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(TO BE PUBLISHED IN ARUNACHAL PRADESH GAZETTE)

GOVERNMENT OF ARUNACHAL PRADESH
MINISTRY OF PERSONNEL, ADMINISTRATIVE REFORMS & TRAINING
DEPARTMENT OF ADMINISTRATIVE REFORMS

No. OM-21/85

Dated, Itanagar, the 7th October, 2006.

OFFICE MEMORANDUM

Subject: - **Procedure for movement of files – proper safety cover from one office to another.**

I am directed to invite a reference to the Government Office Memorandum of even number dated 4th July 2005 which emphasizes observance of proper procedure in the maintenance and submission of files/proposals and has been noticed that there is no proper safety cover on movement of files.

The following procedure is reiterated for movement of files. All concerned are requested to observe the same strictly:

1. Movement of all the files should be under proper safety / confidential cover from one office to another to ensure confidentiality. No information should be passed to un-authorized person relating to submission of proposals or details of files.
2. No un-authorized person shall be allowed to handle files or to pursue them.
3. The files shall always be sent through peon book after making proper entry in the file movement register/peon book.
4. The name of peon/Group-D staff who is allowed to carry the files shall be clearly entered in the peon book.
5. The person who receives the file shall write his / her name clearly along with his / her signature.

Any violation of the above mentioned procedure will be viewed seriously,

entailing exemplary punishment.

The Ministries/Departments/Offices under the Government of Arunachal Pradesh are requested to bring this to the notice of their Officers and Staff for strict compliance.

Sd/-

(Otem Dai)

Commissioner & Secretary (AR)
Government of Arunachal Pradesh.

Dated, Itanagar, the 9th October, 2006.

SEP (AR)
In strict compliance
& assurance

App
Put in file

Memo No. OM-21/85
Copy for information:-

- 1) The Secretary to Governor, Arunachal Pradesh, Itanagar.
- 2) The Secretary to Chief Minister, Arunachal Pradesh, Itanagar.

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3. The PS to Chief Secretary, Govt. of Arunachal Pradesh, Itanagar.
4. The PS to Ministers / Speaker / Dy. Speaker, Government of Arunachal Pradesh, Itanagar / Naharlagun.
5. All Commissioners / Secretaries / Joint Secretaries, Government of Arunachal Pradesh, Itanagar.
6. The Secretary, Arunachal Pradesh Legislative Assembly, Arunachal Pradesh, Naharlagun.
7. The Secretary, Arunachal Pradesh Public Service Commission, Arunachal Pradesh, Itanagar.
8. All Deputy Secretaries/Under Secretaries, Govt. of Arunachal Pradesh, Itanagar.
9. All Deputy Commissioners / Additional Deputy Commissioners Arunachal Pradesh.
10. All Heads of Offices, Government of Arunachal Pradesh, located at Itanagar / Naharlagun.
11. The DIPR, Govt. of Arunachal Pradesh for publication in the Arunachal Pradesh Extraordinary Gazette. He is further requested to supply 100 copies to the undersigned.
12. Office copy.



(Kirba Lomi)

Under Secretary (AR)
Government of Arunachal Pradesh