



भारतीय पटसन निगम लिमिटेड
The Jute Corporation of India Limited

— A Government of India Enterprise

Regd. Office: 15N, Nellie Sengupta Sarani, 7th Floor, Kolkata-700 087.
CIN U17232WB1971GOI027958

Ref: JCI/CMD/Order/2018-19/

Date : 14.01.2019

OFFICE ORDER

Sub: Irregularities in the file making system.

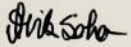
I am directed to inform all concerned on the following matters:-

1. It is observed from the files which are sent to CMD Secretariat often do not bear a proper file number and are often associated irregular file management practices.

In this regard, it is hereby advised to all departments that henceforth no file to be accepted by the CMD Secretariat or any other authority if any file or note is deficient of a proper, correctly identifiable and authorized file number, should be there in File number Format : JCI/Dept./Sub-Dept/Sub/Year/Part No. e.g. JCI/MKTG/Sales/DI/2018-19/Part I.

1. **General irregularities noticed in the files/folders/part files/notes:-**

- (i) Noting side and correspondence side not maintained separately.
- (ii) No serial number on the correspondence side (e.g. C1, C2 and so on) and Sl. No. on the noting side (e.g. NS1, NS2 and so on).
- (iii) Leaving one side empty or leaving large gaps within the Note Sheets thus giving scope to make entries at later date, which has a vigilance angle.
- (iv) Inappropriate note sheet used instead of green coloured legal size note sheet with JCI mark.
- (v) Inappropriate punching leading to haphazard filing. Sometimes, flipside punching done resulting in noting in a reverse way causing reverse confusion for the decision making.
- (vi) List of files not maintained by the Dept. /Officer/Section, or not at maintained systematically leading to theft of files and files missing with without trace.
- (vii) Overloading of the file beyond it s capacity. Ideally, a limit of 200 sheets (both Note Sheet and Correspondence Sheets) should not get exceeded.
- (viii) Inside the cover the designation of officials not updated while printing the files.


Company Secretary

Copy distribution to:

1. CMD's Secretariat-For kind information of CMD
2. Advisor (Operations)
3. GM(Mktg.)
4. DGM(V&A)
5. All HoDs
6. All ZMs/RMs/Managers

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