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भारत सरकार/Government of India
गृह मंत्रालय/Ministry of Home Affairs
समन्वय निदेशालय/Directorate of Coordination
पुलिस बेतार/Police Wireless



Block No-9, CGO Complex
Lodhi Road, New Delhi
Dated: 08th October, 2024

CIRCULAR

Subject: - General Guidelines regarding reviewing electronic files (e-files)/ physical files in e-Office.

The undersigned is directed to circulate the following "General Guidelines regarding reviewing electronic files (e-files)/ physical files in e-Office" for all employees to ensure the effective implementation of the e-office system within this Directorate:-

- As the e-Office has been implemented 100% at this Directorate, therefore it is to be ensured that **One subject should have only One File** and Duplicity of files must be avoided.
- The Record of total files of section to be maintained and a register to be updated for every new file created by the concerned Section In-charge (not less than the rank of JAD/ Station Superintendent).
- As e-Office provides facility to review the e-files by setting a review date, thus Section In-charges must ensure that each e-file is reviewed on a monthly basis. File(s) must be Closed/Parked with the concerned Section In-charge (not less than the rank of JAD/ Station Superintendent) with appropriate remarks once the action has been completed.
- The details of monthly reviewed e-files may kindly be forwarded on **5th of every month** by the Section In-charge to **assistantdirector-it@dcpw.gov.in**
- It is once again reiterated that Section Officer/JAD/Next higher officer in the channel must ensure that the above mentioned guidelines regarding e-office are being adhered in their respective sections.

Vinay
08.10.24

(Vinay Barthwal)
Deputy Director (IT)

Copy to:

1. PPS to Director : for kind information
2. PA to Addl. Director (HQ) / PA to Addl. Director (OPS) : for kind information
3. All Joint Directors/ Deputy Directors/ Zonal Administrative Officers
4. All Assistant Directors/ Joint Assistant Directors
5. All Station In-charges
6. AD(IT)- for uploading on the website of DCPW