line.

(9) If the communication to be dispatched by post is important (e.g. a notice cancelling a license or with drawing an existing facility) or encloses a valuable document such as an agreement, service book or cheque it should be sent under registered post, insured cover or postal certificate, as appropriate.

(10) The name, designation and telephone number of the officer over whose signature the communication is to issue should invariably be indicated on the draft.

(11) The writing or typing a draft, sufficient space should be left for the margin and between successive lines to admit of additions or interpolation of words, if necessary.

(12) A slip bearing the words 'Draft for approval' should be attached to the draft. If two or more drafts are put up on a file, the drafts as well as the slips attached thereto will be marked 'D.F.A.I.', 'D.F.A.II', 'D.F.A.III and so on.

(13) Drafts which are to issue as 'Immediate' or 'Priority' will be so marked under the orders of an officer not lower in rank than a Section Officer.

(14) The officer concerned will initial on the draft in token of his approval.

49. Authentication of Government orders: - 1) All orders and other instruments made and executed in the name of the President should be expressed to be made in his name and signed by an officer having regular or ex-officio Secretariat status of and above the rank of Under Secretary, or other specifically authorised to authenticate such orders under Authentication (orders and other instruments) Rules 1958.

(2) Where the power to make orders, notifications, etc. is conferred by a status on the Central Government, such orders and notifications will be expressed to be made in the name of the Central Government.

50. Addressing Communication to officers by name: - Normally no communication, under than that of a classified nature or a demi-official letter should be addressed or marked to an officer by name, unless it is intended that the matter raised therein should receive his personal attention either because of its special nature, urgency or important, or because some ground has already been covered by personal discussions with him and he would be in a better position to deal with it.

Annexure 'B'

Extracts from Central Secretariat Manual of Office Procedure Seventh Edition 1977.

67. Filing system based on subject classification: - (1) Each section will maintain approved lists of:
- (a) Standard heads i.e. main subject headings concerning it; and
 - (b) Standard sub-heads, i.e. aspects of the main subject headings.
- (2) The standard heads will bear consecutive serial numbers No such numbers, however, will be allotted to stand sub-heads.
- (3) The lists of standard heads and sub-heads will be reviewed at the beginning of each year and revised, if necessary with the approval of the branch officer concerned. The serial numbers once allotted to the standard heads should not ordinarily be changed.
- (4) Before opening a new file, the dealing hand will ascertain the standard head to which the paper under consideration relates. He will then proposed suitably title of the file the approval of the section officer. The title will consist of:
- (a) Standard head
 - (b) Sub-head which will be more indicative of the precise subject than the 'Head', (where it is necessary to have more than one sub-head in a title, the wider and more abstract should generally precede the narrower and more concrete) and,
 - (c) A briefly content indicating the question or issue under consideration in relating to the standard head and sub-head, and, where necessary, the specific institution, person, place or thing involved.
- (5) The titale should be as brief as possible but should give at a glance sufficient indication of the contents of the file so as to serve as an aid to its identification. It should be articulated i.e. broken up into components each consisting of the minimum possible substantive works and expressing an element in the subject matter. Each part will begin with a capital letter and will be separate from the preceding one by a hold dash.
- (6) As far as possible, there should be a separate file for each distinct aspect of the subject. The title of a file should not be corched in very general or vide terms which might attract large number of receipts on different aspects of the matter, thereby making the file unwieldy.
- (7) If the issue raised in a fresh receipt or in the note on a current file goes beyond the original scope, a new file may be opened to deal with it, after placing the relevant extract or copies thereon.
- (8) Every file will be assigned a file number which will consist of:
- (a) The serial number allotted to the standard heads;
 - (b) The serial number of the file opened during the year under the standard head;
 - (c) The year of opening the file (last two digits only) and
 - (d) An abbreviated symbol identifying the section.

The first three elements in the file number will be separate from one another by a slant stroke and the last two by a dash. Thus, files opened in, say State Re-organization Section during 1971 under the standard head bearing serial number 131, will be numbered consecutively as 3/1/71-SR-, 3/2/71-SR and so on, where 'SR' represents the section.

Annexure 'C'

Extracts from Central Secretariat Manual of Office Procedure Seventh Edition 1977.

67. Instances where files need not be opened: - Normally, no new files will be opened for dealing with receipts of a purely routine nature (e.g. requests for supply of unclassified factual information, notices of holidays, miscellaneous circulars) which,

- (1) Can be disposed of straightaway by noting the reply on the source receipts and returning them to the originators, or
- (2) Are unlikely to generate further correspondence and therefore can be placed in a miscellaneous file to be destroyed at the end of the year, or placed in the folder of circular etc., on the subject.

70. **File Register:** - A record of files opened during the calendar year will be kept in a file register (Appendix 17) to be maintained by the diarist. A list of approved standard heads along with the serial numbers identifying them should be pasted at the beginning of the register. The pages allotted to the standard heads in the register should be indicated against each.

71. **Part File:-** (1) If the main file on a subject is not likely to be available for some time and it is necessary to process a fresh receipt or a note without waiting for its return, a part file may be opened to deal with it. This device may also be resorted to where it is desired to consult simultaneously two or more section or officers and it necessary for each of them to see the receipt noted upon.

- (2) A part file will normally consist of:
 - (a) Receipt of note dealt with; and
 - (b) Notes relating thereto.
- (3) Where two or no part files are opened, each will be identified by a distinct number, e.g. part file I, part file II, and so on.
- (4) A part file will be incorporated with the main file as soon as possible, duplicate papers, if any, being removed.

72. Transfer, reconstruction and renumbering of files:-

Whenever work is transferred from one department/section to another the former will promptly transfer all the related records including files, both current closed, to the latter. The department/section taking over the records will not divide, reclassify or renumber the closed files transferred to it. In the case of current files the endeavour should be to close them at the earliest possible stage and to open new files according to the department sections own Scheme of classification for dealing with the matter further.
