

GOVERNMENT OF N.C.T. OF DELHI
OFFICE OF THE DIRECTOR GENERAL OF PRISONS
ESTABLISHMENT BRANCH-I, PRISON HEADQUARTER,
JANAK PURI: NEW DELHI-110064

F.No.18(21)/Estt/PHQ/2022/CD-3691255/ 3303-12

Dated: 08/05/2025

CIRCULAR No:- 04/2025

Subject:- Procedure and Instructions for Proper Maintenance of files-reg

It has been observed that the officers/officials are not following proper procedure while putting up the files to the Higher Authority. Hence, it is directed that all the officers/officials working in various Branches of PHQ & MPHQ/Jails under Prison Department to follow the following procedures while putting up the file to the higher authorities. Therefore, All Head of Offices/Superintendents/Branch In-Charges are requested to kindly ensure that:-

- a) Every new file opened shall be entered in File Index Register which is maintained by the respective Branches/Jails.
- b) Each file put up should have a subject and proper file number.
- c) Ensure proper page numbering of all noting, correspondence pages and paragraphs etc. should be serially and continuously numbered before submitting the file.
- d) Copy/original of all documents referred in the note should be available on the correspondence side. The Note should refer to page number of these documents placed on the correspondence side. In addition, Important relevant pages of correspondence side can also be flagged, and reference to them can be made on the Noting Sheet by mentioning the Flag number by pencil in the margin of the note.
- e) The draft letter/OM/Orders/Notification/Circular etc. submitted in the file for approval should be tagged in the file on the correspondence side with a upin/tag so that it does not get detached in transit.
- f) Part File:- When a file is under submission to higher authorities, and another paper on the same issue to be urgently processed, a Part File, with the same file number and Suffix "PF", and with the same subject be opened. It must however be ensured that the part file is merged with the main file at the earliest opportunity when both the main file and part file have come back to the dealing assistant. Continuation of Part Files for indefinite period, as is often observed, is an unhealthy practice.
- g) New Volume:- Only when a file becomes bulky and it is considered necessary to continue with the same file, a new volume should be opened. The new volume should have all Noting Pages in original, with copies of Noting Pages kept in the earlier volume. The correspondence pages be numbered in continuation of earlier volume.
- h) Sufficient space should be left at the conclusion of proposals on the noting so that the next official/officer can make his/her remarks on the same.
- i) A slip/flag bearing words "Draft for Approval" should be attached to the draft. If two or more drafts are put up on a file, the drafts as well as the D.F.A. slips will be numbered as "D.F.A. I", "D.F.A. II" and so on.



Maghuy
09.05.25
DPA
Sushant
09.05.25
H.W.
(upload on website)

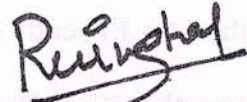
12/12/2022

j) A note should be divided into paragraphs of a convenient size.

k) The damaged and torn file covers and file pads should be changed well in advance before submitting the file.

A strict compliance of the above direction is solicited.

This issues with the approval of D.G. (Prisons).

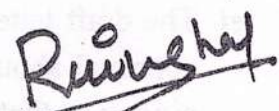

SUPERINTENDENT-I
(PRISON HEADQUARTER)

F.No.18(21)/Estt/PHQ/2022/CD-3691255/3303-12.

Dated: 08/05/25

Copy forwarded for information and necessary action:-

- 1) Superintendent (PHQ) – I, II & III/ Superintendent (MPHQ).
- 2) All Superintendents/H.O.O(Tihar/Rohini/Mandoli) with the direction to bring the contents of this circular into the notice of the staff posted in your respective Jails and the dealing assistants working in your admin/account.
- 3) RMO (Tihar/Mandoli) with the direction to bring the contents of this circular into the notice of the staff posted in your respective Offices.
- 4) PS to DG (P)/S.O. to DG (P)/ PA to Addl. I.G./PA to DIG (P)/PA to DIG(M)
- 5) Deputy Superintendent (Vigilance), PHQ
- 6) All Branch In-Charges (PHQ & MPHQ) with the direction to bring the contents of this circular into the notice of the staff posted in your respective Branches.
- 7) All Section Officer (PHQ, CJ-01 to CJ-16, MPHQ, RMO(T), RMO(M))
- 8) System Analyst, PHQ with the request to upload this circular on Department website.
- 9) All Dealing Assistants working in PHQ/MPHQ through concerned Branch In-Charges
- 10) Guard file


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