

MOST IMMEDIATE

R/Note No. A-13019/Gen/2013-Admn.I

Dated 01.02.2023.

ADMINISTRATION SECTION-I

As per directions given by Union Home Secretary during the Senior Officers Meeting (SOM) held on 27.01.2023, following details are required for submitting the consolidated status of DCPW:

i. Number of **E-files** opened /closed/parked from 01.01.2022 to 31.12.2022 in the format as under:

Number of E-files opened from 01.01.2022 to 31.12.2022	Number of E-files closed from 01.01.2022 to 31.12.2022	Number of E-files parked from 01.01.2022 to 31.12.2022
(1)	(2)	(3)

ii. Number of **Physical files** opened /reviewed/weeded from 01.01.2022 to 31.12.2022 in the format as under:

Number of files opened from 01.01.2022 to 31.12.2022	Number of files reviewed and sent to Record Room from 01.01.2022 to 31.12.2022	Number of files weeded out as per Record Retention Schedule from 01.01.2022 to 31.12.2022
(1)	(2)	(3)

iii. Number of **E-files** opened /closed/parked from 01.01.2023 to 31.01.2023 in the format as under:

Number of E-files opened from 01.01.2023 to 31.01.2023	Number of E-files closed from 01.01.2023 to 31.01.2023	Number of E-files parked from 01.01.2023 to 31.01.2023
(1)	(2)	(3)

2. All Section Incharges are requested to provide above information immediately by today for further submission to MHA.

Vinay
01.02.23
(Vinay Barthwal)
Assistant Director (Admn)

Copy to:

1. PPS to Director
2. PS to Additional Director (HQ)
3. All JDs/ DDs/ ADs/ JADs
4. All Sections of DCPW/ ISPW Stations
- ✓ 5. AD(IT) with the request to upload this O.M. on DCPW website.
6. File