

DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
IP ESTATE: NEW DELHI

No. Admn/Misc/2019/103

Dated: 18.01.2019

CIRCULAR

Inspite of repeated instructions, it has come to notice that the files are not being put up in proper manner with proper/ relevant references and flagging or numbering etc. a serious view has been taken in this regard. The following instructions are issued for strict compliance:

1. All officers/ officials must mention their names, designation while putting up signature on the official files/ documents. A rubber stamp below their signatures shall be used by the officers/ officials concerned.
2. No cutting/ white fluid should be allowed on official note sheet and if needed, a proper signature on the cutting should be inserted.
3. All paragraphs of the file(s) should be numbered from initial stage of the file.
4. All amount/ number should be written in figures as well as in words.
5. The files must should have proper references, flagging and numbering etc. in all respect.
6. The file should not have more than 300 (Three Hundred pages) including the correspondences. Thereafter the matter should be continued in next volume.

All concerned are required to ensure the compliance of the above instructions.

This issues with te approval of Competent Authority.


(T.K. Verma)

Dy Chief General Manager (Admn)

All Officers
All Sectional Heads of Hqtr.