

**THE STATE TRADING CORPORATION OF INDIA LIMITED : NEW DELHI**  
**VIGILANCE DIVISION**

F.No. STC/CO/VIG/01074/2017

19.11.2018


**CIRCULAR No. 22/2018**

Sub : **Maintenance of Records & Movement of Files/Papers.**

During surprise inspection by Vigilance Division on 30<sup>th</sup> & 31<sup>st</sup> October, 2018 in Corporate Office, it was observed that the File Control Register and Despatch Register are not being maintained in some Divisions despite instructions issued by Vigilance Division vide Circular No.05/2017 dated 15.03.2017 and Circular No. STC/CMD/R-2/2017 dated 04.09.2017 issued by CMD.

1.1 Further, it has also been noticed that on the envelope of the letters (outward Dak) the File No. and dispatch number are not being mentioned. Similarly, on the letter received from Branches, File No. and dispatch No. is not being mentioned.

2. The non-compliance of above mentioned instructions is a matter of concern. All Heads of Division (HOD) and Branch Managers are directed to ensure compliance of the instructions regarding maintenance of records and confirm maintenance of File Register & Dispatch Register in their Division/Branches. Further ensure that on all letters/notes going out of Division/Branch, File No. and Dispatch No. is mentioned on the envelope/internal communications.

  
( Arvind Kumar Kadyan )  
Chief Vigilance Officer

To,  
All Divisional Heads  
All Branch Managers

CC :  
ES to CMD  
ES to All Directors