

**THE STATE TRADING CORPORATION OF INDIA LIMITED: NEW DELHI
(PERSONNEL DIVISION)**

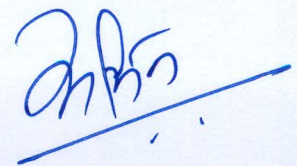
Dated: 1st June, 2015

CIRCULAR No. IR/07/2015

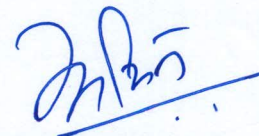
It is observed that in spite of guidelines issued regarding the maintenance and movement of files, Divisions at C.O and Branches do not follow proper system of maintenance and movement of files/papers. Besides, at present there is no proper handing over and taking over of records at the time of retirement / transfers, thereby affecting the accountability of the file maintenance and record keeping. It is needless to mention that this causes lots of inconvenience in finding reference to the files/papers at a later stage thereby hampering fulfillment of Corporation's accountability to the Govt./Parliament/any other outside agency in an efficient manner.

Therefore, once again, it is reiterated that henceforth following guidelines be invariably followed by all Divisions at C.O and Branches for maintenance and movement of files/papers:-

- 1) All files should have details as file number, subject, name of division / branch, period (from- to), year etc clearly written on top of the file covers. All current papers on a case in a Department shall be arranged in a current file.
- 2) Every file will consist of two parts viz., (a) 'notes' and (b) 'correspondence' placed in a single jacket. The 'notes' portion will be tagged on to the left hand side of the jacket and the 'correspondence' portion to the right hand side of the jacket. Every file should have note sheet attached bearing the subject title and file number. Both 'notes' and 'correspondence' will be filed from bottom upwards, chronologically, so that on opening the file, the latest note and communication are on the top left and top right, respectively.
- 3) Note sheets (n/p) should have clearly marked references to the corresponding page (c/p) numbers in the main file.
- 4) Every file should not contain more than 200 leaves as C/p beyond which a new volume of the file bearing the same number with Vol-II be assigned and so on and so forth for future volumes of the same file.

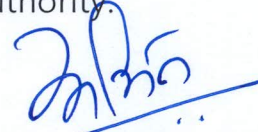


- 5) No letters / notes should be removed from the file and in case any document is required to be removed, a special note to that effect should be kept in the note sheet attached.
- 6) In case a file is required to be split at some stage (for example, to deal with more than one business associate arising from the same tender), a photocopy of complete notings and other important documents may be kept in each file.
- 7) Referencing and use of slips:
 - (i) Referencing is the process of putting up and referring to connected records, precedents, Rules, regulations, books or any other paper having a bearing on a case. Such papers will be flagged with alphabetical slips to facilitate their identification.
 - (ii) The slip will be pinned neatly on the inside of the page. When a number of files or papers on the case are to be flagged, the slips should be spread over the whole width of the file so that every slip is easily visible.
 - (iii) (a) No slip other than "PUD" or "FR" or "DFA" will be attached to any paper on a current file. When it is desired to invite a reference to certain papers in the 'correspondence' portion of the file, both the serial number and its corresponding page number should invariably be quoted in the 'notes' portion (e.g. Serial No. 6-cp 8 etc).
 - (b) Notes will be referred to by their para numbers. Concurrently, reference to the page of the note portion of the file on which the note is recorded could also be given, if necessary (e.g. para 4 page I/n/p).
 - (iv) Not more than one alphabetical slip should be attached to a recorded file or paper put up for reference.
- 8) Subject matter pertaining to more than one file heading: Where a communication received contains matters pertaining to several files, relevant extracts shall be made and placed in the proper files.



- 9) Each division/ branch should maintain a control register of all the files kept with them in chronological order. Any new file opened must be entered therein and any files deleted or handed over to other division should have a clear mention to that effect against them.
- 10) A file movement register also needs to be kept wherein entries for files moved out from one division to the other and moved in should be clearly mentioned on a daily basis. In the event main file is under submission and the proposal with regard to the subject is to be mooted urgently, division may open a part file indicating the same number and said part file must be merged with the main file subsequently.
- 11) All outgoing letters should bear a unique reference no. in the form of STC/Division/Item/Year/ Dispatch Register No. Receipt of papers/files from one division to another division should be sent through a peon book which should be signed by the person receiving the files/paper on behalf of the Division.
- 12) Handing Over / Taking over Charge: All managers have to handover charge in the event of transfer, retirement, separation under VRS and any other separation likewise, in the proforma enclosed at Annexure I.

This issues with the approval of the Competent Authority.



(SAMIT MOHAPATRA)
GENERAL MANAGER (PERS.)

- Exe. Secy. To CMD
- Exe. Secys. To Director/CVO
- PS to ALL CGMs
- GM (Fin.)(A&E)
- All BMs
- SG, Fed. Of STCEUs, New Delhi
- SG, Fed. Of STCOAs, New Delhi
- SG, All India Fed. Of STC SC/ST emp. Association, New Delhi
- Internal Audit Division
- Secy. Cell
- Notice Board

PRO- FORMA FOR HANDING OVER & TAKING OVER OF CHARGE

1. Department and Division :

2. Name and Designation of the Officer handing over charge :

3. Name and Designation of the officer receiving charge :

4. Reasons for transfer of charge :

5. Date and hour of handing over/Receiving charge :

6. Details of Transfer of charge:

(a) Exhaustive list of files handed over :

- (i)
- (ii)
- (iii)
- (iv)

(b) Files pending with AM/DM etc., please mention the number and date

- (i)
- (ii)
- (iii)
- (iv).....



:2:

(c) List all pending activities along with the action for their completion:

| Activities | Status as on | Action to be taken by the person taking over |
|------------|--------------|--|
| | | |
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| | | |
| | | |
| | | |
| | | |
| | | |

(d) Registers

(i)

(ii)

(iii)

(e) Reference Books (if any)

(f) Office Equipment such as Punches etc.

(g) Any other item not mentioned above

Handed over as above

Name & Signature
of the Relieving Officer

Received correctly as above

Name & Signature
of the Relieved Officer

