

**THE STATE TRADING CORPORATION OF INDIA LTD: NEW DELHI**

**(PERSONNEL DIVISION)**

October 6<sup>th</sup>, 2016

**Office Order No:PD/143/2016**

**Subject: Assigning Reference number to Letter Communications by Branches/Divisions**

It has been observed by the Management Audit Committee that reference numbers/serial numbers are not assigned to letter communications of Branches.

2. In view of the above observation of the MAC, it is directed that all the letter communications should be assigned a reference number indicating Branch Name/Division/File No/Year. The record of the letters should be maintained by the respective Branches/Divisions by making regular entry into a Register.

3. All Divisional Heads/BMs to enforce the system meticulously.

This issues with the approval of the Competent Authority.

*Kapil Rohatgi*  
(Kapil Rohatgi)

6/16

Deputy General Manager(Pers)

- Exe. Secy. to CMD
- Exe. Secys. to Director/CVO
- All CGMs
- All divisional Heads/All BMs
- DGM(A&E)
- Notice Board/Website