

No.COL/DIU/PA/2012-13/3747  
U.T. Admn. of Daman & Diu,  
Office of the Collector,  
DIU.  
Dated :- 19/02/2013.

**C I R C U L A R**

It has come to my notice that Offices in Diu District are not following proper procedure regarding file maintaining.

Therefore, it is directed to follow the proper procedure as mentioned below :

- (1) File with appropriate cover first.
- (2) On cover, proper subject & File No. mentioning through computer generated slip duly protected by white cello-tape.
- (3) File should be maintained in two parts.
  - a) Noting part &
  - b) Correspondence part
- (4) The Noting side, page number should be indicated as well as in correspondence side.
- (5) File needs to be routed through proper Outward No. of the concerned office and firstly, to the Inward Section of Collectorate i.e. Dispatch Clerk then to the Collector's Chamber and after clearance, proper Outward No. be given by the Dispatch Clerk of Collectorate & send to concerned Offices.

The instructions given above, may be followed scrupulously.

  
( RAMESH VERMA )  
COLLECTOR, DIU.

To  
All Officers stationed in Diu.

Copy to :-