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



खण्ड सं-9, के० सं० का० परिसर/Block No. -9, C.G.O. Complex,
लोधी रोड, नई दिल्ली/Lodhi Road, New Delhi-3
दिनांक /Dated: 29th August, 2024

CIRCULAR

Subject: Guidelines for Handling Official Files and papers-reg

In order to streamline the process of handling files and papers within the concerned section/office and to ensure proper management, security, and accountability, the following guidelines are to be strictly followed by all desk officers with immediate effect:

- i.** To ensure that all files and papers are kept in a neat and orderly fashion with page numbers on noting & correspondence pages to prevent misplacement or damage.
 - ii.** Any file /Paper should be moved from one desk to another with the approval of section incharge and proper documentation in the file movement register.
 - iii.** Concerned Desk officers and respective Section I/C will be held accountable for any loss, damage, or unauthorized access to the files under their custody.
2. This issues with the approval of the Competent Authority.
 3. Hindi version will follow.

(Handwritten signature)
29.8.24

(Mahesh Kumar Pachar)
Joint Assistant Director (Admn)

Copy to:-

1. PS to Director
2. PA to Addl. Director (HQ)/ PA to Addl. Director (Ops)
3. All JDs/ All ZAOs
4. I/C of All sections HQrs/CPRTI/POLNET Hub
5. I/C of All ISPW Stations/ All RPWTIs
6. AD (IT): with request to upload on DCPW website
7. File