

IMPORTANT


**Department of Administrative Reforms & Public Grievances
(O&M Division)**

Subject:- Need to strictly to follow the provision contained in the Central Secretariat Manual of Office Procedure relating to volume of files.

The paragraph No.23 (v) of the 14th Edition of Central Secretariat Manual of Office Procedure (CSMOP), which is hosted in e-book form on the website of DAR&PG, states as under:-

“When the ‘notes’ plus the ‘correspondence’ portion of the file becomes bulky (say exceeds 150-200 pages), it will be marked ‘Volume 1’. 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.” In Volume II and subsequent volumes of the same file, page numbering in notes portion and correspondence portion will be made in continuity of the last page number in note portion/correspondence of the earlier volume”.

2. It is also required that whenever the File Cover and File Board of a file gets torn it should be immediately replaced by a new one. Similarly damaged note sheets and correspondence portion are also required to be repaired immediately.
3. It has been noticed that the above procedures of the CSMOP are not being strictly followed by officials/staff in the Department of Administrative Reforms & Public Grievances. All Officers/Staff of the Department are, therefore, are requested to strictly follow the above mentioned procedures while submitting files to their senior officers.
4. This issues with the approval of Special Secretary, Department of Administrative Reforms & Public Grievances.


(Anurag Srivastava)
Deputy Secretary
01.07.2015

All Officers/Staff of the Department of Administrative Reforms & Public Grievances
Deptt. of AR & PG I.D. No.46016/2/2014-O&M dated: 1-7-2015.

Copy for information to:

- (i) Shri P. Alfred, Dir (NIC), DAR&PG with a request to host the I.D. Note on the Website of DAR&PG first in “What’s New” and at a later date in the clarifications relating to CSMOP.
- (ii) PS to SS(AR&PG)/JS(IE&C)/DirIA)/Dri(D&D)/DS(E-Gov)/DS(PG)/DS(O&M and ARC)
- (ii) US(Administration)- For placing it on the Notice Board of DAR&PG.