

No. A.15018/1(Circular)/2023-Ad.I
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
समन्वय निदेशालय पुलिस बेतार
Directorate of Coordination Police Wireless




खंड सं.-9, के.स.का.परिसर /Block No. 9, CGO Complex,
लोधी रोड, नई दिल्ली03-/Lodhi Road, New Delhi-03

दिनांक /Dated: 03.08.2023.

Circular

In continuation of this Directorate's circular of even No. dated 12.01.2023, wherein it was directed that there should not be any duplicity of file for a particular subject i.e. one subject should have only one file, it is directed that in view of implementation of 100 percent e-office system any new e-file will be created only with due permission of respective Section in-charge of level of officer i.e. JAD/Station Incharge/AD/DD whichever applicable and Officer so granting permission will be custodian of all such files of respective section. Further, record of total files of section to be maintained and a register to be updated for every new file created.

2. Further, it is also directed that in order to avoid pendency in eoffice records, after completion of the action on matter in the file, file must be parked by concerned dealing hand.
3. This issues with the approval of Director, DCPW.


3.8.23
(Khem Chand)

Joint Assistant Director(Admin)

Copy to:-

1. PPS to Director.
2. PA to Addl Director (Hq) / PA to Addl Director (OPS)
3. All Joint Directors/ Deputy Directors.
4. All Station In-charges.
5. Accounts Officer/ PAO, DCPW.
6. AD (IT): for upload on the website of DCPW.
7. File Copy