MEMORANDUM

It has been observed that the files at the section level in various departments are not properly maintained. Papers on the correspondence side in the files are not properly arranged; pages are not marked properly and are not docketed correctly on the note-side of the file. This causes difficulty while referencing to corresponding notes and receipts in the files. It is further observed that a number of files with inadequate/incomplete information are processed from various departments to Finance, Law, GA(AR) Department, compelling these departments to return the files with queries resulting in delays.

2. The Manual of Office Procedure (2nd Edition) 2000 circulated by the GA(AR) Department gives detailed instructions regarding maintaining files by the government departments. However, it is felt necessary to reiterate the instructions of the Manual of Office Procedure pertaining to “referencing” and “noting” with the purpose of streamlining the maintenance of files by all departments.

3. Referencing:
   a) Every page (both sides) in each part of the file (viz., notes, correspondence, appendix to notes, and appendix to correspondence) will be consecutively numbered in separate series on the top right corner. Blank intervening pages, if any will not be numbered.

   b) Each item of correspondence in a file, whether receipt or issue, will be assigned a serial number which will be displayed prominently in red ink at the top middle of its first page.

   c) The paper under consideration on a file will be flagged ‘PUC’ and the latest fresh receipt noted upon, as 'FR'. Under no
circumstances, a slip, other than 'PUC and 'FR', is to be attached to any paper in a current file. If there is more than one 'FR', these should be flagged separately as 'FR-I', 'FR-II' and so on.

d) The reference slips will be attached neatly on the back of the papers so flagged. When a number of papers put up in a case are to be flagged, the slips will be spread over the entire width of the file so that every slip is easily visible. The page number in respect of each slip should also be mentioned with pencil/in the left side margin of the note so that in the eventuality of slip getting removed/dislodged, the paper/issue under reference can still be easily referred to.

4. Filing of papers:-
  a) Papers required to be filed will be punched neatly on the left hand top corner and tagged on to the appropriate part of the file viz. notes, correspondence, appendix to notes and appendix to correspondence, in chronological order, from left to right.

  b) When the 'notes' plus the 'correspondence' portion of a file become bulky (say exceeds 150 pages), it will be stitched and marked 'Volume-I'. Further papers on the subject will be added to the new volume of the same file, which will be marked 'Volume-II', and so on.

  c) In Volume-II and subsequent volumes of the same file, page numbering in notes portion and correspondence portion will be made in continuation of the last page number in note portion/correspondence portion of the earlier volume.

d) On top of the first page of the note portion in each volume of the file, file number, name of the Department, name of branch/section and subject of the file will be mentioned.
Noting:

a) All notes will be concise and to the point. The verbatim reproduction of extracts from or paraphrasing of the paper under consideration, fresh receipt, or any other part of correspondence or notes on the same file, should not be attempted.

b) 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 note will be put up with every case submitted to the Minister. Such a note 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 point or points on which the orders of the Minister are sought. If an issue had earlier been placed before the Minister or Chief Secretary or Principal Secretary/Secretary for consideration, but the same was reverted back with certain observations, such remarks should be suitably addressed while putting up the same issue again for consideration, and also reference of such previous remarks/observations on the same issue or similar issues should invariably be given in the current note so that there is consistency in decision making.

c) Notes and orders will normally be recorded on note sheets in the notes portion of the file and will be serially numbered. Black or Blue ink will be used by all officials.

d) The dealing hand will append his full signature with date on the left below his note. An officer will append his full signature on the right hand side of the note with name, designation and date.

c) A note will be divided into serially numbered paragraphs of easy size, say ten lines each. Paragraphs may preferably have brief titles. The first few paragraphs will give the profile of the
problem, position of rules, precedents and the position of resources with proper analysis and sequence and an indication of the evidence and the conclusions reached. The final paragraph should weigh the arguments and recommend the best course of action, with a supporting draft communication, if necessary.

6. Further, it should be ensured that the file under process is not in a dilapidated/torn condition. The cover of file should have a file number consisting of the serial number allotted to the standard head, serial number of the file, year of opening the file (the last two digits) only and an abbreviated symbol identifying the section neatly typed and pasted on it.

7. The undersigned is, therefore, directed to request to all Departments/Heads of Departments to kindly ensure that the docketing, serial numbering and page numbering of receipts and issues are maintained properly and noting and referencing is done as per the aforesaid instructions as well as other instructions contained in the Manual of Office Procedure to facilitate quick disposal of matter under consideration. These guidelines should be strictly followed.

(S. Dey)
Under Secretary to the Govt. of Tripura

To

1. The Principal Secretary/Secretaries, Govt. of Tripura, Department.

2. The PCCF, Aranya Bhavan, Nchru Complex, Gurkhabasti, PN Complex, Agartala.

3. The DGP, Police HQ, Agartala.

4. The CEO, TTAADC, Khumlung, Jirania.

5. All Heads of Departments, Govt. of Tripura.

Copy also to:
The PS to the Chief Secretary, Tripura for kind information to Chief Secretary.