



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2008 प्रमाणित/ISO 9001 : 2008 Certified

(स्कूल शिक्षा और साक्षरता विभाग, मा.सं.वि.मं., भारत सरकार के अंतर्गत एक स्वायत्त संस्था)
(An Autonomous Institution Under Deptt. of School Education and Literacy, M.H.R.D., Govt. of India)

F.No.41-20/2019/NIOS/JD/

23 September, 2019

OFFICE ORDER - 346/2019

Subject: Maintenance of files in the NIOS Headquarters and All Regional Centres of NIOS.

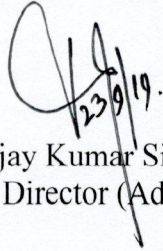
I would like to draw your kind attention towards irregularities in maintaining files as noticed while processing the proposals received from the different units/sections/Divisions of NIOS at the Head Quarter and all Regional Centres of NIOS. In order to remove the irregularities and to streamline the system, following guidelines are brought to your notice for passing necessary instructions to the staff members working under your supervision to adhere these guidelines strictly for smooth functioning of office in proper manner.

- (i) All proposals should be put up in the concerned "Main File";
- (ii) All the Note Sheets and correspondences should be given page No. like N/1,2,3___ in the note side from left to right and F-1c, 2c,3c---- in the correspondence side from right to left;
- (iii) Any reference given in proposal and PUC (Paper under consideration) should be linked up properly;
- (iv) The use of Flag like Flag/A, Flag/B should be only for easy identification of the reference given in the proposal by the higher authorities and not for the purpose of seeking approval on the Flag reference because the Flag is removed after necessary decision taken on the proposal;
- (v) No file should contain more than 200 pages, in case due to any reason, more correspondence/more proposals are required to be made in the same file, another volume giving the reference of the last volume should be opened;
- (vi) Placing more than one copy of Office Orders, Circulars, Notifications, MOU,OM and other correspondences as well as any rough paper in the file should be avoided.
- (vii) For placing extra copies of the communications as mentioned at point(6) above for their future reference/use, a separate file should be opened;
- (viii) In case, any reference of Rules is given in the proposal, a Xerox copy of such Rules should be placed in the correspondence portion or in the file giving proper page no. and necessary Flagging the same for easy identification of the higher authority;
- (ix) In case any part file has been opened in exigency in the absence of Main file, the same should be merged in the main file after the action is taken;
- (x) All proposals should be with complete information by giving reference of policy decision, norms of NIOS, Approved rate, meeting of GB, EB,FC, AC, EC,UFMC or any other Committee with the reference of concerned Minutes wherever necessary to enable the Competent Authority to take quick decision/ to accord approval on the issue properly;

- (xi) All files should be given File No. starting name of Branch/Division/Section/Subject/NIOS/year as well as stating clearly the subject matter and reference of previous files with the number of pages and closing date;
- (xii) While closing any file, a certificate stating the number of Notepage and correspondence page should be recorded on the last page as well as on the cover page of file with the signature of the Section/Unit incharge.

The above guidelines should be followed strictly by all concerned failing which administrative action may be initiated against all the concerned employees who so ever will be found guilty.

The above instructions must be complied in lettered spirit. Your Cooperation in the matter will be highly appreciated.


(Sanjay Kumar Sinha)
Joint Director (Admn.)

Distributions:

1. All Heads of the Department, NIOS
2. All Regional Centres of NIOS, by e-mail
3. Deputy Director (CMO) for kind information of the Chairman.
4. PA to Secretary for kind information of Secretary, NIOS
5. SA/P for uploading on NIOS website
6. All Officers/Staff on NIOS by e-mail
7. Personnel Section, for necessary action
8. Office Order file