



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
(सड़क परिवहन और राजमार्ग मंत्रालय)
National Highways Authority of India

(Ministry of Road Transport and Highways)
जी-5 एव 6, सेक्टर-10, द्वारका, नई दिल्ली-110075
G-5 & 6, Sector-10, Dwarka, New Delhi-110075
No. 11041/116/2010-Coord

दूरभाष / Phone : 91-11-25074100/25074200
फैक्स / Fax : 91-11-25093507 / 25093514

Dated: 25.10.2013

CIRCULAR

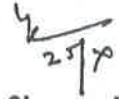
Sub: Originating correspondence on files.

Reference is made to earlier Circulars of even number dated 08.08.2013 and 21.8.2013 (copies enclosed) vide which instructions were issued that all correspondence must be placed in the file duly numbered.

2. It has been observed that in some cases the numbering of the correspondence pages has been done in pencil which unnecessarily leaves scope for tampering later on. It shall be ensured that this numbering must be done properly with ink pen only.

3. These instructions must be followed scrupulously. Henceforth, if any violation is observed, the originator of the note would be held responsible and suitable action for deliberate disobedience and dereliction of duty shall be initiated.

4. This issues with the approval of Member (Admin).



(V.K. Sharma)
Chief General Manager (Coord.)

To

All officers and employees of HQ/ROs/PIUs/CMUs/Site Offices

Copy to:

All Members/CVO,
PS to Chairman.

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No. 11041/116/2010-Coord

Dated: 21.08.2013

CIRCULAR

Reference is made to Circular of even number dated 08.08.2013.

2. In para 3 of the Circular, it is mentioned that all letters/PUC are required to be placed on the correspondence side of the file which has to be duly numbered. It has been observed that in several files, the correspondence is not numbered at all; instead some of the enclosures are flagged. It is evident when the matter projected is finalized, later on when the file is required to be put up again; the earlier flagging of the enclosures is of no avail. It is, therefore, very essential that all the correspondence in the file is duly numbered and a cross-reference in the notesheet is also made. This is very vital for proper record management.

3. All CGMs are to ensure strict compliance of the above instructions. All Members are requested to return the files to the concerned officers if notesheet does not have proper cross-reference.

4. This issues with the approval of Member (Admn.).

(Handwritten signature)
21/08

(V.K. Sharma)

Chief General Manager (Coord.)

To

All officers at HQ

Copy to:

All Members/CVO

PS to Chairman



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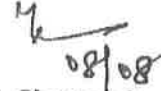
No. 11041/116/2010-Coord

Dated: 08.08.2013

CIRCULAR

It is observed that the Correspondence PUC (paper Under Consideration) which are dealt with on a particular file are placed along with the Note sheets rather than placing the same within the file on the correspondence side along with their proper numbering.

2. This practice creates difficulties for higher authorities in locating PUC being referred to in the Office Note being put up for decisions.
3. It is, therefore, requested that all correspondences must be placed on the correspondence side of the file which shall be duly numbered. The notice in the note sheet must make the reference of the particular page number of the correspondence side.
4. This issues with the approval of Member (Admn.).


08/08
(V.K. Sharma)

Chief General Manager (Coord.)

To

All officers at HQ

Copy to:

All Members/CVO
PS to Chairman